

# **VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.**

## **MINUTES OF THE MEETING OF THE STATE MANAGEMENT COMMITTEE OF THE VICTORIAN ENDURANCE RIDERS INC. HELD AT QUEST WINDSOR ON SUNDAY 3<sup>RD</sup> FEBRUARY 2008 COMMENCING AT 10.00AM**

### **WELCOME**

Linda Tanian welcomed all to the meeting and addressed the SMC regarding meeting procedure and etiquette. She noted the registration of conflict/pecuniary interests remained incomplete. Adrian Cavil declared nil conflict/pecuniary interests.

### ***Chris Gates arrived at 10.20 am***

Discussion ensued regarding the financial status of committee members. It was noted that it is incumbent upon SMC Members to ensure their status as financial members of VERA.

*MOTION 0208001 "That Jane McLaughlin be elected temporary Membership Secretary for the purpose of accepting membership renewals from non financial attendees."*

*MOVED Chris Gates*

*2<sup>nd</sup> Adrian Cavil*

*Carried*

**After a brief adjournment it was noted that Luke Steele and Lorraine Cubbin are financial members.**

### ***Maitland and Pauline Wallace arrived at 10.30am***

Discussion took place regarding membership categories and the procedure for rewarding non riding members who make outstanding contributions to VERA by way of a reimbursement equivalent to the cost of an associate membership.

It was suggested a policy guideline relating to discounted membership be drawn up and presented to the next meeting.

*MOTION 0201002 "That Linda Tanian and Mary Hughes develop a procedure to cover discounted memberships and present this to the next meeting"*

*MOVED Jane McLaughlin*

*2<sup>nd</sup> Lorraine Cubbin*

*Carried*

*MOTION 0208003 "That Adrian Cavil, Lissy Verity and Alex Little be granted a discounted membership effective immediately"*

*MOVED Jane McLaughlin*

*2<sup>nd</sup> Lorraine Cubbin*

*Carried*

***Alex Little and Janeen Smith left the meeting at 11.00am to discuss the computer program for distance/pointscores and returned at 11.50 a.m.***

## **PRESENT**

Jen Green, Linda Tanian, Lissy Verity, Carl Adamson, Jane McLaughlin, Lorraine Cubbin, Luke Steele, Adrian Cavil, Sandy Horton, Alex Little, Chris Gates.

Visitors

Rohan Stanes, Janeen Smith, Pauline Wallace, Maitland Wallace, Tony Thorneycroft.

## **APOLOGIES**

Sheryl Herbert, Ellen Prestage, Julie Woods, Debi Chisholm.

Apologies were also received from Mary Hughes, Wendy Bootle, Simon Thomas, Jo Brock, Ross Chisholm, Jenny Moncur.

Jennifer Green advised that she will be away from 9<sup>th</sup> February to 28<sup>th</sup> February. Linda and Jennifer will put a contingency plan in place for this period to cover secretarial duties.

## **MINUTES OF PREVIOUS MEETINGS**

*MOTION 0208004 "That the minutes of the meeting held on Sunday 28<sup>th</sup> October 2007 be accepted"*

*MOVED Adrian Cavil*

*2<sup>nd</sup> Sandy Horton*

*Carried*

## **BUSINESS ARISING**

### **Pre-nominations**

Lorraine clarified pre-nomination procedures adopted at the meeting. It was agreed that publicity and education, for both members and ride organisers, is needed regarding the policy which requires a 14 day pre nomination period or the imposition of a \$20 late fee be undertaken.

### **On Line Voting**

This item was deferred to the next meeting.

### **PCAV 40km 'K Certificate'**

Pauline advised she has been, and is happy to continue, to work with Claire Lewin of PCAV in amending their K Certificate 40km ride guidelines so that they are in line with AERA ride rules.

### **TPR/CS Database**

Course candidates from last year's TPR School at Raglan are to be forwarded a course completion certificate and a 3 ride registration form. A list will be forwarded to Jen Green by Alex Little as soon as possible to assist in completing this task. The new Coordinator should compile a list of accredited ride vets and will need to liaise with the Honorary Vet Panel.

## **Australian Horse Industry Council**

Pauline confirmed VERA Inc. are a current financial member of the AHIC. Jen to follow up just what this membership does for us and what our member benefits are. The contact details are to be modified.

