

# VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

## STATE MANAGEMENT COMMITTEE MEETING AGENDA/MINUTES

Date Wednesday 15<sup>th</sup> November 2023

Time 7pm

Location Teams

### 1. WELCOME BY PRESIDENT

### 2. PRESENT

Paul Nugent, Donna Nicholas, Kerrie Gabb, Sherrie Bishop, Simon Thomas, Sioux Reid, Shannon Decker, Louise Mackey, Renee Henry, Damien Little. Nicole Porter 7.10pm. Sandy Little 7.14pm Mark Henry 8.35pm.

### 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	Personal Relationship 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

Bronwyn Cuthbertson: 8.35pm

### 6. MINUTES FROM MEETING HELD ON 18/10/23 & 25/10/23

#### 6.1 Amendments

None

#### 6.2 Adoption

**Motion No.(1) Nov 23: That the minutes from the meeting of 18/10/23 & 25/10/23 be adopted.**

**Moved: Donna Nicholas**

**Seconded: Damien Little**

**Carried: Yes**

### 6.3 Business Arising

Trailers are at Jon Porters for electrical work.

## 7. RATIFICATION OF ONLINE MOTIONS

Description	Yes	No	Abstain	Non Vote	
That the reimbursement for Digger for State Champs CS of \$225.00 be paid. Moved: Kerrie Gabb Seconded: Louise Mackey	13			SL	

### RATIFICATION OF ONLINE MOTIONS

Motion No.(2 ): Nov 23 That the ratification of the online motions be adopted.

Moved: Paul Nugent

Seconded Nicole Porter

Carried: Yes

## 8. CORRESPONDENCE

### 8.1 Inwards Correspondence

Date	From	Details
16/10/23	Kim Moir - AERA	Vet Accreditation Course new Pathway FWD - SMC
20/10/23	Kim Moir – AERA	Vet fees for 2024 FWD - SMC
1/11/23	Kim Moir – AERA	<b>HWSC re Horse Catastrophes FWD – SMC + VETS + CS Narelle, Helen, Digger, Linda, Sandy, Wei, Lesley, Judy, Morgan, Ash, Rory.</b>
2/11/23	Bronwyn – Logbooks	Acceptance of invitation to join SMC Meeting 15/11/23
6/11/23	Linda Tanian	Chief Stewards Report. FWD to SMC
9/11/23	Scammer	FYI how clever they are. FWD to SMC
11/11/23	Jil Bourton SAERA	Mil Lel Marathon FWD to SMC
11/11/23	Jil Bourton SAERA	2 <sup>nd</sup> response Mil Lel Marathon FWD to SMC
13/11/23	ASA Admin	Online Membership Renewal Module FWD to SMC

**DISCUSSION: RE ONLINE MEMBERSHIP RENEWAL. IT WAS VOTED TO NOT HAVE MEMBERSHIP CARDS.**

### 8.2 Outwards Correspondence

Date	To	Details
29/10/23	Wendy Riha	Re: Issuing of tags and that the plan is to teach her to do that.
31/10/23	GERZ	Response regarding minutes 16/8/23 Section 10.8
2/11/23	Bronwyn – Logbooks	Re Invite to November meeting.
8/11/23	Mark Gabb	Requesting uploading of October minutes
10/11/23	Jen Green	Requesting uploading of October minutes.
10/11/23	Portfolio Holders	Requesting reports for SMC Meeting.
13/11/23	Lyn & Mick Taylor	Thank you letter for years of service.

- **Motion No (3) Nov 23 Motion that correspondence has been received.**  
Moved: Donna Nicholas  
Seconded: Damien Little  
Carried Yes

## 9. REPORTS

### 9.1 President

There has been an incident of online bullying. The SMC has zero tolerance for bullying in any form. Even when posting on a personal page, you may be still be subject to the social media rules. To bully another member brings our club down and VERA will not stand for any bullying from any member, especially from a committee member to another member. VERA will be putting out a copy of the social media rules on our facebook page and the website.

