



Australian Endurance Riders Association Inc.

Minutes of the AERA Management Committee Meeting

Date: Commenced at 10.00 am, Saturday 23 May 2020

Venue: Web Conference

1. Welcome by Chair

Linda welcomed everyone to the meeting and thanked everyone for giving up another weekend. Linda also acknowledged another historical moment as this was the first meeting under the new AERA Constitution that is now registered with Fair Trading New South Wales.

2. Attendance

2.1. Committee Members Present

Linda Tanian (VERA) (Chair); Kerry Fowler-Smith and Noni Seagrim (NSWERA); Dick Collyer and Kim Moir (QERA); Jodie Luck (SAERA); Mark Dunn (TEERA); Sarah Dumbrell (WAERA)

2.2. Apologies

Nil received.

2.3. Proxy Votes

Nil received.

2.4. Visitors

Peter Bice, Leigh Ann Sample, Stella Harbison, Sioux Reid.

3. Prioritising of the agenda

3.1. Legal Procedures

Reference to correspondence as per agenda.

Leigh Ann Sample had asked to attend to discuss an agenda item that she had put forward. This related to AERA's legal procedures. There was consensus that this item could be brought forward from General Business.

Linda explained that Leigh Ann had written of her concerns about our legal advice procedure and as a result, Linda had developed a draft procedure to start the discussion.

Leigh Ann Sample spoke to her concerns as per her correspondence stressing the need to have clear processes for requesting legal advice that is relevant to the problem and to the receipt and sharing of the advice. This was about establishing a pathway so that Management Committee Members could receive advice, that has been paid for and to have it established for backup to satisfy any enquiry.

Draft process was put forward by Linda Tanian as a starting point for discussion.

Discussion

Kerry noted that in past practice, steps 1 – 5 have all happened as suggested here. Kerry recommended caution regarding step 6 with regard to Legal Privilege and suggested that further advice from a lawyer should be sought.

Leigh Ann noted that Legal Privilege sits with the client.

Kerry restated that advice given to the Committee that is widely broadcast may be beneficial to opponents providing an example to support her explanation.

Leigh Ann suggested this was more about management of confidentiality rather than Legal Privilege and agreed this was something that should be managed better than she had perceived had occurred.

Kerry re-iterated that advice should be sought to confirm that any lawyer providing advice, would accept that that advice would be provided to all Committee Members and may subsequently be minuted and shared with all DAs as a consultative process.

Kim supported Leigh Ann's comments regarding the meaning of Legal Privilege and also noted that we would be derelict in our duty if we did not act on advice that said we were doing something wrong – once we know it we must act on it.

Linda suggested the matter is covered by the Subject Matter Expert receiving that information and the next step of how to manage that is important.

Mark suggested an amendment to step 6 to read "Response received and reviewed with respect to confidentiality and Legal Privilege and circulated to all Committee Members as appropriate".

Kerry noted that step 7 should read "to list in inwards correspondence with minimal detail recorded".

Motion: 2020/05/01 Moved: Dick Collyer / Sarah Dumbrell
That AERA adopts as a by-law the proposed draft process for dealing with legal advice.
Voting: NS-yes; KFS-yes; DC-yes; KM-yes; JL-yes; MD-yes; LT-yes; SD-yes.
Carried unanimously

Action

Process for dealing with legal advice, as amended in discussion, to be added to the Standing Orders – Linda.

1. A draft of the questions is prepared by the most appropriate person (subject matter expert)
2. Draft is submitted to Committee for review and amendment, if required (in line with what was discussed at the meeting)
3. Questions sent to AERA's legal representative with an appropriate contact point (subject matter expert)
4. Discussions may occur between legal representative and subject matter expert
5. Legal advisor provides written advice to the Committee
6. Response received and reviewed with regard to confidentiality and Legal Privilege and circulated to all Committee
7. Response listed as correspondence inwards with minimal detail recorded
8. Response reviewed and appropriate outcomes determined

Leigh Ann Sample was thanked for her contribution to this topic; she was invited to stay but left the meeting at 10.33 am AEST.

4. Implementation of new Constitution

Linda noted the need to consider the changes brought by the new Constitution and the implications for any of our processes; things to consider are affiliation agreement, any anomalies such as Constitution says it is DAs responsibility to accredit vets and officials whereas we have been doing this. This work to start looking at these matters and to maintain compliance will probably be done by the Governance Sub-committee.

Linda asked that a final clean version of the AERA Constitution be provided along with a Word version to allow for changes.

Kerry noted that a final version, marked "A" had been sent with an email on 21 February titled "Notice of intent to pose a Special Resolution".

Kerry also cautioned that no uncontrolled versions of the constitution are shared and that we need to maintain clear identification of the current, ie registered, version.

Process to consider now to elect Office Bearers noting there is no longer a concept of an “Executive” and that management of the Association is the responsibility of the full Management Committee. This requires a commitment of all Management Committee Members to participate in discussions to deal with emerging issues.

Noted also that we currently have 5 Office Bearers and the new constitution requires only 4, with the reduction to 1 Vice President instead of two.

