

**MINUTES OF THE VERA SMC MEETING HELD 14TH FEBRUARY 2010 AT
THE DEER PARK CLUB, 780 BALLARAT ROAD DEER PARK.
MEETING COMMENCED AT 10.15AM**

1. WELCOME

Lorraine welcomed all SMC members and thanked them for attending.

2. PRESENT

Julie Woods, Sheryl Herbert, Camille Thorneycroft, Tony Thorneycroft, Leah Leishman, Ellen Prestage, Lois Sharam, Katrina Westerhoff, Maitland Wallace, Pauline Wallace, Sandy Little, Lorraine Cubbin.

A very well behaved guest was Leah's grandson Shaun.

3. APOLOGIES

Sandy Horton, Steve Blackhurst.

Moved Sandy Little 2nd Katrina Westerhoff

'That the apologies be accepted'

Carried

4. MINUTES OF PREVIOUS MEETINGS

4.1 Amendments to Minutes from meeting held 29th Nov 2009

Amendments related to the In Camera section of the minutes. These were discussed and approved by the remaining SMC members who had attended the meeting.

Katrina Westerhoff was disturbed by the unchecked threatening behaviour and bullying that occurred during this meeting and wanted it noted that "No committee should ever allow or support bullying regardless of the cause and she hopes that this committee would never be a party to it".

4.2 Adoption of minutes

Moved Pauline Wallace 2nd Ellen Prestage

'That the minutes of the meeting as amended be accepted'

Carried.

4.3 Business Arising – Action List

Item 5 Outstanding: Wendy Bootle has put forward an expression of interest in the position of Merchandise officer, sourcing clothing from her local supplier. Camille Thorneycroft also expressed interest, possible these two could combine to source and handle the merchandise.

An Ad will be placed in the Newsletter seeking the assistance of any people who have appropriate skills re producing merchandise.

Item 8 Outstanding: Katrina Westerhoff and Sandy Little are to discuss the issue of staggered starts for trainers at the next AERA meeting.

Item 9 Outstanding: KW & SL to advise AERA that VERA is not in support of the imposition of the international levy.

Actions from November meeting

Item 9: Pauline Wallace to ask Emma Holland to put an article in the Newsletter stressing that riders seek any appropriate treatment for their horses immediately upon noticing the need.

Item 14 Owing to time constraints the discussion on Quilty Team Review Procedures is to be held over until the next meeting

Lorraine stated that she would apologise to Linda for *the way in which she handled the member's complaint against Linda, that she had brought to the meeting.*

4.4 Amendments to Minutes from Meeting held on 31st January 2010

Camille and Sheryl requested that their feelings that Lorraine's comments were unfair and unnecessary be noted in the minutes.

Pauline seconded the Ride Calendar a correction from Sheryl.

4.5 Adoption of Minutes

Moved Maitland Wallace 2nd Katrina Westerhoff

'That the Minutes of the Meeting 31st Jan 2010 be accepted as amended'.

Carried

4.6 Business Arising

Moved Sheryl Herbert 2nd Tony Thorneycroft

'That all discussion re the AERA Delegate / AERA HR Motion be put on hold until Sandy Horton is in attendance'

Carried

5 RATIFICATION OF ON-LINE DECISIONS

The following motions were put in the on-line forum:

5.1 Seaton Ride

"That VERA accepts the rides changes to the Seaton Ride as notified by GERZ."

Moved: Linda Tanian

Seconded: Ellen Prestage

Carried.

5.2 Hinnomunjie Alpine Classic

"That GERZ Inc. run the Hinnomunjie Alpine Classic on the week end of September 25/26 2010 and the distances be altered to 120k Elevated Endurance, 40k training ride with a 5k Introduction Ride. To run with dual affiliation with NSW."

Moved: Ellen Prestage
Seconded: Jane McLaughlin
Carried.

5.3 Rainbow Creek Ride

“That the distance for rainbow creek Feb 2010 is now reverted back to 80km endurance and 40km trainer”

Moved: Debi Chisholm
Seconded: Ellen Prestage
Carried

5.4 Rantoul Creek Ride

“That the VERA SMC approve the ride application submitted by GERZ Inc. to run the Rantoul Creek ride from the Glengarry Recreation Reserve on the 12th & 13th March 2010.”

Moved: Linda Tanian
Seconded: Ellen Prestage
Carried.

5.5 End of Year Awards

“That VERA accepts the quote from Sue Reed for embroidered vests at a cost of \$66 and embroidered rugs at a cost of \$132 for the end of year awards.”

Moved: Linda Tanian
Seconded: Debi Chisholm
Carried

5.6 Newsletter Printing

“That VERA accepts the quote from Snap Printing for the production of 200 newsletters at a cost of \$784 per newsletter run and that the quote of \$339.68 for envelopes also be accepted.”