We encourage all VERA members to take a look at all of the rules we are governed by.

### 9.2 Treasurer

Financials for the auditor are almost complete, just waiting on the count of the medallions to finish the stock take to finish the financials.

The auditor has been contacted to make an appointment to get the audit done.

Term deposit #1 is now closed. All outstanding bills have been paid.

I am still working with the SC22 team to transfer the money from there to VERA, to help promote the sport. We will need further discussion on how we want to go about this. Also once the money is in, we should set up a separate account for these funds, so that we can account for the money and make sure it is spent on what we had agreed on, with the SC22 committee.

#### Incoming Accounts

Name	Details	Amount
AERA	Inv 1852	225.00
AERA	Inv 1853	500.00
Aust Post	Sept account	86.31
Damien Little	Ride sec reimbursement for Ararat, Eldorado, SC 2023	350.00
Mark Gabb	Ride Sec Reimbursement for Dergholm	150.00
Kerrie Gabb	TPR claim, computer program, stationery	313.90
Deft Insurance	Inv No: 7045506	855.31

**MOTION No (4) Nov 23:** That the tabled accounts be paid.

**Moved:** Paul Nugent

**Seconded:** Donna Nicholas

**Abstained:** Damien Little, Kerrie Gabb

**Motion No (5): Nov 23** That the Treasurer's Report be received.

**Moved:** Kerrie Gabb

**Seconded:** Nicole Porter

#### Attachments:

- Balance Sheet Nov 23
- Profit and loss since last meeting
- P & L YTD
- Postage account
- AERA 1852 & 1853
- Mark Gabb reimbursement
- Kerrie Gabb reimbursement
- Damien Little reimbursement
- Deft Insurance

### 9.3 Rides

Nothing to report.

Ride	Chief Steward	Head Vet	Ride Sec
Brimpaen	Paul Nugent	Helen Spencer	Damien Little

### 9.4 Assets Officer

No report received.

### 9.5 Horse Welfare Officer

VERA did 5 swabbings this year. Projected swabbing for next year will be 8.

Discussion was had regarding joining Equestrian Victoria to enable VERA to have access to more swabbing stewards.

### 9.6 Logbook Registrar

No report received.

A discussion was had regarding postage for logbooks once we get the final prices for 2024 from AERA this will be discussed again.

### 9.7 Merchandise Officer

No report received.

### 9.8 Point Score Officer

No report received.

### 9.9 TPR Coordinator

No report received.

### 9.10 Veterinary Coordinator

I have personally made contact with RO's that are currently on the Calendar for 2024 to highlight the need to give the potential Vets to attend their rides as much notice as possible, so they can adjust their work rosters to attend rides.

Also I believe we had another new Vet at the recent Dergholm ride. Ill follow up with details at a later date.

I have emailed the CS List for VERA. I have since listed Lyn Taylor inactive as CS re: her resignation from the VERA Membership.

### 9.11 Grievance Officer

No report received.

### 9.12 Governance Sub-committee

No report received.

### 9.13 Webmaster

#### Webmasters report SMC Meeting

**Please Note items highlighted have been awaiting an answer for multiple meetings.**

Task	Completed	Comments
Server performance checks	Yes	Up to date
Email space checks	Yes	All accounts within allowances
Security updates and patches	Yes	Completed
<b>New Website</b>	<b>Query. Need answer from committee, still awaiting answer</b>	<b>Current pricing from vendor will be between \$150-250 depending on support required.</b>
<b>2022 points</b>	<b>Has Been Sent from Bek</b>	<b>I have received 2021 and am just waiting for 2022</b>
Billing	Yearly payment	All bills for current year are up to date
<b>Minutes</b>	<b>Yes, pending answer</b>	<b>A number of minutes are still in draft form on the website from last year</b>
Vera committee access	In Progress/delayed/Possible bug	Determined this is an issue with the version, pending answer on updates.

