

VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

Date 9 October 2021
Start Time 9:05am

1. WELCOME BY PRESIDENT

Linda thanked everyone for attending the meeting today and also their continued support for Endurance riding in Victoria. There are some emotive issues on the agenda for discussion today. Please approach these with a view to resolving the issue, lets stick to the facts and try and be calm and reasonable.

2. PRESENT

Linda Tanian, Mezcal Manners, Kerrie Gabb, Russell Robinson, Russ Gillingham, Hans Peuker, Ellen Prestage

3. APOLOGIES

Apologies have been received from the following Committee Members:

- Nil

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
Paul Nugent	Bek Williamson	Personal Relationship
Mezcal Manners	GERZ	Gippsland Championships

5. VISITORS

The following visitors attended the meeting:

- Paul Nugent (not currently a member of the SMC due to membership lapsing)
- Martin Mizzi
- Marty Bryson
- Lyn Taylor
- Sandra Feil

6. MINUTES FROM MEETING HELD ON 28 AUGUST 2021

6.1 Amendments

Nil

6.2 Adoption

Motion No. 01/10/2021: That the minutes from the meeting held on 28 August 2021 be adopted.

Moved: Mezcal Manners

Seconded: Ellen Prestage

Carried.

6.3 Business Arising

Nil

The business of the agenda was interrupted as Paul queried what his status as a member of the SMC was. He was advised that he was now a member of the Association but not a member of the SMC as per the instructions provided in the email sent to the SMC on 21 October 2021. As his membership had lapsed, due to no Membership Application form being received by the Membership registrar, he could not hold a position on the SMC as per the Constitution. Paul requested that the matter of being reinstated be dealt with immediately.

The SMC discussed whether we would continue with the business as per the agenda. Paul wanted to have his membership matter discussed immediately. Linda advised that she had scheduled this matter for immediately following the preliminary matters on the agenda. It was originally listed as a late item but could be brought forward to immediately following the adoption of the minutes.

After much discussion the SMC were asked what their preference was for dealing with the matter – after the minutes or immediately. The outcome of the vote was that a majority of the SMC members agreed that this matter should be dealt with following the adoption of the minutes.

The meeting returned to the standard order of the agenda.

7. MINUTES FROM MEETING HELD ON 27 SEPTEMBER 2021

7.1 Discussion

The President ask the SMC members if they wished to conduct the discussion of the minutes In Camera. The majority of the SMC members voted to conduct the discussion in the open.

Paul was advised of his Conflict of Interest in the matter of the minutes, as he was the subject of the complaint by Lyn Taylor. He would be able to respond to any questions asked, as Lyn would be, but neither Lyn nor Paul could take part in the discussions on the Minutes.

Hans commented that he was sick of getting caught up in the ongoing conflict at a committee level. We need to move on from the conflict and worked towards having better relationships.

Linda asked the committee if there were any questions to be directed to Paul. Russ Gillingham asked Paul if he was happy with the minutes? Paul stated that he didn't call Lyn a lair and what he said that he thought was wrongly recorded in the minutes.

Paul said that there are certain parts of the minutes that he doesn't recall saying and he felt that he should have the ability to modify the minutes. It was pointed out that Lyn didn't have that ability due to her conflict of interest in the matter. Paul went on to detail the items he didn't recall. It was pointed out that a majority of the SMC had indicated the published minutes correctly reflected what occurred at the meeting.

On the agenda for the October meeting there was a Grievance Officer report which wasn't made available to the meeting and Paul questioned this. The advice provided was that the grievance matter was a separate issue to the complaint with the complaint being issued before the grievance was made. The matter of the grievance was discussed at the September meeting, and it was not a part of the meeting purpose which was to discuss the letter of complaint. It was added to the agenda for the October meeting in the same manner as all reports are done.

Paul said that there was no agreement to putting the letter on the website. He had simply changed his mind about doing that. Paul left the meeting at 9:27am.

Lyn arrived at the meeting at 9:30am. The SMC was asked if there were any questions for Lyn. Clarity was sought on the issue from Lyn's perspective. Lyn responded that she was contacted by Paul, but she wasn't happy with the contact. Lyn said she wanted a public apology. Paul agreed with this and then a week later he refused to do this. This is what was agreed to in the grievance process.

Lyn also mentioned the impact of Paul's allegations getting out into the wider endurance community and the 'stain' she felt this had put on her character and standing. She was concerned that people would query her decisions as a CS in the future as a result of this.

