



4	Formulate process for recording and updating all disciplinary matters	LT/AC/MKH /JMCL	Ongoing
5	Compile updated TPR list	JW	Ongoing
6	Compile Position Descriptions for all roles for review at next meeting	ALL	5 completed
7	Confirm Yarrabubba venue availability	JMc	Discuss at Planning meeting
8	Approach Bates for a donation of goods to use as a raffle prize	CG	✓
9	Relocate VERA Photocopier	CA	✓
10	Merchandise samples to be bought to next meeting	LC	✓
11	Rectify B. Cuthbertson overpayment of \$60.00	JG	
12	Tender old GERZ laptop and Photocopier in newsletter	CA	✓
13	Membership fee breakdown to be publicised	LT	✓
14	Advise P. Garner re membership requirements for TPR's and complimentary newsletter.	JG	
15	Watering points submission	JG	
16	Send information on review of the Rider Invasive Treatment form to AERA reps	CG	
17	Set date for Planning meeting for the New Year	LT	✓

#### Action Sheet from December Meeting

No.	Action	Allocated	Status
1	Contact AERA re outside assistance rules clarification	JG	
2	Letters to all Smythesdale parties	JG	✓
3	HR increasing to 64, add to AGM agenda as discussion item	JG	✓
4	AERA communicating with ACS and Vets direct	JG	✓
5	Compile vet database	LT/NB	Continuing
6	Advertise VERA Photocopier & old GERZ Laptop for sale	CA/LT	✓
8	Order more colour strips for GERZ trailer	LC	✓
9	Send letter to V. Perry-Lucas	JG	✓
10	Contact unsuccessful Membership Registrar candidates	JG	✓
11	Advise J. Francis re appointment to Membership Registrar role	LT	✓
12	Send future agendas to Vet Panel (N Cribb/H Spencer)	JG	
13	Send details of requested logbook changes to AERA delegate	AC	
14	Retain check boxes on Ride Entry Forms	LT	✓
15	Give details of Secretary laptop to Assets Officer for inclusion on Asset Register	JG	✓
16	Ride Calendar Guidelines to be published on web & in newsletter for member feedback	LT	✓
17	Contact NSWERA & SAERA re dual affiliation guidelines	JG	
18	Contact AERA re quality of National Awards	LC	✓
19	Institute new banking procedures	SH	✓
20	Update calendar and publish on website and in newsletter	LT	✓
21	Produce a treatment kit list for vets officiating at rides	Vet Panel	Continuing
22	Confirmation of anomaly in insurance policy	AERA Delegates	Follow up with Jen
23	Contact vets, ride secretaries and chief stewards regarding change from anal tone to body condition	JG/LT	✓
24	Rider Bib Policy to be enacted	LT	✓

#### 4. RATIFICATION OF ON-LINE DECISIONS

##### 4.1 AERA Delegates

“That Jane McLaughlin and Sandy Horton be endorsed as VERA's AERA Delegates for 2009.”

Moved: Jen Green Seconded: Ellen Prestage Carried

##### 4.2 Waterloo Ride Distance

“That Waterloo ride schedule on 6th/7th March 2009 be altered to include a 160km event should the organisers receive sufficient interest to warrant its inclusion”

Moved: Jen Green Seconded: Ellen Prestage Carried

Note: The ride organiser decided not to proceed with the 160km event.

##### 4.3 TPR School at Toongabbie

“That VERA approve the application from GERZ to run a TPR school at the Toongabbie ride to be held in April 2009.”

Moved: Linda Tanian Seconded: Pauline Wallace Carried

##### 4.4 VERA State Championships

“That the proposed Elmhurst ride on 9th/10th May 2009 be approved and that the 160km event be endorsed as the VERA 2009 State Championships and further that the ride be funded by VERA with any profits being donated to the Red Cross Victorian Bushfire Appeal.”

Moved: Jen Green Seconded: Lorraine Cubbin Carried

##### 4.5 Drug Steward Training

“That VERA's Drug Stewards, Lissy Verity & Adrian Cavill attend the Equestrian Australia NSW Medication Control Program - Stewards Training and Refresher Course to be held on 21st & 22nd March and that flight and accommodation costs be paid by VERA.”

Moved: Linda Tanian Seconded: Jen Green Carried

**Motion 03 09 0003 “That the above online decisions be ratified.”**

**Moved D. Chisholm                      2<sup>nd</sup> E. Prestage                      Carried**

#### 5. CORRESPONDENCE

There was lengthy discussion regarding inward correspondence from M Hughes expressing her concern regarding the low attendance of SMC members at the Dinner Dance. Various SMC members expressed their view that attendance at SMC meetings alone was a huge time commitment. It was pointed out that there was a very poor attendance by all members – not just SMC. A number of SMC members stated they were not able to attend because of the fire threat in their area. A response would be sent to Mary thanking her for her input and noting that the format and timing of the AGM, Presentations and end of year function would be considered at the SMC's upcoming Planning Meeting.