Kerry – Constitution says that the Management Committee determines the process to elect the Office Bearers who must be members of the Committee as per the Associations Incorporation Act of the Regulations.

Dick – we have an executive in place now, noting that Sioux is no longer on the Committee, so suggest that the four remaining continue as Office Bearers with one Vice President taking on the role of Treasurer. Both VPs stated they were not willing or able to become Treasurer.

The Treasurer position is supported by the Bookkeeper and Sioux Reid indicated her willingness to support a new Treasurer.

***Motion: 2020 /05 /02 Moved: Jodie Luck / Dick Collyer
That Noni Seagrim is nominated as AERA Treasurer.
Noni accepted the nomination.***

Given that the number of nominations received did not exceed the number of positions available, Noni Seagrim was declared the new AERA Treasurer and congratulated on the appointment by Linda Tanian.

Kerry Fowler-Smith and Mark Dunn both stated their interest in continuing in the position as Vice President.

***Motion: 2020 /05 /03 Moved: Dick Collyer / Jodie Luck
That Mark Dunn is nominated as Vice President.
Mark accepted the nomination.***

Dick provided the rationale that he considered it was good to have as many representatives from all the DAs and this would mean that there were not two officer bearers from one DA.

Kerry Fowler-Smith asked for some time to manage something directly related to the nominations for VP roles and left the meeting (for approximately 10 minutes).

It was agreed that voting could be private by use of the “chat” facility or by text to the Chair. Dick noted that he was comfortable to have his vote recorded as per the motion.

The meeting moved on to the positions of President and Secretary.

Linda Tanian vacated the chair and Mark Dunn chaired for the discussion about President and Secretary.

***Motion: 2020 /05 /04 Moved: Dick Collyer / Sarah Dumbrell
That the Management committee ratifies the positions of Linda Tanian as AERA President and Kim Moir as AERA Secretary.***

It was clarified that both positions could be considered together.

In the absence of any dissent, Mark declared that motion carried and offered congratulations to Linda on her re-appointment as AERA President and to Kim as AERA Secretary.

Mark passed the Chair back to Linda.

On Kerry’s return to the meeting she advised that she had consulted with NSWERA President and she was standing down from the position of Vice President, given that NSWERA was represented with Noni as an Office Bearer.

Given that the number of nominations received for the Vice President role did not exceed the number of positions available, Linda declared Mark Dunn elected as Vice President.

South Australian Management Committee Member

Linda referred to late correspondence received from SAERA Secretary requesting a transition period for implementation of the new Constitution with respect to the appointment of a Member to the AERA Management Committee, suggesting this was contrary to the election of SA delegates that had occurred at their AGM in accordance with their Constitution and in accordance with the AERA Constitution then which allowed for two delegates to be appointed to attend meetings, though SAERA membership only allowed for one vote.

Discussion resolved that previously there was a requirement for 2 delegates; the two delegates who were appointed by SA at their AGM would remain but one would now be a Management Committee Member, as required by the AERA Constitution, and the other would be a delegate with ability to attend and vote proportionally at General Meetings.

Jodie Luck was named as the AERA Management Committee Member to represent SAERA.

Stella Harbison elected not to remain for the rest of the meeting and left at 11.31 am AEST.

5. Portfolios

Reviewed relevant to change of structure and how to spread the workload over only 8 members now.

As per the Constitution, a Sub-committee must have a Terms of Reference.

Action

Kim to develop a Terms of Reference template to send to MC Members for consideration.

Discussion

Peter Bice, Sioux Reid and Pat Hodgetts stated their willingness to remain as members of Sub-committees as per the *AERA Portfolio Allocations for 2020*. The make-up of Sub-committees has always included people who are not members of the AERA Management Committee; all of the people who were on Sub-committees as per the reference document have confirmed they will continue to participate in 2020.

It was noted that some Sub-committees are non-reporting or may only be called to action for specific circumstances, such as the EADCM panel.

Kim to take on Meeting Notes.

Consideration of which ones can be amalgamated – eg Finance Sub-committee to include sponsorship, fundraising and insurance; Governance and Constitution to combine noting the need for ongoing monitoring of the Constitution to ensure it remains relevant; Social media – one Sub-committee including Facebook, website and Instagram; Strategic Planning to remain as a stand-alone Sub-committee, noting that work needs to commence on this process.

EA International – noted that Chris Bailey is new Chairperson of the EAEC; Linda will talk to Chris about how this committee can best connect to AERA with suggestion that report could be verbal by Chris joining the meeting for a short time.

Actions

New list to be provided with adjustments as discussed – Kim

Discussions with Chris Bailey re r-information flow between EAEC and AERA - Linda

6. Register of Pecuniary Interest and Conflict of Interest

Chair asked if anyone was declaring a Conflict of Interest regarding the agenda items; none declared.

7. Previous Meeting Minutes

7.1. Amendments to the Management Committee Meeting held on 21 and 22 March 2020.

Nil amendments received.

