

## **MINUTES OF THE VERA SMC MEETING HELD AT THE DEER PARK CLUB ON SUNDAY APRIL 11<sup>TH</sup> 2010 COMMENCING AT 10.15**

### **1. WELCOME**

Lorraine Cubbin welcomed all present

### **2. PRESENT**

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

VISITORS: Jo Reeves and Sean

### **3. APOLOGIES :**

Julie Woods

### **4. MINUTES OF PREVIOUS MEETING**

#### **4.1 Amendments to Minutes from meeting held on 14<sup>th</sup> February 2010**

Nil.

#### **4.2 Adoption of Minutes**

Moved Maitland Wallace 2<sup>nd</sup> Katrina Westerhoff

“That the minutes of the previous meeting held 14<sup>th</sup> February be accepted”

Carried

#### **4.3 Business Arising**

Sandy Little reported that 2 grants, one for uniforms and one for training uses had been applied for but no answers have been received as yet.

Incoming Correspondence 7.13 Jane McLoughlin’s letter re the resolution to pay our delegates \$250 for personal expenses incurred attending AERA meetings was discussed.

Sheryl Herbert requested a verbal breakdown on costs which Katrina Westerhoff supplied, Sandy Little added his up on his computer and the total was \$248 (rounded). Katrina’s estimate tallied closely with this.

Moved Sheryl Herbert, 2<sup>nd</sup> Ellen Prestage

“That the AERA Delegates are reimbursed upon receipt, up to \$250 for costs incurred when attending AERA meetings.

Discussion followed and as the delegates pointed out that they did not necessarily have the monies required therefore an amendment to the motion was put.

Moved Pauline Wallace 2<sup>nd</sup> Leah Leishman

“That the VERA Delegates are to be provided with \$250 for personal expenses to attend the AERA Meeting. Upon return these expenses are to be itemised and any remaining monies returned to VERA.

Carried.

As the amendment was carried the preceeding motion lapsed and the amendment became the motion. On a represent this motion was carried.

Pauline Wallace is to send Jane McLaughlin a letter addressing her concerns.

## 5. RATIFICATION OF ON-LINE DECISIONS

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

- 5.1 Lorraine moved that:  
Ellen purchases a Cannon IP3600 printer as per quote plus any ink cartridges required, to replace the old Gippsland printer, and be reimbursed by VERA. 2<sup>nd</sup> Tony Carried
- 5.2 Moved Sandy Little 2<sup>nd</sup> 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
- 5.3 Moved by Lorraine Cubbin that Ellen Prestage be authorised to act as temp membership secretary and grant membership to applicants at the Rintoul Creek ride in the absence of Jo Francis providing that she receives from them correctly completed applications, signed waivers, proof of 2 x 40km completions and payment of the required fee in cash.  
Seconded by Sandy Little Carried
- 5.4 Sandy Little moved "that the VERA SMC endorse Jane McLaughlin as delegate to the AERA IC and that she be allowed to give proxy voting to Chris Gates." 2<sup>nd</sup> Pauline carried.
- 5.5 Moved Pauline Wallace 2<sup>nd</sup> Leah Leishman “that VERA accept the offer to participate in Equitana 2010, presenting an educational program in endurance riding.” carried

Motion 5.2 became null and void when Sandy Horton resigned as treasurer and 5.3 was designed to cover a one off position which did not happen.

Moved Pauline Wallace 2<sup>nd</sup> Lois Sharam  
“That On Line Motions 5.1, 5.4, 5.5, be ratified”  
Carried

