

# VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

## STATE MANAGEMENT COMMITTEE MEETING AGENDA/MINUTES

Date : 21<sup>st</sup> February, 2024

**Time 7pm**

**Location** Teams

- WELCOME BY PRESIDENT
- PRESENT  
Paul Nugent. Donna Nicholas. Shannon Decker. Simon Thomas. Nicole Porter. Sandy Little.  
Russell Gillingham: 9.22pm
- APOLOGIES  
Sioux Reid. Mark Henry. Renee Henry. Sheree Bishop
- CONFLICT OF INTEREST

The Conflict of Interest register was confirmed

<b>Committee Member</b>	<b>Point of Conflict</b>	<b>Reason</b>
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
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
Sioux Reid	Moyston Ride	Ride Organiser

- VISITORS  
None
- MINUTES FROM MEETING HELD ON 13<sup>th</sup> december, 2024

### 6.1 Amendments

None.

### 6.2 Adoption

**Motion No.(1) Feb 24: That the minutes from the meeting on 13<sup>th</sup> December 23 be adopted.**

**Moved: Donna Nicholas**

**Seconded: Nicole Porter**

**Carried: Yes**

**Motion No.(2) Feb24: That the minutes from the special meeting on 3<sup>rd</sup> January be adopted.**

**Moved: Nicole Porter**

**Seconded: Shannon Decker**

**Carried**

### 6.3 Business Arising

- RATIFICATION OF ONLINE MOTIONS

Description	Yes	No	Abstain	Non Vote
<b>Motion: That the Eldorado Step Up Ride be amended to include a 5km ride on Sunday 4<sup>th</sup> February, 2024. Moved: Paul Nugent Seconded: Damien Little</b>	<b>11</b>			<b>1</b>
<b>Motion to Rescind Marty Brysons disqualification from Moyston Endurance Ride. Moved: Donna Nicholas Seconded: Sioux Reid</b>	<b>12</b>			

- RATIFICATION OF ONLINE MOTIONS

**Motion No.(3 ): Feb 24 That the ratification of the online motions be adopted.**

**Moved: Nicole Porter**

**Seconded Shannon Decker**

**Carried: Yes**

- CORRESPONDENCE

### 8.1 Inwards Correspondence

Date	From	Details
14/12/23	Kim Moir – AERA	Re: Tagging of helmets not required for VERA/AERA enduro Rides. FWD to SMC 29/12/23

15/12/23	ASA Linda Tanian	AERA Online Membership FWD – SMC, Jen Green, Mark Gabb
15/12/23	Linda Tanian	Re: Rule 57 Clause 4
20/12/23	Kerrie Gabb	Letter of Resignation
20/12/23	Kate Gavens Conservation Matters	FWD to SMC 29/12/23
21/12/23	Louise Mackey SMC Member	Letter of resignation
21/12/23	Paul Bryson	Re: Incident at Moyston
21/12/23	Marty Bryson	Re: Incident at Moyston
22/12/23	Louise Mackey	Change to Eldorado Ride
22/12/23	Paul Bryson	Re: Moyston Ride x 2
22/12/23	Marty Bryson	Re: Moyston Ride x 3
22/12/23	Sheree Bishop	Motion for AGM Agenda
23/12/23	Marty Bryson	Re: Timeframe for Moyston Incident
24/12/23	Kim Moir – AERA	Summary of AERA Rule Changes.
28/12/23	Linda Tanian ASAdmin	Aeraspace upgrade.
29/12/23	Marty Bryson	Re: Incident at Moyston
30/12/23	Marty Bryson	Re: Incident at Moyston x 2
5/1/24	Mark Gabb	Web Hosting Invoice -
6/1/24	Kerrie Gabb	VERA Logins
7/1/24	Ellen Prestage	Inability to attend AGM on 20/1/24
7/1/24	Carol Laidlaw	Inability to attend AGM on 20/1/24
7/1/24	Ellen Prestage	Enquiry there is no option for life membership on AERA Online – FWD to Wendy Riha. This has now been sorted.
8/1/24	Wendy Riha	Inability to Attend AGM
8/1/24	Linda Tanian	Response to Ellen Prestages query re: Honorary Life Membership
9/1/24	Paul Bryson	Re: No information on flyer
9/1/24	Maitlynn Wallace	Inability to attend AGM
9/1/24	Linda Tanian	Query re: AGM
9/1/24	Kim Moir AERA	AERA Correspondence re AERA Meeting on 11 February 2024
9/1/24	Wendy Riha	Re: Ellen Prestages Honorary Life Membership all sorted.
13/1/24	Tanya Beacham	Via Trybooking re AGM
14/1/24	AERA Online Subcommittee	RE: Automatic Upgrade to endurance status. FWD - SMC
15/1/24	Jayden Turnball - Zilco	Gift vouchers for AGM
16/1/24	Kim Moir - AERA	TPR documents FWD to SMC
17/1/24	Kim Moir - AERA	AERA Correspondence re the AERA AGM FWD to SMC
18/1/24	Linda Tanian	AERA Outage 23/1/24
19/1/24	Samantha Gay	Re: Letter re sponsorship role.
21/1/24	Linda Tanian	VERA – access to AERASPACE List FWD to SMC
24/1/24	Consumer Affairs	Removal of Kerrie Gabb as Delegate
24/1/24	Bronwyn Cuthbertson	Logbook order for AERA. Requesting payment. Payment made
24/1/24	Mark Gabb Webmaster	New vera contacts and payment of Hosting Australia.
25/1/24	Mark Gabb Webmaster	Emails set up for new SMC roles.
26/1/24	Marty Bryson	Re: “ Incompetancy “of SMC re: Moyston FWD to Ride Secretary
27/1/24	Kim Moir - AERA	Re: Affiliation Agreement plus request for financials and minutes.
30/1/24	Andrew Martin	Re: Family Membership. Paul looking into.

