

## 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 15<sup>th</sup> JUNE 2008 WHICH COMMENCED AT 10.00 AM

#### 1. WELCOME

Linda welcomed those present. In response to concerns regarding the timely conduct of meetings and the representative capacity of the elected SMC members, it was agreed that SMC meeting procedure would, in general, have discussion between SMC members and then allow visitors to make comment.

#### 2. PRESENT

Linda Tanian, Sandy Horton, Adrian Cavill, Carl Adamson, Lissy Verity, Lorraine Cubbin, Jane McLaughlin, Ellen Prestage

#### 3. APOLOGIES

Luke Steele, Sandy Little, Jen Green, Chris Gates, Debi Chisholm, Julie Woods, Sheryl Herbert

#### 4. MINUTES OF PREVIOUS MEETING

***MOTION 0508001 "That the minutes of the meeting of 20<sup>th</sup> April 2008 be accepted."***

***Moved A. Cavill Second L. Cubbin***

***Carried***

#### 5. BUSINESS ARISING

The Action List was addressed and each individual item was reported on as completed or still requiring completion. Most items have been actioned.

***MOTION 0508002 "That the SMC adopt the Ride Entry Form with inclusion of normal address where horse resides and provision that rider agrees to wear helmet."***

***Moved S. Horton Second L. Verity***

***Carried***

L. Tanian will include in the Beginners Pack a reminder that members should apply to the Membership Registrar for a new member card when they graduate from novice rider to endurance rider.

An article is to be placed in the Newsletter requesting people who attended the Raglan TPR school last year to contact the Secretary for recognition of attendance.

Linda is still awaiting a response from NSW regarding a combined newsletter.

There was discussion regarding the need to update and improve the VERA website and ensure adequate access by the SMC.

***MOTION 0508003 "That the standing President and Secretary are authorised to have access to the VERA website."***

***Moved S. Horton Second A. Cavill***

***Carried***

N. Thome will be requested to make a presentation to the SMC regarding website design.

5.2.3 Lissy contacted D. Armitage regarding drug steward role and training. He will provide details of process to become a FEI drug steward when he attends Tonimbuk ride on 8-10 August 2008.

5.2.5 J. Green provided response to K. Noble

5.2.6 C. Adamson will try to locate Central Zone printer.

5.2.7 I. Blucher advised that he requires the laptops to install the updated database programmes. Until those have been installed, Janeen Smith will be offered the Western computer. Linda will contact Sarah Adams for advice on existing and longer term recommended specifications for computer requirements.

5.2.8 Jen Green not yet acquired computer

5.2.9-5.2.11 Done

5.2.12 Carl sourced a number of quotes for VERA banners that were circulated to SMC.

***MOTION 0508004 "That VERA purchase 3 banners (size 2400mm x 900mm) at approximate cost of \$200 with "Victorian Endurance Riders Assoc Inc" and VERA emblem."***

***Moved C. Adamson Second S. Horton***

***Carried***

5.2.15 Letter will be sent to AERA requesting that the requirement for a Chief Steward to be a TPR is removed.

5.2.18 AERA delegates will ask for clarification as to whether lifetime distance accrues to juniors completing an FEI ride. Lorraine requested that a further article be placed in the Newsletter clarify the points and distance situation for Juniors competing in FEI rides.

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

***MOTION 0508005 "That the online decisions be ratified."***

***Moved Carl Adamson Second E.Prestage***

***Carried***

***MOTION 0508006 "That the normal business of the meeting be suspended at 11.15am"***

***Moved A. Cavill Second S. Horton***

***Carried***

Meeting moved In Camera at and resumed as an open meeting shortly afterwards

## **6. CORRESPONDENCE**

There was concern that NCER Inc had not paid ride fees from March 2008 ride despite a request from the Treasurer.

***MOTION 0508007 "That a letter is sent to NCER Inc and D. Chisholm stating that, unless the fees for both rides at Rosedale are paid by 14<sup>th</sup> July 2008, further action will be taken by the SMC."***

***Moved A. Cavill Second C. Adamson***

***Carried***

Meeting adjourned 12.40- 12.58 for lunch.

***MOTION 0508008 "That the inwards and outwards correspondence be received and accepted."***

***Moved E. Prestage Second L. Verity***

***Carried***

## **7 REPORTS**

### **7.1 President**

There has been a lot of discussion on Cyberhorse forum from people who are interested in trying endurance. VERA website needs to be improved to assist in attracting new members. A notice will be

placed in the newsletter seeking ideas on how to attract more members. The Media Officer is to look into advertising in magazines such as Horse Deals.

Support for the running of a training seminar by the VERA SMC and TPR school was expressed. Linda to seek expressions of interest for attending the TPR school.

## **7.2 Treasurer**

Sandy Horton presented a comprehensive summary of VERA's financials. Approximately 75% of income was from membership fees.

***MOTION 0508009 "That the Treasurer's Report be accepted."***

***Moved Sandy Horton Second L. Verity***

***Carried***

***MOTION 0508010 "Authorising Sandy Horton to pay accounts due between now and next meeting."***

***Moved Sandy Horton Second E Prestage***

***Carried***

## **7.3 Membership Secretary**

Mary Hughes reports 206 financial members to date including 33 new members (of which 7 are juniors).

