



Australian Endurance Riders Association Inc.

Minutes of the Committee of Management Meeting

Date: Meeting commenced at 9.00 am AEST on Saturday 3 September 2022.

Venue: Webinar – the meeting was recorded.

1. Meeting opening

President, Mark Dunn, welcomed everyone to the meeting acknowledging members and visitors. Advice was provided on how to make comments or to “raise hands” on GoTo Meeting.

2. Attendance

2.1. Management Committee Members Present

Mark Dunn (President & Treasurer) (TEERA), Kim Moir (Secretary) (QERA), Belinda Hopley (NSWERA), Dick Collyer (Vice President, QERA), Jil Bourton (SAERA), Sandy Little (VERA), Natasha Ellery (WAERA).

Note: Dick Collyer left the meeting at 14.20 pm.

2.2. Apologies

Noni Seagrim (NSWERA)

Kerry Fowler-Smith, (NSWERA Delegate)

2.3. Proxy Votes

Belinda Hopley as proxy for Noni Seagrim

2.4. Visitors

AERA Delegates – Andrew Miles (TEERA Delegate) Bev Turner (NSWERA Delegate)

Honorary Members – Pat Hodgetts

Secretary note –

Kaye Mitchell advised that she had resigned from TEERA MC and as AERA Delegate on 30 July 2022

Lyn Taylor has advised that she has resigned from VERA and as AERA Delegate on 25 July 2022

Linda Tanian joined the meeting from 13.00 pm

3. Portfolio Allocations

To note any additions or changes – nil to record

4. Register of Pecuniary Interest

No conflicts of interest were declared.

5. Previous meeting minutes

5.1. Amendments to the Minutes of the Management Committee Meeting held on 24 July 2022.

Amendments as noted in the agenda.

5.2. Amendments to the Minutes of the Management Committee Meeting, Subsidiary Agenda, held on 24 July 2022.

No amendments noted.

Motion: 2022/09/01 Moved: Kim Moir / Dick Collyer

That the minutes of the AERA Meetings held on 24 July, with the amendments as noted, be accepted.

Carried unanimously

6. Business arising from the minutes – refer Action Sheet

6.1. Sub-committee Terms of Reference

Terms of Reference have been amended to show Chairperson “as appointed at AERA MC Meeting” rather than naming the individual, to minimise the work that need to be done if there is a change to personnel. These have all been uploaded to the website.

6.2. Swabbing information

A one-page information sheet on swabbing to be posted on the AERA Facebook group and on the website to provide a quick reference to members.

6.3. Sponsorship received

Sponsorship had been given anonymously to support an aspect of the Online Nomination System. It was resolved that this was not transparent and did not support good governance or good accounting practice. The recommendation that the person was of high standing in the sport was noted but MC members agreed that this set a precedent.

Motion: 2022/09/02 Moved Dick Collyer / Jil Bourton

That an anonymous donation to AERA is not acceptable on the basis of governance and transparency and therefore AERA requests that Peter Johnson return the funds paid directly to him from an anonymous donor and invoices AERA for the necessary amount.

Carried unanimously.

Action

The Governance Sub-committee will draft a Sponsorship and Receipt of Donations Bylaw

6.4. AERA Constitution

DAs invited to provide comments on the AERA Constitution in preparation for a review next year.

6.5. EA Affiliation Agreement

A review of the EA AERA MOU has been accepted for ongoing discussions with EA to secure an affiliation agreement.

6.6. About AERA – one page document for Facebook and AERA Website

A one-page information sheet about what AERA does to be posted on the AERA Website and the AERA Facebook group.

6.7 Recovery of Public Liability Expense

Request for an options paper with regard to the option that AERA will invoice DAs for recovery of the shortfall in recovery of Public Liability expenses was not completed. It was resolved that this option was in accordance with the AERA Bylaw - Fees and Charges and there have been many changes to ride cancellations and impact on memberships across all DAs, such that an invoice proportional to membership remained the fairest way to recover this loss. This will be discussed again at the next AERA MC Meeting, and a decision made about how much will have to be recovered from DAs.