## **State of Origin Challenge**

Pauline updated the SMC on previous action regarding a challenge series between Victoria and South Australia. Linda will liaise with Jill Bourton of SAERA regarding the series.

## **AMENDMENTS TO MINUTES**

Several typographical errors were noted in minutes from the meeting of January 19<sup>th</sup>. The changes to be made are: "JULIE MCLAUGHLIN" should read "JANE MCLAUGHLIN" and "JULIE WPPDS" should read "JULIE WOODS".

*MOTION 0208005 "That the minutes from the SMC Meeting held on the 19<sup>th</sup> January 2008 be accepted subject to the above amendments"*

*MOOVED Jane McLaughlin*

*2<sup>nd</sup> Sandy Horton*

*Carried*

*MOTION 0208006 "That the motions contained in the minutes of the SMC meeting held on the 19<sup>th</sup> January 2008 be ratified"*

*MOVED Jane McLaughlin*

*2<sup>nd</sup> Chris Gates*

*Carried*

## **Business arising from 19<sup>th</sup> January Minutes**

Ride Calendar omission of the Newstead ride in the 2<sup>nd</sup> half of the 2008 year. This omission has been rectified.

Although the minutes of the most recent AGM are to be reviewed at the next AGM business arising from these included changes to the constitution which are being handled by Mary Hughes.

## **RATIFICATION OF ON-LINE DECISIONS**

*MOTION 0208007 "That ratification of online decisions be approved"*

*MOOVED Jane McLaughlin*

*2<sup>nd</sup> Lissy Verity*

*Carried*

## **CORRESPONDENCE**

### **Correspondence Inward**

#### **NCER Inc - Requesting support**

This request for support was discussed at length. The committee felt it was not able to provide the financial support requested. NCER Inc. to be advised.

## **Tony Thornycroft - Outlining several concerns**

As Tony was in attendance he clarified his feelings regarding the issues raised in his letter. Each issue was addressed in turn and discussed by the Committee.

## **Email from Jo Brock regarding unique ID of Standardbreds and the need or otherwise to Microchip.**

At this stage microchips are not compulsory and Jo is to be advised that if this becomes an issue in the future then we will look at the branding of Standardbreds at that time.

## **Late Correspondence Inwards**

### **NHERA Inc. - Tom Quilty Proposal and Budget**

This letter was referred to the agenda item for the 208 Tom Quilty proposal.

### **Lynne Start - BC Workouts, Chief Steward incentives and voting matters**

The issues raised in Lynne's letter were addressed in turn. The first concern was the rider of a horse in a ride should be the person who rides the horse in the Best Conditioned work out. There is no rule covering this. After discussion, general consensus was that the same rider presents the horse for BC workouts but there are occasions where this is not possible such as if a rider falls ill or needs to leave. The issue of the lack of Chief Stewards is of concern. Several people were identified as possible candidates and several had expressed interest in the role but not continued with it. A letter responding to the points raised by Lyn is to be prepared.

### **Ride Application from UMERG Inc**

Discussion relating to the application for the change of venue and organising committee for the FEI ride to be held on 4<sup>th</sup>–6<sup>th</sup> the April was deferred until the scheduled discussion on the Ride Calendar guidelines. The ride will now be run at Walwa by the Upper Murray Endurance Riders Group Inc. The application form is to be sent to Julie Woods.

### **Ride Application from NCER Inc.**

Discussion relating to the application for the change of venue and organising committee for the Flynns Creek ride to be held on 6<sup>th</sup>–7<sup>th</sup> September was deferred until the scheduled discussion on the Ride Calendar guidelines. The ride will now be run at Rosedale by NCER Inc. The application form is to be sent to Julie Woods

*MOTION 0208007 "That the inwards and outwards correspondence be accepted"*

*MOVED Adrian Cavil*

*2<sup>nd</sup> Jane McLaughlin*

*Carried*

## **REPORTS**

### **President**

Discussion of this report was deferred until the next meeting due to insufficient time.

## **Treasurer**

Sandy Horton presented a verbal summary of VERA's position both financially and in terms of the status of bank signatories, processes to be followed and the authority to make deposits. The subsequent motions were put to ensure accurate and timely attention to VERA's financial matters after a brief discussion about each item. A written financial report was also tabled.

