

VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

STATE MANAGEMENT COMMITTEE MEETING MINUTES

Date 4th December 2021
Location Caroline Springs Quest Apartments

Meeting commenced 10.25 am.

1. WELCOME BY PRESIDENT

Linda welcomed everyone to the meeting and thanked them for their continued contribution to the sport. Linda apologised for the technical issues experienced in getting access via the GoToMeeting and the delay in starting.

2. PRESENT

Linda Tanian, Mezcal Manners, Kerrie Gabb, Paul Nugent, Russell Robinson, Russ Gillingham (via video conference), Ellen Prestage (via video conference)

3. APOLOGIES

An apology was received from the following Committee Member:

- Hans Peuker

4. CONFLICT OF INTEREST

Declaration of Conflicts of Interest by Committee Members

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster)	Personal relationship
Kerrie Gabb	Tom Quilty 2023	Committee Member
Linda Tanian	Tom Quilty 2023	Committee Member
Paul Nugent	Bek Williamson	Personal Relationship
Mezcal Manners	GERZ	Gippsland Championships

5. VISITORS

The following member attended the meeting:

- Lyn Taylor (via video conference)

6. MINUTES FROM MEETING HELD ON 23RD OCTOBER 2021

6.1 Amendments

Sandra Feil is to be added to the list of visitors to the meeting.

6.2 Adoption

Motion No. 01/12/2021: That the Minutes from the meeting held on 23rd October 2021, subject to amendment, be adopted.

Moved: Mezcal Manners

Seconded: Paul Nugent

Carried

6.3 Business Arising

Paul stated that following his reading of the constitution it does not state that we need a membership form each year when applying for membership. Paul asserted that it is only new members that need to do an application form and renewing members do not need to meet this requirement. Paul quoted Section 15 of the Constitution.

Linda read out Section 13 of the Constitution that specified the membership process requires the submission of an Application form. The SMC discussed this matter further. A vote was taken to on the question of whether all members had to submit a membership form with the outcome that the majority of SMC members agreed an application form was required for membership.

7. RATIFICATION OF ONLINE MOTIONS

Motion No. 02/12/2021: That the online motions be ratified.

Moved: Kerrie Gabb

Seconded: Russell Robinson

Carried

8. CORRESPONDENCE

Action arising from the correspondence:

- Include the AERA Affiliation Agreement on the AGM agenda for discussion
- It was agreed to pay VERA's portion of the public liability insurance fee as submitted by AERA
- Noted that both Lyn and Michael Taylor have submitted their proof of vaccination

In Camera Discussion

Correspondence from Rebecca Williamson

Linda declared a conflict of interest in the matter as she was the subject of the letter of complaint and vacated the Chair. Kerrie took the chair (as she was the only executive committee member left as the secretary was taking the minutes) and pointed out that Paul also had a previously declared conflict of interest as Rebecca is his partner.

Linda requested that the correspondence item from Rebecca Williamson be discussed in camera given the sensitivity of the matter. Paul queried whether a single person could request this, and he was advised that this was correct process.

Linda was asked to respond to the contents of the letter. Then Paul and Linda were asked to leave the room and Lyn was dropped off Zoom.

The committee that were present via zoom discussed various points of the letter and thoughts on how to respond.

Outcome: Kerrie to draft a letter of response, for the committee (excluding President and Vice President), to go over and agree on the wording. The secretary to convert the draft letter to be on the official letter head and forward to Rebecca.

In Camera session completed

Motion No. 03/12/2021: That the correspondence be accepted.

Moved: Mezcal Manners

Seconded: Ellen Prestage

Carried

9. REPORTS

9.1 Treasurer

Kerrie reported that she was just waiting on the Brimpaen ride fees. The financial statements required a minor spelling adjustment, which has now been completed.

Incoming Accounts

Name	Details	Amount
AERA	Invoice 1241 – TQ costs	\$388.59
GERZ	Ride app fee refund	\$80.00
Australia Post	Postage	\$44.21
	Total	\$512.80

Motion 04/12/2021: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Mezcal Manners

Carried

Kerrie discussed the late item covering the email from Bronwyn Cuthbertson's claim for the Vet Fees refund for the Brimpaen ride and forwarding a receipt instead of the requested invoice. The SMC reviewed Bronwyn's statement that the receipt should be sufficient. The outcome of the discussions was that the original motion implementing the Vet Fee refund requested an invoice be provided and that all other ROs had been able to provide the requested invoice so consistency with these aspects should be maintained. Bronwyn is to be advised that the SMC requires an invoice before a refund of the vet fees can be made.

Motion 05/12/2021: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Russ Robinson

Carried

9.2 Calendar Coordinator/Insurance

Ride Applications

Paul asked about the Ride Application for the 2022 State Championships. Linda to follow up with Ashley Van Leeuwen to organise the application.

Paul updated the AERA Ride Calendar during the meeting to include the 2022 State Championships and the 2023 Tom Quilty event.

Insurance

Mention was made of possible legal action arising from the Covid restrictions for the Brimpaen ride. Linda will speak with the AERA Insurance Officer to see if notification to the insurer is required.

9.3 AERA Delegates

The SMC discussed the increased fees that have been adopted by AERA following the steep increase in insurance costs and put a number of motions to increase Membership and Ride Application fees.

Motion No. 06/12/2021: That the VERA Ride Application fee be increased to \$85 for all new rides applied for from 1 January 2022.

Moved: Russell Robinson
Seconded: Ellen Prestage
Carried

Motion No. 07/12/2021: That the fee for the following membership categories all be increased by \$5:

- Adult Riding
- Junior Riding
- Intermediate
- Associate

Moved: Ellen Prestage
Seconded: Paul Nugent
Carried

Motion No. 08/12/2021: That the Family Membership fee be increased to \$370.

