

# VICTORIAN ENDURANCE RIDERS ASSOCIATION INC.

## MINUTES OF THE MEETING OF THE VICTORIAN ENDURANCE RIDERS INC. STATE MANAGEMENT COMMITTEE HELD AT QUEST WINDSOR ON SUNDAY 9<sup>th</sup> AUGUST 2009 COMMENCING AT 10.00AM

### 1. WELCOME

Linda welcomed all to the meeting.

### 2. PRESENT

Linda Tania, Sandy Horton, Jane McLaughlin, Lorraine Cubbin, Lissy Verity (to noon approximately), Adrian Cavill, Carl Adamson, Pauline Wallace (from 11.15am approximately), Julie Woods, Ellen Prestage.

Sandy Little and Jan Scholes were also in attendance.

### 3. APOLOGIES

Debi Chisholm, Jen Green, Sheryl Herbert, Chris Gates on Leave of Absence.

### 4. DISCIPLINARY MATTER

As the matter dealt with related to a member of the SMC and therefore potential bearing on the meeting's proceedings it was agreed that discussion would be brought forward as first matter on the agenda.

In camera discussion.

### 5. MINUTES OF PREVIOUS MEETING: June 28<sup>th</sup> 2009

#### 5.1 Adoption of Minutes

MOTION 0809 0002 "That the minutes be adopted."

Moved Sandy Horton

Second Ellen Prestage

Carried

#### 5.2 Action List

Items were addressed in turn.

Pauline Wallace joined the meeting.

### 4. FURTHER DISCIPLINARY MATTER

As there was a further matter which related to a member of the SMC and therefore potential bearing on the meeting's proceedings it was agreed that the discussion would be brought forward on the agenda.

MOTION 0809 0003 "That matter would be held in camera."

Moved J. McLaughlin

Second Adrian Cavill

Carried

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

MOTION 0809 0005 "That the online decisions be ratified."

Moved Ellen Prestage

Second Adrian Cavill

Motion amended

Pauline objected that Motion 5.4 on the agenda was invalid because a member of the SMC had asked for the vote to be stopped. She was also of the view that it was inconsistent with Guidelines. After further discussion the following Motion was proposed:

MOTION 0809 0006 "That the online Motions, except agenda Motion 5.4, be ratified."

Moved Pauline Second

Adrian Cavill Carried

Lengthy discussion of on-line Motion 5.4 ensued.

MOTION 0809 0007 "That the online agenda Motion 5.4 is not ratified."

Moved Pauline

Second Lorraine

Lost

MOTION 0809 0008 "That the online agenda Motion 5.4 is ratified."

Moved Adrian

Second Sandy

Carried

## **6 CORRESPONDENCE**

A late correspondence item was tabled by Adrian regarding the \$5000 donation to the Red Cross Bushfire Appeal from proceeds of State Championship.

Pauline also requested that L. Leishman be invited to attend the next SMC meeting in accordance with the minutes of the May 2009 meeting.

MOTION 0809 0009 "That, in order to uphold the May 2009 minutes, L. Leishman be invited to attend SMC meeting and the inwards and outwards correspondence be accepted"

Moved Adrian Cavill

Second Pauline Wallace

Carried

## **7 REPORTS**

### **7.1 President's Report**

Linda tabled her report. Linda has been working with Jo Brock to get the policies on line and up to date. Katrina has kindly offered to do the next newsletter if a new editor is not appointed before then.

There was a discussion of the recent Smythesdale ride. Sandy Little, as Chief Steward at Smythesdale, advised that there were 2 start times for the training ride and there was no rule against it. Concern was expressed that the riders were riding under different conditions.

## **7.2 Treasurer**

There was no income during July but \$4000 of ride fees are due. Pauline asked what are the room and catering costs for SMC meetings. Sandy Horton advised that room was \$135 and catering, as per the invoice received, including all beverages and food, was \$25.

Discussion took place regarding impact of AERA affiliation fee increase.

MOTION 0809 0010 "That the Treasurer's reports as tabled be accepted"

Moved Sandy Horton

Second Adrian Cavill

Carried

MOTION 0809 0011 "That the Treasurer be authorised to pay all outstanding accounts"

Moved Sandy Horton

Second Adrian Cavill

Carried

As Sandy Little had to leave the meeting, further discussion of the Smythesdale ride was brought forward. Linda had been contacted by a Chief Steward regarding Sandy permitting an endurance horse to be entered into a training ride without a logbook contrary to the rules. Email from the rider had acknowledged that she had forgotten the logbook. Sandy Little advised that he can not tell which horse it is without an ID.