*MOTION 0208008 "That signatories to the bank accounts operated by VERA Inc. be changed to reflect the new office bearers elected at the 2008 AGM including President, Treasurer and committee"*

*MOVED Sandy Horton*

*2<sup>nd</sup> Adrian Cavil*

*Carried*

*MOTION 0208009 "That all relevant stationary associated with VERA Inc. be changed to reflect the current position"*

*MOVED Sandy Horton*

*2<sup>nd</sup> Jane McLaughlin*

*Carried*

*MOTION 0208010 "That ride organiser fees for 2008 season be set at \$15/endurance rider, \$15/training rider levy, \$15/harness levy, \$5/training rider day membership and \$5/intro day rider m/ship"*

*MOVED Sandy Horton*

*2<sup>nd</sup> Adrian Cavil*

*Carried*

*MOTION 0208011 "That the ride forms and fees form be adjusted to reflect all new office bearers and fees and published on the VERA web site and in the news letter"*

*MOVED Sandy Horton*

*2<sup>nd</sup> Jane McLaughlin*

*Carried*

Discussion took place regarding the rider fees payable to VERA. A summary of the rider fees will be forwarded to all RO's.

*MOTION 0208012 "That the annual return to Consumer Affairs Victoria be made and that changes to the Executive be advised."*

*MOVED Sandy Horton*

*2<sup>nd</sup> Luke Steele*

*Carried*

*MOTION 0208013 "That the Treasurer is authorised to pay all outstanding accounts presented up to the SMC meeting on 16/3/08"*

*MOVED Sandy Horton*

*2<sup>nd</sup> Jen Green*

*Carried*

*MOTION 0208014 "That signatories to VERA Bank accounts be:*

*President-Linda Tanian*

*Treasurer-Sandy Horton*

*Committee Members- Adrian Cavil and Jane McLaughlin*

*MOVED Sandy Horton*

*2<sup>nd</sup> Lissy Verity*

*Carried*

*MOTION 0208015 "That a \$20 late fee will be applied to logbook applications where the applicant requests the logbook within 5 working days"*

*MOVED Adrian Cavil*

*2<sup>nd</sup> Carl Adamson*

*Carried*

## **Membership Secretary**

Discussion of this report was deferred until the next meeting due to insufficient time.

## **Pointscore Secretary**

Discussion of this report was deferred until the next meeting due to insufficient time.

## **Logbook Registrar**

The Committee agreed that a \$20.00 processing fee be charged to members who wish to have their logbook application processed and returned in a shorter time frame.

## **Calendar Co-ordinator**

Discussion of this report was deferred until the next meeting due to insufficient time.

## **Newsletter**

Discussion of this report was deferred until the next meeting due to insufficient time.

## **Honorary Vet Panel**

Discussion of this report was deferred until the next meeting due to insufficient time.

## **Zones**

Discussion of this report was deferred until the next meeting due to insufficient time.

## **AERA**

Nominations were sought for the two positions for AERA delegates.

*MOTION 0208016 "That Sandy Horton and Jane McLaughlin be elected as AERA Delegates and that the term will run concurrent with their VERA SMC terms"*

*MOVED Lissy Verity*

*2<sup>nd</sup> Luke Steele*

*Carried*

*Jane McLaughlin and Sandy Horton Abstained*

Jane outlined meeting procedures at AERA and the need for VERA SMC to be able to discuss pertinent agenda items. A letter will be forwarded to AERA requesting AERA Meeting agendas be posted to the AERA website along with the AERA Constitution.

Any rule updates for 2008 will be published to the AERA Website. A new Member's Handbook is to be produced this year and will be circulated to SMCs for distribution to members when printed.

## **2009 Tom Quilty Committee**

A background report was tabled by the Tonimbuk Gold Cup Quilty Committee.

A proposal, budget and presentation from the Nanango Heritage Endurance Riders' Club was also tabled for consideration.

The postponement of the Victorian 2008 Tom Quilty to 2009 and the subsequent application from Nanango Heritage Endurance Riders Club to hold a Tom Quilty event in 2008 generated much discussion. Issues raised included the reasons behind the original postponement which was that the information available at the time indicated EI may be present until at least June 2008. The committee also discussed the possible disruption to the rotation of subsequent Tom Quilties. The welfare of the horses which may be competing after suffering from EI was also discussed.

