

## VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

### STATE MANAGEMENT COMMITTEE MEETING AGENDA

**Date 18/10/23**

**Teams Meeting 7pm.**

**1. WELCOME BY PRESIDENT**

**2. PRESENT**

Paul Nugent. Donna Nicholas. Simon Thomas. Kerrie Gabb. Shannon Decker. Nicole Porter. Renee Henry. Damien Little. Louise Mackey 7.58pm.

Non Attendance. Russell Gillingham. Sandy Little. Sheree Bishop.

**3. APOLOGIES**

Sioux Reid. Mark Henry.

**4. CONFLICT OF INTEREST**

The Conflict of Interest register was confirmed

<b>Committee Member</b>	<b>Point of Conflict</b>	<b>Reason</b>
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
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**

None.

**6. MINUTES FROM MEETING HELD ON 16/8/23 & 21/8/23**

### 6.1 Amendments

Accepted with changes to 10.8 as discussed.

### 6.2 Adoption

**Motion No.(1 ):** October 23 That the minutes from the meeting of 16/8 & 21/8 be adopted.

Moved: Damien Little

Seconded Paul Nugent

Carried: Yes

Abstain:

### 6.3 Business Arising - GERZ

**Motion No (2) To go into Camera 7.12pm**

Moved: Simon Thomas

Seconded: Kerrie Gabb

**Motion No (3) To come out of camera 7.23pm.**

Moved: Paul Nugent

Seconded: Damien Little.

A decision was made to write back to GERZ regarding the amended minutes request.

## 7. RATIFICATION OF ONLINE MOTIONS

**Motion No.(4 ):** October 23 That the ratification of the online motions be adopted.

Moved: Kerrie Gabb

Seconded Donna Nicholas

Carried: Yes

Description	Yes	No	Abstain	Non Vote	
20 Trucker Caps and 2 technical tops be purchased for merchandise.	8	2		SL, DL, RG, PN	
Ride Application for GERZ Inc GERZ Toongabbie Ride which will run on the 11 <sup>th</sup> & 12 <sup>th</sup> of May, 2024 with ride distances of 20,40,60 elevated and 80 to be run on the Sunday be accepted.	12		1	SL	

**Motion No 6/09/2023 #5**

That the ride application from Statewide Endurance Inc for the Eldorado 2024 Season Step-In which will run on the 3<sup>rd</sup> and 4<sup>th</sup> of February 2024, with ride distances of 10, 20, & 40km , to be run on the Saturday & Sunday be accepted.

**Moved: Kerrie Gabb**

**Seconded: Nicole Porter**

**Abstained: Louise Mackey**

**Yes: 12**

**Non Voters: Sandy Little**

**This is a passed motion, and I will contact the RO in the next couple of days**

**Motion No 6/09/2023 #6**

That the ride application from GERZ Inc for the GERZ Gadabout which will run on the 7th and 8th of September 2024, with ride distances of 20, 40, & 80km to be run on the Sunday be accepted.

**Moved: Kerrie Gabb**

**Seconded: Nicole Porter**

**Yes: 11**

**Non Voters: Sandy Little, Damien Little, Russell Gillingham**

**This is a passed motion, and I will contact the RO in the next couple of days**

**Motion No 6/09/2023 #7**

That the following invoices be approved for payment

Surewise Insurance	5 x trailers	1390.94
AERA	Inv 1783	1172.00
AERA	Inv 1782	1758.00

**Moved: Kerrie Gabb**

**Seconded: Nicole Porter**

**Abstained: Simon Thomas**

**Non Voters: Sandy Little, Damien Little, Russell Gillingham**

**This is a passed motion, and I will set up payment ASAP for these accounts.**

## Motion No 11/10/2023 #8

That Term Deposit Account 1 (142 829 928) be closed at maturity date period (12<sup>th</sup> Oct – 19<sup>th</sup> Oct) and all funds available be transferred into the main cheque account .

