

VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

MINUTES OF THE MEETING OF THE VICTORIAN ENDURANCE RIDERS INC. STATE MANAGEMENT COMMITTEE HELD AT QUEST WINDSOR ON OCTOBER 26th 2008 COMMENCING AT 9.30AM

1. WELCOME

Linda welcomed all and re iterated the need to focus on the matters to hand to get through the large workload.

MOTION 10 08 0001

“That the normal order of business be suspended and the meeting be moved in camera“

MOVED: L. Tanian

2ND:C. Gates

Carried

Meeting moved in camera 9.45am.

Meeting resumed as normal at 11.35 am.

2. PRESENT

Jen Green, Linda Tanian, Chris Gates, Sandy Horton, Adrian Cavil, Julie Woods, Carl Adamson, Lissy Verity, Jane McLaughlin
Visitors, Rohan Stanes, Vanessa Smith

3. APOLOGIES

Ellen Prestage, Sheryl Herbert, Janeen Smith, Lorraine Cubbin, Debi Chisholm, Ross Chisholm, Luke Steele.

4. MINUTES OF PREVIOUS MEETING

4.1 Amendment to Minutes from meeting held 31st August 2008

- Signs and Banners This company did not in fact donate the banner bags. Carl Adamson paid for them
- Ellen Prestage is personally sponsoring a rug for 2009 State Champs, not GERZ

MOTION 10 08 0003

“That the amendments to the minutes be accepted“

MOVED:Adrian Cavil

2ND:Chris Gates

Carried

4.2 Adoption of Minutes

MOTION 10 08 0004

“That the amended minutes from the meeting held on 31 08 08 be accepted“

MOVED: Adrian Cavil

2ND:Lissy Verity

Carried

4.3 Business Arising

ACTION SHEET CARRIED OVER FROM PREVIOUS MEETINGS

No.	Action	Allocated	Complete
1	Constitutional changes to be prepared	MH/LT	Ongoing
2	Completion Certificates and information for successful TPR candidates be sent	LT	Done
3	Vet Panel to compile a list of accredited vets	N Bull	Done
4	Obtain further information from NSWERA on combined newsletter proposal	CG	Await reply
5	Research Drug Steward role	LV	Done
6	Source details for a weekend think tank	LT	Done
7	Contact AERA to obtain paperwork for Vet Accreditation	JG	Await reply 2 nd request made Oct 2008
8	Formulate process for recording and updating all disciplinary matters	LT/AC/MKH/JMc	Ongoing
9	Compile updated TPR list	JW	Ongoing
10	Contact Honorary vets regarding ongoing interest	LT	Done
11	Advise M. Wallace, P. Garner, B. Cuthbertson they have been awarded discounted memberships. Also notify Mary Hughes.	LT	Done
12	Compile Position Descriptions for all roles for review at next meeting	ALL	5 done
13	Confirm Yarrabubba venue availability	JMc	

5. ACTION SHEET FROM AUGUST 2008 MEETING

No.	Action	Allocated	Complete
1	Organise refund for discounted memberships	SandyH	Done
2	Flyer on AGM and Presentations for insertion in next newsletter	SherylH	Done
3	Liaise with Janeen to organise end of year awards	LS	Done
4	Organise notices for Newsletter and Website for milestone awards	LS	Done
5	Thank you letter to be sent to Quest for raffle prize and an offer of free advertising made	JG	
6	Approach Bates for a donation of goods to use as a raffle prize	CG	
7	Submit article to Newsletter and Website for nominations and agenda items	LT	done
8	Letter of thanks to be sent to Sandy Little	JG	Done
9	Contact CS and discuss yarding issues and the need to ID horses going into BC	LT	done
10	TPR Cards to be sent to S Gill, A Smith & L Wylie	JW	done
11	Q & A section in Newsletter approved, use questions from S Gill	LT	Done
12	Modify Ride Calendar Guidelines to include earlier consideration of ride applications by SMC	SH	done
13	Letters to be sent to owner/agent and riders of horses regarding breach of disciplinary action at Newstead	JG	Done
14	Article for Newsletter and Website regarding change of meeting dates	LT	done
15	Old GERZ laptop to have software upgraded at Quilty	LT	Unable to be done
16	Publicise ride dates for 2009 in the Newsletter and on Website	LT	done