Motion: 2020/05/05 Moved: Mark Dunn / Dick Collyer
That the Minutes of the Management Committee Meeting of 21/22 March 2020 are accepted.
Carried unanimously

7.2. Amendments to the Management Committee Meeting held on 4 April 2020.

Amendment requested by Pat Hodgetts.

That the minutes with reference to item **9.6.2.1 Accreditation of Vets** be amended to read,

Letters to both advising of accreditation and also reminding of requirement to be registered [in Australia](#) to officiate as a line vet and as a treatment vet.

Discussion noted that the Veterinary Surgeons Board from each state requires an international vet to apply for registration and their degree has to be recognised in Australia; all states have a reciprocal agreement for registration of vets except WA so all vets going from other states to a TQ in WA have to be registered in WA

Motion: 2020/05/06 Moved: Mark Dunn / Sarah Dumbrell
That the Minutes of the Management Committee Meeting (adjourned) of 4 April 2020 are accepted with the noted amendment.
Carried unanimously

7.3. Amendments to the Management Committee Meeting held on 15 April 2020.

Amendment requested by Elsje Brandis

That the minutes be amended

1. To record the incidence of Linda Tanian, President, insisting that I leave and take no further part in the meeting whereupon the above issue/s relating to Ms Ieva Peters were raised for discussion, consideration and hitherto a response;
2. To include in the minutes my comments full, supporting the WAERA request in relation to the AERA FB moderator position; and
3. I would also request my name be removed from the 'members register for pecuniary and conflict of interests' as I did at no stage declare this.

Discussion

Point 1 was agreed to

Point 2 was discussed and the Secretary was required to refer to the recording of the meeting to advise if it was requested at the time to note in the minutes the exact words. If not, it was agreed that a summary would suffice.

Point 3 was discussed and motion voted on

Motion: 2020/05/07 Moved: Kerry Fowler-Smith / Noni Seagrim
That AERA does not accept the request to remove Elsje Brandis' name from the Register of Pecuniary Interest and Conflict of Interest.

Voting: KFS – yes; NS – yes; DC – no; KM – yes; JL – yes; MD – yes; LT – yes; SD – no

The motion was carried: For – 6 votes; Against – 2 votes

An on-line motion to be circulated to Management Committee Members to accept the minutes when it has been determined whether full notation of the discussion relating to the AERA Facebook Moderator was requested.

7.4. Amendments to Minutes of COVID-19 Working Group Meeting on 23 April 2020

Nil amendments.

7.5. Amendments to Minutes of Meeting with TQ20, TQ21, WAERA and NSWERA on 8 May 2020

Nil amendments

Motion: 2020/05/08 Moved: Mark Dunn / Dick Collyer

That the Minutes of the COVID-19 Working Group Meeting of 23 April 2020 are accepted.

That the Minutes of the Meeting with TQ20, TQ21, WAERA and NSWERA on 8 May 2020 are accepted.

Carried unanimously

7.6. Amendments to Minutes of AERA Management Committee Meeting on 11 May 2020

Amendment page 4, paragraph 4, "read" change to "ready".

Motion: 2020/05/09 Moved: Mark Dunn / Dick Collyer

That the Minutes of the AERA Management Committee Meeting of 11 May 2020 are accepted with the noted amendment.

Carried unanimously

7.7. Amendments to Minutes of COVID-19 Working Group Meeting on 14 May 202

Minutes had not been received by MC Members.

8. Business Arising from the Minutes (from Action Sheet)

- 8.1. 15/04 AERA Awards – forms updated and posted on website to support applications for AERA lifetime awards for riders and horses and posted on website
- 8.2. 04/04 Portfolios -Non-members of MC who are members of Sub-committees have all been contacted and all have responded, and confidentiality Agreements are confirmed as current.
- 8.3. 04/04 Insurance - SUREWiSE were asked to negotiate on our behalf for a reduction in premium, with consideration of reduced memberships and events for 2020, but with no success.
- 8.4. Buckle for SA Member - Gerard Bou has agreed to take a buckle to be engraved and to be mailed to Melanie Scott; estimated cost is \$60 for the engraving.
- 8.5. AGM 21/03 – RM Williams vest for Tom Mc Cormack has been ordered. This would normally be presented at a TQ event and various options were discussed. Linda to discuss with Tom how he would prefer to receive this.

The meeting was adjourned at 12.05 for lunch break. Meeting resumed at 12.40 pm AEST.

- 8.6. Discussion paper re Post-ride Audit presented by Mark Dunn.

Mark spoke to the paper and advised that he had considered this an important thing to do to support our Social License to Operate (SLO), acknowledging that the demand of the sport, in asking a horse to do 100 miles in a day, makes us a target for observation regarding horse welfare.

Mark suggested there is a need to have in place best practice procedures regarding horse welfare and a process to demonstrate that these procedures are implemented. AERA has levels of scrutiny in place with the AERA Rulebook, Chief Stewards and Ride Organisers to apply the rules. A post-ride audit is another level of scrutiny and is an acceptable process that is routinely done in many professional areas either as an ongoing process or as an episodic process.

