

## VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

### STATE MANAGEMENT COMMITTEE MEETING AGENDA

**Date 25/10/23**

**Teams Meeting 7pm.**

**1. WELCOME BY PRESIDENT**

**2. PRESENT**

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

Russell Gillingham 7.15am. Sandy Little. Did Not Attend. Louise Mackey Did Not Attend.

**3. APOLOGIES**

None

**4. VISITORS**

None

**5. 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	Query. Need answer from committee	Current pricing from vendor will be between \$150-250 depending on support required.
2022 points	No	I have received 2021 and am just waiting for 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/delayed/Possible bug	Still trying to work out why this doesn't work

New Merchandise is up and running with confirmed sales, have put out a question to Shannon about using square store to manage sales, as it can handle payments directly, but haven't had any feedback yet.

The new storage platform is up and running and ready for use, all of my VERA archive information, and data such as all copied of VERA logo I possess have been transferred. There is plenty of space, but very little movement on this solution.

The migration of ownership of the hosting Australia account is delayed. I missed an email and the closed the ticket on me, so im working on getting it reopened now..

It has been noted at rides that there is currently no process in place to replace or hand out tags to new endurance riding members.

Is there a plan to put a policy in place for this?

**There will be a new policy to replace tags. This is in pre draft. New members to Endurance to get 1<sup>st</sup> Tag on membership. Wendy Riha our Membership officer to be taught how to issue tags.**

There seems to be an issue with people understanding time when used to advertise VERA rides... is there a preferred format that should be adopted and advertised so that everyone understands what midnight means?

A discussion was had regarding how best to get around this issue. These were some of the ideas. All rides Saturday leave Friday Midnight. Warm up 11.30pm for 12.00pm Midnight Start. Friday 00.00 to Saturday 2400.

### **5.1 Social Media**

A very brief report this time. The group is running smoothly and members are using it to help one another by sharing information.

I have added a couple of automated responses to a feature called 'Admin Assist' which will free up myself and my moderators from reviewing every join request. If a join request does not meet specific criteria Admin Assist will automatically decline the request and leave a notification. Join requests that meet all the criteria will be accepted by Admin Assist with a notification. I can then quickly review them and anything that looks really off, I can deal with.

This ensures genuine member requests are not left hanging. It's rare that requests go more than a couple of hours before one of us action them, but this is a handy little service that just adds to the overall efficiency of the group.

Other than that the telemetry dashboard shows a steady increase across most parameters, indicating a healthy and engaged group.

## **5.2 Membership**

No report received.

## **5.3 AERA Delegate**

17/09/2023 AERA MC Meeting 9am

Present: Mark Dunn Pres Tas, Kim Moir Sec QLD, Dick Collyer Qld, Natasha Ellery WA, Jil Bourton SA, Sioux Reid Vic, Wayne Hegarty NSW, Clare Fleming NSW Minutes from 08/07/2023 were ratified as correct.

All correspondence incoming and outgoing was ratified.

### General

All DA Membership Registrars are reminded to ensure personal accident insurance is noted against member's information in AERASpace following an insurance claim where this was not noted/updated and had to be confirmed prior to being logged by SUREWiSE.

Information will be provided to DA's regarding ensuring ROC's are incorporated with appropriate bank accounts for payments from the AERA treasurer to be deposited. Ride entry & associated income should not be going into private bank accounts. The bank account name must be the same as the Incorporated Association ABN bank account number.

AERA is enquiring whether DA's are expecting any committee changes in 2024 and to also consider who the AERA MC member will be. I am happy to continue in this role if the VERA SMC wishes me to.

AERA budget is in line with the estimated proposed budget for 2023.

There will be a small excess in line with CPI if tracking continues as expected.

There is a short fall in insurance costs for 2023. As per our agreement with DA's it will be necessary to invoice all DA's, proportionate to membership, to cover half of this amount. Approximately \$5,500 in total.

More information from the AERA secretary or treasurer will follow in due course.

Insurance broker agreement is due for renewal. At present quotes are being sought from SUREWiSE, Marsh & Gow Gates. This will hopefully offer a competitive market but, as in past years, the margins between brokers are tight.

As social media rep I have detailed what has been achieved with VERA on Facebook and our website. AERA does not wish to migrate to a closed private group on Facebook as they fear past history, will be lost, namely photos.

It was agreed to reinvigorate the website with "new news" more frequently. This will involve discussion with the AERA webmaster Chris Nicholls. My portfolio. Ongoing.

The fee scale will change for 2024. Small increase in ride levy, 5% up on honorariums and Vet fees.

These will be advised.

Horse welfare has noted various horses requiring intervention or, sadly, catastrophes. These have been dealt with by the attending vets. Forms still need to be uploaded to AERASpace following IT incidents, so a comprehensive view of horse welfare is available. CS's to note please.

Exciting news is coming in 2024.

Oceania Championships

This is an Ozendurance proposal. Currently researching requirements.

Looking at last weekend in May/June next year (2024) and possibly running as an Oceania Teams Test Event. NZ is on board.

A Team Camp for riders/officials wanting to compete internationally.

Planning to perhaps hold this in conjunction with the Oceania championships. Plan to organise an EA Staff presence there to promote the relationship with EA.

Young Horse competition/classes

One page proposal on the potential to run a young horse championship with the 2024 calendar.