**Moved: Kerrie Gabb**

**Seconded: Shannon Decker**

**YES:**

**Non voters: Paul Nugent , Sandy Little, Simon Thomas**

## 8. CORRESPONDENCE

### 8.1 Inwards Correspondence

Date	From	Details
31/8/23	Bronwyn Cuthbertson	Mark Gabb re: old version of logbook application form on website.Sent 2 Mark
2/9/23	Jil Bourton	Quilty Quest 2024 FWD to SMC
4/9/23	Paul Bryson	Re Points enquiry. Have forwarded to our Point Score Officer.
6/9/23	Bek Williamson	Response re: Points enquiry from Paul Bryson. FWD to Paul Bryson
5/9/23	Paul Bryson	Re: Points enquiry being sorted.
6/9/23	Kendall Sparnon	Surewise. Last day. New contact being Brad Tindall
7/9/23	Kim Moir AERA	Agenda for AERA Management Committee Meeting
7/9/23	Wendy Riha	Membership question re E Tags.
8/9/23	Kim Moir AERA	Late item added to Agenda for AERA Meeting
8/9/23	Donna Robertson	Re: Request Amendment to Section 10.8 of the minutes from 16.8.23
13/9/23	Kim Moir AERA	Omission from Agenda for meeting 17/9/23
14/9/23	Bronwyn Cuthbertson	Cannot join our SMC Meeting due to other commitments.
14/9/23	GERZ Donna Robertson	Re: Amending minutes FWD to SMC
14/9/23	Kim Moir AERA	Subsidiary Agenda for 17/9/23
14/9/23	Kerrie Gabb/NSWERA	Request to Dual Affiliate with NSWERA Mogendoura 15/16 <sup>th</sup> June, 2024
16/9/23	Kim Moir AERA	Re: Apology from Donna Nicholas attending AERA Meeting 17/9/23.
16/9.23	Donna Robertson	Re: Response received from SMC regarding Amending Minutes.
21/9/23	Sioux Reid	AERA Minutes and Report
27/9/23	Kim Moir – AERA	Accreditation for Paul Nugent as Chief Steward and Pauls Reply
5/10/23	Narelle – Vet	Invoice forwarded to Kerrie Gabb - Treasurer
5/10/23	Narelle – Vet	State Champs Mia Mia write up FWD - SMC
6/10/23	Consumer Affairs	Annual statement lodged for VICTORIAN ENDURANCE RIDERS ASSOCIATION INC. CRM:0138380
8/10/23	Kim Moir – AERA	National Vet Panel correspondence from AERA FWD to SMC
12/10/23	Kim Moir – AERA	AERA Correspondence re next meeting
12/10/23	Wendy – Memberships	Lyn & Mark Taylor Resignation
13/10/23	Gina Thompson	Verification of State Champs ride.
14/10/23	Bec Williamson	Point score officer response to Gina Thompson
15/10/23	Digger leehane	Chief Steward Report - FWD to SMC

## 8.2 Outwards Correspondence

Date	To	Details
2/9/23	Robyn Albers	Confirming our request for weekly rule reports on fb and web.
2/9/23	Digger Leehane	Rules 29.3 and 29.4
3/9/23	Bek Williamson	Point Score enquiry from Paul Bryson
4/9/23	Mark Gabb	Request for copy of Old Prize Policy
4/9/23	Jen Green & Mark Gabb	Draft minutes to be posted to facebook and website.
9/9/23	Wendy Riha	Response to membership question re E tags from Kerrie Gabb
12/9/23	Donna Robertson	Re: Minutes 16/8/23..To be placed on Agenda for 7/7/23
13/9/23	Bronwyn Cuthbertson	Invitation to our SMC Meeting 7/10/23 to discuss postage
13/9/23	Mark Gabb	Re: Minutes not posted on website.
16/9.23	Kim Moir AERA	Inability for Donna Nicholas to attend AERA Meeting 17/9/23
21/9/23	Sioux Reid	AERA Minutes and Report FWD to SMC
10/10/23	GERZ Donna & Susan	Advising them of our meeting being postponed.
10/10/23	Wendy Riha – Memberships	Asking for original letter from Lyn Taylor.
13/10/23	Bek Williamson-Pointscore Officer.	Fwd letter from Gina Thompson re verification of State Champs.

