

VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

DIVISION ASSOCIATION MANAGEMENT COMMITTEE MEETING (DAMC)

AGENDA/MINUTES

Date 7th & 14th October, 2025

**Zoom Meeting
7pm**

- 1. WELCOME BY PRESIDENT – PAUL NUGENT**
- 2. 7/10/25 PRESENT: PAUL NUGENT. SHANNON DECKER. DONNA NICHOLAS. HELEN SPENCER
ANG LEA. ERIN STEINBACHER**
- 3. APOLOGIES: SIOUX REID. VIRGINIA REICHENBACH**
- 4. 14/10/25 PRESENT: PAUL NUGENT. SHANNON DECKER. DONNA NICHOLAS. HELEN SPENCER
SIOUX REID. ANG LEA. ERIN STEINBACHER. VIRGINIA REICHENBACH**

APOLOGIES: NONE

5. 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/Drug Steward/AERA President
Linda Tanian	Aera Database Sub Committee	Vera Member
Helen Spencer	Ararat Ride	Ride Organiser/Vet

- 6. VISITORS: NONE**
- 7. MINUTES FROM MEETING HELD ON 30TH JULY, 2026**

6.1 Amendments: None

6.2 Adoption

Motion No.(1) Oct 25: That the minutes from the meeting of xxxx be adopted.

Moved: Donna Nicholas

Seconded: Paul Nugent

Carried: Yes

6.3 Business Arising: None

8. RATIFICATION OF ONLINE MOTIONS

Description	Yes	No	Abstain	Non Vote	
Motion: That VERA accept the quote from AERA for ETS parts to the value of \$2796.20 be accepted. Moved: Paul Nugent Seconded Donna Nicholas This motion will close Sunday 7th September at 5.00pm.	8				8

RATIFICATION OF ONLINE MOTIONS

Motion No.(2): Oct 26 That the ratification of the online motions be adopted.

Moved: Donna Nicholas

Seconded Ang Lea

Carried: Yes

9. CORRESPONDENCE

8.1 Inwards Correspondence

Date	From	Details
7/8/25	ASA Admin	Aeraspace and access and help FWD - DAMC
11/8/25	Sioux Reid	Swabbing fees for 2024
11/8/25	Sioux Reid	Swabbing fees 2025
15/8/25	Kim Moir	AERA MC July Minutes FWD - DAMC
16/8/25	ASA admin	Windows 10 support. FWD – Bek & Helen
18/8/25	Kim Moir	Information for FEI Ride Organisers FWD – DAMC. Nicole
18/8/25	ASA Admin	ETS FWD - DAMC
18/8/25	Deborah Finlay -Surewise	Headlamps FWD - DAMC
24/8/25	ASA Admin	Quote for ETS Parts FWD - DAMC
28/8/25	Ang Lea	Leave of Absence FWD - DAMC
28/8/25	Nicole - Calendar	Information for TPR School FWD - DAMC
29/8/25	Kim Moir – AERA	AERA Correspondence re next AERA Meeting 29/9/25 FWD-DAMC
1/9/25	Pia Barber	Moyston TPR School
1/9/25	Donna Robertson	Re: Purchase of old VERA trailer. FWD - DAMC
3/9/25	Kerrie Gabb	Paying for Quickbooks FWD – DAMC
3/9/25	Kerrie Gabb	Billing
4/9/25	Simon Thomas	Resignation from Committee FWD - DAMC
10/9/25	ASA Admin	ETS parts have been ordered. FWD - DAMC
12/9/25	Linda Beacham	Start time for TPR School.
15/9/25	ASA Admin	Update on ETS parts FWD - DAMC
16/9/25	Sioux Reid	Proposal to include an FEI division at the Quilty FWD – DAMC
22/9/25	Peter Johnson	ETS Parts where to send.
22/9/25	Kim Moir - AERA	AERA re TQ26 Officials and Yearbook FWD - DAMC
23/9/25	Equestrian Australia	Invoice. FWD - DAMC
23/9/25	Equestrian Australia	Invoice. FWD - DAMC
24/9/25	All Members	State Champs Flyer
25/9/25	Kim Moir - AERA	Agenda AERA MC Meeting – 30/9/25 and 1/10/25 FWD - DAMC
27/9/25	ASA admin	Asking re: AGM Date FWD - DAMC
28/9/25	Kim Moir - AERA	Subsidiary Agenda for AERA MC Meeting FWD - DAMC
30/9/25	ASA Admin	Smythesdale Ride Refunds FWD - DAMC
3/10/25	Consumer Affairs	Annual Statement FWD – Bookeeper & Treasurer
4/10/25	Kim Moir – AERA	Meeting to discuss AERA Billing FWD - DAMC