Meeting adjourned 10.43 to 10.55

Bev Turner left the meeting at this time

7. Online motions

7.1. Financial decisions

Payments from 22 July 2022					
No	Payee	Invoice No	Date	Amount	Description - comments
1	Gerard Bou	Invoice	19/07/2022	26,535.00	137 TQ Buckles @ 170; 3 x TQ 1000-mile buckles @ 350; 3 x TQ plaques @ 65; 1 x TQ Cup@ 2000

2	Widgee Endurance	Refund	22/07/2022	160.00	Refund of online nom fee double payment
3	Vendraip	10217586	19/07/2022	120.00	Annual hosting aera.asn.au
4	Tom McCormack	Reimbursement	28/07/2022	277.08	Travel expenses 252.38; postage 24.70
5	Anne Barnes	Reimbursement	21/05/2022	1,225.92	Travel expenses TQ vet
6	Darien Feary	107	28/07/2022	2,160.00	TQ TV fee plus expenses
7	Australia Post	1011730290	3/08/2022	15.95	postage
8	Peter Johnson	873	31/07/2022	2,400.75	AERASpace costs
9	Vendraip	10300767	1/08/2022	120.00	Annual hosting tomquilty.com.au
10	Kim Moir	Payment	31/07/2022	649.00	Secretariat honorarium
11	Chris Nichols	Payment	31/07/2022	103.00	Webmaster honorarium
12	Deb Edwards		31/07/2022	1,100.00	Bookkeeper - 37.5 hours inc 10 OLNS
13	SUREWISE	S23135	1/08/2022	6,734.00	PA premiums 31/03 - 30/06
14	Gerard Bou	Invoice	26/07/2022	4,500.00	Buckle engraving machine
15	ATO - BAS	Payment	15/08/2022	611.00	Payment of GST
16	Fusion Financials	16866	15/08/2022	154.00	Preparation of BAIS
				46,865.70	

7.2. Other on-line motions

7.2.1. Vet Accreditation SAERA

Motion that Dr Laura Salisbury (SAERA) be accredited as an AERA Endurance Veterinarian.

Moved Jil Bourton / Natasha Ellery

Voting: For – 7 votes; Against – 0 votes; Non votes – 1

Carried by majority

Discussion

It was noted that DAs may use different methods to support their recommendations for accreditation and that this may be reviewed, with note of consulting with the DA Honorary Vet.

7.2.2. Chief Steward Accreditation QERA

Motion that Ken Moir be accredited as a Chief Steward

Moved Mark Dunn / Dick Collyer

Voting: For – 5 votes; Against – 0 votes; Abstain – 1; Non votes – 2

Carried by majority

7.3. On-line discussions

7.3.1. Review of CS accreditation – request from Tony Warren whose CS Accreditation had lapsed.

Mark Dunn provided the following advice -

Tony is an experienced CS, whose first recorded ride on AERASpace as CS is in 2013. His last ride as CS was on 2 June 2019 – as such his accreditation lapsed on 1 June 2021.

I have spoken to Tony and to NSWERA CS liaison Belinda Hopley and NSWERA secretary Noni Seagrim, both of whom support extending Tony's accreditation, as do I.

In September 2021, the AERA MC passed this motion:

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.

The decision to extend CS accreditation vests in the AERA CS liaison, currently me.

I have extended Tony's accreditation by 18 months, to now expire on 1 December 2022.