1/2/24	Sioux Reid	Re: EA regarding lapsed Swabbing steward and reinstating process
1/2/24	DEECA Vic Legislation Reform	19 <sup>th</sup> February 2024 Q&A session on the Draft AnimalCare and Protection Bill FWD to SMC
1/2/24	DEECA Vic	Q&A session on draft Animal Care and Protection Bill – 19 February 2024
1/2/24	Linda Tanian - Aeraspace	FW: Membership Renewals
2/2/24	Kim Moir AERA	AERA Management Committee Meeting – Agenda FWD to SMC
2/2/24	Damien Little	RE: Moyston Ride
4/2/24	Linda Tanian	Request for response regarding paying into accounts.
4/2/24	Julia Field SAERA Secretary	Introducing herself. Email sent.
4/2/24	Simon Thomas	RE: WWCC FWD to Memberships
5/2/24	Michelle Adams	Ideas after Eldorado for VERA. FWD to SMC
6/2/24	Peter Farrell	Re: Dual Affiliation Policy FWD to SMC
7/2/24	Kim Moir - AERA	Document re: Agenda item 14.11 AERA Logbooks FWD to SMC
8/2/24	Sheree Bishop – Treasurer	Invoices to be paid FWD to SMC Motion done
8/2/24	Kim Moir - AERA	Subsidiary Agenda
8/2/24	Sheree Bishop	Discount Ride Entry Form
9/2/24	Hazel McAndrews	Re: Insurance have contacted Wendy Riha Memberships. Sorted
10/2/24	Linda Tanian	Re: WWCC to be updated. FWD info to Memberships.
12/2/24	Kim Moir - AERA	AERA Correspondence about incorporated assoc. FWD - SMC
12/2/24	Kim Moir - AERA	AERA Correspondence re TQ24 Officials and TQ Book FWD - SMC
13/2/24	Kim Moir – AERA	AERA Affiliation Agreement - tabled at next meeting FWD - SMC
15/2/24	Linda Tanian	Response re problems with nominating for Snake on AERA
16/2/24	Ellen Brennan DEECA	Q&A session on draft Animal Care and Protection Bill – 26 February 2024. Date Change. FWD to SMC
16/2/24	Donna Robertson GERZ	Request to add 5km rides to their May and September Rides. FWD – SMC. Tabled for next SMC Meeting
16/2/24	Mark Gabb	Re: Request for Scheduled Meeting list.
18/2/24	Samantha Gay	Accepting Sponsorship Co-Ordinator for Trailers.

