

VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

MINUTES OF STATE MANAGEMENT COMMITTEE MEETING

Date 5 March 2022
Time 9.00 am

1. WELCOME BY PRESIDENT

Linda welcomed all to the meeting and thanked them for their contribution.

2. PRESENT

The following SMC members were present:

Linda Tanian, Kerrie Gabb, Paul Nugent, Russ Gillingham, Ellen Prestage, Lyn Taylor, Paul Bryson, Damien Little, Sheree Bishop, Russell Robinson

3. APOLOGIES

Apologies have been received from the following Committee Members:

- Mezcal Manners (Leave of Absence)
- Hans Peuker
- Sandy Little

4. CONFLICT OF INTEREST

The following conflicts of interest were recorded.

Committee Member	Point of Conflict	Reason
Linda Tanian	Tom Quilty 2023	Committee Member
Kerrie Gabb	Mark Gabb (Webmaster) Tom Quilty 2023	Personal relationship Committee Member
Paul Nugent	Bek Williamson Lancefield Ride	Personal Relationship Ride Organiser
Paul Bryson	Marty Bryson, Daisy Bryson	Personal Relationship
Sandy Little	Bronwyn Cuthbertson, Damien Little	Personal Relationship
Damien Little	Bronwyn Cuthbertson, Sandy Little	Personal Relationship
Sheree Bishop	Snake Valley Dash Ride	Ride Organiser

5. VISITORS

No VERA members attended the meeting.

6. MINUTES FROM MEETING HELD ON 5 FEBRUARY 2022

6.1 Amendments

Nil

6.2 Adoption

Motion No. 01/03/22: That the minutes of the meeting held on 5 February 2022 be adopted.

Moved: Lyn Taylor

Seconded: Ellen Prestage
Carried

6.3 Business Arising

The following items were discussed:

- Goals of SMC – Linda to schedule a meeting to further progress the goals and send the date out.
- 50th Anniversary of Endurance in Victoria – The SMC discussed what we want to do to commemorate this achievement. It was suggested that we contact the TQ Committee and see if they are interested in incorporating some form of celebration into the State Champs. Sheree to follow up on some options for special commemorative merchandise and present to the next SMC meeting. We could also chase up photos and newsletters from the past and get them displayed on our FB page and website. Sandra Feil has some old newsletters and has offered to help.
- Need an updated contact list for the vets so that we can send out the EOI for the NVP Sent the information through – Russ G has provided this now.
- Seminar on swabbing – Mark Dunn has advised that he is completed the material and is asking for us to set the date – his preference is for a morning on a weekend. It was decided to run the session on March 26 with a second session to be run for anyone who has not attended the first session. Invitations are to be sent to all SMC, Swabbing Stewards and CS folk.

7. RATIFICATION OF ONLINE MOTIONS

Motion No. 02/03/22: That the online motions be ratified.

Moved: Ellen Prestage

Seconded: Kerry Gabb

Abstained: Damien Little

Carried

8. CORRESPONDENCE

Motion No. 03/03/22: That the correspondence be received.

Moved: Damien Little

Seconded: Lyn Taylor

Carried

9. REPORTS

9.1 Rides

Ride Reports

It was noted that the SMC has not received the CS Ride Assessment Form from Snake Valley for Paul Nugent. Follow up with Sandy will be done to enable the next step of the CS Accreditation process to be completed.

Ride Support Personnel

Kerrie reported that Eldorado was proceeding nicely and the RO is currently trying to secure a third vet.

Kerrie asked that the Ride Support contact for GERZ be changed to herself. Kerrie met with Jennie and Donna recently and they are trying to work out how many people will be required for the ETS and trying to get their heads around how to run it. Mark will be doing the Ride Secretary for GERZ and pre-nominations are being organised at the moment. Paul is listed as the Chief Steward with a backup plan of Digger Leehane if Paul has not finalised his Chief Steward accreditation.

Paul advised that the Mia Mia ride is progressing ok.

