

# VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

## DIVISION ASSOCIATION MANAGEMENT COMMITTEE MEETING

### AGENDA/MINUTES

Date 12<sup>th</sup> February, 2025

Time 7.15pm

Location Teams

#### 1. WELCOME BY PRESIDENT – PAUL NUGENT

#### 2. PRESENT: 7.15PM TO 9.05PM

Paul Nugent. Shannon Decker. Helen Spencer. Donna Nicholas.  
Sioux Reid. Simon Thomas. Nicole Porter. Virginia Reinbach. Ang Lea. Erin Steinbacher

#### PRESENT: 9.10PM TO 10.03PM

Paul Nugent. Shannon Decker. Donna Nicholas.  
Simon Thomas. Virginia Reinbach. Ang Lea. Erin Steinbacher

#### 3. APOLOGIES: NONE

#### 4. CONFLICT OF INTEREST

The Conflict of Interest register was confirmed

Committee Member	Point of Conflict	Reason
Paul Nugent	Bek Williamson (point score officer) Lancefield Ride	Personal Relationship Ride Organiser
Sioux Reid	Moyston Ride	Ride Organiser/AERA President
Linda Tanian	Aera Database Sub Committee	Vera Member
Helen Spencer	Ararat Ride	Ride Organiser/Vet

#### 5. VISITORS: NONE

#### 6. MINUTES FROM MEETING HELD ON 5<sup>TH</sup> DECEMBER, 2024

##### 6.1 Amendments: None

##### 6.2 Adoption

Motion No.(1) Feb 25: That the minutes from the meeting of 5<sup>th</sup> December, 2024 be adopted.

Moved: Donna Nicholas

Seconded: Nicole Porter

Carried: Yes

##### 6.3 Business Arising: None

## 7. RATIFICATION OF ONLINE MOTIONS

Description	Yes	No	Abstain	Non Vote	
<b>Motion: Application received from Dergholm endurance Ride to run ride on 1st November with distances of 85,40,20,5. Be accepted.</b> <b>Moved: Nicole Porter Seconded: Sioux Reid</b>	<b>6</b>			<b>2</b>	<b>8</b>
<b>Motion from Ken Bradley to change distances at his ride 'legendary cup' To 10,20,40,80 removing the 160 elevated distance.</b> <b>Moved: Nicole Porter Seconded: Paul Nugent</b>	<b>9</b>			<b>1</b>	<b>10</b>
<b>That Bronwyn Cuthbertson purchase suitable containers for both VERA Trailers as well as upgraded D shackles &amp; 4 key alike locks up to value of \$ 1000 .</b> <b>Moved: Helen Spencer Seconded: Sioux Reid</b>	<b>7</b>			<b>3</b>	<b>10</b>

### RATIFICATION OF ONLINE MOTIONS

**Motion No.(2): Feb 25 That the ratification of the online motions be adopted.**

**Moved: Nicole Porter**

**Seconded: Shannon Decker**

**Carried: Yes**

## 8. CORRESPONDENCE

### 8.1 Inwards Correspondence

Date	From	Details
3/12/24	Deb Whyllie	TQ25 Sponsorship Proposal FWD - SMC
4/12/24	Bendigo harness Racing	Expo in March in Bendigo FWD - SMC
5/12/24	Kim Moir – AERA	AERA Correspondence re: Vet fees 2025 FWD - SMC
6/12/24	Lesley Hawson	Re: TQ25
6/12/24	Kim Moir – AERA	Logbooks for 2025 FWD – SMC, LOGBOOK REGISTRAR
6/12/24	Sheree Bishop	AERA Invoice plus letter.
7/12/24	Linda Tanian	Item for discussion at AGM No Attachment
8/12/24	Linda Tanian	Item for Discussion at the AGM FWD - SMC
10/12/24	Martin Mizzi	Newcomer Support Group FWD - SMC
11/12/24	Linda Tanian	Signed Item for Discussion at the AGM
13/12/24	Kim Moir – AERA	Vet fees 2025
13/12/24	Linda Tanian	Aeraspace Database Outage
15/12/24	Helen Spencer	Re: TQ25
16/12/24	Kim Moir - AERA	Management Committee Meeting on 19 January FWD - SMC
17/12/24	Kim Moir - AERA	Draft Minutes of AERA MC Meeting 19-20 Nov 2024 FWD - SMC
18/12/24	Equestrian Australia	Invoice INV-5895 from Equestrian Australia Limited
19/12/24	Kim Moir - AERA	Rule Changes to be implemented from 1 January 2025 FWD - SMC
2/1/24	Naomi O'Shaughnessy	Surewise Insurance Form

