



Australian Endurance Riders Association Inc.

Minutes of the Committee of Management Meeting

Date: Commenced at 10.00 am AEDT on Saturday 20 November 2021

Venue: Webinar – please note that this meeting is recorded.

1. Meeting opening

Linda Tanian declared the meeting open at 10.07 am AEDT and welcomed everyone to the meeting

2. Attendance

2.1. Management Committee Members Present

Linda Tanian (President) (VERA), Mark Dunn (Vice President & Treasurer) (TEERA), Kim Moir (Secretary) (QERA), Noni Seagrim (NSWERA), Belinda Hopley (NSWERA), Jodie Luck (SAERA), Sarah Dumbrell (WAERA).

2.2. Apologies

Dick Collyer (QERA)

Kerry Fowler-Smith (NSWERA Delegate), Craig Renner (QERA Delegate), Kerrie Gabb (VERA Delegate).

2.3. Proxy Votes

Kim Moir and Xanthe Webb for Dick Collyer

2.4. Visitors

Delegates – Xanthe Webb (QERA), Melissa Bright (SAERA), Pat Hodgetts (TEERA); Jane Radny (WAERA).
Andrew Miles joining the meeting at 11.00 am to participate in discussions re TQ21 letter.

3. Portfolio Allocations

Note resignation of Matt Walker from AERA Management Committee, which impacts on the following portfolio Sub-committees:

AERA Horse Welfare Sub-committee – currently Linda and Alana as members and probably one more member is needed to give a wider opinion. Belinda Hopley expressed interest in joining this Sub-committee and was duly appointed.

Action

Linda to call a meeting of Horse Welfare Sub-committee in the next week and will advise AERA MC on recommendation as to who will chair that Sub-committee.

AERA Biosecurity Sub-committee – it was resolved that there was no need to replace urgently and noted that other members can be added as required.

4. Register of Pecuniary Interest

Addressed by pre-meeting declaration or as arises during the meeting.

Committee Member	Point of Conflict	Reason
Kim Moir, Linda Tanian	Honorariums	Recipient of payment
Pat Hodgetts	Vet fees	
Linda Tanian	TQ23	Member of Committee

5. Previous meeting minutes

5.1. Amendments to Minutes of the AERA MC Meeting held on 15 August 2021.

That Jane Radny be noted as an apology.

Motion: 2021/11/01

Moved: Kim Moir / Belinda Hopley

That the Minutes of the AERA MC Meeting held on 15 August 2021 are approved with the noted amendment.

Carried unanimously

5.2. Amendments to Minutes of the AERA MC Meeting to discuss the Subsidiary Agenda held on 15 August 2021.

That Jane Radny be noted as an apology.

Motion: 2021/11/02

Moved: Kim Moir / Jodie Luck

That the Minutes of the AERA MC Meeting held on 15 August 2021 to discuss the Subsidiary Agenda items with the noted amendment are approved.

Carried unanimously

5.3. Amendments to the Minutes of the AERA MC held on 1 September 2021 to discuss contingency planning for TQ21.

Note that these minutes had not been completed and will be distributed for on-line discussion.

5.4. Amendments to the Minutes of the AERA MC held on 13 October to discuss specific topics.

Noted that topics included AERA distance and points awards, quotes for insurance for 2022, recovery of PL expenses, and fees and charges for 2022

Motion: 2021/11/03

Moved: Kim Moir / Belinda Hopley

That the Minutes of the AERA MC Meeting held on 13 October 2021 to discuss specific topics are approved.

Carried unanimously

6. Business arising from the minutes – refer Action Sheet

6.1. Terms of Reference for Sub-committees

Terms of Reference have been developed for all AERA Sub-committees and these will be linked to the Portfolios on the AERA Website.

Andrew Miles joined the meeting at 10.00 am

Agenda interrupted to include Andrew Miles, Assistant Chief Steward to TQ21, to participate in discussion re correspondence from Deb Ryan.

Correspondence had been received from Deb Ryan, sent to the AERA President and a number of other recipients, raising concerns that a rider at TQ21 had gear on his horse that to Deb looked like a Standing Martingale which is specifically prohibited as per the AERA Rulebook. Deb reported that she had approached the Assistant CS on the day and his assessment was that the gear was not in conflict with the rules.

Andrew Miles reported that

- He had been approached by Deb Ryan who reported that by her assessment a horse, entered to compete in TQ21, was wearing a Standing Martingale.
- He immediately sought out the horse and rider and examined the gear that was being worn by the horse and spoke with the rider.
- The rider advised that it was attached incorrectly and changed it to how it would normally be worn.
- Andrew Miles determined that the effect of the gear used was similar to what would be expected from a Market Harborough and that it was not a Standing Martingale and there was no direct connection to the bit or noseband.
- This had been explained to Deb Ryan who advised that she did not accept this assessment.
- Andrew was concerned by Deb's comments that he had been "dismissive and unconcerned".

Discussion

It was noted that the horse was placed first in the heavyweight division and was awarded best conditioned. It was also noted in the Chief Steward's report that this concern had been raised and the outcome was that the gear was deemed to be legal.

There was an appeal process which would have been to appeal to the Head CS on the day.

There is also the opportunity for any member to propose a rule change if there is concern that the current rule regarding this issue is not sufficient.

Action

Letter to Deb stating the facts as we are aware of them and upholding the assessment of the CS on the day.

7. Online motions

7.1. Financial decisions

Payments from 22 June 2021					
	Payee	Invoice No	Date	Amount	Comments
1	Bllomfield Rugs	815	19/08/21	\$1,355.00	Distance Awards 2021
2	Chris Nichols	Reimburse	11/08/21	\$60.00	Hosting tomquilty.com.au
3	Unicorn Embroidery &	10003	27/08/21	\$445.50	Embroidery of rugs and vests
4	TNT	61826616	14/08/21	\$55.00	Courier from Tom
5	ES Print	1810.57	27/08/21	\$1,810.57	WAERA TA Marker Signs
6	TNT	61932777	28/08/21	\$125.96	Items couriered from Gympie to WA
7	Kerry Fowler-Smith	Reimburse	5/09/21	\$773.99	Outlay for AERA Awards
8	Peter Johnson	827	1/09/21	\$2,821.50	Maintenance and upgrades
9	Peter Johnson	821	1/09/21	\$20.41	Connector for ETS scanner repair
10	Kim Moir	Payment	31/08/21	\$630.00	Secretariat Honorarium
11	Deb Edwards	168	31/08/21	\$620.00	Bookkeeper fees - 15.5 hours
12	Sandstream Etching	PTR245	27/08/21	\$115.15	20000km Award
13	Kim Moir	Reimburse	15/09/21	\$79.20	TQ Trophy engraving and plaques
14	Realities	2703	13/09/21	\$576.00	AERA Awards
15	Ventraip	8594550	12/09/21	\$59.00	Domain reg 4 years aeraonline.com.au
16	Ventraip	8594547	3/10/21	\$59.00	Domain reg 4 years aeraspace.com.au
17	G Bou		15/09/21	\$2,000.00	TQ21 Gold Cup keepsake
18	G Bou		15/09/21	\$9,627.00	56 TQ buckles + postage
19	M Dunn	Rec 18993961	17/09/21	\$1,831.11	CS Flights to TQ21
20	C Nichols	Payment	31/08/21	\$100.00	AERA Webmaster Honorarium
21	P Johnson	829	14/09/21	\$549.65	Server running costs + MS Azure
22	J Luck	Reimburse	19/09/21	\$752.33	CS Flights to TQ21 (L Rae)
23	J Luck	Reimburse	20/09/21	\$156.65	Postage AERA Awards
24	C Nichols	Payment	30/09/21	\$100.00	AERA Webmaster Honorarium
25	Australia Post	1010946775	3/10/21	\$15.95	Postage
26	P Johnson	831	30/09/21	\$2,772.00	Maintenacnce and upgrades
27	Kim Moir	Payment	30/09/21	\$630.00	Secretariat Honorarium
28	Deb Edwards	169	30/09/21	\$600.00	Bookkeeper fees - 15 hours
29	Khyle Stewart	Reimburse	20/09/21	\$1,171.30	Flights to TQ21
30	Khyle Stewart	Reimburse	4/10/21	\$99.00	Airport Parking ref TQ21 (Hobart)
31	Jane Radny	Reimburse	12/10/21	\$182.74	Postage of various trophies and awards
32	Tom McCormack	Reimburse	15/10/21	\$16.20	Postage of ETS part to QERA
33	Peter Johnson	835	27/10/21	\$250.80	ETS part to send to QERA
34	Kwik Kopyy	89536	30/09/21	\$1,578.60	Print and delivery of Arrival and Departure
35	Gerard Bou	Reimburse	11/10/21	\$1,035.00	Payment to A Miles & Co - repairs
36	C Nichols	Payment	31/10/21	\$100.00	Webmater honorarium
37	K Moir	Payment	31/10/21	\$630.00	Secretariat Honorarium
38	Australia Post	1011023973	3/11/21	\$69.95	Postage
39	SUREWiSE	S05144	1/11/21	\$1,162.00	PA for members
40	Peter Johnson	836	31/10/21	\$5,049.00	AERASpace maintenance and On-line Nom
41	Silverson Vet Clinic	Payment	23/10/21	\$2,200.00	TQ21 Treatment Vet Fee
42	Deb Edwards	170	31/10/21	\$820.00	Bookkeeper fees - 20.5 hours
43	ES Print	1451856	4/11/21	\$3,874.00	Printing of arrows
44	FedEx TNT	62393091	6/11/21	\$110.08	Frieght of part to QERA
45	TQ21	31	8/11/21	\$1,760.00	Balance of accommodation
46	TQ21	76	8/11/21	\$631.40	AERA contribution to TQ Yearbook
47	Dr Arun Ramachandra	Vet Fee	4/11/21	\$973.00	Vet Fee for on-course vet
				\$49,039.04	

7.2. Other on-line motions

7.2.1. Head Vet Accreditation

Motion

that Dr Kerry Jurgens (WAERA) be accredited as an AERA Head Vet.

Moved: Kim Moir; seconded Mark Dunn.

Voting: KM – yes; MD – yes; DC – yes; LT – yes; BH – yes; SD – yes.