Ride Information

The ride information was updated as follows:

Ride	Vaccination Status	Chief Steward	Head Vet
Snake Valley Dash	Fully vaccinated	Sandy Little	Lesley Hawson
Lancefield	Fully Vaccinated	Sandy Little	Lesley Hawson
Eldorado	No requirements	Sandy Little	Judy Mullholland
GERZ Championships	No requirements	Paul Nugent or Digger Leehane	Ash Greaves
Legendary-Penn Quilty Qualifier			
Murray River Ride			
Eldorado #2			
Ararat			
Quilty Test Event/VERA SC			
Dergholm Championships			

ETS

The ETS will be used for the following rides:

Ride	Transport to Ride	Returned After Ride
Lancefield	Paul Nugent	N/A
Eldorado #1	Paul Nugent	Linda
GERZ Championships	Linda	
Legendary-Penn Quilty Qualifier		
Murray River Ride		
Eldorado #2		
Ararat		
Quilty Test Event/VERA SC		
Dergholm Championships		

Other

Sheree Bishop has provided a suggestion that the ride dates be set around vet availability and to be advertised as an available weekend. Sheree explained that her suggestion was about trying to identify when the vets would be available to officiate at rides and then trying to get the ROs to align their ride dates with the weekends on which the vets are available.

Russ G advised that he had spoken with Ash and Narelle and they are going to try and promote vetting at endurance rides more within their vet circles. We need to get some more vets on line. We have lost vets because of situations with members. We need to improve the level of communication with the vets.

We should be publishing the list of rides to vets. If we can get our calendar set up earlier this will provide advance notice to our vets. We also need to talk with the ROs about getting their rides in early for our October meeting to allow the calendar to be formulated. Any changes to the rides should also be sent to our vets to keep them informed.

9.2 Insurance Officer

Paul is to submit a report of the incident at the Lancefield ride where a Michelle Cranston fell off her horse and was taken to hospital with several bone breaks. Paul to have this completed in the next few days. We also need to advise AERA of the information. Paul to cc in the SMC on this report.

Paul also mentioned that a rider from Snake Valley had turned up at Lancefield with an injury incurred at Snake Valley. A report for the insurers will be required along with completion of an incident report.

9.3 Assets Officer

Sheree suggested that a sub-committee be formed to handle this and get some progression. Kerrie and Sandy had been appointed at the last meeting to get some action on this activity.

Kerrie reported that no progress has been made on trailer replacements. The SMC talked about what has been discussed in the past to inform the newer SMC members of the options investigated. The SMC need to provide a guideline of a few options that are solid ideas and then this will allow go and research these ideas.

Kerrie indicated that we also need to find out what equipment we need at a ride and remove and unnecessary items from the trailers. We need extra gazebos. The SC need to put together a specification and budget for the replacement program. Paul N indicated that we should only have two trailers and then buy another ETS to go in the second trailer. It was pointed out that there was a lot of distance between rides and having a smaller number of trailers would increase the burden on the ROs.

We also need to replace the existing storage boxes within the trailers with something sturdier as well as including tie down rails and load binders for securing our equipment.

Kerrie to contact Sandy to start working on a specification and budget and bring that back to the SMC for discussion.

9.4 Horse Welfare Officer

Ellen reported on the difficulties with gaining access to the EA Swabbing Steward as VERA no longer has a qualified swabbing steward. Lyn is working towards her accreditation but will not be available for a few months. Follow up with AERA is occurring and we may need to take out membership with Equestrian Victoria to be able to access EA swabbing stewards.

9.5 Logbook Registrar

Kerrie reported that, once again, a rider had applied for a novice horse logbook and had paid the Endurance Horse registration fee and will require a refund. Linda advised that the form had been updated to include a red highlight on the working about not paying the fee. It is difficult to produce other solutions to this issue. A notice will be posted on VERA's social media platforms to remind members that they do not need to pay the endurance horse registration fee when applying for a novice horse logbook.

9.6 Merchandise Officer

Sheree reported that she has done a stock take on the items. There is some old stock that needs to be moved. Discussed the old logo and whether it could be updated. Sheree to provide some examples of alternate options for the logo. Sheree also mentioned that some people do not like the yellow colour highlight in the current merchandise range. She will investigate other colour options and merchandise items with pricing and bring it back to the SMC.

The use of the square was discussed. Kerrie reported that there is a 1.9% fee on each transaction, no monthly fee, no minimum cash thresholds. The square must be paired to a phone or tablet and set up the App which will require the inclusion of VERA's bank account details into the app.