3/1/24	Kim Moir – AERA	Response from AERA FWD - SMC
7/1/25	Linda Tanian	TQ 25
8/1/25	Kim Moir - AERA	Development of annual ride calendars FWD - SMC
9/1/25	Naomi O'Shaughnessy	Surewise Insurance Form FWD to Membership Registrar
10/1/25	Kim Moir – AERA	VERA Mailing address for QERA Magazine
11/1/25	Sarah Pollard Williams	Special resolution to AERA on the disciplinary process FWD - SMC
11/1/25	Kim Moir - AERA	AERA MC Meeting Agenda - 19 January 2025 FWD - SMC
15/1/25	EA	Account
19/1/25	ASA Admin	Access to AERA Space FWD – SMC
20/1/25	Webmaster	Hosting Invoice FWD – Paul Nugent & Helen Spencer
23/1/25	Kim Moir - AERA	AERA Affiliation Agreement FWD – SMC
24/1/25	Kim Moir – AERA	Notes from AERA Meeting 19/1/25 Special Resolution for Comment FWD - SMC
29/1/24	Louis Cheron de Saint Albin	Seeking employment opportunities.
30/1/25	Kim Moir – AERA	Revised Swabbing Targets. Vic to do 10.

## 8.2 Outwards Correspondence

Date	To	Details
5/12/24	EOI TQ 25	Helen, Lesley, Narelle, Ash. Paul, Sandy, Digger, Linda.
5/12/24	Registrars	Thank you Letter.
5/12/24	AERA Database	Re: Adult Membership Fee Increase from \$140 to \$155 for 2025
5/12/24	Wendy Riha Membership	WWCC Lesley Hawson
5/12/24	Wendy Riha Membership	Re: Adult Membership Fee Increase from \$140 to \$155 for 2025
6/12/24	Wendy Riha	Change email for Brek.
10/12/24	Linda Tanian	Requesting signature and member no on nomination form for AGM
13/12/24	Nikki Robinson	Response letter to appeal.
6/1/25	TQ25	Lesley, Narelle, Ash. Paul, Sandy, Digger, Linda.
7/1/25	Bruce	Re: Membership
22/1/25	Mark & Jen	Webmaster & Social Media. Ratified AGM minutes & Dec 24 Minutes
22/1/25	Erin Steinbacher	Confidentiality Form
28/1/25	Helen Spencer	TQ 25
29/1/25	Kim Moir – AERA	TQ25 Vet representative. Helen Spencer. No Chief Steward.
6/2/25	Louis Cheron de Saint Albin	Seeking employment opportunities.
9/2/25	Helen Spencer	AGM Draft Minutes 24/25.

- **Motion No (3) Feb 25 Motion that correspondence has been received.**  
**Moved: Sioux Reid**  
**Seconded: Donna Nicholas**  
**Carried: Yes**

## 9. REPORTS

### 9.1 President – Paul Nugent

Welcome to our new Division Association Management Committee members. Looking forward to a great fun year in Endurance.

### 9.2 Treasurer - Helen Spencer

Nothing to report as this position is in handover. Due to Helen not yet being a signatory accounts have not been paid but will be shortly.

A discussion was held regarding needing a 3<sup>rd</sup> signatory for the VERA Account, it was decided that the bookkeeper registrar should be the 3<sup>rd</sup> signatory.

**Motion No (4): Feb 25** Vera to appoint a 3<sup>rd</sup> person as a signatory to the VERA Account that being the VERA bookkeeper

**Moved: Helen Spencer**  
**Seconded: Sioux Reid**  
**Carried: Yes**

**Motion No (5): Feb 25** That the Treasurer's Report be received.

**Moved: Helen Spencer**  
**Seconded: Sioux Reid**  
**Carried: Yes**

### 9.3 Rides – Nicole Porter

Dual Affiliation with NSW to be discussed when Victorian Ride Calendar is full.

Rides 2025	Chief Steward	Head Vet	Ride Sec
Eldorado Step In 1/3/25 – 2/3/25	Paul Nugent	Narelle Cribb	Damien Little
Snake Valley Dash 15/3/25 -16/3/25	Paul Nugent	Lesley Hawson	Damien Little
Brimpaen 5/4/25 – 6/4/25	Digger Leehane	Rory Speirs	Damien Little
Eaglehawk Extravaganza 24/4/25 – 27/4/25			
Moyston 31/5/25 – 1/6/25			
Eldorado 19/7/25 – 20/7/25			
Mia Mia 26/9/25 – 28/9/25			
Ararat 9/10/25 – 10/10/25	Sandy Little	Helen Spencer	Damien Little
Dergholm 1/11/25			
Gerz 15/11/25 – 16/11/25			

### 9.4 Bookkeeper - Kerrie Gabb

Issues that were noticed and brought to the attention of the SMC

- 1) There is still the \$85.00 sitting in income, from Ken Bradley for a second ride application. I have reconciled this for now, as I have been verbally told what this was for, but I will need the ride application form when it comes in. If there is a change from what I was verbally told, could someone please let me know.
- 2) I notice there still has been no ride fees received into the VERA account, from the Mia Mia ride held 22/11/2024, please note these are due in 14 days from when the ride was held.
- 3) I notice there is no membership income from AERA for any memberships taken up in Jan. The SMC at the least should all have paid full memberships, so where is the VERA money for this, and anyone else that paid up.