Mark offered to chair a group to progress this and recommended the paper to Members.

Discussion

Concerns raised about how this will be received by ROs who may see this as AERA checking up on them; is there a consultative process; how much extra work will this be for ROs; concerns about duplicating existing procedures, eg NSWERA has an on-line survey to capture rider feedback on rides; how is information to be used; concern that it will require more rules but good if the focus is on best practice and need to define that; concern also that this process has emerged as a response to correspondence raising concerns that have not been substantiated; general consensus that we need to look at what is currently in place with processes that may be specific to DAs and this is looking at an AERA process.

Mark advised that he is looking to develop this and proposes to do 4 pilot "audits" next year. He will do some more work with consideration to comments received

- 8.7. 03/19 AERASpace manual – this is on list of works for the AERASpace Sub-committee. Note that most recent version is available on AERASpace/Help/Ride Secretary's Manual. Manual for ETS will be uploaded as well.
- 8.8. 03/19 Chief Stewards – Mark has sought feedback from all DAs and most have an adequate number of Chief Stewards. VERA is "light-on". Mark has also advised DAs to consider succession planning and have CSs experienced to equip them to take on a Quilty.
- 8.9. 03/19 Horse Welfare – suggestion to have an appendix of rules that are relevant to Horse Welfare has not been followed through and decision by Sub-committee not to do this due to changing rules and complication of two places to maintain currency. Action item removed.
- 8.10. 03/20 TQ20 and TQ21 actions – put on hold till March 2021 in preparation for Quilty in WA in September 2021. Some of the updates that may come from the TQ Manual review may affect some of these actions.

Concerns were raised about the signing of Quilty Agreements for those committees currently engaged noting that these committees have agreed to host a TQ based on the manual as it has been. It was noted that there may be changes to the agreements to reflect any changes in the manual and with three committees at some stage of running a Quilty, it is not possible to review manuals without some changes impacting on committees. It was also acknowledged that there has not always been consistency with tasks being done in the timeframes given in the manuals and noted that agreement with WA and with NSW should have been signed by now. Any significant changes will be negotiated with currently engaged TQ Committees and this is noted in the Agreement.

Kerry requested that a letter be sent to the Tooraweenah Committee acknowledging that they are running TQ22 on behalf of AERA. Kim advised that correspondence has been sent to NSWERA and to Tooraweenah asking for confirmation that they have accepted that invitation. Dick noted that the process for hosting Quilts is an arrangement initially between AERA and the DA, who selects a RO committee to be approved by AERA and the three bodies are a partnership acknowledged by the agreement.

Kim noted that the information about the NSW Quilty was very late in coming to AERA and at the March meeting the request was made to provide contact details for the Tooraweenah Committee. Contact was made with Tooraweenah immediately after that advice was received in early May.

Linda confirmed that this will be actioned as quickly as possible and that initial communication has happened.

- 8.11. EAEC Committee activity – advice received that new committee has been appointed: Chairperson - Chris Bailey; Members – Robyn Parnell, Jane Radny, Sonya Ryan, Darien Feary.
- 8.12. 04/20 Facebook Moderator – Bridgette Maher was approached regarding management of the AERA Facebook page but declined the invitation.
- 8.13. 04/20 Horse Welfare – AERA Equine Catastrophe Notification Protocol was distributed to all DAs with feedback received from M Scott stating this should be embedded in the rulebook and there is a rule change in the agenda. Kerry advised this is still to be discussed by NSWERA at their upcoming meeting.
- 8.14. 04/20 Tom Quilty Manual review – report that an initial meeting is scheduled to commence the process of review to bring the manual back to the committee.

- 8.15. 04/20 Research Project – Hayley Waldrop and Helen Smith advised that their project has been approved to promote on the AERA website once ethics approval is confirmed. They will advise when this is ready to go.
- 8.16. 04/20 COVID-19 Working Group – all tasks as per report completed.
- 8.17. 03/20 Privacy Questions – reference to document with questions on AERA's management of privacy as presented by Pat Hodgetts.

Discussion of the questions presented by Pat resulted in the following actions:

AERASpace Sub-committee to look at a Terms and Use Agreement.

A Privacy Policy to be developed by the Governance Committee.

Request to DAs to include a statement on Membership form and Day Membership form to advise that ride results are published on a public domain and that information is collected for the purposes of administering the sport.

Note request that the Action Sheet is re-formatted to make it easier to follow.

Meeting adjourned from 2.40 to 2.55

9. Ratification of Online Motions

Financial approvals noted as per agenda.

Noted also that there have been no other inter-meeting motions.

Linda noted that with the new Constitution all approvals for payment will be sent to the full committee.

Action

Kim to provide contact details to Deb for Management Committee.