17	Relocate VERA Photocopier	CA	Actioned
18	Organise purchase of Time Slip Books	LV	Done
19	Letter of thanks to be sent to Signs and Bags	JG	N/A
20	Letter to be sent to owner/agent of horses removed from the ride base at Newstead without logbooks being signed off.	JG	Done
21	Implement agreed actions for issues surrounding fencing at rides	LT	Done
22	Contact Simon Thomas and advise actions being taken in regard to fencing at rides	JG	Done
23	Merchandise samples to be bought to next meeting	JG	
24	Letter to be sent to member regarding outcome from Yarrabubba ride incident	JG	Done
25	Draft set of rules for State of Origin competition	LT	Done
26	Obtain ride record for member associated with query from QERA regarding a previously Victorian owned horse	LT	done
27	Follow up with Carol and Peter Laidlaw regarding incident at Tonimbuk	LT	done

6. RATIFICATION OF ON-LINE DECISIONS

- 6.1 Vacancy on SMC to be decided at AGM/Elections - Yes
- 6.2 Equitana booth - No
- 6.3 Bib logos - No
- 6.4 V. Perry-Lucas Logbook issue -Yes
- 6.5 Alteration to bib policy to allow day use from trailers -Yes
- 6.6 Purchase of yellow bibs for trailers -Yes

MOTION 10 08 0005

“That 80 pre numbered yellow bibs be purchased - 20 for use in each of the 3 x region trailers and 20 to be allocated for opening stock for sales of bibs to members.”

MOVED: Jen Green

2ND: Chris Gates

Carried

- 6.7 V. Perry–Lucas horses using un-amended logbooks -no
- 6.8 Announcing TQ team via forum- yes
- 6.9 New bib for V. Smith -no
- 6.10 Flowers for Ellen Prestage -yes
- 6.11 UMERG FEI Ride changes-venue and distances -yes
- 6.12 Toongabbie ride replacing Elmhurst ride -yes
- 6.13 Dual Affiliation – Batlow Ride -yes
- 6.14 Publicising of Starkey’s (SA) ride on website -Yes

MOTION 10 08 0006

“That the online decisions be ratified“

MOVED: Jen Green

2ND:Jane Mc Laughlin

Carried

Lunch at 12.25pm, resumption of meeting at 12.50pm

7. CORRESPONDENCE

7.1 Correspondence Inwards

- 7.1.1 Email A. Gay re Newstead ride
- 7.1.2 Email V. Perry-Lucas re Newstead ride
- 7.1.3 Nanango TQ Committee thank you for sponsorship and tickets x 2 to hospitality tent
- 7.1.4 Email T. Atkinson re Newstead ride
- 7.1.5 Chief Steward Application Form: J. Brock

MOTION 10 08 0007

“That Jo Brock’s application to commence the Chief Steward Accreditation process be approved

MOVED: Adrian Cavil

2ND: Sandy Horton

Carried

- 7.1.6 NSWERA Newsletter
- 7.1.7 Email S. Gill re Bib Policy
- 7.1.8 Email K. Noble re Bib Policy question
- 7.1.9 Email L. Tanian re UMERG FEI ride changes to venue and distances
- 7.1.10 Let. J. Maffett re State Championships
- 7.1.11 Let. D. Axtelle re dishonoured cheque from QERA member

MOTION 10 08 0008

“That QERA be provided with the information about the dishonoured cheque from a QERA member and that QERA be requested to assist in recovery of the outstanding debt.”