### 9.5 Assets Officer – Paul Nugent

There a few item that will need to be replaced due to wear and tear but this will be done in due course.  
An Asset List is being compiled.

### 9.6 Horse Welfare Officer – Simon Thomas

Nothing to report.

### 9.7 Logbook Registrar – Bronwyn Cuthbertson

Members are getting organised with their logbooks.

I placed a logbook order with AERA in December to prepare, but this has not yet been paid by VERA and so no logbooks have been delivered. I need the logbook order paid for ASAP as I will soon run out of logbooks and I do not want the same situation as we had starting 2024.

**This account has since been paid.**

I have both the VERA trailers at home, have cleaned them out and cleaned up the contents. I have sourced appropriate tubs for the arrows and rider bibs. I am excited by small things – the arrow tubs come in the arrow colours! These are extremely strong tubs and will take an effort to be broken. They all have lids and are stackable.

As I need to deliver a trailer to Eldorado within the next few weeks I have purchased a set of tubs.

Sandy and I have put in a number of anchor points and the trailer is now organised and has lots of space.

The audit of the trailers has identified that the previous trailers did not have similar equipment.

Do we want both trailers to have the following?

Tables & chairs?

1 or 2 marquees? At present only two marquees are usable, so there will be 1 in each trailer with pegs, ropes, 4 walls.

Each trailer will have 200 of the arrows for legs 1-2-3-4 and 75 for leg 5 with 5km distance for all legs.

There are 75 blockers and 74 caution and 50 common arrows.

Rider bibs – 60 endurance yellow bibs and 70 intermediate orange bibs.

Each trailer has some blue rider bibs without reflective tape – ANZ for GERZ and VicHealth for the other.

4 bollards for each trailer

1 Clock and stand in each trailer

First aid kits – large x 1, medium x1 and small x 4 in each trailer– all kits contents are out of date, but in good condition and suitable for first aid.

Scales

Biosecurity kit

I will send the generator with the trailer to Eldorado.

Sandy is checking out the ET system as I type as there was concerns that some of the scanner units were not working. Looking good so far.

There will be surplus equipment – first aid kits, scales, rider bibs, course arrows, clock & stand. Where do you want to store these? Unfortunately I do not have space for these at my place.

I also note there are no keys for the trailer that has not been in use during 2024. This means the lock box on the hitch cannot be locked. Does anyone on the committee know where the keys to this trailer have gone?

**9.8 Merchandise Officer – Shannon Decker**

Nothing to report

**9.9 Point Score Officer – Bek Williamson**

Nothing to report.

**9.10 TPR Coordinator – Russell Gillingham**

Nothing to report.

**9.11 Veterinary Coordinator – Russell Gillingham**

Nothing to report.

**9.12 Grievance Officer – Kasey Thomas**

Nothing to report.

**9.13 Governance Sub-committee – Sioux Reid. Donna Nicholas.**

Nothing to report.

**9.14 Webmaster – Mark Gabb**

No report received.

Simon Thomas and Mark have been working hard on our new and improved website coming soon.

**9.15 Social Media – Jen Green**

Nothing to report

**9.16 Membership – Wendy Riha**

<b>Membership Type</b>	<b>2024 EOY</b>	<b>2024 YTD</b>	<b>2025 YTD</b>
Adult rider	122	76	40
Junior rider	5	3	2
Associate	2	0	0
Intermediate	10	3	2
Junior Intermediate	3	1	0
Life	4	2	3
<b>TOTAL</b>	<b>146</b>	<b>85</b>	<b>47</b>