10. Correspondence

10.1. Correspondence Inwards

Date	Correspondence Inwards	Action
28/03/20	MS Azure Invoice	Bookkeeper
	WAERA – query re riders' insurance	Responded
	SUREWiSE – response to query re rider's insurance – fwd to WAERA	Acknowledged
01/04/20	QERA re Head Vet Accreditation – Prawit Butudom – dealt with 15/04	Discussed
	TEERA – query re AERA refunds	Responded
02/04/20	Fair Trading NSW – acknowledgement of lodgement of Constitution	Noted
	Minister Colbeck – automatic acknowledgement of correspondence received	Noted
	NSWERA – query re future billing to DAs	Responded
	NSWERA – request for quote for ETS	AERASpace SC
6/04/20	Proclaim Trust Fund – advice re conclusion of insurance claim and invoice – fwd to MC members and bookkeeper	Agenda
	SAERA – appointment of Honorary Vets	NVP
	A Garvin – confirmation of membership of Sub-committee	Noted
07/04/20	A Fortsch – confirmation of membership of Sub-committee	Noted
	Fair Trading NSW – confirmation of lodgement of Form A6 (Constitution)	Noted
14/04/20	WAERA re member suspension	Agenda item 15/04
	NSWERA – appointment of Honorary Vets	NVP
	WAERA – re postponement of TQ20	Agenda item 15/04
18/04/20	FEI Dressage Calendar Taskforce post C-19	Fwd to delegates

19/04/20	P Karner – response to AERA letter re QERA and rule 16.5 - acknowledged	Agenda
20/04/20	WAERA – request for TPR badges via Mark Dunn	Responded
21/04/20	SUREWiSE – response to NSWERA re volunteer cover	Fwd to delegates
	T McCormack – confirmation of membership of SC plus Confidentiality Ag	Noted
	SAERA – M Scott re buckle for Bob Gurr	Actioned
22/04/20	NSWERA – report re SMC meeting re TQ21	Acknowledged
24/04/20	FEI Sports Forum re Anti-Doping rules – fwd to delegates	Agenda
27/04/20	I Peters – confirmation of membership of SC	Noted
28/04/20	J Hamilton-Branigan – confirmation of membership of SC	Noted
	M Walker – confirmation of membership of SC	Noted
	MS Azure invoice	Bookkeeper
	SUREWiSE – response to application for reduced premium – fwd to MC Members	Noted
	WAERA re AERA MC membership post new constitution	Noted
29/04/20	WAERA Letters of Support for TQ20 – M Murray, MLA; Collie Chamber of Commerce	Noted
	VERA – feedback re CS Ratio	MD
	WAERA – Minutes of Meeting – 5 April 2020 – fwd to MC Members	Acknowledged
03/05/20	Advice to HWSC re Hendra Warning for Winter 2020 from Qld Chief Vet Officer – fwd to MC Members	Information
05/05/20	S Bonham response to request for reports for TQ21	Agenda
07/05/20	M Wade query re AERA distance winners	Responded
08/05/20	NSWERA Treasurer, K Stephens re AERA finances	Meeting on 19/05 and agenda
09/05/20	L Annetts – confirmation of membership of SC	Noted
	WAERA re membership of NVP	Fwd to MD
11/05/20	WAERA re correspondence from NSWERA about Australia All Over discussion with attachment – acknowledged.	LT
12/05/20	Fair Trading NSW – registration of Constitution confirmed	Fwd to MC
13/05/20	TEERA re AERA MC membership post the new constitution	Noted
15/05/20	M Walker – response to AERA correspondence	Agenda
16/05/20	E Brandis – amendment to minutes; AERA processes re conflict of interest and others	Agenda
18/05/20	VERA re AERA MC Member	Noted

10.2. Correspondence Outwards

Date	Correspondence Outwards	Author
01/04/20	Senator Colbeck re recovery funding	LT
02/04/20	Fair Trading NSW – lodgement of annual returns	KM
03/04/20	J Mullins – thank you letter	KM
	T McCormack – congratulations on Honorary Membership	KM
04/04/20	NSWERA –quote for ETS	LT
05/04/20	WAERA – re post on social media re TQ20 discussions	LT
	NSWERA – request to advise on Honorary Vet	KM
	SAERA – request to advise on Honorary Vet	KM
	A Garvin re participation in AERA Sub-committee	KM
06/04/20	DA Secretaries re Equine Catastrophes attached protocols	MD
	DA Secretaries re TPR badges	MD
09/04/20	DA Presidents – invite to meet with COVID-19 Working Group	LT
	SUREWiSE Insurers – request to consider reduction in premiums	KM
	DA Secretaries – advice re AERA finances and future expectations from DAs	KM
12/04/20	H Waldrop & H Smith response to request to post survey	KM
18/04/20	EVA via R Wilkinson (AVA) – response to earlier correspondence	KM
	L Annetts – response to correspondence	KM/LT
	NSWERA re TQ21	KM
	P Karner – response to correspondence	KM/LT