**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.**

**Shannon now has access to the square for sales and all is going well.**

**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. If assistance is required please let me know.**

**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 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?**

**Discussion was had regarding the confusion with midnight start times. It was decided that we notify riders that there is a muster at 11.30pm with ride start 12.00pm. To stop confusion of which night the ride starts.**

**Hopefully this will fix the issue.**

Other than Robyn's rules, once again the committee is going very quiet.

Here are some suggestions for articles that probably should already be up.

- Save the Date for the AGM. **This will be posted to facebook and website.**
- Trailers, how have we never posted anything about the trailers ever since the committee started work on them? **Kerrie Gabb to follow this up.**

## Dergholm

I was ride Sec for the Dergholm ride.

ETS is still in good operational condition, there is a possible issue with battery 2 discharging quicker than the other two batteries, and this one may be starting to reach an end to its life, other two operating fine.

Had the opportunity to test both antennas found them both to be in good working order.

Tablet battery lifetime is currently sitting around 8 hours, ill look at suppling some more battery packs for the tablets next time I have access to the unit. I will also add a second POE power injector to have as spare.

### 9.14 Social Media

Nothing to report.

### 9.15 Membership

Nothing to report.

## GENERAL BUSINESS

**Motion No (6): Nov 23 To go into Camera 7.27pm**

**Moved: Simon Thomas**

**There was an incident at the Moyston endurance ride which was discussed in camera.**

**Motion No (7): Nov 23 To Come out of Camera 7.56pm**

**Moved: Paul Nugent**

### 10.1 Mark Henry Trailers.

Mark has informed us that the 2 new VERA Trailers should be ready within 3 weeks. They are currently at Jon Porters Electrician then they shall go to Marks for the finishing touches. Once that happens we will be looking for sponsors and Louise Mackey is writing up a proposal to send out to prospective sponsors. Samantha Gay has accepted the role of searching for sponsors.

So at this stage we are looking at Signage/Sponsorship/Generators to purchase. Expressions of Interest will be going out to members and to our regular sponsors then if that doesn't fill the trailers we shall be expanding our search.

## 11.00 LATE ITEMS

### 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	
Sue Reed	Cost of signwriting for vests	Donna/Shannon	Pending
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	Done
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

VERA	Prize Policy	Damien Little	Progressing
Stripes	Facebook/Website Poll for members - AGM	Louise Mackey	Pending
Past Rides	List to review	Renee Henry	
Samantha Gay	Talk re: Sponsorship role and How to Manual for RO.	Paul Nugent	Progressing

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	Done
Paul	State Champs 2022 followup	Paul Nugent	
Facebook/Website	Rule re: social media Code of conduct	Donna/Robyn	Done
Kerrie Gabb	Counting of Medallions	Paul Nugent	Done
Renee	Photos Road Signs	Paul Nugent	
Damien	Ride Application form to be updated	Damien	
Damien	Dual Affiliation Policy to be updated	Damien	
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	Done

ACTION LIST 25/10/23			
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	Trailer Policy Re: Pickup/Drop off	Damien Little	

ACTION LIST 15/11/23			
AERA	What is the definition of fail to trot?	Sioux Reid	
ASA Admin	Reply to SMC vote re membership cards	Donna Nicholas	Done
Robyn Alders	Rule re: weighing for fb then website	Donna Nicholas	Done
Martin Mizzi	Generators	Paul Nugent	
Samantha Gay	Re: Sponsorship for trailers. Sam has accepted the role	Donna Nicholas	Done
Members EOI	Sponsorship Proposal for Trailers	Louise Mackey	
Facebook/Website	Post re: SAVE THE DATE for AGM 20/1/24	Donna Nicholas	Done

## 10. NEXT MEETING

## 11. MEETING CLOSURE

Meeting closed at 9.15 pm