MOVED:SMC

2ND:SMC

Carried

- 7.1.12 Email S. Mitchell re starting out
- 7.1.13 AERA Meeting Notice
- 7.1.14 Let. P. McPhan re ACS position

MOTION 10 08 0009

“That Peter McPhan’s application to commence the Chief Steward Accreditation process be approved

MOVED: SMC

2ND: SMC

Defeated

- 7.1.15 Email S. Little re Newstead ride
- 7.1.16 Let. Melb Vet Group re MV Eternal Flame
- 7.1.17 Email Batlow Ride Organiser requesting Dual Affiliation 23rd November 2008

7.2 Correspondence Outwards

- 7.2.1 Let. A. Gay re Newstead ride
- 7.2.2 Let. T. Atkinson re Newstead ride
- 7.2.3 Email T. Hones re horse yards
- 7.2.4 Let. V. Perry-Lucas re Newstead ride
- 7.2.5 Let. H. Perry re Newstead ride

- 7.2.6 Let. S. Little re acceptance of resignation from SMC and thank you
- 7.2.7 Let R. Robinson re Yarrabubba
- 7.2.8 Let V. Perry Lucas re logbooks
- 7.2.9 Let A. Gay re entering rides
- 7.2.10 Let. T. Atkinson re entering rides
- 7.2.11 Email V. Smith re bib logos
- 7.2.12 Email V. Perry-Lucas re meeting dates
- 7.2.13 Email A. Gay re meeting dates
- 7.2.14 Email J. De Groot re Toongabbie ride approved
- 7.2.15 Let. D & J Woods re thank you for running State Champs
- 7.2.16 Email response S. Mitchell re starting endurance
- 7.2.17 Raglan TPR School Attendees

MOTION 10 08 00010

“That the inwards and outwards correspondence be accepted“

MOVED:Adrian Cavil

2ND:Chris Gates

Carried

8. REPORTS

8.1 President

The recent State Championships seem to have been run very successfully and have proved to be very popular with those who attended. Doug and Julie continue to run rides at their usual high standard of participation and enjoyment. It is very heartening to see so many people attempting qualification at the 160km event in the hopes of being able to compete at the Quilty. This all augers well for next year.

The Nanango Quilty has also been run and won (by a Victorian – yeeha!) and it was good to see a number of Victorian riders complete successfully. I know that Lissy, on her fact finding mission for next year's Quilty, gathered heaps of information on things to do and not to do so I'm sure she found her trip very useful. I saw Narelle Cribb, Sandy Little and Sandy Horton busy in the vet ring on a number of occasions so it was good to see Victorians again contributing to the manpower required to run such a large event.

The season is quickly winding down with only a few rides remaining on our calendar. Bright has just been run, Toongabbie has put their hand up again to take on the ride date left by Elmhurst's cancellation and we have the two new rides of Smythesdale and the Gippsland Championships following. The last ride on the calendar is the FEI ride at Burrowye.

Notices have been published in the newsletter in regard to the AGM and Presentations. Hopefully we will have a good turnout of members attending these events. The AGM is a good avenue for feedback from the members and I would encourage all the SMC to give some thought to any topics that can be included on the agenda for general discussion.

The website has now been updated with details of the point score for all rides up until the Southern Crosse ride. Kelly is updating the website regularly with most information being added within specified time frames. The advertisement for a person interested in upgrading the website has not yet made it into the newsletter or the website so this matter has not progressed any further at this stage.

MOTION 10 08 0011

“That the President's report be accepted“

MOVED:Carl Admason

2ND:Adrian Cavil

Carried

8.2 Treasurer

- 7.2.1 Year to Date
- 7.2.2 Standard Balance Sheet
- 7.2.3 General Ledger
- 7.2.4 Bank Register

Sandy gave a verbal explanation of the treasurer's figures which show that whilst our financial position remains strong, our profitability will be reduced due to reduced rider numbers.

