

# VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

## STATE MANAGEMENT COMMITTEE MINUTES

**Date:** 8<sup>th</sup> Mar 23

**Time** 7.00 pm

**Location** Teams

### 1. WELCOME BY PRESIDENT

Thank you all for being here

### 2. PRESENT

Sheree left meeting @ 8.43pm, Paul, Simon, Shannon, Renee left meeting @ 10.10pm, Mark left meeting @ 10.10pm , Damien, Donna, Kerrie, Russell, Louise arrived @ 7.19pm, Sandy arrived @ 7.15pm.

### 3. APOLOGIES

Apologies have been received from the following Committee Members:  
Sioux Reid. Nicole Porter.

### 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)<br>Lancefield Ride | Personal Relationship<br>Ride Organiser |
| Sandy Little     | Bronwyn Cuthbertson, Damien Little                      | Personal Relationship                   |
| Damien Little    | Bronwyn Cuthbertson, Sandy Little                       | Personal Relationship                   |
| Renee Henry      | Mark Henry (vice President)<br>Snake Valley Ride        | Personal Relationship<br>Ride Organiser |
| Mark Henry       | Renee Henry (SMC)<br>Snake Valley Ride                  | Personal Relationship<br>Ride Organiser |
| Louise Mackey    | Eldorado Ride   | Ride Organiser                          |

### 5. VISITORS

None.

### 6. MINUTES FROM MEETINGS HELD ON 7/2/23

#### 6.1 Amendments

Nil

#### 6.2 Adoption

**Motion No. (#1 Mar 23):** That the minutes from the meetings held on 7/2/23 are true and correct

**Moved:** Donna Nicholas

**Seconded:** Shannon Decker

**Carried**

#### 6.3 Business Arising

None

## 7. RATIFICATION OF ONLINE MOTIONS

**Motion No. (#2 Mar 23):** That the online motion be ratified

**Moved:** Mark Henry

**Seconded:** Damien Little

**Carried**

| Description          | Yes | No | Abstain | Non Vote |  |
|----------------------|-----|----|---------|----------|--|
| Moyston Ride         | 7   |    | 1       | 6        |  |
| Grenville Ride       | 10  |    | 1       | 3        |  |
| TQ Naming Rights     | 13  |    |         | 1        |  |
| Honorary Life Member | 12  |    | 2       |          |  |
| Ride to Time         |     |    |         |          |  |
|                      |     |    |         |          |  |
|                      |     |    |         |          |  |

## 8. CORRESPONDENCE

### 8.1 Inwards Correspondence

| Date    | From          | Details  |
|---------|---------------|--|
| 4/2/23  | Kim Noir      | AERA Affiliation Agreement                             |
| 7/2/23  | SA Endurance  | New email address                                      |
| 8/2/23  | Kim Noir      | Notice of AERA AGM Date 22/3/23                        |
| 8/2/23  | EA Accounts   | Invoice No: 3680 to be paid                            |
| 14/2/23 | TQ23          | Request for TQ23 Sponsorship                           |
| 21/2/23 | Kim Noir      | VERA Nominee AERA to Management Committee              |
| 21/2/23 | Kim Noir      | AERA Honorary Members                                  |
| 23/2/23 | Kim Noir      | AERA Management Committee members                      |
| 23/2/23 | Paul Nugent   | Ride to Tie  |
| 24/2/23 | Kim Noir      | AERA Management Committee Meeting Notes - January 2023 |
| 24/2/23 | Sioux Reid    | Ride to Time   |
| 24/2/23 | Damien Little | Ride to Time   |
| 24/2/23 | Paul Nugent   | TQ 23 Sponsorship                                      |
| 25/2/23 | Kim Noir      | AERA Minutes of Meeting                                |
| 28/2/23 | Kim Moir      | AERA Honorary Members                                  |
| 2/3/23  | Kim Moir      | Notice of Special Resolution                           |
| 8/3/23  | Kim Moir      | Papers for AERA AGM on 22 March 2023                   |
|         |               |  |