8. Correspondence

8.1. Correspondence Inwards

No	Date	Correspondence Inwards	Action
1	21/07/2022	DRNZ Committee re recognition of distance	Agenda
2	21/07/2022	Mark Tylee re recognition of distance DRNZ	Agenda
3	22/07/2022	Dr N Cribbs via N Seagrim	
4	23/07/2022	Paul Nugent, VERA re appointment of Sandy Little to AERA	Noted
5	26/07/2022	L Piddington re AERA online for Ride Organisers	Fwd to AS Sc
5	27/07/2022	Deb Grull re TQ buckle	Agenda
6	27/07/2022	Linda Tanian thank you to AERA	Noted
7	30/07/2022	MS Soldevila re qualifications of horse overseas	Fwd to EA
8	30/07/2022	Kaye Mitchell resignation from AERA	Noted
9	1/08/2022	Tony Warren re CS accreditation - on line discussion	Resolved
10	1/08/2022	TEERA re resignation of Delegate	Noted
11	2/08/2022	Dr D Feary re IT outcomes at TQ22 - change of ride result	Resolved
12	3/08/2022	A Greeves re changing online nominations	Fwd to AS Sc
13	3/08/2022	B Pullin re standard for scales	Resolved
14	4/08/2022	EA V Farr re EAEnC Meeting	Noted
15	4/08/2022	SAERA re accreditation of AERA endurance Vet Laura Salisbury	Resolved
16	4/08/2022	A Bailey re use of AERA Online Nomination system	Fwd to AS Sc
17	5/08/2022	P Karner re TQ Merchandise	Fwd to TQ22
18	8/08/2022	A Price re online nomination	Fwd to AS Sc
19	11/08/2022	.au direct registration	Agenda
20	12/08/2022	J Barlow NSWERA Registrar re change to rule re logbooks	Agenda
21	17/08/2022	Equestrian Hub re advertising - promotion	Agenda
22	17/08/2022	L Evans re missing horse	Resolved
23	17/08/2022	T Gower re Gobi Desert Cup plus two attachments	Agenda
24	18/08/2022	I Uechtritz - vet student seeking sponsorship	Resolved
25	20/08/2022	TEERA re AERASpace costs	Agenda
26	21/08/2022	TEERA re AERA Bylaw - Rules plus amended version	Agenda
27	21/08/2022	G Nowes re online nomination	Resolved
28	23/08/2022	Ventraip re new domain name - tomquilty.au	Agenda
29	24/08/2022	N Sample re OLNS Invoices	Fwd to AS Sc

8.2. Correspondence Outwards

No	Date	Correspondence Outwards	Author
1	24/07/2002	Dr Marc Walton re vet accreditation cc WAERA	KM
2	26/07/2022	EA V Farr re new AERA Contacts	KM
3	26/07/2022	K Winkel re Decade Team Award	MD
4	26/07/2022	L Tanian - AERA thank you	KM
5	28/07/2022	D Grull re TQ Buckles	KM
6	3/08/2022	A Kettlewell re TQ22 appeal	KM/MD
7	3/08/2022	DAs and others - AERA Meeting notes	KM

8	4/08/2022	DAs re AERA Bylaw Disciplining of members	KM
9	4/08/2022	B Pullin re standard for scales	MD
10	8/08/2022	Dr Laura Salisbury cc SAERA re vet accreditation	KM
11	16/08/2022	DAs re AERASpace user access contact	KM
12	17/08/2022	TQ22 Committee thank you and follow up	KM
13	19/08/2022	QERA Registrar re TQ22 IT forms for Brookleigh Syria	KM
14	19/08/2022	SAERA re TQ22 IT forms for Diamond R Turbo	KM
15	24/08/2022	DAs and others - AERASpace new version	LT
16	24/08/2022	I Uechtritz response to sponsorship request	KM
17	24/08/2022	L Evans response to query re lost horse	KM
18	24/08/2022	NSWERA Registrar re Rider Results at TQ22	KM

Motion: 2022/09/03 Moved: Kim Moir / Dick Collyer

That the inwards correspondence is received, and the outwards correspondence is endorsed.

Carried unanimously.

Points raised

Inwards correspondence Item 13 with reference standard of scales

Noted that there is no specifications given for scales. NSWERA had purchased scales for each Zone on the understanding that the Zone is then responsible for replacement. WAERA have provided scales for use at rides, WERA have purchased their own scales and at a recent ride a rider's recorded weight caused them to be nominated in a different weight division. This weight change was confirmed at the next ride weighing on the WAERA scales.

8.3. Business arising from Correspondence Inwards

8.3.1. DRNZ correspondence re rider distances and similar from Mark Tylee

Noted that there were also two letters as late correspondence to the previous meeting supporting this. Response to these was held over to this meeting to allow time for consideration of all aspects of this request.

Mark reported that

- he had spoken to DRNZ President Mark Tylee, and Ashley Cole (TQ22, first international rider, who I know) and also reread the various letters we have received supporting its requests. Both Mark and Ashley have stated that there are NZ riders who wish to compete in Australia +/- their horses. DRNZ events now attract more entries than ESNZ, significantly so, according to Ashley Cole.
- DRNZ was formed 5 years ago as a response to perceived difficulties with Equestrian Sport NZ (ESNZ) admin and, as with us, the cost of being part of an organisation aligned with FEI have
- Review of [the DRNZ Rules](#) are similar to ours as are its vetting rules. That said, DRNZ stages 'optimum time' rides as well as 'competitive' rides as does ESNZ.