MOTION 10 08 0012

“That an amount of \$300 be approved to be spent on a bond for hire of the Beaufort Community Centre for the End of Year Presentations“

MOVED: Adrian Cavil

2ND: Sandy Horton

Carried

MOTION 10 08 0013

“That 20 x 50 printed triplicate books of receipts be ordered for the use of the treasurer”

MOVED: Sandy Horton

2ND: Jen Green

Carried

MOTION 10 08 0014

“That the Treasurer's reports be accepted as tabled“

MOVED: Sandy Horton

2ND: Jane McLaughlin

Carried

MOTION 10 08 0015

“That the Treasurer be approved to pay all outstanding accounts“

MOVED: Jen Green

2ND: Adrian Cavil

Carried

8.3 Membership Secretary

MEMBERSHIP REGISTER RECORDS, YEAR TO DATE:

Financial & gratis members = 225, upgraded = 13, new members = 36.

Membership renewals and general enquiries have almost ceased, understandably at this time of the year.

2009 MEMBERSHIP FEES

The fees will need to be set in advance for the next year. I remind the c'tee of this, so that membership forms can be updated and those who like to pay early know the correct fees.

CONSTITUTION UPGRADE

There has been one response only to the article in the last newsletter re the review and upgrade of the VERA Constitution. A re-draft, with a number of unresolved areas, was sent to Linda some weeks ago. Given the importance of the Constitution this task needs the c'tee's careful deliberations, particularly based on any experiences with deficiencies in the current document, changes in AERA requirements and also those in the wider community. I await advice on when and how to proceed with this task

Mary Hughes, Membership Registrar (ph. 56284 195)

MOTION 10 08 0016

“That 2009 membership dues remain unchanged.”

MOVED: Lissy Verity

2ND: Julie Woods

Carried

The Committee wish to see a draft version of the constitution that does not recognise Zones. Mary will be advised of this.

Discussion ensued regarding different ways of approaching disciplinary matters and the effectiveness of the way these issues are handled. Creation of an “Investigations’ portfolio was suggested as an efficient way to deal with complaints and disciplinary matters.

Voting and elections were discussed with reference to postal voting v’s ‘in attendance’ voting. Examples were offered regarding what other clubs do.

8.4 Pointscore Registrar

From Janeen Smith

Janeen reports she is up to date with records except Eldorado where this a paperwork problem, and Bright which has just been held this last weekend.

She is organising the distance sashes with the help of Jo Brock and Luke Steele.

8.5 Logbook Registrar

Nil to report.

8.6 Calendar Co-ordinator

7.6.1 Changes to Burrowye FEI 2* and 3 * rides.

7.6.2 Addition of Toongabbie ride 1st/2nd November

There are just 4 More rides for 2008.

New applications have been received for 2009 rides and the calendar is starting to fill out.

MOTION 10 08 0017

“That the proposed ride calendar for 2009 be accepted”

MOVED: Jen Green

2ND: Chris Gates

Carried

8.7 Newsletter

7.7.1 Complimentary Newsletter for P. Garner

MOTION 10 08 0018

“That Phil Garner be granted a gratis newsletter“

MOVED: Jen Green

2ND: Julie Woods

Defeated

Jen will advise Phil to become a member in 2009 so we can discount his membership in recognition of his TPR services and therefore he will receive a free newsletter.

8.8 Honorary Vet Panel

8.9 Zones

Not a lot to report this month.

Jen de Groot & Belinda Kolek have picked up the November 1st ride date left vacant by the cancellation of Elmhurst, quite a gamble as little notice and possibly not an overabundance of entries expected. They are to be congratulated for putting on the ride for the benefit of VERA members, it gives those chasing points another ride that otherwise would not be available.

The South East Gippsland Endurance team have what looks like the ride to rival the state championship for this year. It is also the GERZ Championship ride. Shandal, Jenna and the committee have put their all into this ride. They successfully gained support from Wellington and Gippsland Shires as well as numerous sponsorships.