### 8.2 Outwards Correspondence

| Date    | To           | Details                      |
|---------|--------------|------------------------------|
| 23/2/23 | Kim Noir     | AERA Nomination Form         |
| 24/2/23 | DropBox      | Updated Terms of Service     |
| 25/2/23 | Kim Moir     | AERA Honorary Member         |
| 6/3/23  | Linda Tanian | Reply re committee members   |
| 6/3/23  | Marty Bryson | Reply re sponsorship         |
| 6/3/23  | Samantha Gay | Reply: Feedback letter       |
| 6/3/23  | HiForm       | Reply: Offer for sponsorship |
|         |              |                              |

- **Motion No #3 (March) Motion that correspondence has been received**  
**Moved: Renee Henry**  
**Seconded: Paul Nugent**  
**Carried**

Kerrie to ask more questions re GERZ Ride application re: running on Sunday and times etc.

Looking at amending VERAs Bib Policy. More research to be done.

Membership Policy look at RE: Life Membership. Kerrie, Paul, Damien to research. Placed on next agenda for Meeting 19<sup>th</sup> April, 2023 @ 7pm.

Start an initiative for a express check in at rides. Damien Little to follow up on.

Damien will look into buying tags off ebay. Membership register to look into members buying their own.

Assets Officer to look into as well.

Register of Motions of the committee by Mark Gabb.

Agreed was a great idea and will ask Mark to implement.

Paul has been approached by HERO in regards to sponsorship and will report back.

## 9. REPORTS

### 9.1 President

Huge thanks to Mark Henry on organising the ride trailers while running a ride. Also thank you to Donna for taking on the role of secretary. Who then thanked Kerrie because without her overseeing and guidance it would not be running as smoothly.

Snake Valley Ride very well run. Feedback was excellent.

### 9.2 Treasurer

Treasurer's report

Date 05-03-2023

For Meeting 08-03-23

After sales of Merch at the Snake valley ride via the new square, I can confirm it all works well from my end, and the money gets deposited into the correct account. I then get a report to split the income and fees into the correct accounts, for the profit and loss.

Logbooks were ordered and paid for, delivery will be direct to the logbook registrar.

The invoice for the drug swabbing has been issued, as is due for payment this week.

#### Incoming Accounts

| <b>Name</b>    | <b>Details</b>             | <b>Amount</b> |
|----------------|----------------------------|---------------|
| AUST POST      | Tax invoice 28-02-2023     | 51.88         |
| DONNA NICHOLAS | Reimbursement - stationery | 84.77         |
| AERA           | Invoice 1542               | 4345.00       |
| AERA           | Invoice 1543               | 1748.00       |
| VERA           | Invoice 7010               | 81.51         |

**MOTION 4 (March):** That the tabled accounts be paid.

**Moved:** Kerrie Gabb

**Seconded:** Louise Mackey

**Abstained:** Donna Nicholas

**Motion 5: (March) That the Treasurer's Report be received.**

**Moved:** Kerrie Gabb

**Seconded:** Louise Mackey

Attachments:

- Balance Sheet YTD
- Profit and Loss YTD
- Profit and loss since last meeting
- Aust Post Account
- Donna Reimbursement form
- Donna receipt

### 9.3 Ride Calendar

Changes to the Moyston Ride and Grenville Training weekend were vote on via Online.

A new ride application has come in from GERZ - Gatabout

#### **Motion No**

That the ride application from GERZ Inc for the GERZ Gatabout which will run on the 30<sup>th</sup> June - 2<sup>nd</sup> July with ride distances of 20, 60 elevated, 80 to be run on the Saturday be accepted.

**Moved:** Kerrie Gabb

**Seconded:**

**This motion is to be revisited after more questions are of asked of GERZ.**

#### Ride Information

| <b>Ride</b>                | <b>Chief Steward</b> | <b>Head Vet</b> | <b>Ride Sec</b> |
|----------------------------|----------------------|-----------------|-----------------|
| Grenville Training         | Sandy                |                 | Damien          |
| Eldorado march Ride        | Sandy                | Helen Spencer   | Damien          |
| Rosedale Endurance Ride    |                      |                 | Mark            |
| Lancefield Endurance Ride  |                      | Lesley          |                 |
| Moyston Endurance Ride     |                      |                 |                 |
| Ararat Endurance Ride      |                      |                 |                 |
| Eldorado Endurance         |                      |                 |                 |
| Legendary Vic State Champs |                      |                 |                 |
| Dergholm                   |                      |                 | Mark            |
| Brimpaen                   |                      |                 | Damien          |
|                            |                      |                 |                 |

### 9.4 Assets Officer

No report received.

