

# VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

## STATE MANAGEMENT COMMITTEE MINUTES

Date 16/8/23

Time 7.00pm via Teams

.

### 1. WELCOME BY PRESIDENT

### 2. PRESENT

Paul Nugent, Kerrie Gabb, Donna Nicholas, Mark Henry, Renee Henry, Sioux Reid, Shannon Decker  
Louise Mackey, Damien Little, Simon Thomas, Sheree Bishop.

Sandy Little: 7.10pm, Nicole Porter 7.35pm.

### 3. APOLOGIES

Russell Gillingham

### 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 State Champs	Personal Relationship Ride Organiser Ride Organiser
Sandy Little	Bronwyn Cuthbertson, Damien Little	Personal Relationship
Damien Little	Bronwyn Cuthbertson, Sandy Little	Personal Relationship
Hans Peuker	Grenville Ride	Ride Organiser
Renee Henry	Mark Henry (Vice-President) Snake Valley Dash	Personal Relationship Ride Organiser
Mark Henry	Renee Henry (SMC) Snake Valley Dash	Personal Relationship Ride Organiser
Louise Mackey	Eldorado Ride	Ride Organiser
Sioux Reid	Moyston Ride	Ride Organiser

### 5. VISITORS

Donna Robertson GERZ Secretary 7.05pm.

Susan Gill GERZ President: 7.38pm.

Donna and Susan left meeting at 8.27pm.

## 6. MINUTES FROM MEETING HELD ON 15/7/23

### 6.1 Amendments

No Amendments

### 6.2 Adoption

**Motion No. (1) Aug 23: That the minutes from the meeting of the 15/7/23 be adopted.**

**Moved: Donna Nicholas**

**Seconded: Sandy Little**

**Carried:**

### 6.3 Business Arising

None

## 7. RATIFICATION OF ONLINE MOTIONS

There were no online motions to ratify

## 8. CORRESPONDENCE

### 8.1 Inwards Correspondence

Date	From	Details
16/7/23	Donna Robertson GERZ	Letter re trailers FWD to SMC
20/7/23	Tim Fowler Albion Hotel	Re: Room for meetings and conditions applied.. FWD to SMC
25/7/23	AERA Database Committee	Version 4.34 Aeraspace
3/8/23	Sonya Ryan	NF NEWS - FEI RULES REVISION 2023 FWD to SMC
4/8/23	AERA – Kim Moir	Letter to Das regarding ride calendar 2024 FWD to SMC
9/8/23	VERA Member	Wanting to organise drop off of prizes to Donna at Ararat.
11/8/23	Narelle Vet	VERA Vet Booking Forms FWD to SMC
11/8/23	Donna Robertson	Acceptance of invitation to attend SMC Meeting 16/8/23
14/8/23	Samantha Gay	Offering to facilitate a “How to” template for VERA

### 8.2 Outwards Correspondence

Date	To	Details
24/7/23	Donna Robertson – GERZ	Letter to read that their letter had been received.
25/7/23	Jill Bourton – SAERA	Mil Lel Dual Affiliation and future rides.
25/7/23	Bek Williamson Point Score Officer	Point details 2021/22 for webpage. Writeup on point system for FB and Website.
25/7/23	Kim Moir	Accreditation for Veterinarian Wei

25/7/23	Social Media/Webmaster	Draft minutes 15/7/23 to be uploaded to fb and website.
25/7/23	Jen Green Social Media	Moving FB to Closed group from Public.
26/7/23	Treasurer 2023 Tom Quilty	VERA SMC Letter re State Champs 2022 monies.
8/8/23	Wendy Riha	Asking for post to be done for fb/web re: half yearly memberships
8/8/23	Donna Robertson	Invitation to meeting re GERZ Trailer
9/8/23	Michelle Adams	Response from SMC regarding Toongabbie.
9/8/23	Michelle Adams	Organising pick up of prizes at Ararat.

- **Motion No (2) Aug 23 Motion that correspondence has been received.**  
**Moved: Kerrie Gabb**  
**Seconded: Renee Henry**  
**Carried**

## 9. REPORTS

### 9.1 President

No report received.