Moved: Linda Tanian
Seconded: Debi Chisholm
Carried.

5.7 Membership Card Printing

"That the quote from Artastic Images for the production of 500 Endurance Membership cards and 500 Novice Membership cards at a cost of \$165 be accepted."

Moved: Pauline Wallace
Seconded: Ellen Prestage
Carried.

Pauline Wallace raised the fact that the motion 5.5 listed above had not been fully voted on and no conclusion reached.

Moved Ellen Prestage 2nd Leah Leishman
'That the online motions except 5.5 be ratified.
Carried

6 CORRESPONDENCE

6.1 Correspondence Inwards

- 6.1.1 Anne Jones – Reminding SMCs to send their 2010 calendar details to Elaine Williams and Dee Berry.
- 6.1.2 Anne Jones – Requesting that a notice be placed in State Newsletters to remind riders that endurance horse logbooks will not be issued in 2010 without a microchip.
- 6.1.3 Anne Jones – Providing details of the amnesty for horses where their logbook has not been issued in the registered name.
- 6.1.4 Anne Jones – Asking that the issue of the National Newsletter be presented at the VERA AGM.
- 6.1.5 Anne Jones – Requesting that the states forward a copy of the vet lists to the National Vet Panel Chair (Narelle Cribb).
- 6.1.6 Dorte Colja – Sending copies of the TPR exams to be used from 2010 onwards.
- 6.1.7 Dorte Colja – sending copies of the Chief Steward exams to be used from 2010 onwards.
- 6.1.8 Anne Jones – Advising of the change in suspension for a QERA member.
- 6.1.9 Anne Jones – Forwarding forms for AERA nominations and the Annual Logbook Return.
- 6.1.10 Rebecca Bramich – Asking questions about getting started in endurance.
- 6.1.11 Anne Jones – Forwarding notification of the AERA AGM and General Meeting.
- 6.1.12 Anne Jones – Forwarding a list of AERA requirements.
- 6.1.13 Anne Jones answer to my email re listings
- 6.1.14 Sandy Horton citing concerns re 31st Jan SMC meeting, also putting in an apology for the meeting scheduled 14th Feb.

- 6.1.15 Lorraine Cubbin answering Sandy's concerns.
- 6.1.16 Sandy Horton follow up on concerns re 31st Jan SMC meeting.
- 6.1.17 Jenny Moncur requesting that her name be removed from VERA contacts as Risk Management Officer
A letter is to be sent to Jenny Moncur thanking her for her help in the past and asking her for any ideas re getting RO's to approach the RMO for ideas on risk management
- 6.1.18 Jo Brock re updating forms, forwarding reports, requesting information re Horse Welfare and Insurance Officer
- 6.1.19 Linda Tania, replying and forwarding the TPR and CS exam sheets.
- 6.1.20 Linda Tania, re Chief Steward workshop dates for March/april.

Late Correspondence

Letter from Carol Laidlaw dictated to Lorraine explaining why she felt that it was not for her to enter the disqualification notification in Lisa Worden's horses log book

Letter from Felicity Sheffield citing Arget Mr Stitch as case in point and concerned about proof of ownership when registering horses.

Adrian Cavill had presented a policy re proof of ownership to the previous SMC, it was decided to defer discussion on this matter until the next meeting when all members will have had a chance to read this.

6.2 Correspondence Outwards

- 6.2.1 Rebecca Bramich – Forwarding responses to her questions regarding getting started in endurance.
- 6.2.2 Ken Bradley – Forwarding letter of support.
- 6.2.3 Dorte Colja – Notification of new accredited Chief Steward (Jo Brock).
- 6.2.4 Jenny Berg – Notification of decision made by SMC regarding her entry into the Eldorado ride.
- 6.2.5 Jayden Hibberson - Notification of decision made by SMC regarding his entry into the Eldorado ride.
- 6.2.6 Max Oakley – Providing official notification of the outcome of the decision regarding the riding of an unregistered horse during the 2009 season.
- 6.2.7 Lisa Worden - Providing official notification of the outcome of the decision regarding the riding of an unregistered horse during the 2009 season.
Carol Laidlaw felt that it should be up to the CS to enter the disqualification notification in the logbook. Ellen Prestage agreed to do this

- 6.2.8 Harley McCarthy - Providing official notification of the outcome of the decision regarding the riding of an unregistered horse during the 2009 season (copy sent to Debbie McCarthy).
- 6.2.9 Linda Tania answering a query re the Ride Calendar and requesting copies of the TPR and CS 2010 and onwards exam sheets mentioned in Dorte Colja's correspondence.
- 6.2.10 Emma Holland providing the new SMC list and Ride Calendar for inclusion in the next newsletter.
- 6.2.11 Anne Jones providing the new SMC list and Ride Calendar.
- 6.2.12 Jenny Moncur thanking her for her contribution to endurance riding.