To be held at the Alberton West Recreation Reserve (Devon Football ground) there is ample parking, catering, wet bar, hot showers. Prizes galore. More information is on their web site and in Arabian Horse News (out now).

This ride is also the final ride for the GERZ One horse/one rider competition.

The GERZ Committee are due to hold a meeting in November a copy of these minutes will be forwarded to VERA in due course.

The GERZ AGM will be held in January 2009 at Mossvale Park, Berrys Creek, the standing committee of president, secretary, treasurer & VERA rep. have another year in office unless anyone resigns their position, there are vacancies on the general c/tee to be filled.

Ellen Prestage
GERZ Rep 2008

8.10 AERA

7.10.1 AERA meeting submissions

Chris Gates highlighted the irrelevance of the current invasive treatment feedback form which assumes treatments are all for metabolic disorders and asked Jane and Sandy to bring this up at the AERA meeting.

The issue of an increase of fees payable to AERA from TQ Committee's from 10% to 20% was raised again.

Jen expressed concern about water points at recent rides and will formulate a submission to be reviewed.

8.11 VERA Webmaster

The notice calling for submissions for a web upgrade have not been publicised in the newsletter or website. Jane has an interested party and details will be forwarded to Jane to discuss with that person.

8.12 2009 Tom Quilty Committee

Request for Junior rider subsidy

Lissy explained that to entice family groups to the 2009 TQ that if VERA subsidise entries for Juniors there may be a subsequent increase in entries. Lissy believes it may also result in increased renewals in family memberships for VERA.

MOTION 10 08 0019

“That the VERA subsidise Juniors’ entries at the 2009 Tom Quilty to the amount of \$160.00 per entry with a maximum of \$3,200.00 to be made available“

MOVED: Sandy Horton

2ND: Adrian Cavil

Carried

Lissy advised of arrangements for merchandise and raffles, including a 4x4 Quad bike, a Coverdale saddle and a pre paid Visa card.

8.13 Assets and Insurance Officer

7.13.1 Photocopier and old GERZ Laptop: Disposal by tender.

Carl will arrange to publicise the tender.

8.14 Grievance Officer

8.15 Ride Reports

7.15.1 Eldorado Ride:

- Head Vet Report
- Invasive Treatment Report
- Rider report on Invasive treatment
- Mastersheets x4
- Voluntary Workers’ lists
- Chief Steward’s Report

7.15.2 Pomonal Ride Chief Steward’s Report

7.15.3 Chief Steward Report Tonimbuk FEI

7.15.4 Chief Steward Report Stockyard Hill

7.15.5 Chief Steward Report Newstead (August ride)

7.15.6 Veterinary Invasive Treatment Report - Pomonal

7.15.7 AERA Rider Feedback Invasive Treatment Report -Pomonal

7.15.8 Chief Steward Report Pomonal

9 GENERAL BUSINESS

9.4 Drug Testing

The process of qualifying our own people as drug stewards will involve a mid-term time frame and we need to be seen to be acting in regarding to drug testing. To commence some positive action on this issue Lissy will present details of costs to the meeting for testing costs and for the expense involved in utilising an EFA qualified drug steward. It is hoped that at least one or two rides can be targeted, depending on available funds, for drug testing to be undertaken.

Linda expanded on the processes involved in fair and unbiased drug testing and how we will have this undertaken by a qualified outside EFA Drug Testing Steward.

9.5 Disciplinary processes

9.6 State of Origin

Due to time constraints this item was briefly discussed

9.7 Debt from QERA Member

Discussed in 'correspondence'

9.8 2009 Membership fees

Discussed in Membership Secretary's report

9.9 Think Tank Weekend

Linda has been contacting a few venues where we can run the Think Tank/Strategic Planning weekend. Some of the venues, such as conference centres, are a little pricy although they do have the benefit of good quality facilities and accommodation/catering. A more financially viable option may be to utilise the Quest meeting room or to hold the Think Tank at a small regional location such as the Beaufort hall (or similar).

