

VICTORIAN ENDURANCE RIDERS' ASSOCIATION INC.

STATE MANAGEMENT COMMITTEE MEETING AGENDA/MINUTES

Date 3rd December, 2024.

Time 7pm

Location Teams

1. WELCOME BY PRESIDENT – PAUL NUGENT

2. PRESENT

Paul Nugent. Shannon Decker. Donna Nicholas. Simon Thomas. Nicole Porter. Sioux Reid.

3. APOLOGIES

Sheree Bishop. LEAVE OF ABSENCE. Russell Gillingham

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

5. VISITORS

Nicole Pearse. 7.15pm - 7.30pm

6. MINUTES FROM MEETING HELD ON 23RD OCTOBER, 2024

6.1 Amendments: None

6.2 Adoption

Motion No.(1) Dec 24: That the minutes from the meeting of 23rd October, 2024 be adopted.

Moved: Donna Nicholas

Seconded: Simon Thomas

Carried: Yes

6.3 Business Arising

None

7. RATIFICATION OF ONLINE MOTIONS

Description	Yes	No	Abstain	Non Vote	Total
MOTION :Ride application received from eaglehawk extravaganza 2, on 26/4/2025-27/4/2025 (Anzac day weekend Friday public holiday). Distances of 100km elevated, 40, 20 saturday 5km sunday. Be accepted. Moved: Nicole Porter Seconded: Paul Nugent	8		1		9
MOTION: That we book the function room at Victoria Hotel for AGM on the 18th January, 2025. Cost being \$500 for hire of the room. Moved: Donna Nicholas. Seconded: Shannon Decker	8				8

RATIFICATION OF ONLINE MOTIONS

Motion No.(2): Dec 24 That the ratification of the online motions be adopted.

Moved: Donna Nicholas

Seconded Simon Thomas

Carried: Yes

8. CORRESPONDENCE

8.1 Inwards Correspondence

Date	From	Details
12/9/24	Kim Moir – AERA	2025 Budget 2025 Draft FWD – SMC 31/10/24
26/10/24	Kim Moir – AERA	AERA correspondence re: November meeting.
31/10/24	Kim Moir – AERA	Link to the TQ Manual. FWD – Sub Committee
3/11/24	Linda Tanian	Dergholme Ride Report. FWD - SMC
3/11/24	Dept of Govt Services	WWCC – Damien Little. FWD - Memberships
6/11/24	EA Invoice	FWD - Treasurer
6/11/24	Kim Moir AERA	Re: Swabbing Steward asking for enquiries FWD - SMC
10/11/24	Trish Van Donk	Ride application 2025 FWD – Ride Calendar Co-Ordinator
16/11/24	Ben Hudson	Re: Muhammad Zakwan Bin Mustafa Kamal invite to Mia Mia
16/11/24	Victoria Hotel	Invoice for hire of function room for AGM
18/11/24	AERA Database	Updated membership List for flyers, nomination forms etc
20/11/24	Clare Fleming	Dual Affiliation for 2025 with NSW. FWD - SMC
25/11/24	Nicole Pearse	Appeal for disqualification FWD - SMC
25/11/24	Kim Moir – AERA	AERA Fees FWD - SMC
29/11/24	Kim Moir - AERA	Summary of meeting of 19/20 November FWD - SMC
30/11/24	Mark Gabb	Webmaster report. Simon will be calling Mark to discuss.

8.2 Outwards Correspondence

Date	To	Details
31/10/24	Kerrie Gabb	Accepting Kerries offer to do the Auditing.
31/10/24	Mark Gabb	Temperature rule change from 1 st November.
31/10/24	Robyn Albers	Temperature rule change to be added to facebook rules.
31/10/24	Kim Moir	Rules for TQ hosting.
17/11/24	Ben Hudson	Re: Muhammad Zakwan Bin Mustafa Kamal invite to Mia Mia
18/11/24	Linda Tanian	AERA database requesting updated membership list.

18/11/24	Sheree Bishop	Invoice to Victoria Hotel, Woodend for hire of function room for AGM
19/11/24	AERA Database	Will send updated membership list to secretary
22/11/24	AERA Database	Membership List
27/11/24	Webmaster	Re: 3 day and 10 day temperature log forms.
28/11/24	Sandy Little	Letter of appreciation.