Late inwards from Upper Murray Challenge requesting addition of 160km ride. There are no other 160km rides within 4 weeks.

**Motion 03 09 0004 “That approval be given to the addition of the 160km ride on the weekend of 5<sup>th</sup> & 6<sup>th</sup> December 2009 for Upper Murray Challenge.”**

**Moved J. Woods                                      2<sup>nd</sup> S. Horton                                      Carried**

**Motion 03 009 0005 “That the inwards and outwards correspondence be accepted.”**

**Moved E. Prestage**

**2<sup>nd</sup> C. Adamson**

**Carried**

## **6. REPORTS**

### **6.1 President**

**Motion 03 09 0006 “That the President’s Report as circulated be accepted.”**

**Moved L. Tanian**

**2<sup>nd</sup> S. Horton**

**Carried**

### **6.2 Treasurer**

Sandy expanded on VERA’s financial position, which is tracking quite well as compared with last year.

Pauline expressed concern regarding the costs of meetings. Sandy advised that the cost per meeting was approximately \$300. Linda indicated that, overall the costs of SMC administration was now relatively low as SMC members did not claim for expenses such as telephone, travel to meetings, etc. or honorariums. There was consensus that it was not realistic to return to the situation in the past where meetings were held in noisy or unreliable venues, particularly where SMC members travel up to 10 hours to attend SMC meetings. Pauline will look into an alternative venue.

**Motion 03 09 0007 “That the Treasurer’s reports as tabled be accepted.”**

**Moved S. Horton**

**2<sup>nd</sup> P. Wallace**

**Carried**

**Motion 03 09 008 “That the Treasurer be authorised to pay outstanding accounts.”**

**Moved S. Horton**

**2<sup>nd</sup> E. Prestage**

**Carried**

### **6.3 Membership Secretary**

A new membership application from a rider that was previously a member has been received. SMC confirmed that under Rule R3, proof of completion of qualifying rides must be provided by the applicant before endurance status can be granted.

### **6.4 Pointscore Registrar**

The issues with regard to the upgrade of the ride databases appear to have been resolved.

### **6.5 Logbook Registrar**

Adrian raised an issue regarding a member whose logbook was lost when their house was destroyed by fire. Due to unfortunate miscommunication, the member rode in the 80km ride without a logbook. The SMC came to the conclusion that there was no discretion under Rule H4 to allow a member to ride in an endurance ride without a logbook.

**Motion 03 09 0009 “That Leah Leishmann and her horse Mt Tawonga Wishing be disqualified from the Greenhills ride held on the 21/2/09 in accordance with the requirements of Rule H4 and that all results be revoked..**

**Moved A. Cavill**

**2<sup>nd</sup> J. Woods**

**Carried**

**Motion 03 09 0010 “That as a result of the above disqualification of Leah Leishman and the horse Mt Tawonga Wishing from the Greenhills ride held on the 21/2/09 ride**

**master sheets and the Pointscore & Distance Register be amended to reflect the corrected results.”**

**Moved A. Cavill**

**2<sup>nd</sup> P. Wallace**

**Carried**

A letter is to be sent to Leah advising her regretfully of the outcome and apologising for any inconvenience. Also wishing her the best.

**Motion 03 09 0011 the ride details from the Greenhills ride held on the 21/2/09 are entered into the replacement logbook issued by Logbook Registrar for Mt Tawonga Wishing and vet card retained by Logbook Registrar”**

**Moved P. Wallace**

**2<sup>nd</sup> A. Cavill**

**Lost**

**Motion 03 090012 “That the vet card for Mt Tawonga Wishing be marked as disqualified by the Chief Steward for the Greenhills ride and be retained by the Logbook Registrar.”**

**Moved P. Wallace**

**2<sup>nd</sup> A.Cavill**

**Carried**

11.55pm Meeting in Camera

12.05 Meeting open

#### **6.6 Calendar Co-ordinator**

Julie provided details of the proposed changes to 2009 Calendar to Linda and Carl. Lissy thanked Adrian for stepping in to host 2009 State Championship following cancellation of March SC due to fires. Lissy also thanked Debi for obtaining sponsorship for all the SC rugs and to all the generous sponsors.

**Motion 03 09 0013 “That the changes as set out in 2009 Ride Calendar as presented by J Woods be accepted.”**

**Moved J. Woods**

**2<sup>nd</sup> E. Prestage**

**Carried**

#### **6.8 Honorary Vet Panel**

Narelle and Helen will vet at State Championships.

#### **6.10 Zone**

Reports as tabled.

#### **6.11 AERA**

Delegate's report: AERA made a \$10,000 loss on turnover of \$330,000. AERA are considering an increase in affiliation fees, which have not changed in many years. Roy Noble will prepare an analysis of costs.