	WAERA re IP membership of sub-committee	KM
20/04/20	I Peters – request for advice re Pat Slater Cup sashes	KM
23/04/20	DA Secretaries re future meetings	KM
	M Grogan response to correspondence	KM/LT
24/04/20	G Bou re supply of buckle for B Gurr	KM
27/04/20	Minutes of COVID-19 Working Group meeting with DA representatives	KM
	SUREWiSE Insurers – figures to support premium reduction request	KM/SR
	WAERA re annual financial reports	KM
	J Hamilton-Branigan re Sub-committee participation	KM
	I Peters re Sub-committee participation	KM
28/04/20	L Annetts re Sub-committee participation	KM
	M Walker re Sub-committee participation	KM
29/04/20	VERA re information about PBTR webinars	KM
	NSWERA re information about PBTR webinars	KM
	NSWERA request for contact person for TQ21 Committee	KM
03/05/20	D Somerville – response to correspondence	KM
	QERA re member complaint	KM
05/05/20	DA Secretaries re AERA Awards	KM
	S Bonham, TQ21 – sending TQ Manual and request for information for May meeting	KM
	NVP members – establishing initial contact	MD
06/05/20	DA Secretaries re reporting of horse catastrophes	MD
	Dr C Webb re AERA HV Accreditation	KM
12/05/20	DA Secretaries; NSWERA; WAERA; TQ20 and tq21 Committees re cancellation of 2020 TQ	KM
13/05/20	Australia All Over – update to TQ status for 2020	LT
14/05/20	M Walker re research project	KM

Motion: 2020/05/10 Moved: Kim Moir / Mark Dunn

That the Inwards Correspondence is received and the Outwards Correspondence is endorsed.

Carried unanimously

10.3. Business Arising from Correspondence Inwards

10.3.1. Dr Pam Karner – response to AERA Correspondence

Secretary to draft a response to concerns raised by Pam about the decision made by AERA regarding her earlier correspondence.

10.3.2. Tooraweenah Endurance Riders Club / TQ22

Tooraweenah had sought a letter conforming their approval as Tom Quilty hosts for 2021 now Tom Quilty 2022. Note that this process is being considered in the current review of the TQ Manual. Letter to be sent to include advice about the AERA Advisor, reporting requirements etc.

10.3.3. Dr Matthew Walker – response to AERA Correspondence

Response received from Matt Walker re question from AERA about his application for access to data for a research project.

Discussion

Response to Matt to advise that his application is approved and that it is considered that a better approach is for AERA to provide a “data dump” rather than give access to specific areas of the system. Any cost associated with this will be invoiced to him. This will also be subject to a Data Use Agreement being signed by all parties who will be involved in the project and is subject to ethics approval being confirmed through University of Sydney.

Kerry requested that her disagreement with the release of information for this project is recorded.

10.3.4. Elsje Brandis – WAERA Delegate

Letter from Elsje Brandis included:

- Request from Elsje for amendments to minutes of 15/04/20 with reference to discussion re I Peters, Facebook Moderator and Conflict of Interest.
- Request that Elsje's name is removed from Members' Register for Pecuniary and Conflicts of Interest.
- Request for explanation of perceived inconsistency in application of Conflict of Interest decisions with specific reference to Elsje's exclusion from discussion when Sarah Dumbrell was not required to leave.
- Comments that had been made by email with reference to WAERA Minutes
- General relationship between AERA and WAERA.
- Suggestions regarding finances and legal advice.

Discussion

Secretary to draft response thanking Elsje for her comments, advising that comments re the WAERA minutes were from one person and don't need to be pursued, decision re amendment to minutes as per discussion at item 7.3 of these minutes

11. President's Report

During the 2 very short months that have passed since our last meeting we have been able to achieve so much. We went through the rather protracted process of negotiating the outcomes for the 2020, 2021 and 2022 Tom Quilty events. This involved multiple meetings, lots of discussions and paperwork. It also involved collaboration, goodwill and consultation with 5 different groups of people all of whom had differing viewpoints on what would be the best outcome for the sport. It wasn't the smoothest process and it did take a lot of hard work to get to the end point. It's probably easy to say that we could have done better or got a decision sooner but there was no handbook for how to attack this first ever situation that we found ourselves in.

Once again, I'll reiterate my heartfelt thanks to the TQ20, TQ21, WAERA, NSWERA Committees and AERA Executive for their hard work and perseverance in sticking out the discussions. We now have a way forward with the staging of these events and we will have served the best interests of horse welfare and equity for members in the outcome. The publication of the notification of the changes to the staging was met with a lot of understanding and support for the decision-making process so I hope that those involved were able to see some of those posts.

Of course, all our best laid plans could be crushed completely depending on what happens with COVID-19 in the next few weeks and months. It is such an unknown and brings so much uncertainty into our lives. We need to be agile and inventive to be able to cope with whatever this throws at us because the one thing that is certain in all this is that we're not done with it.

Our COVID-19 Working Group, formed at the last Committee meeting, is doing a power of work to come up with support for our DAs and is now working on a biosecurity protocol to assist with preparations for the season restart. The focus on the Working Group has been to provide practical support wherever possible. A meeting with DA representatives was well received and provided the opportunity for some open discussion on how the DAs are reacting to the COVID-19 situation and what their plans are for restart. The information sharing was very beneficial and I'm sure the DA reps took home some new ideas to discuss with their SMCs.