- **Motion No (3) Dec 24 Motion that correspondence has been received.**
Moved: Donna Nicholas
Seconded: Nicole Porter
Carried: Yes

9. REPORTS

9.1 President – Paul Nugent

9.2 Treasurer

Nothing to report.

Motion No (3): Dec 24 That the Treasurer’s Report be received.

Moved: Donna Nicholas

Seconded: Nicole Porter

Carried: Yes

AERA will be changing the way they write up invoices, giving more detailed information.

9.3 Rides – Nicole Porter

Insurance

Rides 2025	Chief Steward	Head Vet	Ride Sec
Eldorado Step In 1/3/25 – 2/3/25			
Snake Valley Dash 15/3/25 -16/3/25	Paul Nugent		Damien Little
Brimpaen 5/4/25 – 6/4/25			
Eaglehawk Extravaganza 24/4 – 27/4			
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 Hosking	Damien Little
Gerz 15/11/25 – 16/11/25			

9.4 Bookkeeper - Kerrie Gabb

As per the SMC, I have organised the financials. I have now organised the financials and they are with the Auditor. I am just waiting for them to get back to me with their findings.

The Reports supplied

- Balance sheet as at 30/11/2024
- P & L YTD

9.5 Assets Officer – Paul Nugent

All trailers are ready to go. A few things need to be purchased such as marquee, chairs for vet ring, etc. Trailers are going well, a few storage issues but everything seems to be going okay.

9.6 Horse Welfare Officer – Paul Nugent (interim)

Nothing to report.

9.7 Logbook Registrar – Bronwyn Cuthbertson

Nothing to report.

9.8 Merchandise Officer – Shannon Decker

Merchandise sales have slowed down. We will soon introduce the VERA mugs we have available for sale and see how they sell. Hopefully we will sell some summer gear at the start of next season.

9.9 Point Score Officer – Bek Williamson

Can the SMC please request Damien to update the BC scores for Mia Mia ride as these have not been correctly uploaded. The vet scores are not displaying (plus I didn't present for BC but i'm showing on the list). Riders are always keen to view this info and see what the vets thought of their horse after the ride so it would be great to get this done asap. **Damien has been sent a text and a messenger message.**

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.

Updated website for 3 day temperature log with link to AERA Temp log form
Had 10 day temperature log form removed as different rides have different requirements.

9.14 Webmaster – Mark Gabb

Nothing to report.

9.15 Social Media – Jen Green

I'm delighted to advise the SMC and the VERA community that our Facebook Group continues to enjoy solid growth in all areas and across all metrics.
There are zero Admin violations, zero account restrictions and zero account warnings.
Our people, on nearly every interaction, display good manners, enthusiasm, helpfulness and positivity towards Endurance, VERA and each other.

The average post reaches around 700 people and the engagement of the average post is around 40% of those reached.

That's very high for a small, niche sporting group.

What that really means is that people have the VERA posts come through their news feeds frequently – the more you look, the more the algorithms will keep directing that content to you. The engagement aspect means the person somehow interacted with the post. They may have opened and read it, made a comment, left a 'like' or other emoji etc.

Why is it important?

Information that needs to be shared, especially time sensitive information like a sudden change to a ride format (a good example being an earlier start at the recent Mia Mia ride) is being seen and acted on by a large number of the group.

It can give us confidence that if there is a very important piece of information that needs to be shared, our member base are very likely to see it.

It's a very helpful and important part of the VERA brand now.

I'm able to access all types of graphs and statistics about our demographics, popular days and times, location of users etc etc. There are many pages of that information – too many for a report, however, if anyone needs specific information for a valid reason, I am happy to provide it.

New banner photo coming! I am just waiting on the hi res file of our new pin up horse and rider. I know everyone will think it is a great choice!

I continue to work closely with several of the SMC regarding Social Media. Sioux Ried, (also a Moderator) Donna Nicholas (VERA Sec), Paul Nugent (VERA Pres) and Nicole Porter (VERA Calendar Co ord.), along with Moderator Mark Gabb (Web Master) and myself spend considerable time ensuring good use of our resources and I'd like to thank them all for being a great group to work with.