## 8.2 Outwards Correspondence

Date	To	Details
15/12/23	Linda Tanian AERA	Receipt of email and response re who it has been fwded to
15/12/23	Kim Moir – AERA	Response to Helmet Tagging Email.
16/12/23	SMC	NVP Terms of Reference
19/12/23	Linda Tanian	Response to email re: Rule 57.
20/12/23	Mark Gabb	Requesting more detail re: Webmaster report.
21/12/23	Marty Bryson	Response to letter
21/12/23	Paul Bryson	Response to Letter
22/12/23	Marty Bryson	Response to letter x 2
22/12/23	Paul Bryson	Response to Letter x 2
24/12/23	Louise Mackey	thank you email sent from SMC
29/12/23	Louise Mackey	Response to Eldorado Ride to be placed on Agenda.
30/12/23	Linda Tanian	Response to letter Rule 57

30/12/23	Marty Bryson	Letter of Apology re Moyston Endurance Ride.
31/12/23	Marty Bryson	Response to incident at Moyston Endurance Ride
6/1/24	Mark Gabb	Response re: Web hosting invoice
6/1/24	Bek Williamson	VERA Template
7/1/24	Invitations to AGM	Narelle, Lesley, Helen, Ash, Morgan, Sandy, Ellen, Carol & Peter
7/1/24	Jen Green/Mark Gabb	December Draft Minutes to go to FB and Website
8/1/24	Maitlynn	Invitation to AGM
8/1/24	Wendy Riha	Ellen re: no option for Life membership on AERA online
8/1/24	Linda Tania	Ellen re: no option for Life membership on AERA online
8/1/24	All Vera Members	Flyer for 2023 AGM
9/1/24	Paul Bryson	Responded to email regarding AGM Flyer
9/1/24	All Vera Members	Edited invitation to AGM
10/1/24	SallyAnn Duke	Proxy Vote Form
14/1/24	Tanya Beacham	RE: AGM
16/1/24	Kylie Horseland	Request for sponsorship for AGM
18/1/24	Wendy Riha	List of Members for AGM
25/1/24	Linda Tanian	Re: Who has access to AERA Space.
3/2/24	Kim Moir AERA	Vera financials, AGM minutes, contact list 2024
5/2/24	Julia Field SAERA	Responded to email re introducing herself.
5/2/24	Michelle Adams	Thanking her for her ideas regarding Endurance
16/2/24	Linda Tanian	Issues regarding AERA Online for nominating for Snake Dash
16/2/24	Linda Tanian	Response from Snake Dash Ride Organisers re AERA online
16/2/24	Wendy Riha	Updated list WWCC
18/2/24	Samantha Gay	Re: Asking to take on Sponsorship role for Trailers.

- **Motion No (4) Feb 24 Motion that correspondence has been received.**

**Moved: Nicole Porter**

**Seconded: Shannon Decker**

**Carried: Yes**

- **REPORTS**

### **9.1 President**

Eldorado and Snake Valley have both been run with great success. Looking forward to more rides coming on the calendar.

## 9.2 Treasurer

Bills to be tabled. Handover still in progress.

### Incoming Accounts

Name	Details	Amount
AERA Inv: 00001888	Logbooks	\$852.60
AERA Inv: 00001898	Insurance	\$830.00
AERA Inv: 00001915	Lifetime members x 4	\$240.00
Duesburys Inv 7420	Gippsland Accountants Audit 2023	\$726.00
Louise Mackey	Merchandise Refund Refer Email.	\$110.00

Attachments: Australian Endurance Riders Association Inv No: 1888, 1898, 1915  
Duesburys Gippsland Accountants  
Louise Mackey Reimbursement

## 9.3 Rides

Numerous rides coming up waiting on ride applications.

- **Motion No (5) Feb 24 That the Ararat Ride for 10<sup>th</sup> – 11<sup>th</sup> August be accepted.**
- **Saturday distance. 10/20 kms and Sunday distance 20/40/60/100**  
**Moved: Nicole Porter**  
**Seconded: Shannon Decker**  
**Carried: Yes**
- **Motion No (6) Feb 24 That the Gerz ride application be amended to include a 5km ride for 11<sup>th</sup> – 12<sup>th</sup> May, and for the 7<sup>th</sup> - 8<sup>th</sup> of September be accepted.**  
**Moved: Paul Nugent**  
**Seconded: Nicole Porter**  
**Carried: Yes**

**Motion No (7) Feb 24 That the request to dual affiliate with Pine Hut on the 20<sup>th</sup> and 21<sup>st</sup> April, 2024 be accepted.**  
**Moved: Paul Nugent. Seconded: Shannon Decker**  
**Carried: Yes**

