

# VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

## STATE MANAGEMENT COMMITTEE MEETING

**Date** 07/02/2023

**Time** 7.08 pm

**Location** Teams

### 1. WELCOME BY PRESIDENT

Thanked the committee for coming to the meeting

### 2. PRESENT

Simon Thomas, Damien Little, Nicole Porter, Shannon Decker, Kerrie Gabb, Russell Gillingham, Sheree Bishop, Louise Mackey, Paul Nugent, Sandy Little, Mark and Renee Henry

Donna Nicholas – joined at 7.11 pm

Sioux Reid – joined at 7.26 pm

### 3. APOLOGIES

No apologies

### 4. CONFLICT OF INTEREST

The Conflict of Interest register was confirmed

Committee Member	Point of Conflict	Reason
Kerrie Gabb	Mark Gabb (Webmaster)	Personal relationship
Paul Nugent	Bek Williamson (point score officer) Lancefield Ride	Personal Relationship Ride Organiser
Sandy Little	Bronwyn Cuthbertson, Damien Little	Personal Relationship
Damien Little	Bronwyn Cuthbertson, Sandy Little	Personal Relationship
Renee Henry	Mark Henry (vice President) Snake Valley Ride	Personal Relationship Ride Organiser
Mark Henry	Renee Henry (SMC) Snake Valley Ride	Personal Relationship Ride Organiser
Louise Mackey	Eldorado Ride	Ride Organiser
Sioux Reid	Moyston Endurance Ride	Ride Organiser

### 5. VISITORS

There were no visitors

### 6. MINUTES FROM MEETINGS HELD ON 29/11/2022 & 16/12/2022

#### 6.1 Amendments

Nil

## 6.2 Adoption

**Motion No. (#1 Feb23):** That the minutes from the meetings held on 29/11/22& 16/12/22 are true and correct

**Moved:** Damien

**Seconded:** Paul

**Carried**

## 6.3 Business Arising

Nil

## 7. RATIFICATION OF ONLINE MOTIONS

Online motion - Payment of Hosting Aust and Aust Post (motion was carried)

**Motion No. (#2 Feb23):** That the online motion be ratified

**Moved:** Kerrie

**Seconded:** Damien

**Carried**

## 8. CORRESPONDENCE

**Motion No (#3 Feb23):** Motion that correspondence has been received

**Moved:** Paul

**Seconded:** Nicole

**Carried**

Actions arising from correspondence

**Motion No (#4 Feb23):** Motion that at this point in time the Dual affiliation proposal is not supported and would need more research

**Moved:** Simon

**Seconded:** Damien

**Carried**

Secretary to send letters to the following people:

- Response to Marty Bryson
- Response to Samantha Gay
- Response to Linda Tanian
- Letter to HiForm
- Response to Erin Short re dual affiliation

Committee to discuss TQ23 sponsorship via email

Kerrie as exiting secretary to forward all AERA emails from Dec to mid Jan to new committee members

## 9. REPORTS

### 9.1 President

The seasons kicks off in a few weeks, looking forward to seeing everyone there

Roles to be allocated

<b>Role</b>	<b>Current role holder</b>	<b>New Role Holder/s</b>
Merchandise officer	No one	Renee Henry & Shannon Decker
Horse Early Warning	Sandy Little	Sandy Little
Calendar coordinator	Paul Nugent	Kerrie Gabb
Log Book registrar	Bronwyn Cuthbertson	Bronwyn Cuthbertson
Point Score Registrar	Bek Williamson	Bek Williamson
Membership Registrar	Wendy Riha	Wendy Riha
TPR Coordinator	Russell Gillingham	Russell Gillingham
Vet Coordinator	Russell Gillingham	Russell Gillingham
Governance Sub committee	Damien Little	Damien Little/ Louise Mackey/ Sioux Reid
AERA delegate	No one	Sioux Reid
Webmaster	Mark Gabb	Mark Gabb
Social Media	Jen Green	Jen Green
Insurance Co-ordinator	Paul Nugent	Sioux Reid
Committee Liaison Officer		Nicole Porter & Mark Henry
Assets Officer	Kerrie Gabb	Paul Nugent
Trailer officer (subcommittee of Assets)		Mark Henry Chris Bishop

### 9.2 Treasurer

Treasurer's report

Date 05-02-23

For Meeting 07-02-23

After the AGM the access for the bank accounts has been changed, from Mezcal to Paul

Incoming Accounts

<b>Name</b>	<b>Details</b>	<b>Amount</b>
AERA	Inv 1509 - Fees	6511.00
AERA	Inv 1510 - Fees	2014.00
EA	Inv 3680 – Swabbing state champs	501.50