Voting: For – 6; Against – 0; No vote - 2

Carried by majority

7.2.2. Maintaining Accreditation of Chief Stewards and Vets

Motion

That due to the effects of COVID-19, any Chief Steward / Vet whose accreditation is adversely impacted by the 24 / 36-month accreditation rule requirement may be re-accredited for a period of between 12 and 24 months at the discretion of the AERA Chief Steward / NVP liaison portfolio holder.

Moved: Mark Dunn; seconded Dick Collyer

Voting: For – 7; Against – 0; No vote - 1

Carried by majority

On-line motions noted.

8. Correspondence

8.1. Correspondence Inwards

No	Date	Correspondence Inwards	Action
1	14/08/21	NSWERA Proxy Form for AERA Meeting on 15 August	Noted
2	16/08/21	QERA request for database access for new club	Resolved
3	18/08/21	ATO confirmation of order of form to change contact details	
4		Dr J Deetman – TQ21 Treatment Vet Agreement	Noted
5	20/08/21	TQ22 – Minutes of meeting 080821 and Budget	To MC
6	21/08/21	L Ray – signed AERA Confidentiality Agreement	Noted
7	25/08/21	C Woodhead request for information re Erica Williams book	Resolved
8		TQ21 Minutes of meeting 220821	To MC
9	27/08/21	T McCormack – TQ22 Budget	To MC
10	28/08/21	E Brandis – response to correspondence re flights	Acknowledged
12		N Childs - response to correspondence re TQ21 location	Acknowledged
13	29/08/21	Dr D Sims – advice re TQ21 non-attendance	To MC
14		F Overheu – response to correspondence re awards	Acknowledged
15	30/08/21	Dr Anne Barnes – TQ21 Head Vet Agreement	Noted
16	01/09/21	B Hopley – signed AERA Confidentiality Agreement	Noted
17		WAERA – response to correspondence re Intermediate ride distances	Noted
18		L Tanian update on EOIs for TQ23	Acknowledged
19	03/09/21	C Fleming and V Alrun re AERA Awards for 2021	To MC
20		Dr A Ramachandran – TQ21 On Course Vet Agreement	Noted
21		Dr Rita Perry – TQ21 Assistant Head Vet Agreement	Noted
22	04/09/21	L Taylor – complaint re P Nugent	Resolved
23		WAERA – request for AERA Vet Accreditation, K Jurgens	Resolved
24	07/09/21	SUREWiSE request for completion of claim form	Resolved
25	08/09/21	Dr Emma McConnell – TQ21 Line Vet Agreement	Noted
26		TQ21 Minutes of Meeting 070921	To MC
27	09/09/21	Dr Anne Barnes re Research Project for TQ21	Resolved
28	10/09/21	C Nichols response to AERA correspondence	Noted
29	15/09/21	G Bou advice re buckles made for TQ21 plus repairs to	Noted

No	Date	Correspondence Inwards	Action
1	14/08/21	NSWERA Proxy Form for AERA Meeting on 15 August	Noted
		machine	
30	18/09/21	L Tanian request for extension of CS Accreditation	Resolved MD
31	22/09/21	TQ21 Minutes of Meeting 210921	To MC
32	23/09/21	E Prestage re extension of CS Accreditation	Resolved MD
	29/09/21	Dr Paul Lubbe TQ21 Line Vet Agreement (not required)	Noted
33	30/09/21	R Kirk re extension of CS Accreditation – in progress	To MD
		EA Progress Report from EA Chair Mark Bradley to LT	To MC
34	04/10/21	Openpay promotional email	To MC no action
35	06/10/21	Dr A Barnes to M Dunn – thank you for TQ21	Noted
36		A Housaini request for letter of no objection	Resolved
37		J Radny to M Dunn – thank you for TQ21	Noted
38		S Vacher – request for consideration of TQ 160 qualifier disqualified due to age of horse	Agenda
39	07/10/21	M Dunn signed TQ Trophy agreements	Noted
40		C Connors re TQ qualification requirements	Agenda
41		EA re MCP Swabbing training	Fwd to DAs
42		FEI updates	Fwd to MC
43		M Dunn – TQ21 CS Report	Agenda 14.12
44	12/10/21	TEERA request for update report on online nomination system	Agenda
45	13/10/21	QERA – proxy form for Dick Collyer	Noted
46		SUREWiSE response to follow up queries on renewal report	Reported at meeting on 13/10
47	14/10/21	SUREWiSE renewal report for 2022 insurance	Fwd to MC
48	22/10/21	Dr Joan Deetman invoice as Treatment Vet to TQ21	Fwd to Bookkeeper
49		T Warren, NSWERA, signed interim agreement for TQ22	Fwd to MC
50	25/10/21	A Jermolajew re application for accreditation as CS (WAERA)	Rec'd MD
51	26/10/21	TEERA re revoking a rest order	Agenda
52	27/10/21	EA via M Dunn update re MCP Steward's training	Fwd to MC
53	29/10/21	TEERA request for discussion at AERA on entry fee refunds	Agenda
54	31/10/21	Equiking promotional email re buckles and other ride info	To MC
55	01/11/21	TEERA re numbers interested in MCP Swabbing course	Noted
56	02/11/21	D Ryan concern re "abusive headgear" – via President	To MC/Agenda
57	06/11/21	TQ21 response to query re accommodation invoice	Resolved
58	10/11/21	TQ22 response to report	KM

8.2. Queries raised

Note item missing from list is correspondence from NSWERA on 30 August 2021 advising that Matt Walker had resigned from NSWERA and from AERA.

Item 24 from SUREWiSE requesting completion of forms to support a claim from a member, which was responded to but is not noted in outwards correspondence.

Meeting adjourned for 10-minute break – 11.50 to 12 noon

Mel Bright left the meeting at this point.

Item 27 – query re request from Dr Anne Barnes to do research project at TQ21. Mark Dunn advised that this had occurred with good take up and a number of vet students in attendance.

Item 33 – query re correspondence from Renae Kirk; Mark Dunn advised that he is awaiting response from NSWERA to support her re-accreditation in line with motion passed by MC for those whose accreditation has lapsed due to lack of opportunity to attend rides.

8.3. Correspondence Outwards

	Date	Correspondence Outwards	Author
1	16/08/21	Dr Courtney Scott re accreditation as an AERA Vet	KM
2		TQ21 CS Team re travel to WA	KM
3		TQ21 Vet Team re travel to WA	KM
4	17/08/21	WAERA re Ravensthorpe ride – intermediate distance	MD
5	25/08/21	SUREWiSE re electronic nominations	MD
6		DAs, Delegates and Honorary members – meeting notes	KM
7	28/08/21	A Luck, SAERA re calendar of events	KM
8		C Nichols, Webmaster – thank you	KM
9		DA Secretaries re reporting of incidents to Insurers	KM/MD
10		E Brandis re flight credits	KM
11		F Overheu re AERA Awards	KM
12		N Childs response re query about TQ21 location	KM
13		P Bice re flight credits	KM
14		S Dumbrell re flight credits	KM
15	03/09/21	TQ21 CS team re travel restrictions	KM
16		TQ21 Vet team re travel restrictions	KM
17	10/09/21	DAs re Affiliation Agreement	KM/MD
18	12/09/21	VERA member response to letter of complaint	KM
19		VERA advice re complaint	KM
20	13/09/21	A Miles re appointment as TQ21 AHCS	KM
21		M Dunn re appointment re TQ21 HCS	KM
22		Dr Kerri Jurgens re accreditation as an AERA Vet	KM
23		G Bou re TQ21 Gold Cup (keepsake) and buckles	KM
24	20/09/21	Dr Rita Perry re TQ21 AHV	KM
25		L Tanian re CS accreditation extension	MD
26	21/09/21	SAERA President – invite to host TQ24	KM
27		TQ22 re nomination fee, cost of buckles, financial responsibility and agreements	KM
28		DAs re opportunity to extend accreditation of vets and CS	KM/MD
29	23/09/21	E Prestage re CS accreditation status	MD
30		TQ21 re Team trophies	KM
31		DAs re Ride Calendar	KM
32	26/09/21	TQ21 Data Entry re TQ Reports	KM
33	06/10/21	A Housaini re LNO - several	KM
34		SUREWiSE re Insurance 2022	MD
35	08/10/21	DAs and Members re AERA MC Meeting November	KM
36	09/10/21	DAs re EA MCP training	KM
37		DAs re Affiliation Agreement	KM
38	14/10/21	SUREWiSE re renewal report	MD
39		C Fleming and V Alrun response to correspondence re AERA Awards	KM
40	19/10/21	DAs reminder re Affiliation Agreement	KM
41		SUREWiSE to accept quote for insurance for 2022	
42	21/10/21	DAs re Public Liability shortfall	MD
43	02/11/21	QERA re quote for ETS	ASAdmin
44		TQ21 re accommodation invoice	KM
45		FNQERA re quote for ETS	ASAdmin
46		TQ21 re accommodation invoice response	KM

8.4. Queries raised

Item 4 – correspondence to WAERA regarding intermediate ride that is longer than 60 kms as maximum permitted by the Rulebook. WAERA responded to advise they are aware.

Motion: 2021/11/04

Moved: Jodie Luck / Sarah Dumbrell

***That the inwards correspondence is received, and the outwards correspondence is endorsed.
Carried unanimously***

8.5. Business arising from Correspondence Inwards

8.5.1. Sue Vacher, QERA member, re TQ qualifying ride – item 38

Email from member requesting that AERA consider approving as a Quilty Qualifying ride, a 160 km ride that was completed but subsequently was “disqualified” due to horse being under-age for this event.

Discussion

This issue had been discussed at length in an email thread by MC Members.

It was noted that the rider had been offered a horse, by another party, as a Quilty Qualifier and had not noted that the horse was underage for this event. The nomination had been accepted and the ride completed before this was realised and the rider and horse were subsequently disqualified by NSWERA.

Mark Dunn presented a rationale by which he asserted this could be allowed:

I assert that as Sue claims, as TQs are AERA events, it falls to AERA to determine the qualifying criteria. Accordingly, Sue asking AERA to consider her request is the correct process.

While I agree with the views expressed by others that technically the rider has not successfully completed a 160k ride and therefore does not qualify, there are some obvious extenuating circumstances.

As a jockey, she was unaware that the horse was (3 months) underage, rode it in good faith that it was qualified to ride, and piloted it around the course competently enough to get through. You could also argue that the CS and/or other ride officials should have picked up that the horse was underage - no excuse but an extenuating circumstance. In addition, Sue had to undergo significant personal inconvenience and discomfort (2 week's quarantine) in order to ride.