Linda raised the point of security around having this information on someone's phone. Kerrie will investigate the security aspects further to see what safeguards are available. The transaction fee will be passed onto the purchaser as per common practice.

Sheree will update the excel spreadsheet with the current stock levels and send to Kerrie.

9.7 TPR Coordinator

Ellen reported that no provisional TPRs have sent in their cards.

9.8 Governance Sub-committee

Lyn explained that the Child Safety policy needs to be simple enough for a child to read and understand, we need to listen to them and take their complaints seriously. We must appoint a Child Safety Officer at rides and the Governance SC picked out the CS to be the Child Safety Officer as being the most appropriate and best placed person.

The CS does not need any special training to do the role of Child Safety Office. They must utilise normal conflict resolution processes that they would normally do at a ride. The most important aspect is that they need to document any issues so that the history is retained. This is required from a police perspective should charges arise. VERA needs to make sure that we have a record of any issues involving children.

The CS must have a WWCC, which all our CS folk currently hold.

The SMC agreed that a confidentiality agreement needs to be in place for the CS because of the Child Safety policy.

Motion No. 04/03/22: That the Child Safe Policy, as amended, be adopted.

Moved: Lyn Taylor

Seconded: Russell Robinson

Carried

Actions arising from the adoption of the Child Safety policy:

- Publicise the policy to the membership via social media
- Send to the CS and detail the requirements under the policy
- Advise the CS folk that a Confidentiality Agreement will need to be signed

Lyn introduced the Code of Conduct and advised that this has been modernised and included a reference to the Incorporations Act. A new section has been added to include actions should a portfolio holder not be able to perform their job.

Motion No. 05/03/22: That the Code of Conduct Policy, as amended, be adopted.

Moved: Russell Robinson

Seconded: Damien Little

Carried

Once the final versions of the document have been prepared it needs to be publicised. Final versions are to be provided to the SMC members.

10. GENERAL BUSINESS

10.1 Fund Raising Opportunity

At the last meeting the opportunity to raise funds for VERA was discussed via a raffle with the first prize being a Equissage massage unit offered at half price. Sheree has provided the following information:

- The full price for the Equissage unit is \$8400 (they have had a price rise recently)
- Equissage has offered the unit to us at half price (\$4,200)
- Price is GST inclusive.

- VERA will require a permit to do this
- It will cost approximately \$25 for the permit
- Rafflelink will assist with organising the permit

Raffle structure:

- With the price increase the cost of the tickets should be \$20
- Run for the 3 months
- Need to determine when to run the raffle so that we get the best exposure
- Promote the raffle widely to increase the audience

Kerrie indicated that we have sufficient funds in our term deposit to support this. Timing is important and currently we have good incoming cash flow. Kerrie also wanted to have exact pricing for the elements of the raffle.

Sheree is to send the paperwork through to Kerrie so that she can review the information and follow up with any questions. Once this is completed the SMC will re-visit the proposal.

Sheree indicated that Toyota have a sports grant of \$10,000 that might be useful for the Quilty.

10.2 Permanent RFID Card Allocation

The SMC discussed the proposal to permanently allocate RFID tags to members. The cost for each card is as follows:

Item	Cost (ex GST)
Lanyard	\$0.60
Plastic Cover	\$0.50
RFID Cards	\$0.50
Sub-Total	\$1.60
GST	\$0.16
Total	\$1.76

All agreed with this approach. It was also agreed that the initial card would be provided free of charge and that replacement cards would be at a cost of \$5 each.

Where a rider loses her personal card at a ride it would be replaced with a replacement card for the duration of the ride but must be returned. The rider will then need to get a replacement card from the Membership Registrar.

The numbering system to be adopted was also discussed as it was pointed out the issue with interstate riders being allocated a number that was already in existence. AERA is looking at this issue. Russell R suggested that the cards be given the same number as the membership number.

A procedure needs to be developed to document how the allocation will occur and then the SMC will vote on adoption.

10.3 Annual Review – Access to AERASpace

The listing was reviewed and agreement reached on the changes required to the Ride Secretaries that need to be removed as they are no longer doing those rides.