**MOTION (#5 Feb23):** That the tabled accounts be paid.

**Moved:** Kerrie

**Seconded:** Sheree

**Carried**

**Motion (#6 Feb23):** That the Treasurer's Report be received.

**Moved:** Kerrie

**Seconded:** Damien

**Carried**

### 9.3 Rides

Eldorado endurance ride application came in, needs to be voted on

**Motion (#7 Feb23):** That the Eldorado March Ride to be held on the 25-26<sup>th</sup> of March 2023, with all rides to be held on Sunday, 20, 40 & 80km be approved

**Moved:** Paul

**Seconded:** Sheree

**Abstained:** Louise

**Carried**

#### Ride Information

<b>Ride</b>	<b>Chief Steward</b>	<b>Head Vet</b>	<b>Ride Sec</b>
Snake Valley Dash			Damien
Grenville Training			Damien
Eldorado march Ride			
Rosedale Endurance Ride			Mark
Lancefield Endurance Ride			
Moyston Endurance Ride			
Ararat Endurance Ride			
Eldorado Endurance			
Legendary Vic State Champs			
Dergholm			Mark
Brimpaen			Damien

### 9.4 Assets Officer

Nothing to report

### 9.5 Horse Welfare Officer

No report received

### 9.6 Logbook Registrar

Logbook Registrar report 3<sup>rd</sup> February 2023.

Looking forward to 2023 and supporting members to apply for novice and upgrade to endurance horse logbooks.

Thanks to Robyn Albers for her facebook reminder to members to complete annual logbook returns. Riders are now getting these into the logbook email.

Current logbook stock

12 Logbooks

18 Logbook plastic covers

17 Logbook yellow sticker upgrades.

I will need to order more supplies from AERA as member behaviour in previous years is for large numbers of novice horse logbook applications in the first few months of the year.

I will be ordering 50 logbooks & plastic covers and another 20 upgrade stickers.

Regards

***Bronwyn Cuthbertson***

#### **9.7 Merchandise Officer**

No merch officer to do a report

#### **9.8 Point Score Officer**

No report received

#### **9.9 TPR Coordinator**

No report received

#### **9.10 Veterinary Coordinator**

No report received

#### **9.11 Grievance Officer**

Nothing to report

#### **9.12 Governance Sub-committee**

No report received

#### **9.13 Webmaster**

Webmasters report SMC Meeting

Task	Completed	Comments
Server performance checks	Yes	Up to date
Email space checks	Yes	Committee5 Treasurer

		Both are over 85% full
Security updates and patches	Yes	Completed
New Website	Delayed	Reviewing platform options, in place upgrade possible option
2021 points	No	Awaiting points details for 2021 and 2022
Billing	yes	All bills for current year are up to date
Minutes	Yes	A number of minutes are still in draft form on the website from last year
Storage	New query	How does the committee store all of its information to prevent loss when a member leaves? Still waiting on if this is wanted, a solution is ready to go, just awaiting confirmation
Vera committee access	In progress	Have an account ready to go, does Damien still want to be the end point for this?

#### 9.14 Social Media

No report received

#### 9.15 Membership

VERA current memberships as at 01/02/2023

Wendy Riha Membership Registrar

Membership Type	2022 EOY	2022 YTD	2023 YTD
Adult rider	135	77	64
Junior rider	13	4	1
Associate	1	1	1
Intermediate	4	2	3
Junior Intermediate	1	0	0
Life	5	3	1
<b>TOTAL</b>	<b>159</b>	<b>87</b>	<b>70</b>

## 10. GENERAL BUSINESS

### 10.1 \$25 voucher award

This was discussed by the committee, and VERA will still be running this award. Policies and paperwork for this will need to be amended, due to the new online nomination system.

### **10.2 Merchandise**

The new merchandise officers have asked if we can sell the older merch stock out, at special rates, to clean up what is there, to allow for new stock. The merch will be available at some of the rides

### **10.3 Committee Over quota**

At the AGM 2 to many members, were on the committee, the last 2 that stepped up were approached to step down. Kasey Thomas and Martin Mizzi stood down. We would like to thank them for their willingness to help this year.

### **10.4 Trailers**

The assets officer will come back with a proposal to redo the trailers. He will set a deadline for ideas from RO's and Ride Sec's of what equipment is needed in the trailer. The SMC is to come up with a budget.

## **11. ACTION LIST**

- Webmaster will be asked to send an email regarding an online storage system for VERA information/paperwork.
- Kerrie to get the merch and the square online payment system, to the new Merch officers for Snake Valley ride

## **12. NEXT MEETING**

The next VERA SMC meeting is scheduled for 8/3/2023 via teams

## **13. MEETING CLOSURE**

Meeting closed at 9.50 pm