On those bases, I think the fairest and most appropriate outcome is to permit an exemption to the documented criteria for TQ qualification, allow her request and consider, given the circumstances, that she has qualified for TQ22.

Motion: 2021/11/05

Moved: Mark Dunn / Kim Moir

That Sue Vacher's request that she be accorded qualifying status for TQ22 be granted, for the reasons detailed in the comments above.

Voting: NS – no; MD – yes; BH – no; JL – no; SD – no; KM – no; DC (by Proxy) – no; LT – no.

Voting result: For – 1 vote; Against – 7 votes.

Motion lost.

Action

Secretary to respond to member as per discussions and voting outcome.

8.5.2. C Connors, NSWERA member, re TQ qualification requirements – item 40

Letter from member that AERA MC re-consider requirement that to qualify to enter a TQ event, a rider must have completed a 160km ride, suggesting that this was sometimes difficult for all members to access and this was more so due to cancellations caused by COVID-19 restrictions.

Discussion

Debate as to whether this was an AERA decision or should be done in consultation with DAs and resolved that both were correct.

Issues put forward as reasons to maintain the current qualifying requirements included:

- this is the National Championship and most disciplines require qualifying criteria for entry to this level of competition;
- the Quilty brings with it a more competitive element;

- this condition evolved initially as a means of restricting numbers but then was identified as a horse welfare issue in the outcomes from the parliamentary enquiry;
- would not like to see someone attempt their first 160 at a Quilty;
- this is an important part of rider education and does go some way to protecting horses;
- the Quilty brings with it a higher level of observation and scrutiny.

Question was asked whether there is another way to qualify for a Quilty? It was suggested that this may be something for MC members or delegates to discuss with DA members.

It was unanimously supported that the current Quilty qualifications remain.

Action

Secretary to respond as per discussion.

8.5.3. TEERA re update on online nomination system – item 44

The TEERA Management Committee had requested an update on the on-line nomination system which had been provided by the AERASpace Sub-committee.

No further action required.

8.5.4. TEERA re revoking a rest order – item 51

TEERA Committee wanted to consult with AERA whether a rest order can be revoked. This query followed a situation where a horse vetted out and was given a 12-week rest order. It was subsequently reviewed the following week by a vet other than the ride vet and deemed to be fit to recommence training and competition immediately. The ride vet and owner's vet consulted and agreed that the rest order could be revoked. The relevant amendments were made on AERASpace and an account of all this added to the horse's file on AERASpace. The issue of the logbook noting a rest order was in place did not arise in this case as the horse does not have a logbook.

Discussion

It was noted that there is nothing in the Rulebook to provide guidance on this, but concern was raised that this was potentially a horse welfare issue and contrary to horse welfare guidelines.

There have been examples of this in the past and one example given at a TQ Event and AERA stood by the decision of the vet.

Noted that when there is an existing condition a letter should be provided at pre-ride not after the event.

Concern that rest orders may seem longer than required, especially in hindsight one horse is home and seeming to be ok, but acknowledge that the rest order is based on a ride-day assessment. Any recommendation to revoke a rest order should be made by a vet experienced in endurance. Concern also that this sets a precedent.

A rest order is given on the day by an endurance vet assessing a horse who has done an endurance ride and any challenge to the rest order should be done on the day or referred to the DA and should be considered in consultation with the vet issuing the rest order. If vet does not agree it cannot happen, perhaps with another assessment by that vet.

12 weeks was considered lengthy but also suggested that the treatment vet had concerns on the day – noted that further information was available after the event that the horse had an ongoing issue that flares up from time to time. Suggested that any appeal should be made on the day and perhaps rider was not aware of rules regarding appeals. Any post-ride appeal process would have to be stringent and would have to go to DA.

Action

Secretary to write to say this matter has been considered and has been referred to the Rulebook Sub-committee to consider whether some addition should be made to the Rulebook, which may be to say that Rest Orders cannot be revoked.

8.5.5. TEERA re discussion on ride entry fee refunds – item 53

Request from TEERA that this issue of “ride nomination / entry fee refunds in the new ride nomination platform” be included on the agenda for the 20 November MC meeting. An individual had suggested that full refunds should be available up to pre-ride nominations.

Discussion

Consensus that the issue of refunds is up to Ride Organising Committees to determine. It was noted that different methodologies are used in each DAs and may be influenced by individual circumstances eg full cancellation of event due to government-imposed restrictions. There is also a point in time when a ROC has expended money that can be taken into consideration. Different DAs reported different policies that are implemented either by the DA or by the ROC including pre-ride nom fee to be kept in event of cancellation, admin fee to be retained

It was considered that this should be information provided with pre-ride nominations and the on-line nomination system can prompt for this.

DAs could include this as part of the ride application process so that clubs are encouraged to state this, and DA can determine if they consider this is unreasonable.

Action

Secretary to respond to TEERA as per discussions.

Secretary to write to DAs to highlight this issue.

Linda to discuss with the AERASpace Sub-committee.

8.5.6. D Ryan re “abusive headgear” – item 56

This item was dealt with earlier to allow for participation by TQ21 ACS.

Action was letter to be sent to Deb Ryan in line with that discussion.

Meeting adjourned from 1.00pm to 1.30 pm AEDT

8.6. Business arising from Correspondence Outwards

8.6.1. WAERA regarding intermediate rides that were longer than the Rulebook allows.

Noted that two rides have been allowed to stand even though the Rulebook does not allow for an intermediate ride over 60 kms.

Also noted that one of the rides was over two days but technically this is still not permissible by the current rules.

Action

Rulebook Sub-committee to consider the reasoning behind this ruling.

9. President’s Report – Linda Tanian

Our Quilty has been run and won and I’m sure the 2021 Quilty Committee has breathed a huge sigh of relief after such a long-time frame in terms of getting the event running. While it wasn’t the biggest field it still made a number of people’s dreams come true and helped them achieved their goal of getting a Quilty buckle.

WA certainly did a great job in doing the live stream and set the benchmark for Quilties to come. It is great to see such innovation and the coverage that I caught was great.

Like all Quilties it had some memorable moments – the one that sticks most in my mind is that of the WA junior, Abbey Irvine, making it around the course and completing successfully for her first ever attempt, taking out first

Junior and BC for the Junior division. She rode on her own in the last legs and did a sterling job. Congrats to the South Australian riders who crossed the desert to take out equal first place – Jessica Aistrop and Stella Harbison.

A big thank you to all of our Tassie and SA folk who came across to support the event at the last minute when the rest of Australia was unable to enter the state due to Covid restrictions. Our endurance family is so special in moments like this when we have people who selflessly put the sport first and stop their lives for a short while to go across and help with the event.

We have the challenge of our budget process to face up to next and to see how the impacts of Covid and lack of rides can be addressed, as well as the ever-increasing cost of insurance for our sport.

As we head into the AGM season, we will be sure to lose some of our MC folk and that is always a sadness. We have some great people on this Committee and we've worked pretty hard to get to a place where we work together much better than we did a year or two ago. I would like to express my thanks to those people who will not be returning, not just on behalf of AERA but also on behalf of the DAs and their members, for your contribution to our wonderful sport.

Report received

10. State Reports

10.1. NSWERA Report – Tony Warren

Noni Seagrim provided a verbal report noting that no rides have occurred and calendar is ready to go with the first ride in February 2022. One benefit is that meetings have been shorter and action log is being caught up with.

Grant funding secured for "COVID recovery" which will help to cover some of the shortfall in income. Preparing for AGM in late February.

10.2. QERA Report – Dick Collyer

Membership

Membership is creeping up slowly as the year comes to an end.

Finances

We are heading for a financial loss of about \$20,000 for the year, depending on ride entry numbers for the last few rides of 2021.

Ride Calendar

Ride attendance has been very good, although the Covid lockdowns in the Northern Rivers has impacted on this in the last couple of months.

Swabbing

Swabbing has continued, with well over 30 samples taken for this year so far.

We have heard unofficially that a course for new swabbing stewards will be run by EA. We have 6 – 8 members prepared to take this course.

Vet Accreditation

QERA moves that Emily Shaw be endurance accredited. Emily has completed probationary rides at Bowen where she is employed by Jason Mansfield at the Whitsundays Veterinary Clinic – a predominantly large animal practice. She has attended a ride in SEQ to experience the larger numbers of entries and to network with other vets. She has been mentored and interviewed by our Honorary Vet Harry Wever and he gives her a strong recommendation.

Chief Steward Accreditation

We have three people working on their CS accreditation.

State Championships

The QERA State Championships for 2022 will be in Far North Queensland, on August 20/21.

Proposed Winton to Longreach Ride

Craig Renner has been to Winton/Longreach to make preliminary investigation into the logistics of running this ride in 2023. Things are looking positive at this stage.

Kind regards

Dick Collyer

***Motion: 2021/11/06 Moved: Kim Moir / Xanthe Webb
That application to accredit Dr Emily Shaw as an AERA Head Vet is approved.
Carried unanimously***

Noted that AGM is on 4 December and electronic voting in ongoing. Executive positions not challenged and 4 candidates for 3 vacancies.

Action

Secretary to write to Dr Emily Shaw with cc to QERA that accreditation is approved.

10.3. SAERA Report – Jodie Luck

Verbal report provided by Jodie Luck.

SAERA AGM is on 28 November and all positions have been filled. Jodie is stepping down from Management Committee and as an AERA MC Member. There have been no rides since 11/ 12 September with ride scheduled for October cancelled due to lack of interest – it was on the same date as TQ21.

A Bunnings fundraiser made \$900 and are aiming to update the ride trailer by installing solar so that they are not always looking for power for the ride computer.

Discussion

Linda thanked Jodie for her work on both SAERA and AERA committees.

10.4. TEERA Report – Mark Dunn

Not a lot to report since the last AERA MC meeting.

Four events have been staged with reasonable to good rider numbers. By the time of this meeting the State Championships will have been held. I will provide a verbal report on that.

Several members have expressed an interest in doing the EA swab steward course. This is a good thing as only Pat Hodgetts is currently able to perform this role for us. It is sad that EA requires paid EA membership for

swab stewards. While the cost varies from state to state this is surely a disincentive for people to take up the role. Perhaps AERA could recommend to EA that such memberships should attract no fee.

A number of expressions of interest have been received from TEERA members to be part of the TQ25 steering committee – encouraging so far out from the event.