8.2 Outwards Correspondence

Date	To	Details
1/8/25	Ang Lea	Re: Assistance
1/8/25	AERA Accounts	Paul, Kerrie, Kim, Natasha, Deb, Sioux, Shannon Helen
7/8/25	ASA Admin	Aeraspace access and help.
7/8/25	AERA Accounts	Resent Paul, Kerrie, Kim, Natasha, Deb, Sioux, Shannon Helen
9/8/25	AERA Accounts	Resent Paul, Kerrie, Kim, Natasha, Deb, Sioux, Shannon Helen new meeting 10/9/25
9/8/25	Pointscore Officer	TPR list and Vet booking form for updating.
10/8/25	ASA Admin	Aeraspace access and help
13/8/25	Social Media/Webmaster	Ratified minutes from 4 th June 2025 DAMC Meeting
13/8/25	Pointscore Officer	Incentive form to be changed.
14/8/25	Ride Calendar Co-Ordinator	Acceptance from DAMC to continue on in role.
14/8/25	Ride Calendar Co-Ordinator	Report from Narelle.
14/8/25	Webmaster	Response to Webmaster report.
15/8/25	Narelle Cribb	Response to vet report
15/8/25	Deborah@Surewise	Insurance question re: headlamps
15/8/25	Webmaster	Response to Microsoft Invoice
15/8/25	Gerz Committee	Offer to purchase old VERA trailer
27/8/25	Rebecca Williamson	Resent vet booking form and incentive form
29/8/25	VERA Members	Moyston Ride flyer and TPR information
3/9/25	VERA Members	TPR General Flyer
4/9/25	Bookkeeper	Response to email re: Billing.
5/9/25	ASA Admin	Acceptance of Quote for ETS parts.
20/9/25	Nicole Porter-Calendar	Vet Booking Form.
3/10/25	Kim Moir Aera	Billing meeting, Tash, Helen, Sioux, Paul

- **Motion No (3) Oct 26 Motion that correspondence has been received.**
Moved: Donna Nicholas
Seconded: Helen Spencer
Carried: Yes

10. REPORTS

9.1 President – Paul Nugent

Not much to report, coming up to the end of year we are gearing up for the AGM, awards and presentations event Venue and date to be advised. We have had a meeting with AERA to discuss costings and will be putting out a report in due course. re: how the billing works and where our fees go. So we are all aware .

9.2 Treasurer Helen Spencer

Bills paid
Trailer insurance \$1013.46
ETS Replacement parts \$2796.20

Accounts to pay

AERA Invoices

30/6 2600 - \$1799
30/6 2601 - \$962
31/7 2632 - \$904
31/7 2633 - \$951
31/8 2679 - \$910
31/8 2680 - \$759
30/9 2713 - \$160
30/9 2714 - \$20

TOTAL FOR AERA: \$6465.00

Shannon Decker \$477.00

Donna Nicholas: \$179.00

TOTAL FOR RUGS & MICROSOFT: \$ 656.00

Equestrian Australia

Sioux Reid

Swabbing reimbursements

Inv 6871 swabbing at Eldorado \$606.43

Inv 6870 Swabbing at Ararat \$708.82

TOTAL FOR SWABBING: \$1315.25

MOTION No (4) Oct 26: That the tabled accounts be paid.

Moved: Helen Spencer

Seconded: Paul Nugent

Abstained: Shannon Decker, Donna Nicholas

Carried: Yes

Motion No (5): Oct 26 That the Treasurer's Report be received.

Moved: Helen Spencer

Seconded: Ang Lea

Carried: Yes

9.3 Rides – Nicole Porter

Rides 2025	Chief Steward	Head Vet	Ride Sec
State Champs 10/10/25 – 12/10S/25	Andrew Miles	Celine Lee	Damien Little
Dergholm 1/11/25 – 2/11/25	Linda Tanian	Rory Spiers	Kerrie/Mark Gabb
Gerz 15/11/25 – 16/11/25			

Calendar 2026- have ride applications coming in- have sent separate email.