Actions arising from correspondence: See Action List

- **Motion No (9): Oct 23 Motion that the correspondence has been received.**  
**Moved: Donna Nicholas**  
**Seconded: Paul Nugent**  
**Carried: Yes**

## 9. REPORTS

### 9.1 President

There has been an incident of online bullying which the SMC has zero tolerance for. If posting on a personal page it is against our policy and rules to bully another member. It brings our club down and VERA will not stand for any bullying especially from a committee member to another member. VERA will be putting out on the facebook page and the website the rules that we as VERA members are governed by.

The meeting went in Camera to discuss.

**Motion to go in Camera 7.44pm**

**Moved: Damien Little**  
**Seconded: Nicole Porter**

**Motion to come out of Camera 7.58pm**

**Moved: Paul Nugent**  
**Seconded: Damien Little**

**Action to be taken: To make a post re: Social Media Code of Conduct for members. To be**

**posted on facebook and website.**

## **9.2 Treasurer**

I have started preparing the draft financials for the auditor.

Do we want to stay with the same auditor, or do we want to change. **It was decided to stay with the same auditor.** Last time we looked for an auditor it was difficult to find an accounting company that still did audit for sports clubs.

Term deposit #1 will be closed as of 13/10/2023. **Term deposit is now closed.**

### Incoming Accounts

<b>Name</b>	<b>Details</b>	<b>Amount</b>
AERA	Inv 1815	600.00
AERA	Inv 1816	500.00
Aust Post	Sept account	65.96
Kerrie Gabb	Consumer affairs for FY 2022	63.60
S & R Reed Transport	Embroidery Services	192.50

**MOTION (10) Oct 23: That the tabled accounts be paid.**

**Moved: Donna Nicholas**

**Seconded: Paul Nugent**

**Carried:**

**Abstained: Kerrie Gabb**

**Motion (11) Oct 23: That the Treasurer's Report be received.**

**Moved: Kerrie Gabb**

**Seconded: Paul Nugent**

Attachments:

- Balance Sheet October 23
- Profit and loss since last meeting
- Draft Balance sheet ending Sept 23
- Draft P & L FY ending Sept 23
- Postage account
- AERA 1815 & 1816
- Kerrie Gabb reimbursement

## **9.3 Rides**

We have had a good start on ride applications coming in already. Each RO that has applied for a ride has received a confirmation email with the following lists attached

- Vet
- CS
- TPR
- Database Operators

I have informed all RO's that these lists could change as people are added or removed, and as they are updated I will send out new ones. Also I have let RO's know I can be a contact point between them and the VERA SMC if they need.

We still need to update the Ride application form and get it onto the Website.

I know at the last meeting I said I wanted to contact all RO's, to touch base, and give them the information listed above, but I have not done that as yet. I am still in the process of checking the lists above and making sure no extra changes are required.

We have had 2 requests from NSW to dual affiliate rides, we need to discuss this, and decide on what we wish to do. As we are working on the dual affiliation policy, I assume the decision on the 2 x NSW rides will be after we have discussed the changes to the policy.

Also our State Champs committee have indicated they wish to dual affiliate with NSW, discussion on this needs to be had too.

**The Dual Affiliation Policy is in the process of being finalised which will then be emailed to other states.**

**It was discussed that we need to be clearer with our dual affiliated ride perimeters.**

<b>Ride</b>	<b>Chief Steward</b>	<b>Head Vet</b>	<b>Ride Sec</b>
Dergholm	Linda/Graeme		Mark Gabb
Brimpaen	Sandy Little		Damien Little

**9.4 Assets Officer**

No report received.

**9.5 Horse Welfare Officer**

No report received.

**9.6 Logbook Registrar**

Logbook applications are slowing, as they generally do once we pass the half way point of the year.

Apologies I am unable to participate to explain further my suggestions re the possible changes to the logbooks mailing process due to prior commitment.