This request is for AERA to recognise rides done as qualifying them to do rides in Australia. Reference to AERA Rule 32.1.b that an international riders must be "a current member of a National Endurance Federation/ Organisation (AERA equivalent) in their home nation" so we are being asked to recognise DRNZ as a '*National Endurance Federation/ Organisation (AERA equivalent) in their home nation*'.

Discussion

The existence of two groups has split their resources and membership numbers.

ESNZ is recognised internationally as the NZ Administrative body for all equestrian sports.

If application was on an individual basis to recognise qualifications from a NZ rider based on evidence that they are qualified by our measure, this would still require a Letter of No Objection. And they would have to be

a member of a national endurance federation and would still have to have done the appropriate number of rides to qualify as open or to enter a TQ event.

It may be that AERA would have to effect a rule change to accept rides done without endorsing DRNZ as an AERA equivalent.

Currently an International rider is recorded as a Day Member and should provide evidence to the RO of their status.

AERA is negotiating for EA to continue to recognise AERA as the only administrative body for endurance in Australia and ESNZ holds that role in NZ. Does ESNZ recognise rides done under DRNZ rules?

Action.

Write to ESNZ to say we have been approached and quote our rule and ask for their view on this - Mark.

Respond to DRNZ and others to advise that this is still being considered - Kim.

8.3.2. D Grull re TQ Buckles

Thank you letter from Debbie Grull for the plaque for Fred's 10th TQ achievement and suggestion re promotion of the Buckle – also much complimented by her.

Discussion

In receiving this correspondence it was noted that the TQ website is out of date and needs some work.

There has been consultation with Chris Nichols about how to advance this.

Deb was noting that there had been an article in the TQ18 Book explaining how the buckle had come to be and suggested that this should be re-visited for TQ23 book with some explanation of the symbols that are on the buckle. This could also be on the website on a TQ section there.

Action

Kim follow up with Gerard with view to promoting on the website and in the TQ23 buckle and to include a section on the website on the buckle.

Response to Deb thanking her for this good idea.

8.3.3. 2020 Gobi Desert Cup – T Gower

Correspondence regarding organisation of this cancelled / postponed event and request for support from AERA. The person organising this had been a QERA member.

Discussion

General consensus that this was a private business arrangement that AERA cannot be involved in.

Note that the individual is not a current member of any DA and therefore is not subject to any disciplinary action. Also that a DA would not be able to refuse membership without legal cause and there has never been a process to confirm any member's criminal history.

Concern that now we are aware that this event has not ended well for those who have nominated, and that those who have paid for this event are still seeking to recover monies paid through ongoing legal action, AERA should not promote this event if the matter has not been resolved.

Action

Respond to say we can't discipline the individual but can watch out for posts. And note request that promotional materials on AERA platforms and that we will monitor this in keeping with updated information.

Members to monitor Facebook comments.

8.3.4. TEERA Re AERASpace costs

The TEERA SMC requested advice on the AERA expenditure on AERASpace, noting variances in what has been expended over the last three years and what has been spend on the AERA Online System. It was also

noted that there is ongoing expenditure on what they considered what should not be a 'mature' platform requiring minimal ongoing costs.

TEERA requested a full breakdown of costs for the years 2020, 2021 and YTD 2022 be provided to it and to other DAs, so it can satisfy itself and its members that the expenditure on AERASpace is appropriate.

Discussion

Note that invoices from Peter Johnson are itemised but there would have to be some work done to determine what categories exist – what is fixes, new work or enhancements and would have to be done manually by the bookkeeper. Bookkeeper and Finance Team may have to consult to clarify what categories need to be available. This may require some work from the Bookkeeper, and this would incur a cost.

Reminder that AERA pulled back on all works in 2020, other than urgent fixes, as we had no idea what our income might be that year when it looked like the sport would shut down due to the pandemic. We shut down any improvements or updates to AERASpace so some things were carried forward to 2021 that had been scheduled for work in 2020. Hence the variation between what was spend in 2020 compared to 2021.