<b>Ride 2024</b>	<b>Chief Steward</b>	<b>Head Vet</b>	<b>Ride Sec</b>
Mil Lel 28-31 <sup>st</sup> March (SA)	Dual Affiliated		
Pine Hut 20/21 <sup>st</sup> April (SA)	Dual Affiliated		
Gerz Toongabbie 11/12 <sup>th</sup> May			
State Champs – Eldorado 6-8 July			
Ararat Ride 10/11 <sup>th</sup> August			
Gerz Gadabout 7/8 <sup>th</sup> September			
Tom Quilty SA 18 Oct			
Dergholme 1 <sup>st</sup> Nov.			

#### **9.4 Assets Officer**

No report received.

#### **9.5 Horse Welfare Officer**

Snake Valley Dash: 4 x IVT Forms filled out. 2 Horses given Bute.

Swabbing Target this year 8 – 10 swabs.

#### **9.6 Logbook Registrar**

Members have been active in Jan and Feb, getting ready for the competition year. I have submitted a logbook order to AERA, but am yet to receive the stock. 50 logbooks, 50 covers, 30 yellow stickers for upgrades.

**Logbooks have since been received.**

Just wondering what the discussion has been in regards to the logbook mailing as discussed in 2023. Do I change the logbook fees on the application form?

Response sent regarding pricing. Logbooks to be sent via express post, with Australia Post going to 3 days mail delivery per week. members will need to allow time for this. Currently there is a 21 day turnaround time.

I would also like to remove reference to payments by cheque/money order for the logbook application form. See review attached.

**Please remove cheque/money order payments as banks in the future will stop accepting them.**

## Western Ride Trailer

As per the previous email, I need to order more arrows and track marking items. I may revise the order as previously submitted as I have since sourced some blockers and cautions.

I also note that the western trailer had 50 AERA black arrows and 20 common arrows on its return from Dergholm. I believe that David had arrows provided by the Gippsland trailer and feel that these probably belong to Gippsland.

I believe VERA has purchased Common arrows – I have not received any for the Western Trailer. Could these be supplied for future track marking.

I have also had a look at how the current trailer contents will fit into the new trailers. There needs to be more thought put into shelving and tie downs. I need to replace the broken tubs for the track marking, but without knowledge of shelving or tie down placement, I do not have dimensions for this purchase.

**An inventory is being done on all trailers amalgamating 3 trailers into 2. It is expected that the 2 trailers will have all the equipment needed. Once this is done there will be discussion on shelving, tie downs etc.**

### **9.7 Merchandise Officer**

Nothing to report.

### **9.8 Point Score Officer**

Nothing to report.

### **9.9 TPR Coordinator**

New TPR person to add to the list: Emily Panche.

### **9.10 Veterinary Coordinator**

VERA has another vet to add to our vet list.: Zoe Manning Murray Valley area. Vet-Equine Dentist.

Ash Grieves has approached me asking for more vetting opportunities.

### **9.11 Grievance Officer**

No report received.

### **9.12 Governance Sub-committee**

No report received.



9.13 Webmaster

Webmasters report SMC Meeting

Task	Completed	Comments
Server performance checks	Yes	Up to date
Email space checks	Yes	Committee5 Logbooks The above accounts are over 80% storage
Security updates and patches	Yes	Completed
New Website	Query. Need answer from committee, still awaiting answer. Committee asked for details and were provided	Current pricing from vendor will be between \$150-250 depending on support required.
2022 points	YES	All point are up to date, checking with Bek now as I seem to have lost the 2020 ones
Billing	yes	Nothing outstanding
Minutes	In Progress	Still pending 2023.07.25 2022.8.27 2022.7.23 2022.6.25 2022.4.13 2022.4.09 2022.3.30
Vera committee access	On Hold	This is dependant now on new website

At the time of completing this report, I have not heard back about the following

## New website costs

I was asked to provide more detail around why we need to do this, I will copy it below again

### Email dated 20/12/23

The current product version we use is now end of life, meaning it no longer receives security or feature updates which means over time it becomes a risk.

Unlike minor updates this one is a major update that requires lots of migration of data and experience with performing those actions.

Our hosting providers offer a deal where for between \$150-250 they will do this on our behalf as they have everything at their disposal to do this.