Hans asked if the crux of the matter was whether Lyn was present when Linda did her provisional CS ride. Lyn responded that Paul queried whether Lyn has lied about the chief steward accreditation and falsified the documentation. Lyn left the meeting at 9:38am

Paul and Lyn were asked to leave the meeting to allow further discussion to occur.

After much discussion about the Grievance Officer's report not being presented to the September meeting a question was put to the SMC members. The question was whether receipt of the Grievance Officer's report made any difference to the discussion at that time. The outcome was that the majority of the SMC members felt it did not make a difference.

The SMC also discussed whether the minutes of the September meeting were to be published and were unanimous that they should be published in line with the existing process of publishing minutes.

The committee discussed the ongoing conflict. Linda outlined the actions that she had taken with Paul in regard to the conflict that is occurring and the measures that Linda had suggested being put in place to improve communications. Paul had agreed to these actions.

A short break was called at 10.35 am. Restarted the meeting at 10.45 am. Advised Paul and Lyn of the outcomes. Martin joined the meeting at 10:49am

7.2 Amendments

Nil

7.3 Adoption

Motion No. 02/10/2021: That the minutes of the meeting held on the 27 September 2021 be adopted.

Moved: Mezcal Manners

Seconded: Ellen Prestage

Carried.

7.4 Business Arising

Nil

The Committee agreed to halt the standard order of the business on the agenda and bring forward the matter of Paul Nugent's lapsed membership.

8. MEMBERSHIP ISSUE – PAUL NUGENT

Email sent to SMC Regarding Paul Nugent's Membership Situation on 21 October 2021

As a result of transaction checking for the end of year financials it has been identified that Paul's membership has not been renewed for the 2021 year. Paul paid his membership fee on 1 February 2021, but no Membership Application form has been received by our Membership Registrar. Clause 17 (a) of the Constitution states: The

membership of a person ceases on resignation, expulsion or death, does not renew application of membership with appropriate fee within one month of it being due.

I spoke with Paul today to discuss this issue and I have asked him to submit a completed membership form asap.

Under Clause 58 (2) of the Constitution it states: A person ceases to be a committee member if he or she (a) Ceases to be a member of the Association.

Under Clause 59 it defines that the committee may appoint an eligible member of the Association to fill a position on the Committee that (a) has become vacant under rule 58.

Linda said that the Associations Act covered where the decisions stayed in force even though there was some issue with the original process.

This gives us the ability to appoint Paul (once his membership form is received) back onto the SMC. Please note that any committee member appointed under this rule will only have a term of office until the next annual general meeting and would need to stand for re-election. We will need to put a motion and vote on appointing Paul onto the SMC, so I have added this item to the agenda.

The other issue that has been identified arising from the cessation of membership is Paul's role as a CS. Under the Chief Steward Accreditation procedure Paul must be a member. As he was not a member during the period in which he undertook his provisional Chief Steward rides there is a question around validity of the two rides that were completed. I have sought the opinion of the AERA Chief Steward Liaison to assist us in determining the appropriate action to be taken. This item has also been added to the agenda.

Note: Advice received from Mark Dunn (AERA Chief Steward Liaison) is that it is up to VERA to determine the outcome.

Considerable discussion was devoted to this matter with Paul providing information on how the payment for membership had been made and that he felt it was the Membership Registrar's responsibility to notify him that the Membership Application form had not been received. Sandra Feil was invited to join the meeting at 11:30am. Sandra provided information to the SMC that she worked from the Membership forms and was not aware that the payment had been made as a Membership Application form had not been received from Paul.

Motion No. 03/10/2021: That Paul Nugent be appointed to fill the casual vacancy for the Vice President role on the VERA SMC effective until the 31st December 2021.

Moved: Mezcal Manners

Seconded: Ellen Prestage

Carried.

The SMC agreed to the recommendation that Paul be re-appointed as the Calendar Coordinator.

The SMC also agreed that the two rides Paul had completed as a Provisional Chief Steward while he was not a member of the Association be accredited to him.

Linda thanked Sandra for attending the meeting. Sandra left at 11:45am.

The meeting returned to the standard order of the agenda.

9. RATIFICATION OF ONLINE MOTIONS

Motion No. 04/10/2021: That the online motions be ratified.

Moved: Ellen Prestage

Seconded: Kerrie Gabb

Carried.

10. CORRESPONDENCE

The SMC discussed the issue of MCP Swabbing Stewards and the need for VERA to have access to additional stewards. It was agreed that VERA support Lyn Taylor's request for assistance in meeting the cost of attaining her Swabbing Steward qualification.