**No rides in July. Waikerie was well attended by VERA members.**

### 9.2 Treasurer

As per our motion at the last meeting the “c” arrows have been ordered, unfortunately AERA only had 85 in stock, so I have ordered 85 and they are paid for, I will order the other 15 when stock is in. Then we will have ordered the correct qty as per our motion.

There is \$40.00 sitting in uncategorised income, our membership registrar is in the process of working this out with one of our members. Once we have more answers, it can be allocated and moved to a correct income account.

### **Shannon Decker will have read only Access to Accounts**

The Australia Post account is in, nothing is due

### Incoming Accounts

Name	Details	Amount
D Little	Ride Sec reimbursement - Moyston	100.00
D Little	Ride Sec reimbursement - Snake Valley, Eldorado, Grenville, Lancefield	400.00
VicRoads	Gippsland Trailer Rego	64.94

**MOTION (3) Aug 23.:** That the tabled accounts be paid.

**Moved:** Kerrie Gabb

**Seconded:** Sioux Reid

**Abstained:** Damien Little

**Motion (4) Aug 23:** That the Treasurer's Report be received.

**Moved:** Kerrie Gabb

**Seconded:** Sioux Reid

Attachments:

- Balance Sheet YTD
- Profit and Loss YTD
- Profit and loss since last meeting
- Vic roads
- D Little x 2

### 9.3 Rides

**Motion (5) Aug 23** That the ride application from Statewide Endurance Inc. for the Snake Valley Dash 2024 will be run on the 17<sup>th</sup> and 18<sup>th</sup> February 2023 with ride distances of 5, 20,40 & 80 to be run on the Sunday be adopted.

**Moved:** Damien Little

**Seconded:** Nicole Porter

**Carried:**

Ride	Chief Steward	Head Vet	Ride Sec
Eldorado Endurance	Sandy Little	Narelle Cribb	Damien Little
Legendary Vic State Champs	Digger?/Lainie?	Narelle Cribb	Damien Little
Dergholm	Linda/Graham		Mark Gabb
Brimpaen	Sandy Little		Damien Little
Snake Valley			

### 9.4 Assets Officer

No report received.

**Report pending. Sioux Reid has managed to acquire Horses Crossing signs etc and will be counted then distributed between the trailers.**

### 9.5 Horse Welfare Officer

No report received.

**Not much to report. Letters to be sent out re: points. A horse had to be administered fluids at Ararat Endurance Ride.**

## 9.6 Logbook Registrar

Logbooks just trickling along half way through the year.  
Stock remaining 45 logbooks and covers so no need for further supplies.

Something else to add to logbook report for SMC to consider.

Lately there has been some very slow standard mail of logbooks (7-10 working days).  
So I have looked at options we could consider if we want logbooks to arrive quickly or if we just want to be able to track logbooks in standard mail.

Here are a few options to consider.

There are a couple of options for logbook mailing.

1. We can keep current practice – cost of standard mail @ \$2.20/envelope (1 logbook) and a bit of pot luck when the envelope will arrive and we cannot find out where it has got stuck, and express @ \$8.63 for members paying \$20 premium on logbook application.
2. We can express post all logbooks @ cost \$8.63/envelope (if buying pkt x10 envelopes) which includes tracking.
  - a. I would suggest this would need to increase \$5 on all logbook costs.
3. We can purchase tracking with domestic mail @ cost \$5.50/envelope – this will not speed up mail, but I can forward tracking details to members for their logbook.
  - a. I would suggest this need to increase \$3 on all logbook costs

We don't have to change anything, but I wanted to put all mailing options out there for people to consider.

**This has been tabled for next meeting to discuss further.**

## 9.7 Merchandise Officer

All merchandise is up on the website. I will need talk to Mark to find out if we have any orders as they are ordered on the website.

I have made contact with a company that sells the hi viz vests and they would do a discount for a bulk order. They just need to know how many and then they would do a quote. I have contacted Sue who will make up a sample of what she could place on the vests.