### 9.5 Horse Welfare Officer

No horse or riders near 35 points. There is an issue with a QLD logbook issued in Victoria.

AERA thinks a Victorian horse has 30 points.

Vic state champs. Adverse finding still being processed.

## 9.6 Logbook Registrar

Logbook applications are slow to start this year.  
I have ordered more supplies – 50 logbooks and covers and 20 yellow upgrade stickers. This should see VERA through the year.

## 9.7 Merchandise Officer

At the Snake Valley Dash \$400 worth of merchandise was sold. \$110 in cash and \$290 EFT pos

All old stock was sold consisting of 2 Polos @\$10, 3 Vests @\$15, and 1 jumper @\$10.

The old stock of 8 hats was given to Nicole Porter for Welcome packs.

The current merchandise was reduced but still remained above purchase price.

The merchandise will be taken to the Grenville training day to see if we can make more sales.

We need to sell the hoodies and Polo tops and Hats before we look at getting in new stock otherwise, we will be left with the older stock. Is it a possibility if not sold at Grenville could the SCM look at donating these to RO's for placings or reduce the sale price

Hoodies: 1 x small, 5 x medium, 4 x large, 4 x Xlarge Sale price \$50 / Purchase price \$46.20

Polos: 3 x small, 3 x medium, 3 x large, 2 x Xlarge Sale price \$40 / Purchase price \$36.13

Hats: 10 Sale price \$15 / Purchase price \$12.49

We still have 26 buffs and soft shell jackets (4 x S, 5 x M, 5 x L) but these don't need to be sold before we get new stock in. The buffs and softshell jackets would still be available along with the new merchandise.

A sample of a new vest has been ordered and purchased by Shannon, not to replace the original bib but just as another option for individuals that own their own bibs. It has zippered pockets. Once it arrives numbers will be placed on it, and sample photos can go out.

Suggestions from people at Snake Valley that they would like a long sleeve polo top. This has been researched and a lightweight, breathable long sleeve polo top similar to the Snake Valley one in the VERA logo colours (navy, light blue and white) has been found.

Along with a short sleeve polo (same colour as above)

A navy stretch Mid- layer long sleeve top that's lightweight, breathable and warm with reflective zippers and arm branding to increase visibility

A navy puffer vest

A navy waterproof Jacket

Photos of these products are available.

For new stock in the future, instead of having bulk merchandise sitting around, the merchandise could be ordered and paid for upfront and then a bulk order could be done maybe 4 – 6 times a year with the possibility of having one in each size garment for sizing purposes.

## 9.8 Point Score Officer

No report Received

## 9.9 TPR Coordinator

12 people registered to do TPR school at Grenville. Must do 1 ride per year to stay current.

## 9.10 Veterinary Coordinator

We have a few more vets. Vet list is growing.

Treatment Vets: Ash Grieves/Adrian from Melbourne

New Vet: Ballarat Vet Practice Yan Lo 0400 205 030

**9.11 Grievance Officer**

Nothing to report.

**9.12 Governance Sub-committee**

No report Received

**9.13 Webmaster**

No report Received

**9.14 Social Media**

No report received.

**9.15 Membership**

VERA current memberships as at 01/03/2023

Wendy Riha Membership Registrar

**9.16 State Honorary Veterinarian**

| <b>Membership Type</b> | <b>2022 EOY</b> | <b>2022 YTD</b> | <b>2023 YTD</b> |
|------------------------|-----------------|-----------------|-----------------|
| Adult rider            | 135             | 111             | 97              |
| Junior rider           | 13              | 8               | 1               |
| Associate              | 1               | 1               | 1               |
| Intermediate           | 4               | 2               | 5               |
| Junior Intermediate    | 1               | 1               | 0               |
| Life                   | 5               | 5               | 3               |
| <b>TOTAL</b>           | <b>159</b>      | <b>87</b>       | <b>107</b>      |

Nothing to report.

**9.17 Assets – Trailer**

Purchasing of new trailers is well underway and construction is about to start.