Our communications with the members of the DAs, via our social media platforms, has provided relevant information in a timely manner, keeping people up to date. During these times of uncertainty, it provides reassurance that AERA is keeping on top of the COVID-19 situation and is being proactive in dealing with the challenges presented.

We now also face the challenge of working under the new constitution and feeling our way through how to operate in this new structure. I have every confidence that we will adapt, and it is important that our delegates and Management Committee members continue to work together for our sport. The workload won't change under the new structure and we need to retain the support of our hard-working delegates to assist us to achieve our goals via the many sub-committees we have in place.

Thank you to everyone who has contributed to the works of AERA by attending meetings, contributing to discussions, completing the work required in the various sub-committees and for representing your state and the members of your state. I very much appreciate your hard work.

Discussion

Mark noted that much had been achieved over the last few months since Linda has been President. Linda thanked Mark for his comments and acknowledged the workload that has been taken on by everyone. Dick supported Mark's comments and also acknowledged the recent workload of the Secretary, noting both have responded to a busy start to the year.

12. State Reports

12.1. NSWERA Report

Nil report received.

12.2. QERA Report – Dick Collyer, QERA President

Like the rest of the world (except for Belarus....) not much is happening as far as rides/events are concerned. However, we believe we are on the threshold of starting to plan an endurance riding season which may begin in mid-July or perhaps a little later.

Membership Before the beginning of restrictions, our membership was just over 300, and we have only added a very few since then.

Finances We have been able to access the "Jobkeeper" allowance for our registrar, and this has given us a good cushion for one of our largest fixed expenses.

Ride Calendar The QERA Ride calendar will be re-negotiated in the next 4 – 6 weeks. We are expecting that we may need to be creative in the scheduling of rides, depending on what the government's "Phase 3" looks like, what concessions can be applied to outdoor activities and which ROs want to run an event.

2020 State Championships These were scheduled for July, but at this stage we propose to hold them in October, again depending on the way the ride calendar takes shape in the months before this.

Kind regards
Dick Collyer

Discussion

Dick spoke to his report advising that the DA Management Committee had received a proposal from Stirling's Crossing Club at the QERA meeting on 22 May to host a Tom Quilty Gold Cup event in early October. This had been discussed robustly and agreement was to commend this proposal to AERA. Dick commented that the sport has been severely impacted by the restrictions brought about by COVID-19 and that this event could encourage membership and provide a boost to the sport. Dick reported that Queensland's plans to reduce restrictions should support this event being possible.

Linda stated that this would be discussed by the Management Committee when a written proposal has been received.

Concerns were raised about the possibility of this not being a Quilty for all if State border restrictions have not eased for all States. Dick acknowledged this concern but suggested it was a worst-case scenario and that the decision should be based on the opportunity to give the sport a renewal.

Linda asked that the discussion be concluded until a proposal was received and expressed concern that AERA could be seen as doing a "back flip" on its decision.

Kerry asked to add further to the discussion. Linda reiterated that she had closed this discussion until a formal proposal was received. Kerry objected to not being allowed to comment further and left the meeting at 3.38 pm AEST

12.3. SAERA Report

Nil report received.

Jodie apologised for the lack of report as this was her responsibility. She advised that there is nothing on the calendar until September.

Discussions had occurred about the SAERA Constitution being aligned with AERA and they had considered consulting with John Mullins about this.

Action

Kim to send J Mullins' contact details to Jodie.

12.4. TEERA Report

Nil report received.

12.5. VERA Report

While we have all been in lockdown and have had the fortune to be one of the last states to relax lockdown rules, the VERA SMC have focussed on maintaining engagement with our members via our social media platforms. We've sought feedback from members on a number of the issues facing us as a result of the COVID-19 situation. We've had good feedback from our members, and they have provided suggestions on aspects that we could include in our restart plans. We also engaged with some of our vets to see what their requirements would be to maintain their health and safety. These were published on the social media platforms too and generated further comment.

One of our members set up the VERA virtual ride and this generated a lot of engagement for us. People have been using this to get their training plans kick started and it has revitalised quite a few people. This has been very important in terms of keeping up the motivation levels and also is a very useful tool to ensure that the horses will have some degree of fitness when our season restarts.

VERA has a few more tricks up its sleeves in terms of retaining engagement and we'll be rolling out the next one in the near future.

The SMC has also talked about putting on a training weekend as the first rides as we could easily utilise the same tracks that we had for the only ride run so far this season. Initial talks with our local council have not been favourable as yet (they were approached before the relaxation of rules occurred) but we will try again now. We also need forestry approval to access the tracks and the initial discussions were well received.

12.6. WAERA Report

Nil report received.

Receipt of State Reports

Linda urged everyone to report on events in their DA to ensure that AERA is updated on activities.

***Motion: 2020/05/11 Moved: Mark Dunn / Sarah Dumbrell
That the President's report and the DA Reports are received.
Carried unanimously***

13. Treasurer's Report

Financial Reports to end of April had been provided to all MC Members and delegates.

Treasurer's Report 23 May 2020

Time seems to have flown by since our last meeting and web conferencing and teleconferences during that time have been numerous and ongoing with little actual change to the predictions made.