**Samples to be sent to Paul Nugent for viewing. Cost approximately for additional embroidery to be between \$4 to \$6.00**

**Shannon to take merchandise to next ride for members to view. Orders need to be done online. Renee to publish merchandise on facebook and website regularly.**

**9.8 Point Score Officer**  
Nothing to report.

**9.9 TPR Coordinator**  
No Report Received.

**9.10 Veterinary Coordinator**  
No Report Received.

**9.11 Grievance Officer**  
No Report Received.

**9.12 Governance Sub-committee**  
Report received late will be discussed at 2<sup>nd</sup> meeting.

**9.13 Webmaster**

Task	Completed	Comments
Server performance checks	Yes	Up to date
Email space checks	Yes	All accounts within allowances
Security updates and patches	Yes	Completed
New Website	In Progress	In talks with vendor for support during upgrade, may be a chargeable amount
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	Yes	New Cloud storage solution is in place
Vera committee access	In Progress	Still trying to work out why this doesn't work

It has been good to see over the last month a steady stream of information has been hitting both facebook and the website, it helps to drive engagement and keeps us relevant, meaning when people are searching up about endurance we appear near the top of list on multiple platforms.

New merchandise is up and running, I would like to look at moving this to the square store as it will enable us to take payment directly without having to follow up for names and addresses and payment after the fact, streamlining the process for our merchandise officers

The new storage platform is up and running and ready for use, all SMC members were sent details on how to log in, along with how to setup a local copy on their computer for any information they may want to save.

This is now in the committees hands to do with as they will, over time, ill start moving older archived content im holding onto over to it as well.

The migration of ownership of the hosting Australia account is in progress, and I should have the paperwork ready for transfer within the next couple of weeks, which ill forward though.

#### **9.14 Social Media**

Following on from my recent report regarding the issues we have had with our Facebook Group being on 'Public' status, I'm happy to report I have now fully migrated the group across to a 'Closed Group' status. I have invited anyone with any issues to get in touch but no one has mentioned anything, so I believe the transfer has gone smoothly.

I believe this will really help to protect us from scammers, spammers and unwanted activity.

When I have some more spare time I am going to audit the membership and cross reference some names I think are suspicious and if they turn out to be fakes or spammers, I will weed them out.

Other than those issues regarding the group settings, there are no other issues or problems to report on.

**Sioux – Facebook is running well since going private.**

#### **9.15 Membership**

Nothing to report.

#### **9.16 AERA Delegate**

Nothing to report until next meeting.

#### **9.17 State Honorary Veterinarian**

There is sometimes an issue with vets being booked for rides - we aren't always given the necessary details, and this can be a bit off putting, particularly to new vets so I have drafted a booking form to help avoid miscommunication. There is always so much a poor Ride Organiser has to get done!

I've put it into Word, RTF and Macintosh publisher formats, so most people should be able to open and edit it.

Happy for any suggestions to alter the form from the committee.

#### **Discussion:**

**When rides are put on calendar ask vets for confirmation. Ride Organisers need 12 weeks minimum confirmation for availability of vets.**

Also, can I please have an update about State Champs at Mia Mia. Who is organising/running, so I can make sure we are on track.

**Bek Williamson and Paul Nugent are the ride organisers for the Mia Mia State Champions.**

### **GENERAL BUSINESS**

#### **10.1 Trailer list of sponsors**

VERA has already sponsorship on board for the trailers. This will be discussed more in future meetings. What was discussed was different levels of sponsorship such as Bronze, Silver, Gold and whether sponsorship for 12 months/2 years etc with rates being reduced for subsequent years.

#### **10.2 Louise Completion prizes policy**

Louise/Damien and Sioux to work at prize policy for distances completed with a list of budget prizes to help ride organisers. This will be discussed again next meeting.



**10.3 Trailer Discussion**

Trailers will be set up with 12V, Solar, Batteries and 240volts. Trailers are now at auto electricians awaiting instructions.

**Motion (6) Aug 23:** That the quote from A & J Electricians be accepted.

**Moved:** Renee Henry

**Seconded:** Shannon Decker

**Carried:**

**10.6 Ride Organiser Mentors**

To be discussed next meeting.

**10.7 FEI rules regarding unplanned dismounts**

To be discussed next meeting.

**10.8 Donna Robertson GERZ Trailer have asked to join our SMC Meeting. Email sent 8/8/23**

**Discussion was had regarding GERZ feeling separate from VERA. They were assured that this was not the case and that we were all one club. It was discussed GERZ purchasing one of VERAs old trailers for them own use. This will be discussed further when our new trailers are up and running.**

**10.9 Future dates and locations for face to face meetings.**

**10.10 Bronwyn Cuthbertson Trailer Inventory**

I have recently completed a stocktake of the western trailer after return from Moyston. When we are outfitting the new trailers can the following stock needs be addressed.