The other aspect that Linda has been exploring is the costs associated with a facilitator for the weekend. The role of this person would be to take us through the planning process, without allowing too many diversions and side trips, to ensure that we achieve our aim of developing a strategic plan. Once again, if we go with a commercial facilitator the costs can be fairly high so Linda has been looking at what is available from the AIS/VIS.

Further discussion took place regarding our aims and future visions and the need to drive our association.

The people present expressed a wish to keep proceedings at such a weekend fairly informal and not to get overly bogged down with strategy but deal more with positive action.

9.10 Series Competition

After travelling 24hours straight up to and back from Nanango, Rohan (Rohan Stanes) and I (Lissy Verity) had time to solve the world's problems and come up with ideas to help encourage people in our State to try 160k rides so here goes.

If VERA ran a yearly event, call it a series of some sorts which entailed an 80k ride, 120k ride and a 160k ride in 1 year from January to December, being held at different rides across the State which would also help with numbers in areas that needed a little boost. These ride bases would change year to year to share it around.

You would have to compete and vet through at all 3 rides.

A yearly award would be given to all who complete the series, a badge was talked about, or maybe an honour board or whatever the best idea to come out of it.

A one off series fee of \$20.00 per year to enter (keeping it affordable) with entry fees, as per usual by R/O. This would be to cover cost of trophy, badge, etc .

Could be presented at end of year presentations and maybe encourage more people to step up to do a 160k ride. SERIES CHAMPION 2009 has a nice ring to it, remember you DON'T have to win it, just complete it.

Linda has suggested Lissy and Rohan compile a document outlining rules etc and represent to the SMC.

- 9.11 Endurance Training Seminar – Goulburn Valley
It is possible the Goulburn Valley Arab Group may assist with holding a training weekend next season. They are holding an informal weekend in November 2008, which, unfortunately is unable to be endorsed by VERA at this stage as there is no control or input into the weekend's content or delivery of training.
- 9.12 State Championship Guidelines

Several amendments were discussed including leg numbers and rug awards.
- 9.13 Rider Bib Policy
A final version of this policy has been reviewed and discussed.
- 9.14 Equitana
VERA will not be making a financial contribution to a stall at the expo. As it is a National/Regional event it was felt AERA should fund a booth. Carole Dixon from Dixon Smith will be allowing use of her booth to distribute endurance literature. Several members have offered to assist.

10 NEXT MEETING

The requirements of the VERA Constitution necessitate the holding of a SMC meeting (Section 18.1 (1)) means that a meeting needs to be held every two calendar months. This means that the Committee is required to meet on or before the 26th December. A meeting will need to be scheduled, dependent upon the date that suits most people.

Possible dates were discussed. 13th December is scheduled.

11 MEETING CLOSURE The meeting was closed at 5.07pm.

ACTION LIST

No.	Item	Who	Status
1	Zipp file re Perry matter to all SMC	JG	
2	Further investigation of the Perry matter	AC	
3	Rectify B. Cuthbertson over payment of \$60.00	JG	
4	Check with Janeen re end of year awards	JG	
5	Tender old GERZ laptop and Photocopier in newsletter	CA	
6	Respond to Jim Maffett's letter	JG	
7	State Champs Guidelines updated to reflect that a VERA rep needs to be appointed to speak at the rides	LT	
8	Contact QERA re dishonoured cheque	JG	
9	Advise Axtelles re action on their behalf	JG	
10	Membership fee breakdown to be publicised	LT	
11	Advise P. Garner re membership requirements for TPR's and complimentary newsletter.	JG	
12	Advise P. Mc Phan re ACS position	JG	
13	Watering points submission	JG	
14	Series Competiton Guidelines	LV/RS	
14	Contact possible person for Website Upgrade	JMc	