TEERA has been notified that the proceeds from the Tasmanian Quilty committee will be paid to TEERA provided they are not used to support future Quilties. This finalises matters with the Quilty committee.

Reminder that a change requested by one state must be rolled out to all other States with consequent cost implications. Also noted, all new logbooks will be numbered on each page.

It was accepted that the proposed donation by AERA to the Bushfire appeal would be better directed, in some form, to the Victorian Tom Quilty committee that had been impacted by the bushfires.

The Pat Slater trophy initial sponsors have decided not to continue so ongoing sponsorship needs to be secured. SMC supported the sponsorship of the Pat Slater Cup by each State division in proportion to member numbers.

AERA is keen for there to be more swabbing. Also, the training & accreditation of Chief Stewards as swabbing stewards is under consideration.

Recommendation that conflict of interest of officials is declared at each ride. The change to heart maximum of 64bpm was passed.

A decision has been made to proceed with a web design which is likely to fast track national database implementation. Anticipate broad outline of database will be presented to next AERA meeting.

Meeting Adjourned for Lunch at 1.00pm and resumed at 1.30pm

#### **6.10 Assets & Insurance**

2 notebooks and the photocopier have been advertised in next newsletter for sale. Highest bidder will purchase.

There were no insurance claims by VERA members last year. Carl will request that Aon provide information on the incidence and value of claims by members.

#### **6.11 2009 Tom Quilty Committee**

Lissy advised that merchandise is now on sale via Tonimbuk Quilty website. Sponsorship has been extremely difficult to secure due to recession. Permission has been granted to all interstate vets to practice without further fee at the Tom Quilty. The veterinary supplies are being provided and will be charged as used.

Lissy thanked Debi for securing sponsorship for all the rugs.

Lorraine will arrange for expression of interest to be published in the newsletter for teams for the Quilty

#### **6.12 Horse Welfare**

### **7. GENERAL BUSINESS**

#### **7.1 2008 Awards**

**Motion 03 09 0014 “That VERA accept the quote provided by Sue Reed at \$110/rug and if she is not available, accept the quote from Dale Williamson.”**

**Moved E. Prestage                      2<sup>nd</sup> J. McLaughlin                      Carried**

The rugs are to be in VERA colours and have VERA logo. The riding division, year and name of horse to be embroidered on rug.

**Motion 03 09 0015 “That VERA purchase 5 vests from Mac’s Menswear and have embroidered at Embroidability at a total cost of \$38.50.”**

**Moved E. Prestage**

**2<sup>nd</sup> J. Woods**

**Carried**

**7.2 Education Seminar**

Deferred to Planning Meeting.

**7.3 Merchandise**

Lorraine presented some samples. She will bring along more samples to the Planning Meeting where the Committee will also consider a new logo. It was recognised that VERA should hold no or minimal inventory.

**7.4 Mentoring Ride Organisers**

Adrian will submit a draft policy based on “novice” ride organiser and the RO agreement.

**7.5 Drug Testing**

It is compulsory to conduct drug testing at FEI rides but not AERA rides. Adrian and Lissy will consider an equitable mechanism for selecting which rides will have drug testing funded by VERA.

**7.6 Chief Steward Reimbursement**

This policy was successful in retaining at least 2 CSs. It was decided to continue to offer refund of membership to each non-riding CS in accordance with policy adopted in 2008.

**7.7 Discounted Volunteer Membership**

The Committee agreed to continue the policy of offering discounted membership to non-riding members who volunteer on a regular basis.

**Motion 03 09 0016 “That Maitland Wallace, Phil Garner and Peter McPhan be offered the discounted membership.”**

**Moved A. Cavill**

**2<sup>nd</sup> J. McLaughlin**

**Carried**

**7.8 Planning Meeting**

Proceed as scheduled on 14<sup>th</sup> April 2009.

**7.9 NSWERA “Getting Started in Endurance” Publication**

This booklet is a very good publication from NSWERA. VERA will approach to seek permission for VERA to use. AERA delegates will propose that AERA publish similar publication for the benefit of all newcomers to the sport.

**7.10 End of Year Award Policy**

The wording regarding exclusion of FEI points amended to clarify that only points and distance are excluded from calculation of VERA points and distance. Points and distance will only be to 5<sup>th</sup> place. There will no longer be any perpetual trophies. The Honour Roll on the website and newsletter will continue. All rugs and vests will be in VERA colours.

## 8. General Business

### 8.1 Logbook Body Condition Score

Pauline raised concern that anal tone should not be removed as a parameter in the logbook after discussions with vets at Waterloo ride. She thought body condition score is a once off notation that could be located elsewhere. Agreed that if vets have concerns, then they can raise with vet panel.

### 8.2 No Smoking on Course

It was suggested that this proposal be put to AERA for consideration of adoption on a nation-wide basis.