**9.6 Merchandise Officer**

Since last meeting on August 21st, Merch sales have totalled \$445 Merch was taken to the State Champs at Mia Mia and we set up a marquee and displayed all items for people to try on sizes.

**We are just waiting on a few more orders to place the order.**

**Shannon Decker now has access to 'read only' on the account.**

**9.7 Point Score Officer**

Nothing to report.

**9.8 TPR Coordinator**

No report received.

**9.9 Veterinary Coordinator**

No report received

**VERA now has a new vet. Gemion Court from the Cranbourne Practice. We look forward to welcoming her to our rides.**

**9.10 Trailer Report**

An updated quote for the trailers is being followed up on.

**9.11 Grievance Officer**

No report received

**9.12 Governance Sub-committee**

Aside from the publication of the approved policies from the last meeting, no new changes have been made.

With the motion to approve the Ride Calendar Policy failing, we need to address, discuss and adopt it this coming meeting.  
Kerrie and Sioux raised some points on this policy, which I have provided some feedback on, as listed below.

Kerrie:



- 1) Championships, and any other major endurance ride as applicable - does this mean VIC major events, or any state ?
- 2) I think this could/ should be changed to the ride calendar co-ordinator, as they are the one that deals with the queries around applications if any. We can make sure the secretary is CC'd in on this email, so that the thread can be added to the correspondence for meetings. I presume this would have been done like this when letters were being send and needed to be on letter head etc
- 3) On the old policy, See attached, point 11 has been removed, as we now do the rides when they come in as per point 1, and then they are put straight on the calendars, so are points 12 & 14 still relevant?

If we could discuss these some more, that would be appreciated.

Sioux:

Point 4 is of particular interest to me as a long term RO.

It has been ignored 3 times now by various ride calendar/SMC's so far as Moyston in May goes.

I applaud the SMC efforts to attract new RO's & rides but I'm a bit tired of having Moyston in May overlooked. We need to take care of our long term stalwart RO's. We are not expendable either.

Shame this policy wasn't brought to the attention of the SMC 3 days ago.

Sounded like sour grapes from me even though I have bought it up before today.

My remarks below:

Kerrie:

1) I expect this will be a case by case basis depending on rides within Vic and in neighbouring regions.

We don't want to lock out ride options for members due to a single policy line.

2) I agree that the Calendar Coordinator should respond. I must have missed in previous drafts.

3) I am not sure we should be immediately publishing notice of new rides before the October meeting, at least that's not the way the old policy reads.

I do not have a problem removing 12 and 14, however we should replace with another timeframe. Maybe that ride applications must be submitted at least 16 weeks before the applied ride date?

Sioux:

It becomes a very first in first served process for applications.

I think, similar to Kerrie's point 3, we should not be publishing approved rides prior to the October meeting with the current policy in play, that way RO's have the change to submit all applications and the Calendar Coordinator can draft a year that does suit as many RO's as possible.

Please see below motion for Ride Calendar Policy.

Motion – Amend the Ride Calendar Policy as below:

- Remove notice of ride acceptance from Secretary Role to Ride Calendar Coordinator.
- Remove point 12.
- Amend Point 14 to read;  
Ride Applications must be received in line with AERA Rules for confirmation of Appointment of Ride officials.

Moved: Damien Little

Seconded: Kerrie Gabb

Passed: Yes

Motion to change Point: 8.7 on the State Championships policy from "rugs" to "woollen rugs".

MOVED: Simon Thomas

SECONDED: Donna Nicholas

PASSED: Yes

## **GENERAL BUSINESS**

### **10.1 Donna - GERZ Letter re amendment to minutes.**

**Accepted with changes to 10.8 as discussed.**

**Donna Robertson and Susan Gill were invited to attend the meeting regarding the letter received by VERA. Discussions were held regarding the Gippsland based trailer and the return or purchase of the old one. Also a discussion was held on communication issues which have hopefully now been resolved. Sue was asked to refrain from using the words "us and they" referring to GERZ and VERA members as it is perceived this is what's dividing VERA. Also to remember everyone is a VERA member first and foremost. Sue acknowledged this request.**