Arrows needed for total of 150 arrows in red/black/blue/green and some spares

Red – 38

Black – 26

Blue – 21

Green – 10

Distance markers (with a couple of spares)

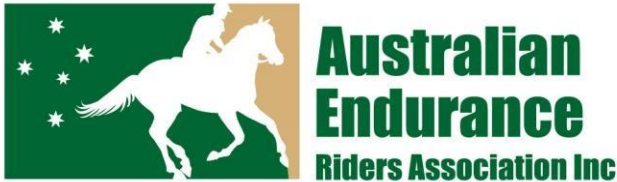
5km – 4

- 10km – 4
- 15km – 6
- 20km – 4
- 25km – 5
- 30km – 2
- 35km - 4

- Road safety signs to replace as initially purchased
- Event in progress – 2
- Horses crossing – 6
- Caution horses – 3

**11 LATE ITEMS**

**11.1 Sandy Little. Ararat Ride Incident.**



**INCIDENT REPORT – PERSONAL INJURY OR PROPERTY DAMAGE**

This report is to record any injury sustained by any person or damage to any property (includes a horse), whether incurred at the ride base or on course. This report provides the primary information should a subsequent insurance claim be made against the ROC, Ride Officials or the AERA following such injury or damage. Any person may complete this Incident Report which must be lodged with the chief steward before departing the ride base at the completion of the event. A separate Incident Report form must be used for each Incident and for each witness to the incident.

<b>NAME OF EVENT:</b> Ararat Pony Club Endurance ride		<b>STATE</b> Vic	<b>DATE OF EVENT</b> 13/08/23
<b>CHIEF STEWARDS NAME:</b> Sandy Little		<b>PHONE:</b> 0418 533 776	<b>EMAIL:</b>
<b>NAME OF PERSON COMPLETING THIS REPORT:</b> Sandy Little		<b>SIGNATURE:</b>	
<b>YOUR RELATIONSHIP TO THE INCIDENT:</b>  ( ) Injured party      ( ) Owner of the damaged property      ( ) Witness			

<b>DETAILS OF INCIDENT:</b>		
<b>SPECIFIC LOCATION OF INCIDENT: e.g. VET RING, CAMP, ON COURSE</b>	<b>DATE:</b>	<b>TIME:</b>
Competitors camp	12/08/23	14:15
<b>DESCRIPTION OF INCIDENT: (IF SUFFICIENT SPACE ATTACH A SEPERATE PAGE).</b>		
<p>Local person not involved in the ride but known to some people who were, was driving through the camp area and although not driving quickly was being a nuisance. Whilst attempting to drive his car through a narrow area not designated for vehicle access he ran over and damaged the tailgate of Jess Dastani's float. The damage was not severe but would make closing the tailgate difficult. The incident was witnessed by several people. The keys were removed from the vehicle and the police were called. Police attended and were on scene at 14:50. They interviewed the driver and removed the car and driver. Police also took statements from witness's.</p>		
<b>CONTACT DETAILS OF EACH PERSON INVOLVED IN THE INCIDENT:</b>		
<b>NAME:</b> Jess Dastani	<b>PHONE:</b>	<b>EMAIL:</b>
<b>NAME:</b>	<b>PHONE:</b>	<b>EMAIL:</b>
<b>NAME:</b>	<b>PHONE:</b>	<b>EMAIL:</b>
<b>CONTACT DETAILS OF ANY WITNESS TO THE INCIDENT:</b>		
<b>NAME:</b> Shannon Decker	<b>PHONE:</b>	<b>EMAIL:</b>
<b>NAME:</b> Nicole Porter	<b>PHONE:</b>	<b>EMAIL:</b>
<b>NAME:</b> Simon Thomas	<b>PHONE:</b>	<b>EMAIL:</b>

### 13 NEXT MEETING

The next VERA SMC meeting is scheduled for 21<sup>st</sup> August, 2023 @ 7.00pm via teams.

### 14 MEETING CLOSURE

Meeting closed at 9.10pm