Motion No. 05/10/2021: That VERA agree to provide financial support to Lyn Taylor for accreditation as an EA Drug Steward upon receipt of evidence for expenses incurred.

Moved: Ellen Prestage

Seconded: Russell Gillingham

Carried.

The Secretary was instructed to include information in the letter to Lyn regarding agreement about the level of expenses prior to completing the course to maintain control over costs. After discussion it was agreed to rescind the motion as it was felt it was not worded appropriately.

Motion No. 06/10/2021: That Motion No. 05/10/2021 be rescinded.

Moved: Ellen Prestage

Seconded: Russell Gillingham

Carried.

The SMC agreed that support be provided to Lyn for financial costs for completing swabbing steward duties at any VERA ride.

Motion No. 07/10/2021 That Motion No. 06/10/2021 be rescinded.

Moved: Ellen Prestage

Seconded: Russell G

Carried.

The original motion was re-put to the SMC.

Motion No. 08/10/2021: That VERA agree to provide financial support to Lyn Taylor for accreditation as an EA Drug Steward upon receipt of evidence for expenses incurred.

Moved: Ellen Prestage

Seconded: Russell Gillingham

Carried.

The SMC also discussed the costs associated with attending a ride to conduct swabbing duties. In the past a motion was made regarding financial support for swabbing at a ride, but this motion was specific to a single person. This motion needs to be modified to indicate that financial support to attend a VERA ride by a VERA accredited swabbing steward will be supported.

Motion That VERA agree to provide financial support for any VERA Swabbing Stewards attending VERA rides.

Moved: Ellen Prestage

Seconded: Hans Peuker

Carried.

Motion No. 09/10/2021: That the correspondence be received.

Moved: Kerrie Gabb

Seconded: Ellen Prestage

Carried.

Actions arising from the correspondence:

- Notify Lyn Taylor of the outcome regarding financial support for gaining EA swabbing steward qualification

- Advise AERA when the 2022 ride calendar has been uploaded into AERASpace

The standard order of business of the agenda was suspended as Martin Mizzi had a number of items that he wished to raise with the SMC. These items were:

- Central Trailer – Discussion about the trailer and the fact that it was not large enough for the equipment required for rides. VERA are getting new trailers and we will be purchasing new marquees as well.
- Central Trailer has not been returned from the Murray River ride and it would be in Eldorado's best interests to pick it up from Matthew Milne. Approval was given for this to occur.
- The marquee from the Central Trailer is broken – Kerrie advised that we would take one from the Gippsland Trailer to the Eldorado ride
- State Champs and how this was cancelled – Martin was advised of the discussions that occurred and was totally happy with the advice provided.
- Quilty 2023 – Thinks that we need to re-open the EOI as he has heard that there are some people who may or may not be interested in submitting an EOI. He thinks that these people will need more support. Martin also suggested that VERA donate money towards the Quilty in addition to the seed funding available. These items would be discussed later in the meeting. Martin left the meeting at 12:30pm.

The meeting broke for lunch at 12.30 pm and resumed at 1pm

11.REPORTS

11.1 Ride Reports

The SMC discussed the incident that occurred at Moyston where a rider came off a horse. Based on Paul's advice it would be unlikely that an insurance claim would arise from this incident. An incident form should have been completed by the rider even if it had to be collected after the event. It was noted that the rider had also been kicked by the horse earlier, but no incident report was filed due to the issue not being notified to the CS at that time.

11.2 Calendar Coordinator/Insurance

Paul advised the SMC of the ride applications that had been received.

- Snake Valley Dash – 29 January, Saturday ride, 40 & 80, twilight ride. Ride Application Form submitted.
- Lancefield – Rollover from the previous year – 28 February, Sunday – 20, 40, 80km
- Eldorado Ride – 12, 13 & 14 March (already voted and approved)
- GERZ – 2 & 3 April, 20, 40 & 100 (new application)
- Murray River – New application, 4 & 5 June, Saturday, 10, 20 and 40, Sunday, 40 and 80km
- Mia Mia – (Rollover) – 25 June, 40 & 80km
- Ararat – 14 August, 10, 20, 40 and 80km
- Dergholm – 26 November (Dergholm Championships) – 40, 80 (new ride application)

Motion No. 10/10/2021: That the Ride Calendar for 2022, as presented, be adopted.

Moved: Paul Nugent

Seconded: Mez Manners

Carried.