General Ride Calendar- All rides have been running well. Hopefully with increased support of Rides we will see more rides on the calendar.

State Championships- 44 entries at the time of writing this, with 15 in the 160!

Including a junior which is excellent! Would like a few more entries but given timing of event it is unlikely.

Working on new process' that make it easier for ride calendar coordinator to be in touch with RO's.

Nothing further to report at this time.

Except a very big thank you to all RO's this year so far!! Great feedback.

Motion No (6): Oct 26 That the ride application/insurance fee for 2026 be \$120

Moved: Helen Spencer

Seconded: Paul Nugent

Carried: Yes

9.4 Bookkeeper - Kerrie Gabb

Audit Update

- Auditor secured: **Thea Robison** from **Tyrell Partners**
- Financial year ends: **30 September 2025**
- Required on 30/09/2025:
 - o Full list and pricing of merchandise in stock
 - o Count of medallions in stock
 - o All paperwork for processed bank transactions
 - o Information on any asset purchases or sales
- Note: As Thea is new to our organisation, the audit may take longer than usual. Early submission of documents will help streamline the process.

Financial Statements

- Profit & Loss and Balance Sheet statements have been balanced to the best of my ability
- Several documents are still outstanding and need to be resolved before finalisation

Outstanding Items

- **Ride Fees Form – Eldorado Ride (July)**
 - o Amount: \$1,840
 - o Status: Form required
- **Reimbursement – Bronwyn (Australia Post, 29/08/2025)**
 - o Amount: \$775.48
 - o Status: Documentation needed
- **Invoice – Grandwest Market (29/08/2025)**
 - o Amount: \$1,013.46
 - o Status: Invoice required
- **Invoice – S Reed (Invoice 7240, dated 29/08/2025)**
 - o Amount: \$418
 - o Status: Invoice required
- **Reimbursement – Chief Steward (Ararat, 29/08/2025)**
 - o Amount: \$200
 - o Status: Documentation needed
- **AERA Invoice – ETS Replacement (Invoice 2685, dated 29/08/2025)**
 - o Amount: \$2,796.20
 - o Status: Invoice required
- **Osko Payment Received – Trailer Sale (08/09/2025)**
 - o Amount: \$750.00
 - o Reference: MZ Game's Trailer – MIDLAND ZONE OF PONY (Ref: 734349669)
 - o Notes:
 - o Confirm which trailer was sold so it can be removed from the asset register
 - o Confirm if purchaser requires an invoice; if so, provide organisation name and contact email
- **Invoice Request – Computer Sashes & Rosettes (08/06/2025)**
 - o Amount: \$1,109.90
 - o Status: Statement received; invoice still required. I have requested both the point score registrar (as this is where the statement came from) and the treasurer to source this.
- **Refund Received – Direct Newmarket (10/08/2025)**
 - o Amount: \$158.43
 - o Reference: 7124995
 - o Status: Confirm nature of refund and any related documentation
 - o
- **Clarification Needed – Payment to CS (20/07/2025)**
 - o Amount Paid: \$200.00
 - o Form States: \$150.00
 - o Status: Clarification required
 - o

Additional Notes

- Paid bills are pending in the bank
- I've offered to act as the second signatory (as per SMC's directive)
- I need to verify transactions against invoices before signing off
- Invoices must be provided to proceed

✓ **Action Items for Committee**

- Assist in locating and forwarding the missing documents listed above
- Confirm trailer sale details and whether an invoice is required for the purchaser
- Follow up with Pointscore and the treasurer regarding the outstanding invoice for sashes and rosettes
- Provide invoices for any bills currently awaiting payment in the bank

Reports Supplied

Report Name	Period / Details
Unreconciled Balance Sheet	As at 18/09/2025
Unreconciled Profit & Loss Statement YTD	As at 18/9/2025

9.5 Assets Officer – Paul Nugent

Nothing to report.

9.6 Horse Welfare Officer – Simon Thomas

Nothing to report.