*MOTION 0208017 "That VERA support the AERA resolution of 24<sup>th</sup> November 2007 that there be no Tom Quilty Gold Cup held in 2008 and that subsequent rotations be maintained but deferred by one year."*

*MOVED Adrian Cavil*

*2<sup>nd</sup> Lorraine Cubbin*

*For 4, Against 1, Abstained 3.*

*Carried*

*MOTION 0208018 "That the VERA SMC direct its AERA Delegates to vote in the negative to any proposal to hold a Tom Quilty Gold Cup in 2008"*

*MOVED Adrian Cavil*

*2<sup>nd</sup> Carl Adamson*

*Carried*

## **Bio-Security Sub Committee**

Chris Gates and Sandy Horton gave a verbal summary regarding the current EI situation. The report referred to the lifting of all Bio-security requirements from race tracks in Victoria and the current practices of other equine disciplines. Mention was made of the DPI guidelines which have remained unchanged for sometime and which will be updated shortly to reflect the current statuses of the various states.

The Endurance system of logbooks is far in advance of what other disciplines use to manage horse information and the fact that our rides are under veterinary supervision is also a superior situation. The traceability of horses is also an important consideration. Compliance with DPI event registration will address many of the issues for ride organisers.

The Bio Security Sub Committee will document suggested minimum standards and practices at endurance rides which will then be circulated as soon as possible to all ride organisers and members.

The suggestion that traditional VERA ride delegates also cover the role of Bio Security compliance delegates was well received. Chris Gates will be the Bio-security Officer for the Yarrabubba and Stellar Endurance Carnival rides.

## **GENERAL BUSINESS**

### **Appointments to Vacant Committee Roles**

#### **Insurance Officer and Assets Officer**

*Carl Adamson*

*Nominated Jen Green*

*2<sup>nd</sup> Chris Gates*

*Carried*

#### **Media and Publicity**

*Luke Steele*

*Nominated Jen Green*

*2<sup>nd</sup> Chris Gates*

*Carried*

#### **Horse Welfare**

*Linda Tanian*

*Nominated Jen Green*

*2<sup>nd</sup> Luke Steele*

*Carried*

#### **Drug Steward**

Linda Tanian is to follow up this issue. An independent third party may need to be appointed to fulfil VERA's obligations adequately.

#### **Public Officer**

*Sandy Horton*

*Nominated Lissy Verity*

*2<sup>nd</sup> Chris Gates*

*Carried*

#### **Calendar Coordinator**

Julie Woods has indicated she will be pleased to continue in this role.

#### **TPR/Chief Steward Co-ordinator**

*Alex Little*

*Nominated Lissy Verity*

*2<sup>nd</sup> Chris Gates*

*Carried*

#### **VERA Risk Management Officer**

In line with good management practices a new role has been created to review the risk management practices and liaise with Ride Organisers.



Jenny Moncur  
Nominated Jen Green  
2<sup>nd</sup> Sandy Horton  
Carried

## **Ride Trailers**

The three ride trailers contain some valuable gear that would cost quite a sum of money to replace. Insurance should be sought to cover the contents of the trailers. It may also be timely to review the contents of the trailers, see what needs to be replaced or repaired and also look at what else can be stocked in the trailers that would be useful to ride organisers.

GERZ have obtained donations of equipment in the past year or two and their trailer has a good range of items including flashing lights, vet ring lights, tables and chairs, etc. GERZ does not have the trailer contents insured at this stage.

Some of the surplus funds that have been accumulated in the past year or two could be used to stock the trailers with further equipment.

Discussion of this item was held over due to time restraints how ever preliminary investigation indicates the cost may be too prohibitive as insurers consider these items high risk. Adding to the risks are: No fixed, garaged address, access available to numerous parties, no regular towing vehicle, various drivers of towing vehicles, unsecured and accessible on ride days. Many comprehensive motor vehicle policies have limited trailer coverage attached to the policy. This may offer a degree of coverage.

## **Review of Calendar Guidelines**

The guidelines will be finalised very shortly and Sandy will present them to the committee for consideration.