Actions required:

- Paul – Send the Ride Applications to all SMC members as previously requested, notify the ROs via email and post the rides on the AERA calendar
- Linda – Notify Mark to update the website and prepare the FB page announcement

- Mez – Send out the formal letters to the ROs

Paul advised that he has been discussing with Mel Bright (SAERA President) the possibility of having a Border Cup/Challenge with SA. This would be held at the Mil Lel Easter marathon and then we could do a Victorian ride as well (possibly Dergholm). Still having a conversation about whether this is going to work, format and how it is going to happen. Paul to follow up and bring back a proposal to the next meeting.

Paul to follow up with Louise Mackey about dual affiliation with NSWERA for the Eldorado ride.

ETS System

- Eldorado – Kerrie advised that she would organise to pick up the ETS from Damien
- Brimpaen – Delivery method to be determined

11.3 Assets Officer

The website contact details are to be updated for the Gippsland trailer.

Sandy and Bronwyn have advised that they are happy to take on care taking of the Western trailer. This needs to be organised. Linda to follow up with Jeff Jarmen to see if he can deliver the trailer. The website contact details also needs to be updated.

11.4 Veterinary Coordinator

Russell was asked about Sarah Baylie's accreditation and whether this can now be submitted to AERA for approval. Russell to follow up with Narelle.

Additional vets were provided:

- Caroline Hawton and Dave Shaulderd – Vetted at the previous Bunyip
- Tome and Mike from Gippsland Vet Group (Mez to provide contact details)

Russell will follow up.

11.5 Governance Sub-committee

The Ride Calendar and Swabbing policies had been distributed to SMC members and were submitted for adoption.

Motion No. 11/10/2021: That the Swabbing policy, as amended, be adopted.

Moved: Kerrie Gabb

Seconded: Russell Robinson

Carried.

Motion No. 12/10/2021: That the Ride Calendar policy, as amended, be adopted.

Moved: Ellen Prestage

Seconded: Russell Robinson

Carried.

Actions to be take:

- Distribute final versions of policies to the SMC
- Send a PDF version to Mark to upload to the VERA website

12. GENERAL BUSINESS

12.1 Tom Quilty 2023 Preparations

Expression of Interest process – Comment was made previously in the meeting that there were other parties who were interested in running the Quilty. Paul provided the following information:

- Ken Bradley had advised that he would be prepared to design the track at Mia Mia. There was a paddock across the road that might be available. Ken didn't have a committee to back him, and he wasn't interested in running the event – just providing the track.
- Sioux Reid had mentioned running the Quilty at Moyston

It was agreed that people have had sufficient time to put in a EOI so the SMC should only consider the EOI that has been submitted.

Motion 13/10/2021: That the Expression of Interest from the Bunyip Ride Committee to run the 2023 Tom Quilty event at Tonimbuk be approved.

Moved: Ellen Prestage

Seconded: Hans Peuker

Carried.

Actions to be taken:

- Mez to advise outcome to Ashleigh and ask about the dates for the State Championships and the Quilty
- Linda to put a notice on the website and FB
- Mez to notify AERA

12.2 AGM

A venue for the AGM needs to be found, everyone on the SMC to research a venue in the central area within the week and provide details via email.

It was agreed that VERA would run the Points and Distance awards for the 2021 year.

We would also have a presentation of Nikki Robinson & Nakita's Decade Team award.

12.3 AERA Affiliation Agreement

The SMC agreed that VERA advise AERA that it is happy with the Affiliation Agreement and that it is acceptable to VERA. Mez to write to AERA.

13. LATE ITEMS

13.1 Correspondence Inwards

EV's clarification of requirement for all volunteers to be fully vaccinated – notification sent to Naomi and to Janeen.

13.2 Correspondence Inwards

Community Sport Newsletter – You have to plan your committee meetings better.

Kerrie left the meeting at 3.15 pm.

13.3 Sallyann Duke – Big 3 Award

It was agreed that this new award should be created and that it be awarded for successful completion of a VERA State Championships, Shahzada and the Tom Quilty in a single year for a horse and rider combination. The award would not be offered retrospectively and only is available from 2022.

There was discussion on the appropriate award to be provided. Linda will check out what NSWERA and QERA provide as awards and get back to the SMC.

13.4 AERA – Public Liability Shortfall

The letter from AERA outlined the additional costs that would be shared between State Divisions on a membership percentage basis. It was agreed that we will just have to accept the additional cost and get the invoice paid.

13.5 Treasurer's Report

All online votes for payments have been finalised.

The uncategorised income has now been sorted and allocated to the correct income categories.