Moved: Kerrie Gabb
Seconded: Mezcal Manners
Carried

Motion No. 09/12/2021: That the fee for the following half yearly membership categories all be increased by \$5:

- Adult Riding
- Junior Riding
- Intermediate
- Associate

Moved: Ellen Prestage
Seconded: Mezcal Manners
Carried

It was agreed that no increase to the Day Membership fee be imposed.

Vet Fees

The information on the new approved fees is to be distributed to ROs and Vets and also updated on the website.

9.4 Assets Officer

The SMC discussed the housing of the central trailer without any further resolution. Kerrie, Linda and Chris Browne will get together to try and advance the purchase of replacement trailers. Paul suggested that a food van type trailer would work well and would be able to house the ETS as well. He suggested that only 2 trailers would be required for the state. This sized trailer would require electric brakes, which may pose a problem for ROs picking up the trailer who don't have electric brakes installed in their vehicle.

Other suggestions for trailers include a car trailer for the ETS and a box trailer.

9.5 Horse Welfare Officer

The SMC agreed that refresher training be provided to CS, Vets and Swabbing Stewards in relation to swabbing procedures. Linda will approach the AERA Medication Control Officer.

9.6 Logbook Registrar

Linda to add in the direct debit details and get the forms loaded onto the website.

9.8 Merchandise Officer

The SMC agreed to the suggestion that some promotion of the merchandise line on the FB page be organised. Photos need to be taken and posted as well. Mez advised that she will be taking merchandise to the AGM for any pre-orders – need to publicise this so that people can place an order. Mez will also look into skins (riding tights) and bring back to the next SMC meeting for consideration.

9.9 Point Score Registrar

The trophies from the 2019 end of year awards need to be retrieved to enable them to be engraved with the names of the winners for 2021 and be presented at the AGM.

9.10 Veterinary Coordinator

Russell Gillingham reported that he hadn't been able to get hold of Sarah and had had a chat with Ash Greeves to get some assistance with this task. Linda has sent the 3 rides that Sarah officiated at to Russell and to Narelle to get Sarah approved.

9.11 Grievance Officer

Mez to follow up with the Grievance Officer as the submitted report was the same as the report from the previous agenda.

9.12 Governance Sub-committee

Motion No. 10/12/2021: That VERA adopt the Electronic Timing System and Tom Quilty Gold Cup State Team policies.

Moved: Russell Robinson

Seconded: Ellen Prestage

Carried

It was agreed that a Ride Organisers forum would be organised for early in the 2022 year. An ETS training session should also be run at the same time to get more people skilled in being able to set up and operate the system. It was suggested this could be run in early February and be located centrally to enable more people to attend.

10. GENERAL BUSINESS

10.1 Communication with ROs

It was agreed that a number of initiatives could be implemented to improve the information flow:

- Requirements for communication of key personnel and vaccination requirements to be included on Ride Application Form
- Contact the ROs 4 weeks out from the ride to prompt for this information
- Advise the ROs of the process change
- Issue an invitation to discuss the covid requirements with the SMC and allow us to help with socialisation of the requirements
- Could be added to the agenda for the RO Forum

10.2 AGM

Items for inclusion on the agenda for the AGM include:

- New rules for 2022
- AERA Affiliation Agreement

Lyn suggested that we advise members that they can be a part of the SMC without physically attending meetings which may be attractive to some people.

The cost of the dinner was also discussed along with the menu to be selected. It was agreed that this SMC would continue the custom of providing a small subsidy to members who attend the dinner.

Motion No. 11/12/2021: That VERA subsidises the AGM dinner at a cost \$10 per member.

Moved: Ellen Prestage

Seconded: Kerrie Gabb

Carried

The Seymour Club have advised that a sit down meal may not be available if they are unable to employ sufficient staff. If this is the case a finger food type meal only will be available.

Trybooking nominations will be set up for people who are going to the AGM and the dinner. People will need to specify any special dietary requirements. At the AGM we will need to have someone check in members.

10.3 Tom Quilty 2023

The task list for the TQ2023 was updated.

Task	Allocated	Status
Formally advising the TQ23 Committee of the approval	Mez	Completed
Formally advising all State Divisions of the Quilty dates to ensure future calendars provide support for these dates	Mez	
Handing over the TQ Association that VERA has set up to the TQ23 Committee	Linda	
Adding the appropriate TQ23 people to the VERA TQ Bank Account	Kerrie	
Adding the Quilty Test/2022 State Champs event and the Quilty dates to the AERA Ride Calendar	Paul	Completed
Appointing a VERA representative to the TQ23 Committee to be the liaison between the two groups	Russell Robinson	Completed
Putting up a FB/Website post regarding the dates	Linda/Mark	Completed

11. OTHER GENERAL BUSINESS

Russell Robinson mentioned that he had a friend who wanted to get started in endurance and he was looking for additional resources to provide them. Russell will send through some information that could be utilised as a baseline. Once it is updated it can be sent around to the SMC for review.

12. LATE ITEMS

Late Inwards Correspondence

- Email from Lyn Taylor regarding progress on attaining swabbing steward accreditation
- Sports Community – Newsletter
- AERA – 2022 Fees and Charges
- AERA – 2022 Vet Fees

- Bronwyn Cuthbertson regarding her perception of lack of support from the SMC to the Brimpaen ROs in regard to Covid requirements – A response to be sent outlining the actions taken by the SMC prior to the Brimpaen ride to maintain communications

13. NEXT MEETING

The next meeting is the AGM, which is scheduled to be held on 15 January 2022, commencing at 2pm, at the Seymour Club.

14. MEETING CLOSED

The meeting closed at 1:54 pm

DRAFT