Member numbers are well down in 2020/21 for obvious reasons. A drive to get these up again is planned for early 2022.

Discussion

TEERA has received a few complaints recently and they do take time to resolve. State Champs went well – a great event run by a new club, with more young people. There was a 50 % completion with Angie Clarke winning the State Championship title, although lightweight rider Jess Goulding was first across the line, riding one of Tony Purton's horses – he was the person who got 5 horses through TQ18. The 95 km ride was won by Blaine Astell.

TEERA has 7 or 8 members interested in doing the swabbing course but note that it does require State Membership. Mark posed the question whether they could be given Honorary Membership and if this could be suggested to EA by AERA.

Linda commented that VERA does pay the membership for their swabbing steward and also pays for expenses in getting to rides. Membership varies from state to state.

Sarah commented that a swabbing steward can officiate at other disciplines and can receive payment for this.

Pat commented that to do EA Swabbing Course you have to be a member to be accredited and also to be under control of EA. An EA Swabbing Course only covers EA disciplines does not qualify to attend thoroughbred racing or trotting events. EA Stewards may attend those disciplines if suitably qualified. The kits are the same so there is liaison with the racing industry. Pat noted that when she first did the qualification, they were advised that there was no option to receive a fee, only expenses. This may not be a requirement now. Pat happy for DAs to pay for a swab steward's annual fee. Pat noted that she is the only "endurance" steward in Tasmania and TEERA would have to consider what it would mean to use another steward. This could be costly if you have 7 people willing to do the training but maybe only one will get the chance to swab.

Jodie advised that there is no "endurance" steward in SA and they have been charged travel time for a steward to attend. The offer of some payment might motivate someone to do the training, but probably not financially viable for SAERA to do this.

Belinda advised that NSWERA doesn't pay the membership but does give a set amount for attending an event.

Linda suggested we could ask EA if there could be a specific membership category for swabbing stewards, so they don't have to pay a membership fee to be just a swabbing steward. Use of a non-endurance steward can cause some difficulties due to the scheduling of endurance events.

Secretary note – there is no qualification as "endurance swabbing stewards" only EA Swabbing Stewards,

Action

Secretary to write to EA and clarify whether an attendance fee is not expected or allowed; and to ask if any exemption can be made for membership.

10.5. VERA Report – Linda Tanian

By the time the meeting comes around VERA will have had its first ride since Lockdown 6 was implemented. It will be a great relief to be able to re-start endurance again for all our members. We will have one other ride to see the year out – Brimpaen. This is a new ride base but with experienced ROs so something new to experience.

Our financial year ended 30 September 2021 and our initial reconciliation shows a small profit of around \$6k. We are all extremely happy about that outcome given the interrupted year we have had in terms of rides, the fact that we offered our members a rollover of membership fees further reducing our income, the additional financial support we offered to our ROs in terms of a \$500 contribution towards the cost of vets and the rollover of ride application fees.

VERA determined, at its last meeting that we would award the end of year distance and points awards even though our year of riding has been curtailed. This is all about living with covid, being able to celebrate the achievements of those who have gotten to rides and also giving our membership something to look forward to at year's end. We had the first Victorian Decade Team members recognised so that will be something to add to the night of celebration.

We are busy in the planning of our AGM and presentations at the moment, as are most of the DAs. Ours will be held in January as per our usual custom.

The most exciting news of all is that VERA have accepted an EOI to run the 2023 Quilty. It will be run at the Tonimbuk Equestrian Centre, which provides an outstanding venue. Tracks will traverse the Bunyip State Forest, which was ravaged in bushfires a few years ago but which are starting to regenerate. We will have a mix of new and experienced people on the Committee and it is full steam ahead for the planning of the event.

Discussion

First ride back was a great success with everyone enjoying being back at a ride. The ride scheduled for next weekend has imposed a double-vaccinated requirement which is not required by any government regulation. Working towards the AGM and have an EOI for TQ23.

10.6. WAERA Report – Anna Erickson

Although at times it felt like all roads led to Collie, WAERA held a full schedule of rides in August and September, including a quickly rescheduled State Championships after the original date was scuppered by one of WA's snap lockdowns. We also managed to squeeze in another 160km at Merredin, yet another chance for people to get that elusive lifetime qualification. Both these rides were organized by the Wheatbelt Endurance Riders Inc (WERI), and WAERA is hugely grateful to them.

And then we held a Quilty during a global pandemic. I think when the event was first rescheduled from 2020 to 2021, we thought we'd be back to normal by then. Not so, and we all extend our commiserations to those of you who are still going through lockdowns and unable to hold a full ride calendar.

I would like to say a huge thank you to the AERA management committee for their help, support and understanding -and for somehow managing to get interstate officials to us! I thank also those officials and vets – Mark, Andrew and Lainie were consummate professionals, somehow managing to be unobtrusive and yet everywhere at the same time. Our thanks also to Kyle for making the trek over to vet – we managed to lay on some Tasmanian style weather for him...

One of the most notable aspects of the event was the livestream we were able to set up. It was commented on from interstate and overseas and hopefully future events will be able to set up similar systems.

Anyway – proud as we are of the event we held, after 3 years of preparation we are quite happy to pass on the baton. The committee has a debrief session planned and I'm sure there will be useful learnings to come from that. We wish Tooraweenah every good luck, and lots of sponsors.

By the time of this meeting our final ride for the season will have been held at Denmark on the South Coast. It's a super scenic ride which includes a section along the beach, and a great way to finish off the season.

Then it will be time for our AGM at which I will be standing down as President, so this is my last State report.

Some members of the executive are staying on, so we will have experienced committee members to train the new guys!

Anna Erickson

Discussion

AGM is next weekend and Sarah advised that she will be stepping down from the AERA MC position.

Rides finished for the year and won't start till March.

Generally, a good year with most rides able to go ahead as scheduled.

Linda thanked Sarah for her contribution to AERA.

DA reports received.

11. Treasurer's Report – Mark Dunn

11.1.1 AERA Treasurer Budget 2022 Draft – document included in Google Drive

11.1.2 AERA summary of Charges for DAs 2022 Final – Google Drive

Latest financial reports included in separate folder in Google Drive

11.1. Treasurer's Report

Year to date finances – at the time of writing, the October numbers are not available. I will provide a verbal report at the meeting. I expect there to be little change from the last few months – ie down on budget but nothing to be too concerned about.

With respect to the draft 2022 budget and DA fees and charges, the Finance SC offers the following comments. Many thanks to Deb Edwards and Kim Moir for assisting with this.

1. As discussed and agreed, the plan is to recoup the confirmed increase in insurance costs by increasing the various insurance costs (DA fee, part of the membership fee, day rider fee).
2. The income from member affiliations is based on a proposed member number of 1605, a small increase on the 2019-member number of 1568. 1605 is the number we gave SUREWiSE to enable them to set their 2022 fees. If MC members think this ambitious, a reduction by, say, 20% would result in a reduction in income of approximately \$20k.
3. The budget includes provision for one face to face meeting - this is cost neutral - if we do this the full cost is recouped from the DAs. If we don't there is no income or cost.
4. Ditto with the proposed new vet accreditation and training course - there is a \$10k line item in both the income and expenditure.
5. 2022 is an NSW TQ year. We've used 250 entries as the basis for calculating the TQ income and costs. The TQ22 committee is using 285 in its budget. The ongoing impact of COVID, if any, remains uncertain but is likely to be nil.
6. For the new online nomination platform, we have taken a very conservative approach and allocated \$7k in income and \$5k in costs (ROC support, book-keeping fees). It is likely the net income from this will be significantly better.
7. We have factored in an ongoing reduction in the take up of PA insurance from members - again a conservative approach.
8. We have assumed honorariums remain the same.
9. We have incorporated 'standard' income and costs (eg sale of goods) based on consistent historical income and costs.
10. We have included an expenditure line item of \$8.5k for the EA affiliation fee.

Options

1. Run with the budget as is - we do have some scope to accommodate a result poorer than budget - see below.
2. Assume lower member numbers - increase the ride levy by \$1 -\$2 - this would generate an additional \$8 or \$16k in revenue.
3. Assume lower member numbers - increase the full member affiliation fee from \$32 to \$40 - this would generate an additional \$9k in revenue. There has been no real increase in tuis fee for at least 5 years (went up \$2 in 2017)
- 4 Do both 2 (\$1) and 3.

Finance SC recommendation

Run with the budget as is +/- add \$1 to the ride levy?

Cashflow

The budget as is shows that we will be minus \$56k for the year at the end of March 2022. This shouldn't be a problem as we will start the year with approximately \$115k in the bank. We will therefore have an approximately \$60k 'buffer' to ensure we remain solvent. The Finance SC believes this amount is about right as there is a need to allow for leaner years, when TQs are unlikely to generate significant AERA income - potentially 2024 (SA), 2025 (Tas) and 2027 (WA).

Discussion

Treasurer Mark Dunn provided a summary of his report and the current financial circumstances for AERA.

- Generally, AERA is \$20k worse off than was budgeted, mostly COVID-related, but this is manageable due to cash reserve and there is no danger of AERA becoming insolvent. As an Association we have a duty to remain solvent.
- Significant change is the 20% increase in Public Liability expense and the Finance Team recommend that we increase fees relevant to this expense.
- The budget as shown presents a potential surplus of approximately \$25k based on a number of assumptions re membership which is possible ambitious, ride entries etc.
- Cash flow tracking shows a bank balance of approx. \$115k and the sense of the Finance Team is that this is about right to allow AERA to meet the insurance commitment due early in the year. This amount is also required to manage fluctuations in finances depending on Quilty outcomes.

Comments from others:

- The report and recommendations provide a reasonable explanation and confidence about having a buffer, which may be more important than it has been in the past with the uncertainty that COVID brings
- An earlier TQ gives the opportunity for a “top-up”.
- MC Members and Delegates can “sell” this by noting this is just passing on an increase in expenses. This increase is calculated at 15% across all items related to PL except event fee which has remained the same. Note there has been no increase in this area since 2018 with AERA absorbing the increase in the cost of insurance.
- SAERA have already had this discussion and have agreed to increase their membership fees.

Motion: 2021/11/07 Moved: Mark Dunn / Kim Moir
That AERA adopts the budget and the increases in insurance liability charges on the AERA Summary of Fees and Charges inc gst document.
Carried unanimously

Action

Letter to DAs to advise on increases to fees and charges

11.2. Review of Bookkeeper role

I conducted a review of the role with Deb Edwards in September with the outcome that Deb requires no changes to the existing task list for the role and is happy to continue under the same terms and conditions for another two years. I am very happy with her performance and, similarly, can think of no changes that are required.