MOTION 0809 0012 "That VERA obtain the Master Sheet & Entry Form from the Ride Organiser and the logbook and vet card from the owner and authorise Ellen Prestage to incorporate details from the vet card into the logbook.

Moved Adrian Cavill

Second Ellen Prestage

Carried

Sandy Little left the meeting

## **7.4 Pointscore Registrar**

Janeen has been working on updates and advises Eldorado results still not finalised. Janeen is liaising with Trish Smith regarding the new Data Management programme.

## **7.5 Logbook Registrar**

A couple of problems have been encountered with logbook numbers in the data base. Adrian has advised it is a simple issue of an extra '3' being present on some books which is to be deleted when doing data input. Advice to appropriate personnel will be advertised regarding this issue. Several hyphenated names also cause small input problems.

Jen had followed enquiries with the Pointscore Registrar as to whether or not a horse had vetted out at Raglan.

MOTION 0809 0013 "That Jen is requested to explain her ongoing conduct over matter regarding Fay Bushby and Pyrenees Phenomenon's logbook."

Moved Pauline Wallace

Second Adrian Cavill

Carried

1 abstained

## **7.6 Horse Welfare**

Linda provided a report on horse welfare incidents.

MOTION 0809 0014 "That if any of the horses or riders exceed points prior to next meeting the Horse Welfare Officer is authorised to send letters in accordance with the early warning system."

Moved Linda Tanian

Second Jane McLaughlin

Carried

## **7.6 Calendar Co-ordinator**

Julie Woods gave a verbal report regarding the rides for the rest of the year. An application has been received to run an FEI 1\* and 2\* rides on 27<sup>th</sup> & 28<sup>th</sup> March 2010.

MOTION 0809 0015 "That Approval is granted for an FEI 1\* and 2\* rides on 27<sup>th</sup> & 28<sup>th</sup> March 2010 conducted by UMERG Inc."

Moved Julie Woods

Second Pauline Wallace

Carried

## **7.8 Newsletter**

An advertisement for a newsletter editor has been placed in the current edition.

## **7.9 Zones**

The GERZ Report was tabled.

## **7.10 AERA**

### **7.10.1 Increase of Affiliation Fees**

It was noted that TEERA had again noted incorrect voting in minutes. Discussion took place regarding the impact of the affiliation fee increase on VERA.

Lorraine will provide the case against and Linda the case for the amended AERA Motion regarding allowing the same heart rate and present time for an AERA ride if it is run in conjunction with a FEI ride. There will be mail out to the members.

MOTION 0809 0016 "That VERA offer to pay Carol & Peter Laidlaw and Janeen Smith's travel expenses to attend database meeting on 10 October in Sydney."

Moved Sandy Horton

Second Ellen Prestage

Carried

### **7.11 Quilty**

As Lissy had left the meeting, Jane provided an update on progress. Adrian proposed that VERA show support up to \$5000 for the Victorian Quilty which was supported by Sandy.

MOTION 0809 0017 "That VERA allocate funds to support Tom Quilty for expenses not to exceed \$5000."

Moved Adrian Cavill

Second Sandy Horton

Carried

14 riders have nominated for the Victorian Team at the Quilty. To be eligible riders must submit a nomination by 1<sup>st</sup> September. There will be 2 teams.

Selection criteria to be:

- Demonstrated ability to complete 160kms
- More weight given to horse/rider combination that completed a number of rides
- Consistency of completion
- Ability to complete in top 25% of the field

Selectors – Ellen Prestage, Sandy Little, Jan Scholes, Jo Brock, Beverley Raynor-Mason & Carl Adamson

MOTION 0809 0018 "That VERA will supply each member of the team with a specially embroidered vest and pay the entry fee for both teams."

Moved Lorraine Cubbin

Second Ellen Prestage

Carried

Lorraine will arrange for the vests to be ordered and embroidered.

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

It was agreed not to replace or repair the perpetual trophies because of the expense and difficulty of finding each year.

## **8 GENERAL BUSINESS**

### **8.1 Communications Policy**

Discussion regarding the adherence to this policy took place. A suggested updated policy to cover business of an urgent nature has been formulated for review.

### **8.2 2010 State Championships**

An expression of interest to run the next State Championships has been received from Tina Hones and the Eldorado CFA. Tina will be thanked for her submission and the SMC will advertise for further expressions of interest.

### **8.3 Rule Change**

AERA have been discussing Rule 6 (Riding Leg Length) recently and there has been some indication that enforcement of this rule will be applied. The ramification of this rule is that for any endurance ride over 80kms 3 legs are required and for any training ride over 40kms a second leg is required. This rule will impact on the ability of ROs to put together their tracks.