The current calendar has two 160km rides within 2 weeks of each other. This generated much discussion amongst the committee members and guests. Issues raised included the impact on each ride organiser's entries and also on riders who do not have multiple horses with which to compete. There are 5 x 160 km rides scheduled this year, reflecting the desire for riders to gain 160km qualification in order to enter the Tom Quilty. Most rides were planned in advance of the EI crisis and in anticipation of a 2008 Victorian Quilty. The fact that some rides were FEI rides also generated discussion including the need to apply for FEI rides well forward of the date and the difficulty in rescheduling FEI rides. Discussion also took place regarding the limited number of riders who attend both AERA and FEI rides and also the difficulty of running an AERA ride concurrently with an FEI ride.

*0208019 MOTION "That the ride calendar in regard to August 2008 stand as is and as adopted and that all future ride calendars adhere to the ride calendar guidelines"*

Moved Carl Adamson  
2<sup>nd</sup> Jen Green

Carried

ABSTAINED: Lissy Verity, Adrian Cavil

*0208020 Motion "That the VERA SMC accept a ride venue and organising committee transfer from Tonimbuk to Walwa for the ride on 4<sup>th</sup> April 2008."*

Moved Lissy Verity  
2<sup>nd</sup> Sandy Horton

Carried

*Abstained: Chris Gates*

*0208021 MOTION "That VERA accept the application from NCER Inc. to hold a ride on 6<sup>th</sup>/7<sup>th</sup> September subject to written notification from the Flynns Creek Ride Organiser of his approval."*

*Moved Chris Gates*

*2<sup>nd</sup> Lorraine Cubbin*

*Carried*

## **Communications**

The SMC needs to have an effective communications policy in place to ensure that only appropriate information that has been approved is posted to email lists, websites and put into the newsletter. We also need to have in place an appropriate policy for motions that are made via email to ensure that these are properly put, distribution is to all Committee members and the minutes properly reflect the actions proposed and adopted/rejected.

A further aspect is when access to all the Committee is not available or response time is short, who will be responsible for approving and delivering communications.

Discussion ensued regarding public communications. Issues raised included presenting VERA in a professional and favourable light, the confidentiality and sensitivity of some VERA business and the difference between a committee member's personal opinion and the statements he/she makes as a representative of VERA.

Linda Tanian will formulate a policy to address these issues and report back to the next meeting.

## **Half Yearly Memberships**

This issue was discussed briefly but any decision on the matter was held over to the next meeting due to lack of time.

## **Rider Bib Policy**

The Rider Bib Policy was distributed via email and a number of suggestions for amendments made. The policy needs to be finalised so that it can be publicised for the information of members.

The primary issue of concern in the current draft policy was the lending of bibs. In general the committee members felt this was not appropriate despite good representation for why it should be allowed. Lorraine Cubbin will make several alterations to the final draft policy.

*0208022 MOTION "That the Bib Policy guidelines be adopted subject to the changes as discussed."*

*Moved Lissy Verity*

*2<sup>nd</sup> Chris Gates*

*Carried*

## **AERA Waiver**

At the first meeting of the SMC Lorraine Cubbin raised some concerns about the wording of a new section of the Rider Waiver relating to costs to be borne by the horse owner. This needs to be reviewed and comments forwarded to AERA for consideration of a change in the wording.

There appears to be some areas of concern contained within the waiver which our AERA delegates will bring to the attention of AERA. The secretary will contact the AERA Secretary and request this item be put on the next AERA meeting agenda.

### **Waiving of VERA ride fees to RO's 2008**

It has been suggested that the Committee discuss the possibility of waiving rider fees for this year as a support mechanism for Ride Organisers. The fees are currently \$15 per rider entered into an Endurance Ride and \$15 per rider entered into a Training Ride.

The committee discussed this matter and decided it was not in VERA's best financial interests to waive rider fees.

### **Purchase of Chemical Toilets by VERA for use/hire by ride organisers.**

Di Tobin suggested, via email:

*"Also I would like to put to the committee about getting some toilets happening through V.E.R.A as this would minimise the expense and open the venues up a lot more. I personally think if we had at least three toilets of our own V.E.R.A could hire them to the ride organisers far cheaper than they can get them for."*

Several committee members investigated this option and costs to purchase, maintain, transport And above all to service (pump out) privately owned portable chemical toilets is extremely prohibitive. There is, however, merit in opening a central account with a hirer as regular account rates are generally much cheaper than those to casual hirers. Di Tobin to be advised of outcome.