Discussion

General comments acknowledging Deb’s contribution to the management of AERA finances and financial planning.

Motion: 2021/11/08 Moved: Mark Dunn / Belinda Hopley
That Deb Edwards continues as the AERA bookkeeper until 30 November 2023 at the same hourly rate of \$40/hr with no changes to the existing task list for the role.
Carried unanimously

Action

Letter to Deb Edwards thanking her for her contribution to AERA.

11.3. Review of AERA Fees and Honorariums

Conflict of interest noted for Linda Tanian, Kim Moir as recipients of honorariums.

It was noted that Linda Tanian has not sought payment for the AERASpace Administrator role.

Treasurer Mark Dunn expressed his view that AERA should perhaps have an Executive Officer, a paid administrator, but was not ready to propose this now. Comments called on from the group, acknowledging the amount of work done and previous debates about the expectation of volunteer hours.

Comments from others that the secretary role is possibly the most demanding and support expressed that this honorarium be continued with willingness to consider an increase.

Kim Moir, asked that we consider an annual increase according to the CPI or a minimum amount so there is a consistent process going forward, acknowledging that the Association has always paid honorariums and this is in keeping with what most organisations would do.

CPI noted from the 12 months to September quarter increased by 3%. Differing views that this is a token but may also be an acceptable way to do this.

Motion: 2011/11/09 Moved: Mark Dunn / Sarah Dumbrell
That all honorariums are increased by 2.5% or CPI annually whichever is the greater, each year going forward.
Voting: NS – yes; MD – yes; SD – yes; JL – yes; XW – yes; BH – yes.
Voting result: For – 6; Abstentions - 2
Carried

Vet Fees

These were increased by 2.5% last year

2021 AERA Veterinary Fees and with increase of 2.5%

<i>Ride Distance</i>	<i>Accredited Fee 2021</i>	<i>Fee with 2.5% increase for 2022</i>
80 kms	\$722 plus gst	\$740
Pre-ride vetting / Ride	\$170 plus gst	\$175
Daily rate (eg marathon)	\$526 plus gst	\$540
120 kms	\$813 plus gst	\$833
160 kms	\$1013 plus gst	\$1038

Non-accredited vets will be paid 75% of the accredited vet fee. Vets may only be paid the GST providing that they supply a tax invoice.

Motion: 2011/11/10 Moved: Mark Dunn / Kim Moir
That the 2021 Vet Fees are increased by 2.5% commencing in 2022.
Carried unanimously.

Action

Letter to DAs to advise of increase in vet fees.

Other fees

TQ buckles – currently selling at \$320 for cost of \$170 giving a profit of \$150 per buckle. It had been suggested in previous discussions that this may increase by \$5.

It was reported that the cost has gone up by approximately \$5 per annum with increase in cost of metals.

Motion: 2011/11/11 Moved: Kim Moir / Belinda Hopley
That the cost of TQ buckles be increased by \$5 from 1 January 2023
Carried

1000-mile buckle – we have committed to sell these at same price as regular buckle and quote in 2020 was \$350; 3 would be eligible if they enter and complete TQ22. None were made this year due to breakdown of machine.

Resolve that G be asked to make 3 x 1000-mile buckles.

Action

Secretary to ask G to proceed with manufacture of 1000-mile buckles.

ETS systems are quoted on with reference to current cost of components with a 10% mark up for AERA. It was agreed that there would be no change to this mark-up for sale of ETS. This results in a cost of approximately \$14, 500 for a half system.

Motion: 2021/11/12 Moved: Mark Dunn / Kim Moir
That the Treasurer's report is received.
Carried unanimously

12. Insurance Report

12.1.1 AERA Member Comm Pack 2022 – document included in Google Drive

As decided at our October meeting, AERA has accepted the 2022 insurance quote from SUREWiSE. It shows an approximate 20% increase in the public liability component of the premium. The Finance SC has recommended corresponding increases to the PL parts of the DA fees and charges as part of the draft 2022 budget.

Our agreement with SUREWiSE represents a very good outcome to the tender process in which AERA engaged when seeking insurance for 2022. I will expand on this verbally at the meeting.

The contract with SUREWiSE includes a \$7,500 sponsorship component. In return for this it is expected that we promote its other insurance services to DA members. As a start I recommend SUREWiSE be given a presence on each DA's and the AERA website. Further, I recommend we regularly and actively promote their services through our FB page and share this to the DA FB pages.

Please see below the personal accident claims history from 2017 – 2021 – note a drop off in the last two years.

Also worth noting is that:

- there were over 40 personal accident claims in the past 6 years total approximately \$250,000
- over 70% of claims incurred are from incidents whilst training
- over 60% of claim incidents have occurred to a rider over the age of 50
- average claim being made is approximately \$6,000 which is trending upward
- only 7% of claims incurred are happening on event courses whilst competing, the rest are when training and horse handling activities

Table of Claims Experience for AERA from 2017 – 2021 as per agenda.

Discussion

Noted that securing insurance cover as an equestrian sport has been difficult with only one tender resulting from contact with four brokers.

Part of the renewed contract with SUREWiSE is \$7500 sponsorship with an expectation that some promotion will be given to promote and acknowledge this. This could be a presence on AERA Website and each DA website and also share to Facebook. This would have to be discussed with DAs for their approval.

Claims history – note there are a few serious injuries over the years, but claims have decreases over recent years. This may be because of fewer rides but also because of less take up of PA insurance. Significant percentage of injuries occur in training -opportunity to promote "training at home" aspect of risk.

2022 documents will be available by 1 December.

Actions

Mark to feedback to SUREWiSE that there is in principle agreement to promote on AERA Website and Facebook and seek appropriate information from them.

13. National Ride Entry Statistics as of 7 November 2021 compared to total for 2019

Ride entry statistics for 2021 vs 2019											
Division	Endurance		Intermediate		Introductory		FEI		Total		
	2021	2019	2021	2019	2021	2019	2021	2019	2021	2019	
NSWERA	647	1220	541	666	667	667	19	34	1874	2587	713
QERA	1055	1653	820	1139	481	624	15	54	2371	3470	1099
SAERA	158	166	81	74	143	87	-		382	327	-55
TEERA	352	388	254	281	130	97	-		736	766	30
VERA	184	388	128	321	83	205	-		395	914	519
WAERA	405	460	207	292	308	270	-	6	920	1028	108
Totals	2801	4275	2031	2773	1812	1950	34	94	6678	9092	2414
									6862		

Note ride entries down across all DAs except SA – up by 55 and by end of season it is anticipated final ride entry numbers will be just under 7000. This is better than was expected at one time but still down on last year.

Noted also that for all DAs there are more intermediate and intro rides than endurance – is there a need for all DAs to look at how to encourage riders to move up to an endurance ride.

14. Portfolio Reports

14.1. AERA Registrar – Jo Bailey

Distance Awards TQ 2022

I am hoping to get the distance award scrolls done right for 2022 as there has been dramas with this process almost every year, could this AERA meeting decide on a cut-off date for scroll applications to be submitted and make that date definite and final, this information should be published on social media, newsletters etc from now until a few weeks before the final submission date so that applicants have sufficient time to apply. It might also be an idea to get an indication from the applicant if they are intending to be at the TQ to receive their award.

Missing data form

Has the missing data form been reignited as yet? If so, could I please have a copy sent to me and could I ask that it be shared on social media on all state sites – this is the easiest way to update missing data – when a rider tells you that it’s missing, I can go straight to master sheets and correct it rather than just doing rides at random.

Decade Team Award

I have received a couple of these applications already, is the plan for these to be awarded at TQ from now on? AERA website indicates this year these were awarded at TQ, I have had a few people ask me and a formal response would be great.

10,000km Rider Scroll

I have one outstanding application for a 10,000km rider distance scroll, this is for TAS – could I ask when and to whom should I send this scroll please?

Presented for your information

Jo Bailey
AERA Distance Registrar

Discussion

Cut-off date for Decade Team Award and AERA Lifetime Distance Awards was suggested as 15 April 2022 as 12 weeks out from TQ22.

Note that QERA did consult with Jo about a cut-off date for 10,000 km Rider Distance Scrolls so that any could be presented at the QERA AGM and was advised these should be submitted by 19 November 2021. This has been promoted on the QERA Facebook. Other DAs may consider doing the same?

Action

Secretary to update application forms for AERA Lifetime Distance Awards to reflect close-by date and post on website.

Re-send Decade Teams form to Jo and to website

Decade teams awards to be received by 15 April to be presented at AERA Awards night at TQ22

Advice to Jo that 10,000 scroll for TEERA member to be sent to TEERA Secretary by end of year.

14.2. Website / Webmaster

Website Update

Chris continues to do a great job with getting the website updated. It's looking crisp, fresh and very today. During the meeting I'll give everyone a tour of where it is currently at so you can view the new look and feel. Chris has transferred across some of the information from our existing website and we now are just working through the menu structure with an aim to make the structure simpler as shown below.



**Australian
Endurance**
Riders Association Inc

[Home](#)

[About](#) ▼

[News and Updates](#)

[Administration](#) ▼

[Guides](#) ▼

[AERAOnline](#)

[AERASpace](#)

There may be one or two more main menu items, but most items have been moved to sub-menus. Once we've got through that we will be looking at the content on the website to provide a refresh on outdated information.

In addition to all this Chris has been doing some website structure work with Peter Johnson and adding the appropriate support for AERAOnline.

Discussion

Linda presented the new website and talked through the tabs and content of each. The same information is there but located differently.

The website has shown the previous AERA Constitution along with the new one to give historical perspective but agreement that this was no longer required.

Chris looking for photos and images to improve human interest capacity. Also looking at providing links to previous TQ sites and the current TQ.

Not a lot is being added to the old website due to instability and new information causing other parts to drop out.

Orders for track marking and stationery will be via a PDF form as the amount of traffic did not warrant the time to put in to a "shopping cart" functionality.

Chris has suggested we consider two websites with one (aera.asn.au) being focussed on administrative information and processes and the other aimed more at general public and potential riders. This was referred to as an "endurance showcase" with each DA having a section with ride reports, how-to-guides etc – more of a magazine style to promote the sport and has lots of useful articles. This could be built using the domain endurance.net.au which is currently owned by QERA. There would be a small cost to do this – domain registration fee.