**Membership as at 31/1/24**

**9.17 Aera Delegate – Sioux Reid**

AERA highlights

- Ride Calendar - Correspondence was sent to all DA Ride Calendar Coordinators reminding them of the need to get rides in the calendar by 31 October for the following year. This is to provide a degree of confidence in providing data to our insurers to negotiate the next year's premiums. The calendar is further complicated by the requirement that FEI applications must be submitted by 1 August for the next year.
- Logbooks – AERA had been in negotiation with EA/FEI to make changes to the AERA Logbook to allow this to be the only document required for a horse entering an FEI 1\* event. This change has not been implemented this year as we had hoped, but AERA will continue to look at this.
- Insurance - SUREWiSE have renewed all policies with the final cost being slightly under what had been suggested in the pre-renewal report. AERA also decided to take out a policy for Legal Expenses recovery given the legal expenses we incurred during 2023 and 2024.
- Personal Accident Insurance – some work was done to look at a different Personal Accident policy that may give a higher pay out. AERA decided to stick with the policy we have. Currently only 10% of adults take out Personal Accident cover and 19% of Juniors. Claims made through Personal Accident policies have been generally for incidents NOT at an event.
- Horse welfare and Invasive Treatments – DAs are asked to ensure that there is a clear process for Invasive Treatment reports to be uploaded to the database. This does provide data that may be useful in supporting any response to challenges around horse welfare and also to support rule changes. There has been a change to novice horse rules flagged, that may extend the time that a horse must compete at novice level, and we need to have accurate data to consider any rule changes.
- AERA Awards for 2024 and presentation at TQ25 – applications for these must be submitted to the AERA registrar by 31 January. This year and going forward AERA Awards will include the AERA National Intermediate Awards as per rule 21.3.

- Rider Distances – AERA has agreed in principle that distances completed overseas for Australian riders and / or Australian owned horses will be recognised by AERA for the purpose of calculating Lifetime Distance Awards. At this stage this would be a manual calculation by the AERA registrar
- AERA Database – the end-of-year update went without hitch and a number of improvements have been done by the Database Sub-committee. Some of these have been in response to specific requests from DAs who have also provided funds to cover the cost of these upgrades. DAs are reminded to confirm user access as soon as possible following your AGM.
- Swabbing – AERA has agreed to increase the level of swabbing required from 2% to 3% of endurance entries with a requirements that this should also be done at a minimum of 2 rides per year. As yet, no information has been received from EA about accreditation of swabbing stewards.
- Chief Steward and Vet accreditation – Chief Stewards and Vets must now meet the requirements to maintain accreditation and the motion passed in 2020, to provide flexibility around this due to many rides being cancelled due to COVID, has been rescinded.
- Data entry re CSs and Vets and all volunteers – reminder to all Ride Organisers to record CSs, Vets and volunteers for each ride. This is required to support accreditation and also for any rewards attributed to volunteering.
- TQ25 – reports received would suggest that all is underway for this event in Tasmania in May. It is anticipated that nominations will open on 1 February. Reminder to provide advice on DA rep vets and CSs as well as your article for the TQ25 Magazine – thanks to those who have done this.
- Proposed Special Resolution to come to AERA AGM – attached is a Special Resolution, put forward by NSWERA that AERA should establish a National Independent Disciplinary Panel. This will be voted on as a change to the AERA Constitution but will require changes to the DA Constitutions.

#### **9.18 Honorary Vet – Narelle Cribb**

I do not have anything specific to report at this time.

#### **9.19 TQ Sub Committee. Sioux Reid. Donna Nicholas**

The Incorporated Sub-committee conducting the Tom Quilty Gold Cup event requires the following key positions: • President • Vice President • Secretary • Treasurer The Tom Quilty Gold Cup event requires the following key portfolios: • Event Director • Course Director • Ride Base Director • Administration & Volunteers Director • Risk Management Director • Sponsorship Director • Catering, Trade Stalls & Merchandise Director • Media & Publicity Director • Functions & Activities Director All key positions and portfolios should have a deputy, where possible. The above portfolios may be mixed and matched, and the same person may hold more than one portfolio but be careful not to overload people with too many tasks as often it is not realised that they are not coping until it is too

### **GENERAL BUSINESS**

#### **10.1 Should State Champs go through VERA.**

The DAMC (Division Association Management Committee) will be looking at the State Champs Policy and will be discussed at the next meeting.

#### **10.2 TQ Sponsorship Proposal Sent out 5/12/24**

Email has been sent to TQ25 asking for cut off date for sponsorship.

#### **10.3 Paul Nugent – AERA explanation re: fees etc.**

There was much discussion and a letter will be sent to AERA asking for explanation on transaction fees

#### **10.4 Special resolution to AERA on the disciplinary process Letter sent to SMC 13/1/25 needs response.**

Sioux Reid will be getting more information on this.

## **LATE ITEMS**

**11.1** Narelle Cribb has received a vet invite to the TQ25. So VERA will have 2 vets attending the TQ25.

**13.0 NEXT MEETING: 12<sup>th</sup> March, 2025 via Teams @ 7pm**

**14.0 MEETING CLOSURE: 10.03 pm**

DRAFT