The Committee discussed the issue and felt that there was sufficient evidence to support the increase of the average leg length to 45km for rides of 90kms or less without affecting the welfare of the horses. Rides over this distance should revert to an average leg distance of 40kms.

MOTION 0809 0019 "That VERA propose a change to rule 6.1(a) that average leg distances be changed from 40km to 44km."

Moved Ellen Prestage

Second Pauline Wallace

Carried

## **9 NEXT MEETING**

4 October 2009

Lorraine resigned as Merchandise Officer

## **10 MEETING CLOSURE**

The meeting closed at 4.10 p.m.

## ACTION SHEET

### Outstanding Actions from Previous Meetings

No.	Action	Allocated	Status
1	Constitutional changes to be prepared	MH/LT	Revised Constitution submitted to SMC
2	Vet Panel to provide addresses for the vets contained on the list	N Cribb	Ongoing
3	Formulate process for recording and updating all disciplinary matters	LT/AC/MH/JMcl	Ongoing
4	Compile updated TPR list	PW	Should be on the website
5	Compile Position Descriptions for all roles for review at next meeting	ALL	5 completed Publicity Officer to be reviewed next meeting
6	Compile vet database	PW	Continuing
7	Produce a treatment kit list for vets officiating at rides	Vet Panel	Followed up again but nothing heard back
8	Prepare a draft Child Protection Policy	LT/JMcl	
9	AERA Delegates are to propose the "Getting Started in Endurance Riding" booklet be developed by AERA	JMcl/SH	
10	Locate and obtain perpetual trophies	CA	Ongoing
11	Organise some No Smoking on Course signs	PW	
12	Prepare laminated sheets outlining responsibility for actions for the ride trailers	AC/JMcl	
13	Organise purchase of limited stock of merchandise and provide publicity photos Develop a merchandise order form and post to website and newsletter	LC LT	New Merchandise Officer required
14	Update State Championship Guidelines with requirement for a compulsory represent on the 3 <sup>rd</sup> leg	LT	✓
15	List of TPRs to be sent to Dorte Colja	JW/PW	Check with Pauline
16	TPR badge to be sent to Alan Garside	JW	
17	Notify Roger Bengtsson that he can dispose of photocopier	CA	
18	Letter of thanks to Jo Brock for her good work on the website	JG	
19	Respond to Camille Thorneycroft's email re Marquees	JG	
20	Prepare AGM timeline	LT	✓
21	Proof read the newsletter to eliminate errors	PW	
22	Update Incident Report form	JB	✓
23	Ride Fees & Forms form to be updated later in the year to add in the swabbing levy	LT/JB	Jo has been asked to update the form

### Actions from August Meeting

No.	Action	Allocated	Status
1	Provide a list of items that should be in the First Aid kits	Jen Moncur	Jen has been asked to provide list

2	Undertake a review of the trailers	SH/AC	
3	Publicise the date of the AGM – 31 <sup>st</sup> January 2010	LT	✓
4	Letter to Leah Leishmann inviting her to attend the next meeting	LT	
5	Take the issue of the staggered start of the Training Ride at Smythesdale to AERA for discussion	SH/JMcl	
6	Provide a proposal for an increase in membership fees as well as a breakdown of costs	SH	
7	Include on agenda for next meeting – Fiona McAuley's entry into Smythesdale ride	LT	✓
8	Write to TEERA, forward logbook and advise the situation in regard to Highland View Fly	LT	✓
9	Discuss 'Fit to Continue' vetting standard and how this can be emphasised with vets	LT	✓
10	Delegates to advise AERA that VERA is not in support of the imposition of the international levy.	SH/JMcl	
11	Send out poll to members regarding the 64 BPM heart rate within 20 minutes variation Write up a case against the new motions Write up a case for the new motions Include details in the poll Find out whether the website can be utilised to handle a voting situation Ask Jo Francis if she will be the Returning Officer for the voting	LT  LC LT LT LT	
12	Call for expressions of interest to run the 2010 State Championships	LT	✓
13	Publicise the change in the next meeting date to 4 <sup>th</sup> October	LT	✓
14	Obtain copy of the Mastersheet from Smythesdale and update the logbook of Corranderk Edison	EP	
15	Request that Jen Green attend the next meeting to discuss her actions in regard the incident involving Pyrenees Phenomenon	LT	✓
16	Provide invoices for expenses from the Quilty totalling \$5000 for payment by VERA	LV	
17	Organise the selection of the VERA Teams for the Quilty	EP/CA	
18	Organise the vests for the VERA Quilty Teams	LC	
19	Pay entry fees for the Victorian Quilty Teams	SH	
20	Submit rule change for Rule No. A 6.1 (a) to AERA	LT	