General consensus was that we run with one website for present with the option to revisit this later. Concern about creating confusion with two sites and extra maintenance.

Chris had also suggested we have a Website Sub-committee to source content and create a more active website. Belinda Hopley willing to be a member of this Sub-committee. Xanthe Webb suggested this could be someone from each DA who is perhaps already doing this, perhaps a DA blog.

Action

Linda to provide feedback to Chris re decision about one website at present.

Secretary to write to DAs to elicit information that may be shared to the AERA website.

14.3. Social Media – Jodie Luck

Update on the Facebook page vs group was discussed earlier and AERA will revert to the page and let the group go.

14.4. AERASpace – Linda Tanian

Electronic Timing System

The following activities have occurred in regard to the ETS side of things:

- FNERA have received their funding for the purchase of an ETS and an invoice and final cost/invoice has been sent to them. Once payment is received, we will commence building their system. They may also be interested in having a training session, which would be an additional \$250 plus travel/accommodation costs.
- QERA have asked for and received a quote for the purchase of a second ETS system
- There has been some chat about WA purchasing the AERA ETS. I have followed up with the Quilty Committee and Cuz Brian has indicated that WEERI (one of the WA ride clubs that runs about 3 or 4 rides each year) are interested in purchasing the system.

The AERA system is nearly 4 years old so it would be good if the MC could give consideration to selling this at a discounted price to acknowledge the age of the system plus wear and tear. The Database SC recommends that we sell it at \$7,000 (ex GST) which is approximately a 50% discount. AERA has no need for a system as every state (bar WA) has an ETS now and are pretty much self-sufficient. The only time we need to have any equipment is for the larger Quilties and that can be accommodated through additional gates – the equipment for this would be purchased at the time that it was required, and we would then have it available for the future on an as required basis.

Discussion

Linda has discussed this with Cuz Brian who was enthusiastic about the opportunity to buy the current AERA ETS. Noted that we will not build another AERA one given that all DAs now own this. There may be a need for extra gates, eg for TQ22 but these can be made quickly with all components readily available.

Motion: 2021/11/13 Moved: Linda Tanian / Jodie Luck
That a quote for \$7000 ex gst be provided to WAERA for the purchase of the AERA ETS
Carried

If the quote is accepted the AERASpace Sub-committee will provide a formal letter of offer with the usual conditions and an invoice will be sent with that.

Action

Linda to advise WAERA of quote.

Online Nomination System (note screenshots provided in agenda are not replicated in minutes)

A recent update was provided to the MC members and it is reproduced here to have it included in our meeting records.

We have progressed really well with the online nomination system development and are almost at a stage where we can invite some Ride Secretaries to do a test run on the back end as well as the front end of the Online Nomination System.

Issues Encountered

We had hit a few hurdles along the one. One in particular was around the electronic signing of declarations. For the most part, this is straight forward if you are rider signing the various declarations (rider, trainer, guardian) on your own behalf. It got a little more complicated where you have a guardian required to sign a declaration and then another big step more complicated where you have a trainer nominating and entering riders for a stable. We were aiming for a paperless approach to ride entries, reducing further the workload on ride day.

We sought some external advice on the legalities of this situation from Caleb Richards of Arthur J Gallagher Insurance Brokers (through Tom).

Caleb's advice was that we should not be getting people to tick rider's declarations except for:

1. Under 18s being signed off by a parent or guardian
2. An employer signing off on paid riders provided the nexus of employment was strong enough (this nexus will only be strong enough in relation to paid full/part-time employees and would not hold up for 'jockeys')

Caleb advised that the best approach would be to have the electronic acknowledgement 'inside' the declaration form. This changed our approach from a PDF file to a web form and we also need to re-think how we got notification to the rider that they needed to sign their declarations. This all required a bit of re-work but we think we have now met the legal requirements of this situation in a much stronger way.

The system tracks the status of the declarations and is included in our report on outstanding items that will be available to the Ride Secretary (this will be useful leading up to the ride and on during entries as it will inform the Ride Secretary as to which people still have any unfinished items that need sorting out.

Screenshot removed

One other hiccup we had was with a particular Samsung phone not being able to log into the Online Nomination System. We have tested successfully on two other Samsung phones about the same vintage plus a third that is a bit newer and a Samsung tablet – all of which were successful. This is an issue we have noted and will see if any further issues are identified by users in the future.

We are testing a whole range of devices include phones, tablets and varying operating systems. We are also testing through a variety of browsers (note that IE is on its deathbed and we won't be optimising for that environment).

Current Focus

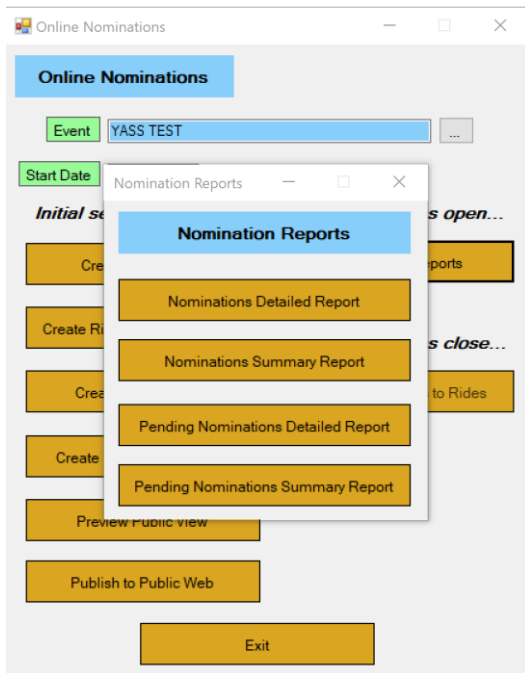
Currently we are working through the warning/error messaging requirements. This covers scenarios such as:

- 13-month rule
- Novice horse entered into rides above the allowed distance
- Horses under 6 years entered into a 160km distance
- Horse registrations
- Etc.

Screenshot removed

Note the Help Text which we have also added in a number of areas to help users understand the purpose of some fields.

One of the other aspects we are also focussing on is the reports that can be generated from the system. These reports include:

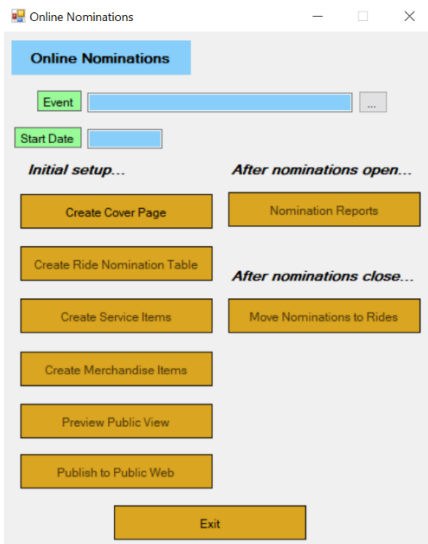


Finalisation of the Declarations scenarios (rider, rider who is less than 18, rider riding someone else's horse, trainer submitting nominations for a variety of riders).

The payment gateway is the final item on our list to get hooked up to the Online Nomination System. This has been slower than anticipated due to some delays on being able to access the appropriate personnel at Westpac (thanks Covid), but we are starting to pick up momentum in this area now and it all is looking pretty straightforward.

Online Nomination System Setup

Access to setting up the Online Nomination System is via the Ride Inputs menu. Upon selection of the Online Nomination sub-menu the following pop up is displayed:



The Ride Secretary (or whomever is setting up the ride) will select their event (the ride needs to be set up and all the ride distances, legs and start times created)) and then create their Cover Page. This includes information relating to the ride, when the ride base opens/closes, when the ride office opens/closes, provides the ability to load forms, details the refund policy and few other bits and bobs.

The Ride Nomination table sets up all the various pre-ride details, late fees, provides the ability to define what the entry fee is for each of the rides and whether the ride entry includes day membership

The Service Item table is for detailing ancillary services such as camping fees, wood delivery, etc.

Merchandise items is fairly self-explanatory and allows for any shirts, rugs, caps, etc. to be set up with their pricing.

The preview option allows the Ride Secretary to have a look at how the Online Nomination system will look and the Publish option obviously publishes the information to the AERAOnline website.

If there are any errors in setting up the ride, we have put in some help pop ups (rather than error messages) to try and make the system a little more user friendly.

AERAONLINE Website

Here's a sample of the ride tiles that we have been using to test the actual nomination website:

Screenshot as per agenda

Clicking on one of the tiles takes you through to the ride information screen where you can commence the entry process. The left-hand side of the screen gives all the ride information while the tiles on the right side allow you to select which rides you will be entering.

Screenshot as per agenda.

There are further screens in this process but thought I'd just give you a couple of samples.

Timeframe

Our current timeframe is to have a final version addressing all outstanding issues available on Friday. We will then test over the weekend and meet on Sunday night to go through test results and any issues requiring rectification. From there we have a few people lined up ready to have a quick look at the system before we approach our Ride Secretaries to undertake testing.

If all went according to plan, we would be expecting to trial the system at one of the last rides on the calendar – perhaps the VERA Brimpaen ride. As the system is still in the testing phase, we would not be expecting to charge the Ride Organiser for the use of the system for this ride.

Costings

The following table details our costs to date:

Month	Hours	Amount
April	31.75	\$ 2,857.50
May	8.5	\$ 765.00
June	8	\$ 720.00
July	16.25	\$ 1,462.50
August	22.75	\$ 2,047.50
September	25.5	\$ 2,295.00
Total	112.75	\$10,147.50

Budget quoted: \$17,300

Update to the above:

1. Belinda kindly provided the copy of the NSWERA refund policy via the MC. The Database SC discussed this and felt that the refund policy should be determined by the RO as they best know the conditions prevailing for their ride. However, the SC seeks guidance from the MC to determine whether it wishes to have a standard refund policy in place for use with the Online Nomination System.
2. The issues mentioned in the initial report have now been resolved satisfactorily.
3. We have had some very informal sessions with a few people – Sandy Little (he is likely to be ride secretary at the trial ride, so we wanted to give him some advanced viewing), some of Adam Garvin’s club members had a whirl at the ride nomination process and Trish Smith had a quick look. This wasn’t our full-blown testing cycle, just a quick precursor to pick up any glaring issues that we may have overlooked. We got some really positive feedback on the system (which was very heartening). Some defects/suggestions for improvements were identified and we are just cycling through fixing those and getting a final version prepared ready for the full-blown testing.
4. When we are ready for the testing, the people we are lining up to be involved will include Kim Moir, Jane/Bec Radny, Sandy Little, Kim Stephens, Trish Smith and an SA representative (we’re just working on this one at the moment). This will give us a someone from each state so that any state-based idiosyncrasies that we may not be aware of can be identified and catered for, if required.
5. The Online Nomination System manual is being developed in tandem with the updates so that we have all the appropriate documentation ready to go once everything is finished.