**Motion 03 09 0017 “That it is deemed to be a requirement at VERA sanctioned rides that riders must not smoke on course and risk disqualification for failure to comply with this requirement.”**

**Moved P. Wallace**

**2<sup>nd</sup> L. Verity**

**Carried**

### 8.3 Gala Night Tom Quilty Fund Raiser

On 11<sup>th</sup> July 2009 at Pakenham Cultural Centre. Details on Tonimbuk Tom Quilty website.

## 9. NEXT MEETING

Next meeting date is 17<sup>th</sup> May 2009.

Planning Meeting 14<sup>th</sup> April 2009.

## 10. MEETING CLOSURE at 3.45pm

## ACTION LIST

### Action Sheet Carried over from Previous Meetings

No.	Action	Allocated	Status
1	Constitutional changes to be prepared	MH/LT	Meeting being organised
2	Vet Panel to provide addresses for the vets contained on the list	N Bull	Ongoing
3	Formulate process for recording and updating all disciplinary matters	LT/AC/MKH /JMc	Ongoing
4	Compile updated TPR list	JW	Ongoing
5	Compile Position Descriptions for all roles for review at next meeting	ALL	5 completed
6	Confirm Yarrabubba venue availability	JMc	Discuss at Planning meeting
7	Rectify B. Cuthbertson overpayment of \$60.00	JG	
8	Advise P. Garner re membership requirements for TPR's and complimentary newsletter.	JG	
9	Watering points submission	JG	
10	Send information on review of the Rider Invasive Treatment form to AERA reps	CG	
11	Contact AERA re outside assistance rules clarification	JG	
12	Compile vet database	LT/NB	Continuing
13	Send future agendas to Vet Panel (N Cribb/H Spencer)	JG	
14	Send details of requested logbook changes to AERA delegate	AC	
15	Contact NSWERA & SAERA re dual affiliation guidelines	JG	
16	Produce a treatment kit list for vets officiating at rides	Vet Panel	Continuing
17	Confirmation of anomaly in insurance policy	AERA Delegates	Follow up with Jen

### Action Sheet from December Meeting

No.	Action	Allocated	Status
1	Send a letter of sympathy to the Bright Pony Club	LT	
2	Send sympathy card to Alma Adams	LT	✓
3	Add Change of Financial Year to Planning Meeting Agenda	Lt	✓
4	Add Format of AGM to Planning Meeting Agenda	LT	✓
5	Source alternative options for meeting accommodation & catering	PW	
6	Advise Jo Francis of decision regarding long lapses between membership renewal	LT	✓
7	Obtain a copy of each state's Child Protection Policy	LT	
8	Add Child Protection Policy to Planning Meeting Agenda	LT	✓
9	Prepare a draft Child Protection Policy	LT/JMcL	
10	Update the ride calendar on the website and newsletter	LT	✓
11	Organise an account for the Newsletter Editor at the printers	SH	
12	Contact ROs and remind about the need to fill in the Voluntary Workers form and direct it to the appropriate person within VERA	LT	
13	Present a report on Swabbing Levies to the next VERA meeting	SH	
14	Provide numbers of volunteer workers at rides	CA	
15	Send thanks to Matthew Krahen for the support he is given the Quilty	LT	✓
16	Call for expressions of interest for the Victorian Quilty Team	LC	
17	Organise Vests for End of Year Awards	PW	
18	Organise Rugs for End of Year Awards	LC	
19	Add Education Day to Planning Meeting Agenda	LT	✓

20	Add Update of Logo to Planning Meeting Agenda	LT	✓
21	Forward draft Ride Organiser Agreement to SMC	LT	
22	List Swabbing Program on next VERA Meeting Agenda	LT	✓
23	Organise Discounted Memberships for Maitland Wallace, Phil Garner and Peter McPhan	LT	
24	AERA Delegates are to propose the "Getting Started in Endurance Riding" booklet be developed by AERA	JMcL/SH	
25	Locate and obtain perpetual trophies	CA	
26	No Smoking on Course message to be inserted into the Newsletter	LT	✓
27	Organise some No Smoking on Course signs	PW	
28	Propose AERA adopt a No Smoking on Course rule	LT	
29	List preparation of VERA report to AERA and who is responsible	LT	✓
30	Respond to letter from Mary Hughes and outline action of SMC	LT	
31	Write to Leah Leishmann regarding decision on entry into Toongabbie Ride	LT	
32	Notify AERA of VERA's support for continuing sponsorship of Pat Slater trophy on basis of membership numbers	SH	
33	Provide additional merchandise samples	LC	
34	Advise C/S of reimbursement policy for 2009	LT	
35	Follow up with NSWERA on production of Getting Started in Endurance Booklet	LT	
36	Finalise End of Year Awards policy and distribute for adoption	LT	