11. LATE ITEMS

11.1 Late Correspondence Inwards

- Sports Community – Newsletter 2 March 2022
- AERA – Forwarding Affiliation Agreement for signing (needs to be signed by a non-AERA MC person – Suggest Kerrie and Ellen). No responses were received from the SMC regarding the changes suggested by Bronwyn Cuthbertson. Some of these were incorporated in AERA’s review of the document. This Agreement is to be signed by Kerrie and Ellen and returned to AERA.
- Sonia Bonham (TQ22) – Seeking approve to share the TQ22 website and FB page links on VERA’s social media. The SMC agreed that the links should be publicised on FB.
- Lesley Hawson – Thanks for letter
- Tania Beacham – Thanks for letter

11.2 Late Correspondence Outwards

- VERA Support Personnel – Letter of thanks for contribution during 2022
- Digger Leehane – Response to Chief Steward Report from Brimpaen
- Narelle Cribb, Ash Greeves, Lesley Hawson – Letter of thanks for contribution during 2022

11.3 Treasurer’s Report

All online votes for payments have been finalised.

The Number 1 Term deposit was rolled for 2 months.

The form to have the old Merchandise registrar (Mezcal) taken off the bank accounts (view only) has been emailed to the bank.

Waiting for information from Sheree so that she be added with view only access.

Incoming Accounts

Name	Details	Amount
Moorabool Plains Endurance Riders Inc	Reimbursement of Del’s Waterloo Ride app	\$85.00
Moorabool Plains Endurance Riders Inc	Reimbursement of difference from ride fees and vet refund for Brimpean Ride	\$250.00
AERA – Inv No. 1269	Logbooks, covers and stickers	\$488.25
Aust Post	Monthly account	\$126.54
AERA – Inv No. 1264	Affiliation Fees	\$1913.00
Total		\$2862.79

Damien advised that the Moorabool Plains Association is now known as Statewide Endurance and payments should be made out to such. Kerrie advised that Bronwyn told her the refund is to be sent to Moorabool Plains and this is who the payment will be made out to.

Motion No. 06/03/22: That the tabled accounts be paid.

Moved: Kerrie Gabb

Seconded: Lyn Taylor

Carried.

Motion No. 07/03/22: That the Treasurer’s Report be received.

Moved: Kerrie Gabb

Seconded: Damien Little

Carried

In addition:

- 1) I have handed the merchandise to Sheree at Lancefield
- 2) She now has the Excel spreadsheet to keep track of stock
- 3) I have not been able to find the prices for the old stock

Attachments:

- Balance Sheet YTD
- Profit and Loss YTD
- Profit and loss since last meeting
- AERA Inv. No. 1269
- Aust Post invoice
- AERA Inv. No. 1264

12. OTHER GENERAL BUSINESS

Damien advised that the ETS Checklist is missing a section for the UPS. Linda indicated that she had checked the original quote and there were only three scanners provided so this needs to be adjusted also. Tags are down one from Lancefield – which is the tag that Michelle Cranston was using. Tag 53 is missing. Only Tags 1-100 have been checked though. An audit of the tags needs to be undertaken as they were not available over the summer break.

Lyn raised the point that we should be getting all the VERA Support Personnel to sign the Confidentiality Agreement. Ellen to send a modified version out to the VERA Support personnel for signing.

Paul stated that the boxes provided for the batteries are too tight and will not allow the batteries to cool. He has located a cheap option online that are about \$50 each and have all the connections on top (Anderson plugs and USB ports). This is a small cost to protect the batteries and should we be looking at this option? Paul to provide a copy of the link for the SMC to review before a decision is made.

Russell R said that he was disappointed at the lack of enthusiasm for the Anniversary. He would like to have a special buckle awarded at the State Championships to recognise the anniversary. It would be awarded to anyone successfully completing an endurance ride (160 or 80km rides). Many of the NSW rides have buckles awards so we could see if we can find a supplier.

13. ACTION LIST

It was pointed out that SMC members needed to review this list and tackle the tasks allocated to them. Advice is to be provided once

14. NEXT MEETING

The next VERA SMC meeting is scheduled for 9 April 2022.

15. MEETING CLOSURE

The meeting closed at 11.36 am.