## 6. CORRESPONDENCE

### 6.1 Correspondence Inwards

- 6.1.1 Andrea Coates re cost of advertising, Bendigo Magazine  
*Due to the cost of the advertising no action will be taken.*
- 6.1.2 Anne Jones re logbook covers.  
*VERA do not need any more at present*
- 6.1.3 Kim Hagon, requesting information on VERA Vet for the Manilla Quilty  
*Helen Spencer is the VERA vet for the Manilla Quilty*
- 6.1.4 Linda Tanian/Jane McLoughlin forwarding AGM Minutes (Held over to Treasurers report)
- 6.1.5 Danny Ellerton requesting info on joining VERA, Log Books etc
- 6.1.6 Ellen Prestage re alteration to the Seaton Stars ride distance (held over to Calender)
- 6.1.7 Ellen Prestage re unacceptable VERA member behaviour (held over to Ride report)
- 6.1.8 Jane McLoughlin re AERA Delegates expenses.
- 6.1.9 Jennifer Green introducing her Starting out Guide asking if the SMC would like to adopt it.  
*To be discussed at the next meeting as this has not been read by all SMC members*
- 6.1.10 Jennifer Green re creating public awareness of VERA  
*Sheryl Herbert is to follow up with Jen Green, further-*
- Moved Pauline Wallace 2<sup>nd</sup> Sheryl Herbert  
“That Jennifer Green be appointed Publicity Officer for VERA”  
Carried
- Moved Pauline 2<sup>nd</sup> Ellen Prestage  
“That all articles be presented to the SMC before publication”  
Carried
- 6.1.11 Linda Tanian re November Meeting In Camera minutes appearing on the website.
- 6.1.12 Jennifer Green re reaction over Rintoul Creek Ride (Held over to ride report)
- 6.1.13 Rohan Stanes re problems occurring after Rintoul Creek. ( “ )
- 6.1.14 Linda Tanian, thanking me for my apology and advising further action.
- 6.1.15 Linda Tanian Thanking Lorraine for forwarding her apology and stating reasons for her rejection of the apology .  
*As Lorraine has honoured the previous SMC request the current SMC considered the matter closed.*
- 6.1.16 Mike Ryan re attending an event with a view to taking up endurance down the track.
- 6.1.17 Sandy Horton with attached letter of resignation. (Held over to Treasurer’s report)
- 6.1.18 Adrian Cavill re In Camera minutes on website. (Held over to G B)

6.1.19 Tony Doc9(1) re Majorca Ride (Held over to Insurance Report)  
6.1.20 Anne Jones re changes to the Ride Calendar needing to go to the AON  
Rep as well as the AERA Webmaster

6.1.21 Dorte Colja Revised CS exams and Draft AERA CS Newsletter  
LATE CORRESPONDENCE

(a) Anne Jones re logbook procedures and ownership protocol (held over to  
log book report)

(b) Anne Jones forwarding a discussion paper , Ride  
Abandonment/Suspension/Termination

*To be read and discussed at the next meeting*

(c) Anne Jones re agreement to document AERA Delegate costs with States to  
pay out of pocket documented costs. (held over to AERA report)

(d) Anne Jones re recording of invasive treatment in the horses log book (held  
over to Ride Reports)

Moved Pauline Wallace 2<sup>nd</sup> Maitland Wallace  
“That the incoming Correspondence be accepted.”  
Carried

## **6.2 Correspondence Outwards**

6.2.1 Pauline Wallace to Andrea Coates re advertising in Bendigo Magazine

6.2.2 Lorraine to Kim Hagon , Helen Spencer to be the VERA Vet for the  
Manilla Quilty

6.2.3 Pauline to Linda and Jane requesting the AGM Minutes

6.2.4 Pauline to Danny Ellerton re membership, log books and qualifications

6.2.5 Pauline to Mike Ryan with information re Skipton ride etc.

6.2.6 Pauline to Jane requesting a list of the attendees at the VERA AGM.

*Pauline reported that this has not been received and attendees are not  
noted in full in the AGM minutes. Will ask again.*

6.2.7 Pauline to Elaine Williams re Great Western/Eldorado ride changes.

6.2.8 Pauline to the NSWERA Sec & Webmaster stating VERA acceptance of  
Eldorado as a dual-affiliated ride.

6.2.9 Pauline to Rohan Stanes stating that his request had been placed on the  
agenda.

6.2.10 Pauline to Jo Brock asking that attached minutes be put on the website.

6.2.11 Pauline to Elaine Williams re distance change of the Beringa Ride.

6.2.12 Pauline to Jo Brock re distance change to Beringa Ride

6.2.13 Pauline to Linda Tanian apologising for her oversight in not removing  
the In Camera section of the November Minutes before forwarding  
them for placement on the VERA website.