I'd like to wish the extended VERA family a very happy and safe festive season filled with happy family and horse activities ahead of what looks to be a ripper 2025 season

9.16 Membership – Wendy Riha

Membership Type	2023 EOY	2023 YTD	2024 YTD
Adult rider	112	110	122
Junior rider	7	8	5
Associate	2	2	2
Intermediate	6	9	10
Junior Intermediate	0	0	3
Life	3	5	4
TOTAL	130	139	146

9.17 Aera Delegate – Sioux Reid

- TQ24 is run and won and congratulations offered to the Committee in South Australia. The event was successful financially and feedback was generally positive. We now move onto TQ25, with TQ26 committee endorsed and WA already calling for expressions of interest for TQ27.
- A significant part of this meeting was dedicated to discussion of the AERA Budget for 2025 and all fees and charges for 2025. This includes honorariums and vet fees. Separate correspondence has been sent about this to all DAs.
- The proposal received from SUREWiSE to cover our insurance requirements for 2025 was also accepted. We are still looking into an option for a higher level of Personal Accident cover and this would be offered as an option for individuals who select that option.
- The calendar for 2025 is forming quite well with 65 events listed – DAs are encouraged to put events on the calendar as soon as possible.
- TQ25 is early in the year and AERA will be calling for applications for awards to be presented at TQ25 by 31 January 2025 to allow time for trophies and other awards to be organised. These will be available on the AERA website shortly.
- Promotion of endurance has been progressed with a number of articles on TQ24, continued advertising in Horse Deals and TQ photographs being on the AHSA calendar for 2025.
- Review of the AERA Biosecurity Statement has been completed and a new version of this document is available on the AERA website – please ensure that you have links to current AERA documents rather than storing documents on your own websites that may become outdated.

- Rule changes as advised from the September meeting were all passed for a second vote at this meeting and will be implemented from 1 January 2025. These are copied again at the end of this letter and a Summary of all Rule Changes to be implemented in 2025 will be posted on the AERA website shortly, along with an updated version of the relevant AERA Rulebook sections.
- The AERA AGM is scheduled for 26 March 2025 and as you all approach your own AGMs you are encouraged to consider who you may put forward to join AERA either as a member of the Management Committee or as an AERA Delegate or as someone to join a Sub-committee.

Website: www.aera.asn.au

Next AERA meeting is scheduled for 19 January 2025 and correspondence, reports and items to be included on the agenda for this meeting should be with the AERA Secretary by Tuesday 7 January 2025. Late agenda items will be included on a Subsidiary Agenda and may not be dealt with at this meeting. Reminders and agendas will be sent out to all DAs and AERA Members, MC and SC Members. Please also remember that as you complete your AGMs, you should provide AERA with Minutes of your AGM Meetings and copies of your Financial Reports.

Kind regards

Kim Moir

AERA Secretary

Rule Changes approved for a second vote: Minor changes to rules 61.5 and 63.7 to correct numbering issues were approved.

Rule 63.11 - reference to the recording of a horse death, it must also be determined whether a completion status has to be changed. Suggested addition to rule 63.11

The chief steward shall ensure that:

EADCM Rule 7.1 – use of approved laboratories

63.11.1 The treating veterinarian(s) and the *person responsible* for the horse are provided with AERA Form 21 Equine Catastrophe – Explanatory Notes prior to the act of euthanasia.

63.11.2 AERA Form 22 Equine Catastrophe – Consent to Euthanise (if appropriate) is completed by the *person responsible for the horse* prior to euthanasia and retained by the chief steward.

63.11.3 AERA Form 23 Equine Catastrophe – Veterinarian Report is completed by the treating veterinarian and retained by the chief steward.

63.11.4 AERA Form 24 Equine Catastrophe – Chief Steward Report is completed.

63.11.5 Either AERA Form 2 Invasive Treatment – Rider Report – Non Metabolic or AERA Form 3 Invasive Treatment – Rider Report – Metabolic is completed as appropriate and retained by the chief steward.

63.11.6 The Chief Steward, in consultation with the Head Vet and Treatment Vet, must determine whether a change to the database record is required in the case of a horse catastrophe following a recorded status of completion.