Notes from the Future TQ meeting at TQ23 are yet to be available but will be soon.

TQ24

TQ24 committee is powering ahead. Biosecurity needs to be signed off on as yet.

State Champs is running on schedule in preparation as the test event. At present the 160km is starting at 2am. 120km start time is also 2am.

There has been a note in the meeting minutes as to whether a physical TQ booklet is required or just a digital version. Thoughts?

Sioux Reid is now the AERA Rep to TQ24 and, as such, has voting rights.

TQ25

The committee has been formed and are making good progress.

Indications that this will be run early 2025. TBC very soon.

Proposed rule changes

Progression from Novice to Endurance Rider status to be automated through AERASpace.

Passed 1st vote. 2nd vote in November. VERA SMC to respond for 2nd vote.

**VERA to vote Yes for automated novice to endurance status through Aeraspace.**

Ride & Tie

A few things to work around as AERASpace only allows one rider to be included/horse. This can be changed by manual entry atm. There is some function with harness which may be able to be utilised.

Similar issue with ETS finish time.

Cannot have a rider on horse and second person 'tailing' horse.

Both riders must be Persons Responsible.

Progressing with NSWERA being asked to attend to queries.

Minors and Juniors

Distinction being who is Person Responsible at rides if there are any issues.

A table explaining the difference between the two categories is being compiled.

Further information to follow.

Temperature, Pulse and Respiration Stewards  
Remove respiration from the equation so becomes Temperature and Pulse  
Rate Stewards  
Passed 2nd vote.

#### Subsidiary Agenda

2023 National awards, Quilty Team awards, Pat Slater Cup and Lifetime  
Distance awards will all be sourced and provided by Kerry Fowler-Smith  
as usual. Thanks Kerry.

Kerry also undertook to review our AERA constitution (as part of the  
committee who rewrote it) and has found it to be up to date with the NSW  
Office of Fair Trading.

Meeting closed 3.30pm

### **GENERAL BUSINESS**

#### **10.1 Quilty Quest 2024. Promoting to our members**

Sioux to chase up a report from TQ committee regarding promotion.

#### **10.2 Sioux, Damien, Louise - Prize Policy**

**This has been tabled for next meeting.**

#### **10.3 Narelle - Vet - State Champs 2024.**

I did have a couple of concerns about vets at State Champs this year, and recommended that  
the OC tries to lock vets in earlier.

The vets we had this year did a FANTASTIC job - but it's two years in a row now that I have had  
first timers at State Champs, which isn't ideal for either the vet or the competitors.

The other concern I had was that one of the line vets is used for swabbing. I understand this is to  
keep costs down.

My concern was that if the treating vet was treating a hose, then I would have been alone in the  
vet ring for the 6 hours the swabbing took.

Streamlining the process would probably benefit everyone!

**MOTION (1) Part 2 Oct 23: Quote for \$6235 from Jon Porter to complete electrical work for  
2 trailers to be accepted.**

**Moved: Sioux Reid**

**Seconded: Shannon Decker**

**Carried: Yes**

**Abstained: Nicole Porter**

**MOTION (2) Part 2 Oct 23: To go into Camera 8.02pm**

**Moved: Simon Thomas**

**Seconded: Shannon Decker**

**Carried: Yes**

**MOTION (3) Part 2 Oct 23: To come out of Camera 8.31pm**

**Moved: Paul Nugent**

**Seconded: Damien Little**

**Carried: Yes**

## **11.00 LATE ITEMS**

**11.01 Sioux** What does the VERA SMC vote for the inclusion of historical TQ data in the hard copy of the TQ magazine?

**This was discussed and agreed that our history of endurance is very important to the future of endurance. So we agree that TQ historical data should be included in the hard copy of the TQ Magazine.**

**11.02 Trailer Update.**

**Mark Henry doing pre delivery checks before taking to electricians then when they have finished the electricals the trailers will be ready for signage.**

**Discussion was had regarding getting trailers serviced annually by accredited workshop for insurance purposes.**

**Also have a ledger book with a waiver form regarding damage to drivers vehicle.**

**11.03 Shannon - Merchandise**

**The vests are ready for Sue Reed to quote re vest and signwriting. Also Shannon to check to see if Sue is accredited.**

**11.04 Kerrie Gabb - State Champs 2022.**

**This account will be closing and funds to be left as discussed in a new bank account. As per the request of the 2022 committee this money is to be used to attract more members to our sport.**

## 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	Russell Gillingham	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	Done
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	Done
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	2/11/23

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	Damien Little	
Damien	Dual Affiliation Policy to be updated	Damien Little	
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	

<b>ACTION LIST 25/10/23</b>			
Paul	New Policy re tags for Endurance Status	Damien Little	
Sioux	State Vet Timeline and Criteria	Sioux Reid	
Sioux	Section 35 Trot up 78.9 & 68.3 & 64.948	Sioux Reid	
Paul	Summary of Trailer Costs	Kerrie Gabb	31/10/23
Paul	Trailer Policy Re: Pickup/Drop off	Damien Little	

The next VERA SMC meeting is scheduled for 15<sup>th</sup> November, 2023 at 7.00pm via teams.

## **12. MEETING CLOSURE**

Meeting closed at 9.15pm

## **13 NEXT MEETING**

Wednesday 15<sup>th</sup> November at 7.00pm via teams.s