6.2.14 Pauline to Linda Tanian thanking her for her letter and stating that it  
will be discussed at our next meeting.

6.2.15 Pauline to Emma requesting an article re horses needing a vet after ride  
end.

Moved Pauline Wallace 2<sup>nd</sup> Katrina Westerhoff  
“That the Outgoing Correspondence be accepted.”  
Carried

## **7. REPORTS**

### **7.1 President**

Lorraine Cubbin presented a verbal report

### **7.2 Treasurer**

Inc. Corres. Item 6.1.4 Sandy Horton had reported that he was waiting for Linda Tanian to forward all the details on the marked up and clean copies of the new constitution in order to have the new constitution adopted.

Inc. Corres.

6.1.17 Sandy Horton's letter of resignation.

Resignation accepted.

As the official window has passed in which to get our new constitution approved the SMC needs to make application for extenuating circumstances.

This leaves the SMC needing a new Treasurer and Public Officer.

Katrina Westerhoff who has previously been treasurer indicated that she would be happy to take on the position for the remainder of the year.

After discussion

Moved Sheryl 2<sup>nd</sup> Tony

"That a mail out to all VERA Members advising them of the resignation of Sandy Horton and advertising the position of treasurer"

Discussion on this motion concentrated on cost of mail out and time lost during which VERA did not have a treasurer.

On a Vote the motion was lost.

Moved Pauline Wallace 2<sup>nd</sup> Maitland Wallace

"That Katrina Westerhoff's offer to be caretaker treasurer for the remainder of the year be accepted"

Carried.

Katrina accepted the position with the following condition:-

Moved Katrina Westerhoff 2<sup>nd</sup> Leah Leishman

"That all treasury documentation as delivered to Julie Woods be sealed and sent to the VERA Accountant to be audited."

Carried

Moved Maitland Wallace 2<sup>nd</sup> Pauline Wallace

"That Katrina Westerhoff be appointed Public Officer."

Carried

Katrina accepted this position.

Moved Tony Thorneycroft 2<sup>nd</sup> Leah Leishman  
“That Lois Sharam and Sandy Little be co-signees on the VERA Cheque Account”  
Carried

Moved Pauline Wallace 2<sup>nd</sup> Sheryl Herbert  
“That Lorraine Cubbin be reimbursed for the cost of the meeting held 11/4/2010.”  
Carried

Note: Menkan Pty Ltd has not yet been paid \$258 being reimbursement for presentation vests.

Adrian Cavill submitted an account for drug testing at Toongabbie on behalf of Lissy Verity and himself. The postage cost is not a problem however a request for itemisation of personal costs so that the SMC would know who to pay what amount was not answered to the satisfaction of the committee.  
Adrian Cavill and Lissy Verity be requested to submit their individual expenses for payment with the postage cost to be added to Adrian Cavill's.

### **7.3 Membership Secretary**

Received from Jo 26<sup>th</sup> March.

We have 168 current members, 20 of these are new members 2 from NSW and 1 from Tassie, another 3 are upgraded members.

Lower membership for VERA is a concern, we can no longer blame the EI concerns or the “Global Recession”. The SMC would ask all members, RO's RS's etc to come up with any ideas they may have re our lower numbers. This will be on the agenda for discussion at the next meeting.

### **7.4 Pointscore Registrar**

.Received from Janeen 10<sup>th</sup> April outlining system pros and cons and discussing programme problems etc for laptop.

As Pauline has no use for the Secretary Laptop the SMC are happy for Janeen Smith to see if it's software can be adapted to accommodate the Pointscore Programme.

### **7.5 Logbook Registrar**

No report received from the logbook registrar.

The SMC was to discuss Adrian Cavill's ownership paper but the following from the AERA Secretary negated that.

Late Inc. Corres. Item (a)

The AERA would like all States to follow current logbook procedures and obtain a statutory declaration and if it is believed that this is genuine and the ownership of the horse is established then a logbook can be issued.