**Motion No: 6 (March) Upon setup of 2 new trailers. Get them operational. Decide where to store.**

**Moved: Simon Thomas**

**Seconded: Damien Little**

**Carried:**

**Motion No: 7 (March) Offer 3 old ride trailers to members for \$750.00 each or onsell at market value if not sold to members**

**Moved: Simon Thomas**

**Seconded: Damien Little**

**Carried**

**Motion No: 8 (March): To purchase 2 new VERA Ride trailers to store ride equipment as per quote. Ride trailers to be painted in VERA Blue Colors. 1 No Vote.**

**Moved: Simon Thomas**

**Seconded: Paul Nugent**

**Carried**

#### **Grant Funding**

**Sioux Reid is researching into it.**

#### **9.18 Insurance Officer**

No report received

#### **9.19 AERA Delegate**

Late report as we are away atm. Also why I will be absent from Wednesday's meeting.

The AERA management member report is fairly brief atm.

The AGM will be held 22/3/23. Donna already has the VERA SMC delegate to AERA on the agenda.

If I may I would like to propose Donna to take up this role. I think it's very important for VERA to have a delegate (or 2) as well as a member so that there is more than 1 person hearing meeting business and as a succession plan going forward. I'm planning on sticking around for a while but plans go awry every so often.

One issues we have discussed while I have been a member has been the Ride to Time (RTT). This motion from NSWERA to run a trial did not pass the vote as it was deemed to contravene the non-competitive rule for novice and intermediate riders as was discussed by VERA SMC. The points the SMC sent me were relayed to AERA accordingly. It was strongly advised that these rides should utilise the 'Best Managed' award more frequently as a substitute to RTT.

The other issue was the sponsorship offer to TQ23 by Al Maghaween Stables. This was approved by AERA but further details have not been provided to date. I expect they will be discussed at the next meeting. I will update you accordingly.

(Somehow I didn't send this to everyone? I'm just not great with new programs as an IT idiot!)

The motion was passed with 13 votes for yes & 1 abstaining.

Points from SMC that were included were;

- the branding should be retained i.e. The Tom Quilty Gold Cup Sponsored by Al Maghaween Stables so that the original branding retains its value
- AERASpace is the intellectual property of AERA and has been paid for by the DA (division association) members. Access after TQ23 must be controlled by AERA or further sponsorship should be forthcoming.

Thank you all for your timely responses, at late notice, to both of these discussions.

## 10. GENERAL BUSINESS

### 10.1 TQ sponsorship Request

**Motion No: 9 (March) To Sponsor Rider Bib Sponsorship. Cost \$6,000**

**Moved: Simon Thomas**

**Seconded: Renee Henry**

**Carried: Damien Little voted no**

**This Motion was rescinded due to the above sponsorship being unavailable.**

**MOTION No: 10 (March) Rescind of motion no to sponsor rider bibs Cost \$6,000.**

**Moved: Simon Thomas**

**Seconded: Renee Henry**

**Carried.**

**Motion No: 11 (March)**

**VERA to put in an application to sponsor Bronze Checkpoint & Course Sponsorship. Cost \$2,000**

**And 10 Buckles for final 10 riders who successfully complete in any division. Cost \$3,600**

**In regards to the Buckles. VERA would like logo on one side, other side to have engraved**

**“To Complete Is To Win”**

**Moved: Damien Little**

**Seconded: Louise Mackey**

**Carried**

### 10.2 Communications officer

Renee has suggested a Communications Officer would be great to help ride organisers as it takes a lot of time answering enquiries to be allocated to help with Renee being inundated with enquiries.

It was discussed having a HELP LINE. Ride flyer directing people to the Contact Us on the website. Possibly a quick advertising video.

### 10.3 Marketing Officer

Renee asked regarding someone to be allocated to promote the sport. Nicole, Shannon and Renee to source merchandise for promoting the sport and using items for multiple uses.

### 10.4 Working with Childrens Check

All volunteers need to have one and be on file. You can use your work one if you already have one. WWCC are free for volunteers. If you have a work one you will need to let WWCC know that you are volunteering for VERA.

### 10.5 Shannon Decker re merchandise and reducing prices to make way for new stock.

All agreed so will start selling at discount price at Grenville TRP school and training ride.