The risk of me doing it myself is if I get something wrong, I would need the hosting provider to roll back to before I tried which can cost up to \$300

Or we can do nothing and risk a possibility that someone may be able to breach the website and take it over, costing \$1000 or so to have the hosts fix it...

- **Motion No (8) Feb 24 That payment of up to \$250 to be paid for Web Hosting Services being provided be accepted.**  
**Moved: Shannon Decker**  
**Seconded: Nicole Porter**  
**Carried: Yes**

- **Social Media**

Our Facebook group continues to enjoy good metrics across the entire spectrum of parameters. Engagement has spiked prior to Eldorado ride and is quite busy leading up to the Snake Valley Dash.

A new weekly report, generated by Meta, is now available to group Admins and we are scoring well in most areas.

If anyone ever wants to see all the graphs and charts and numbers, let me know. It's a little too bulky to put all the info in my regular report.

Interesting to note that the number of posts and comments about ride entries and memberships seems to have reduced. One would assume it is due to the online entry and membership renewal system being accepted and used well by the members.

This month we will be updating our banner photo and an invitation to submit photos has been posted. I recently discussed the banner photo with an SMC member and wanted to advise the reasons for the existing banner photo process was derived by myself and presented to the SMC quite a few years ago

now after a doing significant research.

No formal policy was committed to paper at the time.

In short, the most engaging banners are a clear photo of the subject matter of the group or page they are on. Anything obscure or not exactly relating to the name of the group or page tends to be bypassed by viewers.

The banner should be in place for a longish time period and not changed constantly. This allows people to become familiar with the thumbnails they see on their notifications and searches.

I believe we have got the right balance at the moment with the photo changing around twice per year.

Looking for the new banner cover creates a little bit of excitement for people and it's nice to be able to launch the new photo and get such positive responses each time.

**If the SMC wanted to document this process at all and adopt it as a policy, I would suggest leaving enough flexibility to allow the Admin to make changes if circumstances required it.**

**It was decided to tabled at the next meeting after receiving more information.**

- **Membership**

<b>Membership Type</b>	<b>2023 EOY</b>	<b>2023 YTD</b>	<b>2024 YTD</b>
Adult rider	112	64	78
Junior rider	7	1	3
Associate	2	1	0
Intermediate	6	3	5
Junior Intermediate	0	0	1
Life	3	1	2
<b>TOTAL</b>	<b>130</b>	<b>70</b>	<b>89</b>

## **VERA CURRENT MEMBERSHIPS**

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## **GENERAL BUSINESS**

### **10.1 AERA Delegates for 2024.**

Current delegates Sioux Reid Management Committee for VERA and Donna Nicholas

AERA delegate. Are the SMC happy for us to continue in our roles.

**This was discussed and the SMC are happy for Sioux Reid to be the AERA Delegate and Donna Nicholas will be the secondary delegate.**

### **10.2 Request for dual Affiliation 20-21/4/24 by Kim Calway**

I would like to put forward my request to VERA for dual affiliation of my ride , Pine Hut, to be held on 20-21/4/24 with SAERA. Currently there is no ride showing on the VERA calendar on AERASPACE

that I can see. I have on offer 10, 20 & 40km on the Saturday and offering the same plus an 80km on the Sunday.

Tracks will be dirt roads with slight undulations, camping is in a large paddock with abundance of

water on offer.

Ride address is 602 Gerschwitz Rd Sedan SA 5353, which is 156km from the border (as the crow flies).

Happy to fill out any official forms, if there are any available.

**This was discussed and the motion was passed to accept the dual affiliation.**

**Please see in**

**Ride Report above.**

### **10.3 GERZ TOONGABBIE REQUEST TO ADD 5KM RIDES TO BOTH MAY & SEPTEMBER RIDES 2024**

GERZ would like to request a 5 km ride be added to both our May and September rides .

**This was discussed and a motion was raised and passed please see details in Ride Report above.**

**10.4 EOI for Ride Calendar Co-Ordinator.**

**Nicole Porter our SMC Member has stepped up to be our new Ride Calendar Co-Ordinator.**

**10.5 DEECA Q&A session on draft Animal Care and Protection Bill – 26 February 2024**

**Sandy Little will be attending this session.**

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- 11 NEXT MEETING: February 27<sup>th</sup>, 2024. 8pm via Teams. Continuation of 21/2/24 meeting

- MEETING CLOSURE: 10.41 PM