The AERA would also like each state to decide whether they believe that owners of logbooks should remain current members.

Regards

Anne

## 7.6 Calendar Co-ordinator

Up to date calendar, Beringa Ride Incorporation details not received  
Inc. Corres. Item 6.1.6 Request received from Ellen Prestage that the Seaton Stars Ride distance be changed from 100E to 80km.

Moved Ellen Prestage 2<sup>nd</sup> Leah Leishman

“That the Seaton Stars Ride distance be changed from 100 elevated to 80km.”

Carried

Southern Crosse Endurance Inc reported a name change from Newstead Southern Crosse Endurance Committee.

AERA requested that any ride changes/additions to the Ride Calendar should be reported to the AERA Webmaster AND the AERA Insurance Person.

Katrina Westerhoff and Lois Sharam tabled a report on the VERA Training Weekend planned for the Manilla Quilty Weekend 26<sup>th</sup>-27<sup>th</sup> June.

### **VERA PRESENTS RELAX AT RAGLAN**

predominately aimed at introducing people and riders from other walks into Endurance. The week end will feature demonstrations provided by Emma Holland, discussions from the Chief Steward , Jo Brock and information on what is needed and happens when starting endurance.

For the endurance members it will be an opportune time to bring out the newies and young horses to enjoy the bush tracks and roads of raglan in a non competitive environment.

Each day will include a 40klm and a 20 klm leg ....do both each day for a discount price or mix and match to suit yourself.

Non endurance riders will have their day memberships subsidised by VERA each day.

Nominations will be necessary ....Lois Sharam ....Katrina Westerhoff

Lois and Katrina, having presented their plans requested an advance of \$600 for pre-event expenses.

Moved Maitland Wallace 2<sup>nd</sup> Pauline Wallace

“That VERA provide an advance of \$600 for pre ride expenses for the VERA Training Weekend.”

Carried

#### **7.7 Newsletter**

Received 28<sup>th</sup> March stating that the problem of over ordering had been resolved and with some good promotional ideas included.

Newsletter VERA photos not tagged. Ellen

Emma re raising advertising revenue-

Moved Tony Thorneycroft 2<sup>nd</sup> Sandy Little

“That VERA accept Emma’s proposal that people who advertise in both the QERA and VERA Newsletters be offered 5% discount on their advertising costs.”

Carried

#### **7.8 Insurance/Asset Officer**

A report re the Majorca Ride was read and later forwarded to the SMC by Ellen Prestage

Inc. Corres. Item 6.1.19 This document and the fact that the Majorca Ride was run under VERA Incorporation, this decision having to be made at approx 4.30pm Friday 5th March due to the lateness of being made aware that the incorporation number used was not suitable.

After much discussion

Moved Sheryl Herbert 2<sup>nd</sup> Steve Blackhurst

“That Sandy Little, Pauline Wallace and Maitland Wallace be referred to the compliance sub committee on the grounds that proper procedures were not followed in the decision making running the Majorca Ride where VERA Incorporation was used without SMC permission.”

Carried

Moved Leah Leishman 2<sup>nd</sup> Sheryl Herbert

“That the compliance sub committee be made up of Steve Blackhurst, Camille Thorneycroft and Ellen Prestage with Steve Blackhurst as Chairperson”

Carried

Moved Katrina Westerhoff 2<sup>nd</sup> Lois Sharam

“That the SMC recognised that Pauline, Maitland and Sandy made this decision in good faith for the benefit of the sport.”

Carried

## **7.9 Honorary Vet Panel**

Email from Helen Spencer re accreditation recommendation for Grace Forbes. Grace Forbes attended the Veterinarian Seminar presented by Helen Spencer, along with Sarah Pollard-Williams and Kirsten Bailey. Grace has worked with Helen at Smythesdale 2008, Mt Cole 2009, with Brian Clarke at Smythesdale 2009 and again with Helen at Majorca 2010.

The VERA SMC are more than happy to accept Grace Forbes as an accredited endurance Veterinarian.

## **7.10 Ride Reports**

### **7.10.1 Rintoul Creek Chief Steward & Head Vet Report**

Held over to the next meeting.