**MOTION No 12: (March) Merchandise committee have a budget of \$500 to purchase sample products.**

**Moved: Sandy Little**

**Seconded: Damien Little**

**Carried**

### 10.6 Aera Delegate as only have one (Sioux Reid) but can have two.

Donna Nicholas to be the second AERA delegate

Sioux Reid to be the main AERA delegate who has voting rights.



## 10.7 From Mark Gabb

### 1. Getting new members

There is a large issue with VERA getting new members, and this mostly seems to be around advertising, all places you advertise at the moment are Endurance pages, either FB or the website, or word of mouth I would suggest a couple of committee members starting working on a relationship with Adult riding clubs, trail riding clubs, pony clubs all over Victoria, and ask we can advertise our calendar and ride flyers to their pages and try to get involvements from outside the sport. This initiative would be 0 cost and really other than a few hours a ride loses very little time

### 2. Start an initiative for a express check in at rides.

If you own your own tag, bib (trainer option as well), and have filled out all your paperwork on line that you can basically just have your name ticked off the list and move on. This would encourage more people to complete details online, as well as getting more people buying both endurance as well as trainer bibs, making ride sec's lives easier

**Damien to follow up on this.**

### 3. A policy around tags needs to be instituted to allow for costs of replacing lost tags. It would also be appropriate to start purchasing better quality tags for when this happens... there are many options available, ranging from 12c each tags to \$10 each tags....

The \$1 tags are suitable enough for VERA purposes, and would mean not needing to charge more than \$5 per member to replace/supply them.

Included in this policy would need to be a change of membership form, to request purchase/replacement of a tag.

**Damien will look into buying tags off ebay. Membership register to look into members buying their own.**

**Assets Officer to look into as well.**

### 4. Register of motions of the committee

I notice that at the AGM that Simon referenced a motion made by a previous committee.

It takes a lot of time and energy to trace back through years of minutes to try and piece together previous committees motions and decisions to try and make the right decisions moving forward

Previous motions decisions and precedents could be placed into a single document that would allow for easier searching and cataloguing, so that previous decisions could be found and double checked without hours of minutes searching...

At this stage I only possess minutes dating back to 2014, any decisions motions or minutes before that now rely on people's memories unless the old minute books can be found...

I image this can make the management of a committee quite difficult for both committee and members, when decisions have been made in years past that no one ever remembers the full reasoning for it anymore

## 10.8 State Honorary Veterinarian

From Narelle Cribb

I am wondering if VERA have discussed the incident with competitor from the Tonimbuk ride.

I have not heard anything about that. Tom McCormack assured me he included it in his CS report.

**Letter to be sent to Narelle Cribb letting her know that the investigation is ongoing.**

## **11. LATE ITEMS**

- 11.1 Response from Marty Bryson. She is querying the definition of sponsorship liaison personnel and what is required. e.g Does this person have to chase sponsorship or do they liase with that company/person if approached. Etc.**

**Letter to be sent to Marty advising that the above position would include working independently and proactively to gain sponsorship. Ringing around etc.**

**Paul has been approached by HERO in regards to sponsorship and will report back.**

## **12. ACTION LIST**

AERA Online we need access to AERA for term of ride.

Kerrie to ask more questions re GERZ Ride application re: running on Sunday and times etc.

Looking at amending VERAs Bib Policy. More research to be done.

Membership Policy look at RE: Life Membership. Kerrie, Paul, Damien to research. Placed on next agenda for Meeting 19<sup>th</sup> April, 2023 @ 7pm.

Start an initiative for a express check in at rides. Damien Little to follow up on.  
Damien will look into buying tags off ebay. Membership register to look into members buying their own.  
Assets Officer to look into as well.

Register of Motions of the committee by Mark Gabb.  
Agreed was a great idea and will ask Mark to implement.

Paul has been approached by HERO in regards to sponsorship and will report back.

Donna to write letters to Marty Bryson re sponsorship, Narelle Cribb re State Champs, Hiform regarding sponsorship.

## **13. NEXT MEETING**

The next VERA SMC meeting is scheduled for Wednesday 19<sup>th</sup> April @ 7.00pm via teams.

## **14. MEETING CLOSURE**

Meeting closed at 10.26pm