Discussion

To advance with this we need to set up a separate bank account and requirements form Westpac have been addressed apart from the requirement that there is a clear refund policy. This will be in the training manual and will be a mandatory field so something must be entered.

Testers will be asked to complete a “testing sheet” from their perspective as a rider or ride organiser, with a rating system to get good feedback to inform improvements. Specific scenarios will be tested, eg setting up an AERA account, nominating a child, multiple entries from one stable. Restrictions for riders and horses will be flagged as per the rulebook.

A test ride will be set up with a number of people asked to test. This will allow any gaps to be identified before the system goes live.

Question asked of Linda whether there was any part of this that she was anxious about. Responded no, but it is expected that there will be bugs, either because something has not been tested or someone has taken a pathway that was not anticipated. Test ride will provide some capacity to do load testing, though difficult to set up testing for large load.

Timeframe for response to queries will be different between during nominations to during a ride. There will be a range of hours during which help is available.

Motion: 2011/11/14 Moved: Mark Dunn / Kim Moir
That the Treasurer takes whatever action required to open a new bank account to facilitate the AERA Online Nomination System.
Carried unanimously

Motion: 2011/11/15 Moved: Mark Dunn / Sarah Dumbrell
That the President is authorised to organise phone banking for the AERASpace Online Nomination system.
Carried unanimously

Mark asked what is the age required for a child to do a 160 km ride and noted this is 5.
Also query re piking up child's parent or guardian who has already been entered.

Actions

Mark Dunn and Deb Edwards to instigate set up of alternative bank account for online nominations.

Linda to follow up on telephone banking

Linda to follow up on query re access to previously entered parent or guardian.

Rulebook Sub-committee to consider age requirement for a child to enter a 160 km ride.

Meeting adjourned 3.45 to 3.55 AEDT.

14.5. Chief Stewards and TPRs – Mark Dunn

After the last MC meeting we decided on a process to re-accredit chief stewards whose accreditation had lapsed due to COVID issues.

I've had three requests to extend lapsed accreditations – one was extended by 12 months, one was put on hold as the accreditation has not yet lapsed and another is a work in progress – I'm waiting on advice from the relevant DA.

There are a few people progressing towards accreditation as a CS (WA, Vic, Qld) but no final exams have been held recently.

I provided advice to a DA on an accreditation issue relating to a probationary chief steward and, as usual, took a few calls from CSs wanting to vent about something / someone.

One issue attracted some discussion in the private CS Facebook group – the 'standing martingale' issue for the WA horse at TQ21 and elsewhere. This is on the agenda elsewhere.

Discussion

CS vests – need to source a new supplier following advice from Jackie Swan that she was no longer going to make these. Process will require setting up of a pattern in 4 sizes with logos to be added for AERA on one side and Chief Steward on the other. Cost was around \$60 per vest – may have to consider an increase in expenditure in this area.

Noted that a CS in Victoria had ordered his own vest and had it embroidered.

Jodie – go back to Fran who does all embroidery for AERA Awards, doesn't make anything

Craig Renner joined meeting at 3.00pm and reported that he had been working with a seamstress in Queensland and a pattern has been made and they are working on a prototype.

Comment on CS capacity nationally: TEERA reported just enough; VERA reported not enough; WAERA reported enough and only struggled with TQ21 because most wanted to ride; QERA reported enough with some younger ones coming through – in the 40 to 50 age group – and most want to ride; NSWERA – not too bad and do promote this each year; SAERA – all are riders and with a small number of rides all want to take that opportunity.

Acknowledged this is an ongoing issue but needs to be driven at a DA level.

Action

CS Vests - Mark to follow up with Craig.

14.6. National Vet Panel – Mark Dunn

14.6.1 Vet Accreditation Course Outline_Final

We present to the AERA a document setting out the proposal for accreditation and training for endurance veterinarians which we believe will provide a suitable process for standardised education and accreditation of veterinarians throughout the country. Pending the AERA's ratification of this process as the means for accreditation, we can then work closely with an official education provider to develop and offer the training.

The diagnosis of Hendra variant positive cases in Gympie (retrospective) and now Newcastle regions means that those local government regions need to be added to the AERA biosecurity document as Hendra risk zones.

Anne Barnes
NVP Chair

Discussion

In principle support was given for this training package and a request that a more detailed proposal be presented to QERA. Cost is based on a budget of around \$10,000 on the understanding that there is a pool of funding from which this can be drawn.

Noted that modules are similarly titled to what is currently available, but Mark assured that the modules will be more robust with greater detail. It is anticipated that Module 1 will be completed before a vet attends a ride.

Modules are established as a participatory process with discussions between student and vet moderator.

Concern that the model may not fit how vets enter the sport, generally not in a group, and a vet may do a ride in local area and not attend another until the next year. Noted that these vets may never be accredited.

Modules will be on-line with a minimum of 3 to attend the supporting seminars to cover costs; \$50 per module paid for by the individual and can be claimed as PD.

Query whether development of modules could be approved by AERA. Mark advised that an AERA rep would be part of the content team.

Motion: 2011/11/16

Moved Mark Dunn / Kim Moir

AERA accepts the NVP proposal for accreditation and training for endurance veterinarians, and that, once set up, this will represent the only pathway for accreditation for endurance veterinarians, subject to the introduction of a review process by AERA.

Carried

Action

Mark to request from QERA re accessing the funding pool for \$10,000.

Membership of NVP

Noted that members were originally appointed for a one-year term, and this was extended to two years to support completion of projects started. Same members may be re-nominated.

Action

Correspondence to go to DAs to appoint reps to NVP by when 31 January.

14.7. Horse Welfare and Invasive Treatments –

No report received

14.7.1. Report on horse catastrophes

Nothing to report.

14.8. Medication control – Marylou Locke

14.8.1. Swabbing Report

Report table recorded that swabbing had occurred in all DAs except NSW from a total of 8 rides. MC Members reported that more rides had been attended and more swabs had been completed but reporting is still not being provided to the AERA Swabbing coordinator.

Swabbing for the year (as known by the AERA MC Coordinator).

TEERA	5 swabs from 2 rides
WAERA	9 swabs from 2 rides
NSWERA	0
QERA	8 swabs from two rides
SAERA	0

33 kits were ordered with 22 sent to lab . No urine samples were recorded this year.

SA did testing but did not provide paperwork to AERA MCP Coordinator so cannot be verified. QLD do not send paperwork either, but it was reported that swabbing was done.

Note that correspondence is outstanding to DAs to request reporting to AERA MC

14.8.2. Process for swabbing at Endurance Rides and Duties of DA Medication Control Officials – Pat Hodgetts

14.8.2.1 Endurance Medication Control Protocol from EA Website – Google Drive

14.8.2.2 AERA procedures for ordering kits – Google Drive

14.8.2.3 AERA Swabbing Kit Order Form

14.8.2.4 AERA Medication Control Reporting – Google Drive

14.8.2.5 AERA MCP Flow Chart

14.8.2.6 Swabbing horses selection process form 2019

Before the ride

1. DA medication control officer (MCO) appointed by SMC of each DA
2. DA medication control officer to sign confidentiality agreement with DA
3. Swabbing is compulsory for State Championship Rides
4. DA to determine how many swabs to be done for the year
5. DA to determine at which rides swabbing will occur. Maintain confidentiality
6. DA to ascertain the names of available EA accredited drug testing stewards
7. DA to advise MCO of selected rides
8. MCO to check availability of EA accredited drug steward.
9. MCO to order appropriate number of swab kits through AERA "person" Marylou. To be delivered to MCO and safely stored.

At the ride

10. Meet with the CS and advise that the ride has been selected for swabbing and determine where the samples will be collected eg swab box , yard etc
11. Advise CS to liaise with HV to select the horses to be swabbed as per AERA selection sheet
12. Arrange through CS the veterinarian to collect blood samples
13. MCO to meet and greet the EA accredited drug steward, provide the drug kits and check all is in order for sample collection.

After the collection

14. Arrange the storage and security of the samples until posted to Lab
15. Ensure the paperwork* for the samples is completed . Originals to be sent to EA. Copy to be sent to AERA “person” and copy retained by the MCO.
 - * List the specific paperwork

Note that EA forms/paperwork will be forwarded.

Discussion

Pat reported that the process states that paperwork post-sampling to be scanned and sent to EA and this information should include that for endurance, that the paperwork should also be sent to the AERA MC Officer. If EA can amend their protocol to include this then any EA steward will know to send to Marylou. Also request that the additional protocol for swabbing at endurance events is updated to show Marylou as AERA MC Coordinator – still showing Dorte.

Noted that some EA Swabbing Stewards have said that to pass paperwork to AERA’s appointed official would breach confidentiality and need to emphasise that this is relevant to AERA members and to AERA process, as the administrative body who manages any adverse findings.

Action

Preparation of Annual Report to be based on previous year’s format.

Correspondence to EA and to DA MC Portfolio holder.

Secretary noted that no DA has provided information about their MC Portfolio in roles in AERASpace?

- QERA Olaf Lochtenberg
- TEERA Mark Dunn
- SAERA Melanie Scott
- WAERA Anne Barnes
- WAERA Kirsten Melis
- NSWERA – Matt Walker, Tony Warren
- VERA – Ellen Prestage

14.8.3. EADCM Matters

Nil to report.

14.9. Biosecurity – Dick Collyer

14.9.1. Report

The QERA Honorary vet, Dr Harry Wever, has made a number of enquiries about the advertised “stall side” Hendra test kit, which is supposed to be in “commercial production”.

Not a lot of information has been released, but two issues appear to be:

1. it will require a blood analysis machine that may cost up to \$20,000
2. because Hendra is a notifiable disease, the Queensland Chief Veterinary Officer will need to give special authorisation for vets to do the testing.

Kind regards
Dick Collyer

Discussion

QERA is buying a blood analysis machine to support assessment of horses at rides. This is not for Hendra identification.