These EAD Rules incorporate the FEI List of Approved Laboratories which is published and revised by the FEI from time to time. The AERA and/or DA shall send *samples* for analysis only to these approved Laboratories, which are subject to the *FEI standard for laboratories*. The choice of *laboratory* used for the *sample* analysis of either or both the *A* and *B Sample* shall be determined exclusively by *EA*. However, the *person responsible* may elect to have the *B Sample* analysed at a different *laboratory* than the one which performed the *A Sample* analysis. If such an election is made, AERA *EA* shall select the *B Sample laboratory* in consultation with the primary laboratory from the FEI List of Approved Laboratories and inform the *person responsible* accordingly

9.18 Honorary Vet – Narelle Cribb

Firstly, thanks to the Committee for a super year. You made it to the end!

The recent Mia Mia ride went well despite the heat - a credit to all who managed their horses so well.

I have a few thoughts though, stemming from the ride.

1. It would be really good to have some sort of ride info sheet for all the ride staff - detailing who is on the OC, and who has been appointed to key roles - Chief Steward, Ride Secretary, Head Vet, Treatment vet, Farrier, Rescue float driver etc. and everyone's contact details should also be on that sheet.

Also on this sheet should be what ride distances are being offered, breakdown of leg lengths and proposed start times.

This enables better preparation and communication. particularly if modifications are needed due to weather or other issues that arise.

Some of this info is usually on the ride flyer on AERAonline, but not all.

2. Is there an info sheet we can email out to all newbies? Just an outline of what to pack for a ride (feed, water, rugs, etc etc) - some info about not loading the horse up with hard feed because it will be doing 10/20/40km, and a bit about what happens at a ride - entries, then bring your vest/book/card to vetting, go to briefing, and that you shouldn't just pack up and go at the end - the horse will need to stay at ride base for a couple of hours to rest and recover, and it will take time to get presentations organised. Encouraging newcomers is vital! Some pre-ride info will help a lot.

At Mia Mia, Martin Mizzi did a fabulous job of helping the newbies with any questions, and in strapping. Thanks Martin!

Maybe there should be an 'assistant' in a special vest at every ride, who is there to help those new to the sport.

There is increasing pressure on horses. I understand people are time poor, but it seems that people are arriving closer and closer to ride start time, and wanting to leave sooner and sooner after a ride. It takes TIME for a horse to recover from travel, and also to then recover after a ride to be fit to travel safely.

I don't think it is unreasonable to work out a maximum arrival time for certain ride distances to give horses adequate travel recovery time. If you can't be at ride base at least 4 hours before an 80, you should do a lesser distance.

I also held books after the ride - didn't sign horses off to leave until the temperature was about to start to cool down. It wasn't popular, but I was concerned about 3 horses having done 80kms then being loaded up in a 3 horse float and travelled in 36 degree heat. This is a welfare issue - perhaps AERA should develop some guidelines?

Hope everyone has a lovely December. See you all for the New Season ahead.

9.19 TQ 29 Sub Committee – Sioux Reid. Donna Nicholas. Russell Gillingham.

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 Nicola Pearse - Appeal re: Mia Mia

Nicola presented evidence to the SMC re the above ride. . The SMC then asked questions of Nicola and Paul who was CS of the ride. Paul and Nicola then left the meeting while the SMC had a discussion, the decision was made to not overturn the decision. Both parties were then informed.

10.2 TQ25 Timelines for officials and yearbook. 1/2/25 Vets and Chief Stewards

EOI Emails to be sent out to our Chief Stewards and Vets

10.3 TQ Levy \$2.00?pp/Swabbing Levy \$10.00? on membership form

This was discussed at length along with the 2025 Membership Fees and a motion was raised.

Motion No (4): Dec 24 Raise cost of Membership for Adults from \$140 to \$155 for 2025.

Moved: Simon Thomas

Seconded: Sioux Reid

Carried: Yes

10.4 Sheree AERA fee increase from \$5 per rider to \$7 per rider.

Emails will be sent to Ride Organisers to notify them of the fee increase from AERA.

LATE ITEMS

11.

12.0 NEXT TWO MEETINGS: AGM 18th January, 2025. Victoria Hotel, Woodend 11am.

12th February, 2025. Via Teams.

13.0 MEETING CLOSURE: 10.08pm