Moved Maitland Wallace 2nd Ellen Prestage
'That the correspondence be accepted'
Carried

7 REPORTS

7.1 President

Well, we seem to be off to a bit of a rocky start but I think if we all focus on the good of the sport and the members we can work together to do our job to the betterment of all. I would like to again welcome everyone, new and old, to the committee and I look forward to working with you all.

It was good to catch up with everyone at the AGM and while there I was approached by Wendy Bootle who says she is interested in taking on the VERA merchandise position. She is going to get some details from a local supplier and get back to us at a later meeting.

7.2 Treasurer

Financials received.

Sandy is our Public Officer and has sent the audited accounts to consumer affairs.

Request from Katrina re the financials being put on to the website so that members can see how their money is being spent.

Moved Katrina Westerhoff 2nd Julie Woods
'That the Quarterly Expenses be included on the website'
Carried

Moved Leah Leishman 2nd Lois Sharam
'That all bank statements be tabled for inspection at all meetings''
Carried

Accounts

Sue Reed \$605 Presentation rugs
Ring Road Trophies \$2125
Meeting Room Costs \$126 (paid by Lorraine Cubbin)
Menkan Pty Ltd \$258 reimbursement for presentation vests

Moved Ellen Prestage 2nd Julie Woods
'that these accounts be passed for payment'
Carried

7.3 Membership Secretary

Nothing to report at this stage

7.4 Pointscore Registrar

Janeen reports that she has nothing to report.

7.5 Logbook Registrar

Nothing to report at this stage

7.6 Calendar Co-ordinator

State Championships – Application received from Sheryl Herbert
Report from Julie Woods Re: Ride calendar 2010 February

- The Calendar is full for 2010.

Tina Hones sent in a request asking that the Eldorado Ride date be changed to July 10th/11th so as to avoid clashing with the NSW calendar. This would allow the ride to be dual affiliated and more viable. As the date had already been allocated to Southern Crosse for their Great Western Ride it was

Moved Pauline Wallace 2nd Katrina Westerhoff
'That the Eldorado application for an alteration of date from the 24th/25th July to the 10th/11th July be not accepted.'
Carried

After discussion, the Ride Organiser for the Southern Crosse Great Western Ride stated that they were happy to swap weekends with Eldorado in order to help that ride attract entrants.

As a consequence of this the previous motion relating to the date change was rescinded.

Moved Sheryl Herbert 2nd Katrina Westerhoff

'That Eldorado be accepted as a dual affiliated ride with NSWERA'
carried

Julie Woods and Pauline Wallace are to be ride delegates for Smythesdale.

Applicants need to take more care with their applications, to prevent any last minute Alterations that cause insurance concerns.

We have put in a couple of amendments to the application form, which hopefully will stop this. I would like SMC to look at and pass these amendments.

I am not happy with March where we had 1 ride cancelled. One ride organiser applied to take the vacated Weekend. (Elmhurst) but the other insisted that the only date possible to them was the following weekend. Which was passed by the previous SMC. We do not have enough riding members to be running rides 1 week apart and I would like the SMC to consider this

There are 2 rides that haven't sent in their full paper work as yet, but are working on doing this.

Thank you
Julie Woods

The proposed alterations to the Ride Application form were presented to the SMC. After discussion relating to the problems being faced by the Calendar Co-ordinator and the Insurance Officer it was-

Moved Julie Woods 2nd Katrina Westerhoff

'That the proposed alterations to the Application to Conduct an Affiliated Ride Form be accepted.

Carried Sheryl Herbert against

In Addition:

Moved Katrina Westerhoff 2nd Lois Sharam

'That the administration fee be no greater that \$30 or half the current Ride Application Fee'.

Carried Sheryl Herbert against.

It was decided that once the Ride Calendar is passed all Ride Organisers are to be notified in writing. They are also to be notified that no further changes will be accepted without incurring the risk of additional administration fees. A copy of the new Application form is to go out to all our Ride Organisers with their notification.

The SMC received a request from the Coolamon (NSW) Ride Organiser that Coolamon Ride again be dual affiliated. After Discussion it was felt that 170km was too far outside the Guidelines.

Moved Julie Woods 2nd Lois Sharam
‘That the Coolamon Ride not be granted Dual Affiliation’
Carried

Moved Maitland Wallace 2nd Leah Leishman
‘That the calendar be passed pending confirmation of Incorporation
details and inspection of the Baringa Ride’.
Carried

7.7 Newsletter

Received from Emma Holland Sat 6th
Quotes and her thoughts re High Resolution Logo
Also a request that client invoicing and payments are organised more
efficiently.