The access to the machine for Hendra identification is still being considered and will likely be restricted to vets due to the disease being notifiable.

Action

Dick to update Bio Document to include LGA for Gympie and Newcastle and present to MC for approval.

14.9.2. HHD Form

14.9.2 Single Horse Health Declaration

The discussion to revise the HHD form was initiated by AS Sub-committee with a view of having one form to cover different requirements for temp logs. This has been discussed in an email thread. Version provided was developed from the original document with advice from the AERASpace Sub-committee about what could be pre-populated from pre-nomination information. Use of one form could give the option for temps to be for 3 – 10 days depending on biosecurity plan of RO. Consideration to be given to reference to other vaccinations such as strangles and to include return property for horse.

Linda advised that AERASpace SC have done further work on this and will send the most recent version for consideration of Management Committee. This was based on the AERA one.

Mark noted that the form was changed a year or so ago because it was not clear what was meant by 3 days or 10 days and current form notes pre-ride vetting day.

Action

Circulate amended form to MC Members
Seek comment from NVP

14.10. Equestrian Australia

Report provided by Linda Tanian following EA Committee meeting on 16 August 2021

A summary of the discussion items:

- They are planning their calendar for 2022. Close out date has already passed but there has been an extension granted by the FEI. At this point they have no rides on the calendar but are talking with Tofty and Chris Bailey about throwing in some dates. There is no charge for the addition of dates at this point but there would be a late calendar fee if they don't get rides on the calendar. Their plan is to get a few rides on the calendar and then move them if there are any clashes with significant rides in any of the states.
- They are trying to get a 3* event on the calendar for next year as qualification requirements for WEG/Worlds need to be met
- Talked about how they could get new ROs to come on board – spoke about mentoring and development funds to entice ROs to put on FEI rides
- The tagging of helmets (Kim has shared the information on this around with the MC) was discussed. I will put together a discussion item for our next agenda on this as we need to talk about whether we want to introduce this at national rides.
- We briefly touched on the removal of horse whiskers ruling and Victoria Farr (the EA staff member who organises the discipline committees) will send me through a paper on this, which I'll share with you all once it arrives

- I raised the issue of the Affiliation Agreement and Victoria indicated that it is on their priority list, but they simply don't have sufficient resources to devote time to this at the moment. EA have just put on a new person and are looking to fill 2 other positions as well, so they have been understaffed for some time. I have again requested that we get confirmation that the agreement is in place even though we haven't gone through the review process. I also mentioned the lack of payment and it is not likely that we will be paying our affiliation fee this year either – good news for our budget. EA would be happy to leave this item sit on the table until they get their house in order a bit more.

Discussion

No update to this report received and no further invite to attend meetings of the EAEC.

Jane Radny advised that the next meeting is on 24 November and Jane was going to forward an invite to Linda Tanian.

Actions

Reminder to Sonia Ryan that we would appreciate still being given the opportunity to be involved in their meetings.

14.11. Governance and Policy – carried over to adjourned meeting on 29 November 2021

14.12. Tom Quilty Gold Cup

14.12.1. TQ21 – Collie Western Australia – carried over to adjourned meeting on 29 November 2021

14.12.2. TQ22 – Tooraweenah, New South Wales – less than 8 months away

14.12.2.1 TQ22 Committee Minutes of Meeting 8 August 2021

14.12.2.2 TQ22 Committee Minutes of Meeting 21 September 2021

14.12.2.3 TQ22 Committee Minutes of Meeting 10 October 2021 plus Portfolio Reports x 6

14.12.2.4 TQ22 Budget 2021.05.23

Note that nomination fee has been approved and committee has been advised that cost of buckle will be \$320.

Note that Biosecurity Plan was presented at August meeting

Discussion

Top Ten Rugs – the decision was made last year to allow a TQ Committee to seek sponsorship for the top ten rugs and to then arrange for these to be ready for presentation according to the Event Standard and the requirements of any sponsor. These had traditionally been sponsored by Newmarket Grand West (now SUREWISE) but they had advised that they no longer required their sponsorship to be used in this way. The Annexure to the Event Standard relevant to Trophies and Awards still says that these are “arranged by AERA”. The option to seek sponsorship for these rugs was offered to TQ22 but Sonia Bonham advised that they would prefer that AERA uphold this aspect of the Event Standard.

Noted that the sponsorship from SUREWISE is \$7500 so is adequate to cover the cost of rugs. It may be less costly to get TQ21 to include the ordering and embroidery of rugs from whoever is supplying their other rugs. AERA MC would have to agree to sponsor these rugs at a cost of potentially \$2000 to \$3000 noting that this expenditure has not been allocated in the budget just approved.

Noted that Event Manual gives guidance on embroidery.

Actions

Linda undertook to get a quote from the supplier used in Victoria for similar rugs and further discussion to take place after that information is available about who will sponsor these.

Final Event Agreement – to be signed by all parties by January. This requires confirmation of Snr Vet Team and Head CS and Assistant Head CS. Matt Walker is confirmed as Head Vet; VERA has confirmed that Narelle Cribbs is Head Vet for TQ23 and is available for TQ22; Nadine Allan suggested as Treatment Vet and Kym Hagon as potential On-course Vet.

Head CS is confirmed as Tom McCormack; Assistant Head Vet to be found as Tom is also Head CS for TQ23. Linda to discuss with Tom if Marylou Locke would be considered suitable, given she was successful in her application to be AHCS at TQ21 (though unable to attend due to border closures).

Actions

Belinda Hopley to confirm that Nadine Allan meets the criteria for appointment as Treatment Vet.

Kim Moir to confirm with TQ22 Committee that Kym Hagon is willing to be On-Course Vet and to confirm the refund policy and use of surpluses.

Linda Tanian to discuss with Tom option of Marylou Locke as Assistant Head Chief Steward.

Once suitable responses received and appointments confirmed by AERA MC, Kim to prepare the Final Event Agreement to be sent to TQ22 and NSWERA

AERA responsibilities and expectations

AERA Delegates to attend TQ22 – carry forward to February meeting

AERA awards – AERA President to participate in this procedure.

Operators for ETS and Data entry – enquire of TQ22 who they have assigned to do this.

DA Representative Vets and Chief Stewards – correspondence to be sent now to receive nominations for these.

Pat Slater judges to appoint – carry forward to February meeting

Pat Slater sashes – discussion re an alternative style which had been suggested but resolved to follow the traditional style.

AERA TQ Banner was to have been handed over at TQ21 but no one in attendance from NSWERA. Kim to follow up with Jane to confirm where the banner is and to discuss arrangements to get to TQ22.

Yearbook info to be provided – Kim to touch base with Sonia about scheduling; also, to include request from DAs for contributions to the Yearbook.

Possibility of 3 x 1000-mile buckles – agreed to order these.

There is potentially a 2000-mile buckle in 2 years' time and G has advised that there is one in stock – Kim to distribute a photograph of this.

Accommodation – noted in report that there is a shortage of accommodation in the local area. They had suggested tents, and these had been used at TQ19. They need to come up with a solution and provide feedback. Caravans may be another option.

Actions

Interim Event Agreement – Kim to sign and send back.

Letter to DAs to request appointment of Vets and Chief Stewards, and contributions to TQ22 Yearbook.

Letter to TQ22 to seek advice on On-course Vet, who is available to do data entry and who will manage the ETS

Order Pat Slater sashes as per previous years.

Confirm location of TQ Banner and how it will get to TQ22.

Items carried forward to next agenda – Pat Slater Judges, AERA Delegates

14.12.3. TQ23 – Victoria – less than 2 years away

Note from Linda Tanian to advise that VERA have approved the EOI submitted by the Bunyip Ride Committee to run the Quilty in 2023. It is a relatively fresh team in terms of running rides at the

moment, but we are getting some more experience onto the Committee to bolster this, and it will be a good combination of enthusiasm and knowledge.

Note EOI received after agenda closed and was included in the subsidiary agenda.

Linda declared a conflict of interest for these discussions.

Discussion

Test event noted as being scheduled as VERA State Championships on 9 – 11 September 2022 and the TQ23 scheduled for 29/30 September 2023.

Concern that the profiles of committee members show very little experience in running any events. Linda assured that others will be supporting this naming Jane Mclaughlin who had been involved in hosting of TQ16 from the same venue and who will be assisting with the track. Linda will act as a mentor.

AERA Advisor – suggestions for who this could be. Belinda willing to consider this and will think some more about it after consulting with others. Explanation that this is acting as a conduit between AERA and the TQ23 Committee. Kim to send documents to Belinda.

Belinda left the meeting at 5.42 pm

VERA members to the committee still not appointed and will consider this at the VERA meeting on 4 December 2021. Requirement of Event Standard is that these roles remain as separate.

AERA Responsibilities and expectations.

AERA to receive Terms of Reference and ratify appointment of Sub-committee and officials – Event Director, HV and HCS at least – others to assist.

AERA to ratify submission and interim agreement to be signed.

Appointment of MC nominee to TQ23 committee

Appointment of Quilty Advisor

Motion: 2011/11/17 Moved: Xanthe Webb / Sarah Dumbrell

That AERA receives the Expression of Interest from Victorian TQ23 Committee and ratify the appointment of the committee and listed officials.

Carried unanimously

Note Linda Tanian abstained from voting on this matter.

Action

Letter to TQ23 and cc Vera plus Interim Event Agreement and TQ Manual.

14.12.4. TQ24 – SAERA – time to send invite - carried over to adjourned meeting on 29 November 2021

14.12.5. TQ Manual – carried over to adjourned meeting on 29 November 2021

14.12.6. Other Quilty matters – carried over to adjourned meeting on 29 November 2021

15. Rulebook and Changes – carried over to adjourned meeting on 29 November 2021

16. General Business – carried over to adjourned meeting on 29 November 2021

17. Next meeting dates – carried over to adjourned meeting on 29 November 2021.

18. Meeting closure

The meeting was declared adjourned at 5.52 pm AEDT and scheduled to reconvene on Monday 29 November 2021 at 8.00 pm AEDT.

Noted that SAERA and WAERA will have had their AGMs and may have appointed other members to the AERA MC. AERA MC members remain until AGM or until advice provided by DA that that person is no longer a member and someone is appointed in their place.

Linda thanked everyone for their participation and their collaboration in what had been a marathon meeting.

President: Linda Tanian

Signature: 

Date: 28 February 2022