### **7.10.2 Ellen Prestage re unacceptable rider/member behaviour at Rintoul Creek Ride**

This was discussed but the Committee felt that, as none of the people actually involved had made a complaint there was no requirement for the SMC to take any action.

### **7.10.3 Head Veterinarians Report Majorca**

### **7.10.4 Chief Stewards report Majorca**

### **7.10.5 Greenhills Chief Steward & head vet report.**

Inc. Corres. Item 6.1.12/6.1.13 Rohan Stanes and Jennifer Green drew the SMC's attention to comments on the chat list Aussie Endurance. The SMC has no jurisdiction over this but the following matters were resolved.

A letter to be sent to the Newsletter covering the following matters.

Asking VERA members to be aware of what they post and the possible detrimental effect on both other members and the sport itself.

To all Ride Secretaries reminding them that riders should only be allowed to enter their correct weight division.

Reminding all riders that if they have a problem at a ride, the ONLY person to speak to is the Chief Steward. This must be done immediately upon the complainant becoming aware of the problem.

Late Inc Corres. Item (d) From Anne Jones AERA Sec.

The AERA has agreed to a recommendation from the AERA IC that all Invasive Treatments at AERA and FEI events are recorded in the Notes section in the logbooks and signed by a veterinarian.

Could you please advise the Chief Stewards and veterinarians and place a notice in the newsletters.

**7.11 Horse Welfare**

No report

**7.12 Zones**

No report

**7.13 AERA**

AGM Agenda 13<sup>th</sup> March Meeting

General Meeting Agenda 13<sup>th</sup> March meeting

AERA Delegates report Sandy Little & Katrina Wasterhoff

Held over to the following meeting

Late Corres. Item c from Anne Jones AERA Sec

It was agreed at the last AERA meeting to document delegate costs.  
The following was agreed:

AERA pays for up to 2 delegates from each State to travel from their regional airport to Brisbane and return, room accommodation, breakfast and lunch. All other expenses i.e. travel from home to the airport, transport to the hotel, evening meal and drinks including the mini bar are at the expense of the delegates. The division should re-imburse these costs with the appropriate documentation. Additional delegates are at the State's expense. The total AERA costs are calculated and invoiced to the States on a proportional basis.

All previous motions have been rescinded.

**7.14 VERA Webmaster**

No report received

**7.15 Merchandise Officer**

We have received ideas and quotes from Wendy, this had to be held over due to time constraints

**7.16 EQUITANA**

Received from Emma Holland, VERA have 2 days, with an arena and 45 minute presentation time

Digitised Logo discussion: It was decided to go ahead with the quote from Logo Recreation with the original image altered to show the rider wearing a helmet. Price quoted \$198.00

## **8 GENERAL BUSINESS**

- 8.1 National Newsletter  
General consensus being that the VERA newsletter is preferred, need to check costs however.
- 8.2 Caravans to replace Trailers  
Not discussed
  
- 8.3 In Camera Minutes inadvertently put on website.  
All communication regarding this have been forwarded to AON and at present the SMC will wait on their instructions as to how this is to be handled.  
  
As per standard meeting procedure when a meeting goes 'In Camera' notes will be kept but are not to be included in the minutes.  
  
A sub committee was formed to review policies and guidelines  
Lorraine Cubbin, Camille Thorneycroft, Julie Woods and Pauline Wallace were appointed.
  
- 8.4 Buddy System for non email Members  
Tony & Camille Thorneycroft offered to Fax Steve Blackhurst
- 8.5 Child Protection Policy  
Held over
- 8.6 Proof of Ownership Policy  
Covered in Logbook Report
- 8.7 Quilty Team Selection Criteria  
Owing to lack of time this will be discussed on line.
- 8.10 Promotional Sub Committee  
To be held over

## **LATE BUSINESS**

Leah Leishman tabled her letter of resignation  
Moved Pauline 2<sup>nd</sup> Sandy  
"That Leah's letter of resignation be accepted."  
Carried

## **8 NEXT MEETING**

June 6th

## **9 MEETING CLOSURE**

4.45pm