9.7 Logbook Registrar – Bronwyn Cuthbertson

Still not got word going. Have had suggestions to use a free google program but don't know what this is. Now having problems with the emails not coming through. Having to use two computers again! Will get Damien to have a look when he comes up for state champs

Will have to do a logbook order, only 10 remaining

9.8 Merchandise Officer – Shannon Decker

I have sourced a supplier to order in bulk rugs in our colors cheap. I have worked out we use 18 rugs a year between, quilting team, top five for state champs and AGM end of year awards. We could possibly save a lot of money if we purchase through this supplier. These rugs work out to be \$49.50. I was unable to get these rugs for the state champs so I had to purchase dearer ones for around \$80. If we ordered say 50 rugs enough for at least the next two years that would be a saving of \$1500 for VERA.

Moved to November meeting.

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.

10.14 Webmaster – Mark Gabb

Mark is taking a leave of absence.

10.15 Social Media – Jen Green

Nothing to report.

10.16 Membership – Wendy Riha

	2024 EOY	2024 YTD	2025 YTD
Adult Rider	122	115	112
Junior Rider	5	4	9
Associate	2	2	0
Intermediate	10	9	12
Junior Intermediate	3	3	1
Life	4	4	3
Total	146	137	137

10.17 Aera Delegate – Sioux Reid

NSWERA has advised us of the resignation of Wayne Hegarty with Maureen Zeschke replacing his role. Maureen is already on the Research and Governance sub-committees.

A draft MoU has been sent to EA. There has been no reply as yet but the EAnEC is meeting mid October. We expect to convene an extra meeting for discussion of points raised the agreement is due to be signed by January 2026.

Membership of the NVP has come up for renewal. VERA need to contact our panel members to ascertain their interest in continuing in their roles or invite other vets to join. Secretary to inform AERA of decision.

The new TQ manual should be up on the AERA www. If not it is close to being so. VERA may like to start looking at this in readiness for TQ29.

The new treatment vet module is also ready to be released on the AERA www. Along with the Veterinary Accreditation Procedure and Application form.

Distance award presentations are also available on www.aera so please encourage members to send them in for inclusion at the annual awards @ TQ26. International distance for Australian riders & Australian owned horses will be included in the end of year update to AERASpace.

At the time of the meeting, VERA has as yet to advise of any rides on our calendar. This is important as part of the information required to secure insurance quotes from the 3 insurers we have approached for the next 3 years time frame. We have not received all 3 tenders as yet but will be able to compare them and send out to DA's for comment once received.

Great to see several accreditations approved for CS and Vets. Unfortunately none from VERA. AERA have received 3 reports from EA regarding Concussion on hold reports. EA are suggesting AERA align with their policy and also inform EA of any Concussion on hold reports.

NSWERA had a lot of trouble accessing a MCO (Medication Control Officer) for their State Champs on the weekend. As it was run in conjunction with FEI events, they required an FEI accredited MCO to process those horses. Every DA has been enquiring about the next MCO accreditation/refresher event. To date EA have none scheduled. AERA has forwarded correspondence citing interested parties from each DA to no avail. This will be added into the discussion regarding the MoU.

AERA have been invited to participate at the AHSA Show in March 2026. This would include an information stall, info session and guest speakers.

All DA's continue to have reduced ride entries across 2025. There are rides still to be run but membership, or the lack thereof, is of concern to everyone. AERA have contributed several articles to various publications and will continue to do so for the remaining months of 2025 and into 2026. This will become a budgeted item for 2026.

They DBSC continues to work in the background in readiness for end of year updates. Both NSWERA and QERA have contributed funds from successful grants to reduce the costs to other DA's.

The NVP has suggested that all DA's should have stock items in ride trailers for TV's to access. These include stitch up kits, stomach tubes, buckets, IV fluids and giving sets. There is also a suggestion that there be an ability to warm up fluids in the case of inclement weather. This may be as simple as an esky with warm water or hot water bottles.

QERA have advised their HV & HCS for TQ26. Could VERA please advise who is able to attend as our Vet & CS. EOI will be going out shortly.

WAERA have advised they will be using Collie Racecourse for TQ27, probably early October. Their committee, HV & HCS is also advised.

There was much discussion over including FEI in the TQ event. MC have been asked to send in their comments and supporting discussion to be taken over to the next MC meeting prior to releasing it to DA's to discuss and provide feedback.