### **Venue Hire**

The committee and visitors present expressed their satisfaction with the Quest Windsor venue and its facilities. It has been booked for the next meeting.

*0208023 MOTION "That VERA pays for today's lunch."*

*Moved Lissy Verity*

*2<sup>nd</sup> Chris Gates*

*Carried*

### **NEXT MEETING**

Sunday March 16<sup>th</sup> 2008 to be held at Quest Windsor and commencing at 10.00 am

### **MEETING CLOSURE**

The Meeting was closed at 5.32 pm

## ACTION SHEET CARRIED OVER

No.	Action	Allocated	Complete
1	Awarding of FEI points at rides to be discussed at next meeting	JG	Agendaised

## ACTION SHEET

No.	Action	Allocated	Complete
1	Discounted membership policy to be developed and presented to the next meeting.	LT/MH	
2	Contingency for Jen Green's absence	LT/JG	✓
3	Pre-nomination policy to be distributed via the web and newsletter	JG	
4	Pre-nomination policy information to be included in a letter to be sent to RO's	JG	
5	Notify Victorian Horse Industry Council of change of contact and ascertain benefits of membership	JG	Contact changed. Await feedback
6	Follow up on progress for SAERA State of Origin Challenge	LT	✓
7	Constitutional changes to be prepared	MH	
8	Response to be sent to letter from Jo Brock re ID of standardbreds	JG	done
9	Response to be sent to letter from Lynne Start	JG	done
10	Rider fees to be publicised via the web and newsletter	JG	
11	Rider Fees summary to be sent to all RO's	JG	
12	\$20 late log book fee – update application form	JG	✓
13	Letter to Sue Parsons thanking her for her donation	JG	done
14	Log Book information to be updated on website	JG/KJ	✓
15	Letter to be sent to AERA requesting that the AERA meeting agenda and constitution be displayed on their website	JG	done
16	Bio-Security minimum requirements to be finalised and distributed to RO's, web and newsletter	CG/SH/DC & JG	Obsolete?
17	Follow up on requirements for the role of Drug Steward and re-list on next agenda	LT	
18	Send letter of welcome to Jen Moncur, Risk Management Officer	JG	done
19	Finalise Ride Calendar guidelines and distribute to SMC	SH/JW	✓
20	Confirm acceptance of ride transfer from Flynn Creek RO	LT	✓
21	Develop Communications policy for next meeting	LT	
22	Finalise Bib Policy and distribute	LT	
23	Send letter to AERA asking that the waiver be listed on the agenda for the next AERA Meeting	JG	✓
24	Letter to be sent to Di Tobin regarding toilet hire	JG	✓
25	Book Venue for March 16 <sup>th</sup> meeting	JG	✓
26	Distribute On-line Voting Procedure	JM	✓
27	Including On-line Voting Procedure in Communications Policy	LT	
28	Finalise guidelines for 40km rides to be conducted by Pony Clubs	PW	
29	Notify all Victorian Organising Committees of the requirement to have an AERA Chief Steward present at all FEI Events	JG	done
30	Follow up on email from Mary Hughes in regard to federal funding	JG	done
31	Letter of response to NCER Inc. regarding support for ride	JG	done
32	Letter of response to Tony Thorneycroft	JG	done
33	Media Officer to distribute calendars to publications and on-line	LS	

	web sites		
34	Remind ROs of the need to check the registration status of a horse entering an endurance ride	JG	done
35	Re-schedule items not dealt with during February meeting onto next agenda	JG	done
36	Notify Anne Jones of SMC decision on 2008 Quilty proposal	JG	✓
37	Advise UMERG Inc. & NCER Inc of acceptance of ride changes	JG	done
38	Forward a list of successful attendees from the Raglan TPR school	SL	
39	Completion Certificates and information for successful TPR candidates be sent	LT	
40	TPR/CS Co-ordinator to compile a list of accredited vets	SL	
41	Signatories to VERA bank accounts to be changed	SH	
42	Annual return to be submitted to Consumer Affairs Victoria	SH	