**A discussion was had after Donna and Susan left the meeting regarding the trailers. Taking into account that the trailer belongs to all VERA members. It was agreed that once the 2 new trailers were up and going GERZ could have first option of purchasing a trailer from VERA for their own use.**

### **10.3 Sioux Reid - AGM Date and Venue**

**It is proposed that VERAs AGM will be held at Tabcorp Melton on the 20<sup>th</sup> January 2024.**

### **10.4 Shannon Decker - Inconsistencies maintaining rules during events.**

**ie: giving some members advantages over other members resulting in unfair conditions and possible breaking of rules / policies.**

#### **Motion No (11) To go into Camera 9.06pm**

**Moved: Simon Thomas**

**Seconded: Nicole Porter**

#### **Motion No (12) To come out of camera 9.34pm.**

**Moved: Damien Little**

**Seconded: Paul Nugent**

**In regards to the above further investigations will be had.**

## 12.00 ACTION LIST

15/7/23

Ride flyer/summary	From ride organisers for FB & Website	Kerrie Gabb	Progressing
WWCC	Change address to current Secretary	Donna/Kerrie	
Russell Gillingham	Updated TPR & Vet List	Nicole/Kerrie	Progressing
Kerrie Gabb	EOI for future rides to be sent out	Kerrie Gabb	Done
Sue Reed	Cost of signwriting for vests	Donna/Shannon	Pending
Sandy Little	Talk to Digger re Toongabbie	Sandy Little	
Damien Little	VERA Policies 3 Critical plus 12 others	Damien Little	Progressing
Damien Little	Policy uploads to Webmaster	Damien Little	Progressing
Bek Williamson	Point Details for 2020/2021/2022 for Web	Paul/Bek	Pending
Paul Nugent	Web Hosting to be transferred from Mark Gabb to VERA.	Mark/Donna	Pending

## ACTION LIST FROM MEETINGS 16/8/23 & 21/8/23

Digger Leehane	Letter re Rule to Interpret. 29.3 Section C	Donna Nicholas	2/9/23
Toongabbie	Prizes back to GERZ at State Champs	Kerrie/Paul	
Donna/Susan	Letter to GERZ re Meeting.	Donna Nicholas	Done
VERA	Prize Policy	Damien Little	
VERA	Old Prize Policy	Mark Gabb	
Jon Porter Auto Elec	Re quote for Trailers	Paul Nugent	
Albion Hotel	Opening Times	Donna Nicholas	Done
Robyn Albers	Weekly Report for VERA Rules	Donna Nicholas	31/8/23
Portfolio Members	Request for Meeting Reports	Donna Nicholas	Pending
Stripes	Facebook/Website Poll for members - AGM	Louise/Donna	
Past Rides	List to review	Renee Henry	
Samantha Gay	Talk re: Sponsorship role and How to Manual for RO.	Paul Nugent	
Sandy Little	Send Letter head Template	Donna Nicholas	20/8/23
Bronwyn	Invite to be put on November Agenda and reinvite.	Donna Nicholas	

### 13 NEXT MEETING

The next VERA SMC meeting is scheduled for Wednesday 25<sup>th</sup> October, 2023 via teams.

### 14 MEETING CLOSURE

Meeting 9.39pm

ACTION LIST 18/10/23			
Ben Hudson	Letter re: No objection to riding overseas	Donna Nicholas	20/10/23
Lynn Taylor	Letter of thank you for service.	Donna/Paul	
Paul	State Champs 2022 followup	Paul Nugent	
Facebook/Website	Rule re: social media Code of conduct	Donna/Robyn	
Kerrie Gabb	Counting of Medallions	Paul Nugent	
Renee	Photos Road Signs	Paul Nugent	
Damien	Ride Application form to be updated	Kerrie Gabb	
Damien	Dual Affiliation Policy to be updated	Kerrie Gabb	
Facebook/Website	Updated Dual Aff Policy to be uploaded	Damien	
Simon Thomas	Updated policy re statechamps – Woollen Rugs	Damien	
Paul	Book Tabcorp Park for AGM 20 Jan 2024	Paul Nugent	