Rule changes:

46.5 e) changed to "a complete identification (including any legible brands at the time of the inspection) has been completed, verified by an AERA CS and lodged with DA Registrar" 49.2c) remove "or a veterinarian" at the end

15.2.2 Table 10

Tom Quilty Gold Cup HR:

64bpm or below on all legs

20 min maximum Present Time

60mins maximum Hold Time

15.2.3 Heart Rate

Remove "the heart rate must be taken before any other measurement or observation"

Rationale: Taking the temperature first is a better bio-security procedure

15.2.4 Respiration

Add "The veterinarian will assess the respiration rate as either Satisfactory or Unsatisfactory. An unsatisfactory respiration may be grounds for elimination of the horse for metabolic reasons.

Guideline information from NVP to come.

42.3 should be

"It shall be a serious infringement of the code of conduct ensuring the welfare of the horse, if at an event, any rider, trainer or support personnel, irrespective whether the horse is under veterinary control or not"

5.2

"All horses shall present for their veterinary inspection before the expiration of their maximum present time as shown in table 7 and the rider may be eliminated by the CSD if the horse is not presented within that maximum present time"

64.6

"Every horse in every ride shall be required to undergo a pre-ride inspection and a veterinary inspection at the completion of each and every leg, utilising the nominated ride control in clause 63.5

There were no rule changes for a second vote

10.18 Honorary Vet – Narelle Cribb

Not really much to report on the vet front, but it was great to see a good turnout of TPR candidates at Moyston!

10.19 TQ Sub Committee - Sioux Reid. Donna Nicholas

Nothing to report.

10.20 Newcomer Support Group – Erin Steinbacher, Martin Mizzi

No report received.

10.21 Instagram – Ang Lea

VERA's Instagram (IG) was launched 22 weeks ago on Saturday 12th April 2025 and now has 164 followers. This report covers the most recent 8 weeks of the account, from Monday 21st July till Sunday 14th September 2025.

- During this period, for one month I was on leave of absence from the SMC, thus Virginia Reichenbach offered further support in regard to maintaining the Instagram account.
- In the eight weeks leading up to this report:
 - o There have been 9798 views of the account - 51.2% of views were from followers and 48.8% of views were from non-followers.
 - o 1280 IG accounts were reached.
 - o There were 332 interactions on the account content - 287 likes, 10 comments, 3 shares and 1 repost. Amongst other collaborations, NSW Endurance's Instagram collaborated with two of VERA's posts.
 - o 52.6% of interactions were from followers and 47.4% of interactions were from non-followers.
 - o There were 17 posts and 13 stories created.
 - o 5 posts received more than 400 views.
 - o The top two posts for activity were:
 - The Ararat Ride post received 997 views, 40 interactions - with 69% of activity being from non-followers.
 - Part 1 of the Pippa Henderson Mongol Derby post, which received 794 views, 29 interactions - with 65% of activity being from non-followers.

GENERAL BUSINESS

10.1 Volunteering and Membership - DAMC

To be tabled at AGM.

Discussion re getting members to volunteer with either a Levy if they choose not to or determine how many hours or days a member must volunteer.

How do we get members to volunteer, do we charge a Levy for non volunteers, or a reduced Membership fee if volunteer so many hours previous year. Perhaps a Logbook discount voucher. Premium parking at rides, free camping or less entry fees.

10.2 Helmet Standards & Tagging – Ang Lea FWD – DAMC 8/6/25

From Surewise

We would recommend a member participating in an event endeavour to use the correct approved head gear to ensure that complications do not arise in the event of an incident occurring. Is there a recommended head lamp that members are encouraged to wear?

Sioux will be researching and getting back to the Committee regarding the American standards.

10.3 Incentive for Ride Organisers to host smaller distances – Newcomer Support

It has long been discussed how the 5km and 10km rides are the stepping stones to getting riders up to an 80km ride. VERA is looking at how best we can support these ride organisers to host these shorter distance rides.

10.4 Bookkeeper Kerrie Gabb question re: shutting down one of our bank accounts. From last meeting

The DAMC agreed that we should merge the 2 bank accounts into 1.

10.5 TQ26 Nominating Officials and Yearbook time line. Yearbook 1/3/26

Emails will be sent out in due course. Sioux Reid has very kindly put her hand up for the Yearbook task.

LATE ITEMS

11.1

12.0 NEXT MEETING: 12/11/25 via Teams @ 7.00pm

**13.0 MEETING CLOSURE: 7/10/25 9.20PM
14/10/25 9.40PM**