## **7.4 Pointscore Registrar**

Linda Tanian to confirm that the early warning points are being calculated and carried over from the previous year.

## **7.5 Logbook Registrar**

In 2004, VERA collected \$10,500 in income on behalf of AERA but VERA incurs all the costs in collecting that AERA income. AERA delegates are requested to raise:

- Recouping the costs VERA incurs in issuing registration labels on logbooks, etc.
- Clarification whether an ownership label is required in a novice logbook and, if so, clarification of the consequences of lack of an ownership label in a novice logbook .

Letter will be sent to the rider that entered the Stanley ride on a day card and reminding them that if a horse has been issued with a logbook, that logbook must be used for all rides.

S. Thomas will be contacted to be advised that the Grievance Officer must be a VERA member.

## **7.6 Calendar Co-ordinator**

***MOTION 0508011 "That the Application Process distributed to SMC is adopted subject to; inclusion in Step 1 that the application must be submitted on or before 31<sup>st</sup> August and addition of a note that "Any changes to the ride, such as changes to ride date, ride name, venue, incorporated association, ride organise or, ride distance must be notified and approved by the SMC."***

***Moved C. Adamson Second L. Verity***

***Carried***

Jen Green will distribute the Application Process to all ride organisers and place on VERA website. A checklist needs to be developed and submitted to VERA at a later date by the Ride Organiser.

## **7.7 Newsletter**

Katrina Westerhoff has been working alongside Wendy Bootle to assess whether she is willing to undertake the role of Newsletter Editor.

## **7.8 Honorary Vet Panel**

No Report

## **7.9 Zones**

Ellen Prestage reported that GERZ has not had a meeting. There are 3 rides in the next 3 months in Gippsland. GERZ raffle will be drawn at Toongabbie. The raffle prizes include a hand crafted timber saddle/tack stand. Tickets available from GERZ.

## **7.10 AERA**

Next AERA meeting is 25-27 July 2008.

L Tanian will forward to J.McLaughlin copy of letter sent to AERA regarding novice horse rules and VGIH clarification for follow up.

AERA delegates to ask if rider bibs can be organised by AERA for FEI riders/rides.

L Tanian will send letter to AERA IC regarding lack of process in making changes to FEI calendar.

## **7.11 VERA Webmaster**

Discussed earlier.

## **7.12 2009 Tom Quilty Committee**

L. Verity distributed Tom Quilty brochures to each SMC member. Lissy Verity elaborated on her Event Director's report and added that things are progressing extremely well. She is very pleased to announce that Marty De Groot, an experienced ride organiser, has agreed to take role as Vice President. SMC approves the distribution of the brochure in the VERA newsletter. Closing date for FEI ride pre-nominations has been extended to 15 July 2008.

***MOTION 0508012 "That the VERA SMC approve the application from Tonimbuk Gold Cup Inc. to run a 108km elevated AERA ride in conjunction with the FEI ride on August 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 2008."***

***Moved L. Verity Second E. Prestage***

***Carried***

## **7.13 Ride Reports**

Reports distributed to SMC except Stanley and Raglan which was with J Green, so will need to be considered at next meeting.

Meeting moved In Camera and resumed as an open meeting shortly afterwards

# **8 GENERAL BUSINESS**

## **8.1 Equitana**

It was agreed to await a decision from AERA as to whether it will take a booth at the Equitana event

## **8.2 Chief Stewards**

Little progress has been made in attracting new applicants to become Chief Stewards.

### **8.3 State of Origin Challenge**

Intend to hold this event early next year. SAERA will consider at their meeting in July. A letter is to be sent to SAERA clarifying meaning of State of Origin for this event and suggesting that there is an annual trophy rather than perpetual because of risk of trophy being lost but recognition on respective Honour Roll of each website.

### **8.4 Policies**

***MOTION 0508014 "That the Pre-nomination Policy, Communications Policy and Discount Member Policy are adopted."***

***Moved E. Prestage Second L. Verity***

***Carried***

Ride Bib Policy deferred to next meeting or on line decision. SMC to provide comments as soon as possible so in place before Tonimbuk ride.

### **8.5 Weekend Think Tank**

Weekend Think tank suggested as SMC has so little time at meetings to consider business other than immediate business. Linda will propose some dates and consider venues. J.McLaughlin will investigate possible grants.

### **8.6 Working with Children Check**

A Cavill confirmed cost of \$28/police check. Because of the nature of these events, children need to have adult to be able to attend etc, therefore criteria not make this applicable to endurance.

### **8.7 Use of Mobile Phone**

AERA do not have a problem with using phone but a notice will be put in newsletter that phone should not be used to communicate information regarding rider's progress or other possible incidences of on-course assistance.

### **8.8 VERA Merchandise**

Defer until the next meeting.

### **8.9 Disease Levy**

This Levy is no longer being proposed following the Government's recent decision on recouping costs of the EI epidemic so no further action is required.

### **8.10 General**

SMC members are requested to use "Reply All" in responses to emails so everyone is aware of other SMC member's comments.

## **9 MEETING CLOSURE 4.15pm**