Moved Sandy Little 2nd Lois Sharam
‘That Emma Holland is authorised to negotiate with the treasurer Sandy
Horton on the most efficient way of invoicing clients and receiving
payments’.
Carried

The Secretary is to contact Emma asking that she attend the next
meeting to discuss the combined Newsletter proposal. We will finalise
the Logo at this meeting and discuss use of her short videos, also put a
request that Emma make up a flyer for VERA Advertising

7.8 Insurance/Asset Officer

We need a new Insurance Officer, Ellen Prestage has offered and the
SMC have gratefully accepted.

7.9 Honorary Vet Panel

7.10 Ride Reports

7.11 Horse Welfare

Lorraine Cubbin was nominated and accepted the position. Once again the SMC were suitably grateful.
Janeen Smith is to be notified so she can forward any EWS notifications to Lorraine

7.12 Zones

7.13 AERA

Minutes – November 2009

Ride Delegates were instructed to vote No to the International Levy and No to the Novice Horse Rule put forward by Queensland, also No to the idea of a proposed National Newsletter.

They were also asked to clarify any ruling relating to staggered starts in training rides.

Out of Pocket expenses:

In Line with previous delegates it was

Moved Pauline Wallace 2nd Leah Leishman

‘That our AERA delegates be paid \$250 per AERA meeting for out of pocket expenses’

Carried

7.14 VERA Webmaster

Jo will update the forms as soon as we finalise positions, Insurance Officer, Horse Welfare Officer etc.

8 GENERAL BUSINESS

8.1 Constitution

The SMC has 28 days from the date of the AGM to formalise the adopted constitution with Consumer Affairs. The minutes of the AGM must accompany the constitution, Pauline to request Linda Tanian , Jane Mcloughlin to forward same asap.

Some problems associated with formalising the new constitution are as follows:

The SMC will have 2 members more than is stated in the constitution;
The Associated members become limited members with voting rights, this will in all probability bring insurance costs into this class of membership. Sandy Little and Katrina Westerhoff to clarify costing with AERA.

8.2 Perpetual Trophies.

We need to clarify just exactly where VERA stands here.

Owing to the heat damage sustained to the perpetual trophies they were not in any condition to be presented without incurring further damage.

It was decided that an apology be placed in the newsletter to the receivers of the trophies with a full list of their names.

Discussion on the handling and storing of the perpetual trophies was postponed to the next meeting.

8.3 Full & Partial reimbursement membership fee reimbursement

Raised by Ellen Prestage; reimbursement of membership fees for non riding Chief Stewards.

Non riding Chief Stewards receive a full membership reimbursement and non riding TPR's a reimbursement of their associate membership Reimbursement in Full would go to Ellen Prestage, Dee O'Mara, Alastair Christie, Allan Salter

Associate reimbursement to Camille Thorneycroft, Maitland Wallace, Kylie Kenzie, Michelle Roberts.

This list is to be updated as members renew.

As VERA Drug Stewards Adrian Cavill and Lissy Verity will have their membership fees reimbursed when they renew.

Lorraine Cubbin as Horse Welfare Officer will Liaise with Adrian and Lissy.

8.4 Majorca Ride Format

Informal training talk with novice and experienced riders and strappers sharing information. Helen Spencerto give a vet seminar in order to assist Grace Forbes (2nd vet) and any other interested vet in becoming accredited.

8.5 VERA Training / TPR Clinics, Educational Seminars

A SMC discussion on potential educational days, clinics & training days eg tpr schools ran separately or in conjunction with each other Katrina Westerhoff forwarded the following ideas:

. A VERA / CMC member's ability to provide, support, oversee or sub contract out such events. B Appropriate financial allocation for events that are designed to draw in new members or educate existing members. I would like to see this subject raised so that plans to promote greater membership can be made and advertised early in the year. Regards Katrina

Lois Sharam and Katrina Westerhoff are to bring plans and costings for a Training Weekend to be held on the Quilty Weekend. VERA is to cover costs.

Sandy Little suggested that we access the following grants 'Train the Trainer Grant and Uniform Grants'.

Moved Tony Thorneycroft 2nd Lorraine Cubbin
“That Sandy be authorised to apply for appropriate grants on VERA’s
behalf.
Carried

LATE BUSINESS

Letter from Tony Thorneycroft/Bob Punicki re publishing insurance
claim information so members can see where the rise insurance costs is
coming from.

*This was discussed and it was felt that it would be helpful for members
to understand the price rise better. The SMC decided to approach AERA,
asking them to source the statistics in order to show why this increase
has occurred.*

Letter from Tony relating to voting at AERA HR/VGIH.
Held Over

Member ideas for discussion

These were forwarded anonymously, the SMC discussed each idea and
agreed that they were sound and that the SMC were working along the
same lines.

From Kelly Jol re local advertising

Provisional support for VERA advertising after checking costs.
Secretary to contact the Bendigo Magazine.

Promotional Sub Committee to be discussed at the next meeting

8 NEXT MEETING

April 11th

9 MEETING CLOSURE

3.45pm