All Moyston paperwork is now in, and all paid for.

I was going to have the end of year financials finished for this meeting, but I am still waiting on outside information to come in, so as soon as I have got that, I will distribute the draft financials for the committee to look over.

The SMC discussed obtaining audit services and agreed that Kerrie should obtain a quote from the current auditors, given the difficulty in getting auditors to provide the services. This quote should be bought back to the SMC for approval.

I have had a look over the grants from the VIC gov, it seems we are not eligible for a grant, but I will research this more as we have until the end of the month. It was agreed that VERA didn't qualify for this funding as it is an SSO.

With how the last few years have been and rides not being able to go ahead, I was wondering if the committee would like to discuss the situation of the ROs that have paid for ride application fees, but not been able to host rides. Previously I have contacted the ROs, and the response has been to hold on to the money and they will schedule another ride. My only concern with that, is that this is easy to get lost. We have the potential of 8 ROs that can be refunded, at \$80 each \$720.00. These fees have not been paid to AERA yet, so VERA would not be out of pocket, and neither will the ROs.

It was agreed that we rollover the following ride application fees as they have rides listed on the calendar for 2022:

- Snake Valley
- Lancefield
- Murray River
- Mia Mia
- Ararat
- Dergholm

Rides that Kerrie has to follow up – GERZ have already paid for one this year and Tallangatta Valley.

Kerrie raised the question of increased ride fees and whether the Ride Organiser should pay the additional fees levied by AERA. Once we know the ride fees, we have to update the Ride Fees form and any new ride

applications must pay the increased fee. Kerrie is just wanting people to think about the options available and we should wait until the fee increases are made available. This needs to go on the agenda for next meeting.

It was agreed that Mez should write to AERA and suggest that they move their Fees and Charges consideration to earlier in the year. Ride calendar information is asked for earlier, so we need to have information on fee increases earlier than is currently being .

It is also time we need to start considering our membership fees for 2022, keeping in mind that there will be an increase coming from AERA. This is VERA’s current structure for membership fees.

Section 1

Membership Type				
<input type="checkbox"/> Adult Riding	\$140.00	<input type="checkbox"/> Junior Riding	\$115.00	Optional Personal Accident Insurance <i>Read Product Disclosure and complete separate Application form</i>
<input type="checkbox"/> Intermediate	\$85.00	<input type="checkbox"/> Associate	\$75.00	
<input type="checkbox"/> Life Member	\$0.00	<input type="checkbox"/> Family 2 Adult & 2 Junior	\$360.00	
				<input type="checkbox"/> Adult: \$ 150 <input type="checkbox"/> Junior: \$ 39

Remembering we rolled the fees for 2020 into 2021. I believe we have a few options here, which will need to be discussed. Please remember these are only discussions and a full evaluation can be done, once we have the new pricing structure from AERA, also Logbook fees may need to be looked into.

Options:

- 1) We leave our fees to the members as is and VERA absorbs the AERA increase
- 2) We increase the fees to match the AERA increase
- 3) We roll all the memberships
- 4) We calculate the full cost of the memberships including the increase from AERA, and then give a discount on proration of the rides ran this year to the rides cancelled.

People to send in suggestions around how we deal with this.

Also, with PA insurance it will need to be charged at whatever AERA says it is worth, as we do not make money on that, what we charge is what we pay AERA.

Incoming Accounts

Name	Details	Amount
AERA	Invoice 1210 – Insurance Fees	\$50.00
AERA	Invoice 1211 – Affiliation Fees	\$64.00
Maxx Promotions	Inv 4832 – New Merchandise	\$1486.32
Shondra Renzella	Paid for a ½ year PA we can’t do that so requested refund	\$55.00
	Total	\$1655.32

MOTION 14/10/2021: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Hans Peuker

Carried

Motion 15/10/2021: That the Treasurer's Report be received.

Moved: Kerrie Gabb

Seconded: Ellen Prestage

Carried

Kerrie commented on the financial reports including that overall, we had made a small profit for the financial year. Within the Profit & Loss Since the Last Meeting report that a loss had been incurred. This is due to some of the transactions are non-cash transactions.

Everyone congratulated the Treasurer for the great outcomes in the financial statements – we will make a small profit and have increased the financial worth of the Association (from a balance sheet perspective).

14. NEXT MEETING

The next meeting is scheduled for 20 November. This is the same date as the AERA meeting so an adjustment may be required to accommodate both meetings.

15. MEETING CLOSED

The meeting closed at 3.44 pm.