Rides are still in shut down and States are progressing cautiously to re-open with a view to maintaining social distancing and stay at home measures. There are subtle differences between each State but generally everyone is in a similar situation.

With no rides active on the calendar there has been significant reduction in income to AERA. It would seem this situation is likely to continue through to July, with possible lifting of restrictions on a cautious basis to better evaluate the effect this will have on the incidence of COVID-19 in communities.

AERA bank balances are still healthy with \$170,120 in cash. This easily allows AERA to pay the remaining \$33,000 in insurance premiums due in June in addition to the \$37,000 component of the PA insurance already paid by members choosing to uptake this insurance for 2020.

Discussions have been ongoing with SUREWiSE and the London brokers, Lloyds of London, to reduce the remainder of the outstanding insurance premium during this time of extended lock down but no reduction in premium has been forthcoming. Given that the AIS (Australian Institute of Sport) is calling for a premium refund/reduction for sporting bodies Australia wide, dependant on the outcome, further discussions to reduce our outstanding premium may still be applied for or grants sought from Government/sporting bodies. It is to be hoped that as our premium is based on the previous year's ride entries, if no reduction is successful for 2020, 2021 will see our insurance costs reduced as a result of reduction in activity.

A single payment of \$2,500 was made to SUREWiSE in April as the excess on a claim from 2017 that has now been closed with no further costs outstanding.

As can be expected AERA expenses overall have been significantly less than the 2020 budget and are expected to remain low until a return to rides occurs. Some expenses remain with the work still required to maintain AERA functions such as Secretary Honorarium, Bookkeeper costs and AERASpace upgrades.

Meeting have continued with numerous Sub Committees teleconferencing/web conferencing albeit at a much-reduced cost due to no travel, accommodation, room hire and meals. The GoToMeeting costs are substantially reduced to other digital platforms.

Presuming there will be a return to rides prior to the end of 2020, income will add to our present projected budget bank balance of \$65,000 with some rides. What that income translates to in actual figures will be dependent on State & Government guidelines on numbers able to gather, borders allowed to be crossed and how that translates into affiliation and registration income to AERA.

As we all know, the hard decision to cancel TQ20 was made at the beginning of May. TQ21 was awarded to WAERA with NSW abiding by the decision to postpone their event until 2022. This decision was not undertaken lightly or without a view to AERA finances but was a majority vote by the States to uphold the rotational basis and inclusivity of all States to have the opportunity to hold our national ride.

AERA Secretary, Kim Moir, has compiled a summary of AERA EOY balances over the previous 6 years. It is interesting to note that with the current budget prediction with some rides AERA is projected to hold \$65,000 in the bank in cash. The only year other than 2019 with a balance in excess of \$60,000.

EOY	Status	Surplus/Deficit Amount	Case balance
2014	Loss	-9763	3103
2015	Profit	39076	29468
2016	Loss	-180	55848
2017	Loss	-34510	32471
2018	Loss	-4287	59125
2019	Profit	43423	116617

This bank balance leaves AERA with the financial ability to finalise 2020 and start 2021 able to service our initial insurance premium obligations and other monthly expenses whilst looking forward to the 'new normal' of the ride season in whatever form it may take. My take-away thought is AERA's obligation to strive to be financially viable by looking at our finances from a business model as opposed to an NFP organisation so that AERA can survive tough times and remain solvent.

In finishing, I would like to thank Kim Moir and Deb Edwards for their continuous hard work in their official capacities in addition to the many hours they volunteer to support AERA as well as all the AERA delegates who have attended the numerous tele meetings and teleconferences over the last few months.

Sioux Reid,
AERA Treasurer

Discussion

With current minimal activity, it was suggested that financial reports could be combined for May and June. Consensus that reports will be provided monthly as this would produce minimal savings and also noted that Deb is doing more work than she is invoicing.

Deb has advised that she is available to respond to queries from any DAs and this is probably a better than queries going through a third-party.

Mark acknowledged Sioux' report.

Discussion re outstanding debts with particular concern about debts that are over 60 days. Deb follows up at the beginning of each month.

***Motion: 2020/05/12 Moved: Dick Collyer / Sarah Dumbrell
That the Treasurer's Report is received.
Carried unanimously***

***Motion: 2020/05/13 Moved: Dick Collyer / Kim Moir
That Sioux Reid is removed as an administrator and approver for the AERA bank accounts.
That Noni Seagrim is added as an administrator and approver for the AERA bank accounts.
Carried unanimously***

14. Insurance report

A request for a quote for Event Cancellation was submitted to SUREWiSE to assess this cost and consider as part of TQ planning. Based on figures presented for the TQ20 budget the premium was quoted as between \$6000 and \$8000.

This will be discussed as part of the TQ Documentation. Note that if the RO pays for the insurance does that provide any cover to AERA for loss of income. General consensus that this would remain as a Ride Organising Committee expense if required.

15. Meeting Closed

The meeting was adjourned at 4.05 pm AEST – date for continuance to be advised.