Every time a rule change is passed there needs to be an update to AERASpace so that rule is correctly applied, represented in the results. The database is organic.

We can ask that all people who might contact Peter Johnson direct their query in the first instance to a member of the Sub-committee who will determine if it needs to be referred to Peter.

We have a "naïve" group of people using the database, some who may only use it once a year – sometimes his work is about correcting input errors.

The Database was established in 2013 and there are tidy-ups to do as there are some reports that were established in the early days that have been superseded but both reports may exist.

The work done by the Database Sub-committee has to be actioned by Peter and so there is a cost. Maybe invoicing could be more specific.

All expenditure is approved by all MC members and is generally within the budget. Any expenditure that has not been budgeted has to be approved by motion so all financials are transparent.

Note that it is reasonable for DAs to seek understanding of the AERA finances.

Action

General response to TEERA, cc-ed to all DAs, responding as discussed before asking Deb to do the work required.

Option to do a Facebook one-page info to members if there is more information required.

8.3.5. TEERA re AERA Bylaw Adoption of New Rules

Correspondence from TEERA SMC proposing that a clause be added to the AERA Bylaw so that DAs are formally consulted on Rule Change proposals before they are voted on for the first vote by the AERA MC.

The clause that is put forward for inclusion is -

Consultation with state divisions

Division Associations must be specifically invited to make written submissions to AERA on Rule Change proposals for consideration by the Management Committee prior to the first vote on any Rule Change proposal being taken.

Discussion

Concern that this may slow down the process due to the scheduling of DA meetings. There may be times when there is a degree of urgency that may not be met.

The long-established two vote system allows for this as long as information is disseminated to DAs. It was clarified that there was a belief that this had been done in the past so that DAs had opportunity to consult with all members about rule changes. This could also improve the level of involvement of the general membership.

There was a suggestion that the new AERA Constitution had changed this but clarified that members have never voted on rule changes other than when a rule is brought to AERA via the DA's AGM. Any rule change voted on by members at their own AGM still has to go through the AERA process.

Noted that all rule changes are listed on the agenda which goes to all DA Secretaries so comment can be made before the first vote.

The AERA Constitution has changed the number of votes that a DA has voting that was proportional to membership to now a more equal voting.

AERA is charged with administering of the rule book.

Reminder that now DAs do not vote on anything – voting is by AERA MC members in best interest of the sport.

Motion: 2022/09/04 Moved Mark Dunn
That the paragraph in red be added to the AERA By-law.
In the absence of a seconder the motion lapses

Action

Response to TEERA noting that consultation is important, and any DA can communicate concerns to the AERA Secretary.

Noted also that members can attend an AERA meeting as a guest and can voice a concern.

8.3.6. Venraip re new domain name

There had been some on-line discussion on this issue, which is about claiming our domain names with .au added. There is a cost of \$8.67 for the first year

Resolved to proceed.

Action

Secretary to advise webmaster to proceed with this.

8.3.7. N Sample re ONLS invoices

There is a request to do an update to the ONS to allow nominations as a business. This request has also gone to the Database Sc, and this is mentioned in the Database Sc report. This would incur a cost but would service a number of our members who do multiple nominations.

Action

To seek advice on costing for this.

Secretary note: this was discussed later in the agenda and this update has been completed as a minor work.

8.4. Business arising from Correspondence Outwards

No items raised for discussion.

9. President's Report – Mark Dunn

Following Linda Tanian's 17 July resignation from the AERA MC and as AERA President, I was appointed to the role on 24 July.

With Linda's departure I am aware that much of the AERA portfolio responsibility currently vests in just a few people. Thanks to those MC who are working to finalise a number of pieces of work that have been on the AERA job list for some time.

A more even spreading of the workload amongst the MC will need to be actioned in 2023 – I ask MC members to give consideration to that in the final months of 2022.

Work has commenced on drafting an AERA Business / Strategic Plan to cover the period 2023 – 2025.

Other than that, I have nothing to report that doesn't appear elsewhere in this agenda.

Discussion

Mark noted that there has been a bit of activity as anticipated in taking on the President's role.

Vote of thanks to Mark for the job done.

10. State Reports

10.1. NSWERA Report

No report received

10.2. QERA Report – Dick Collyer

Membership Still less than we would like it to be.

Finances Better than last year because of continued government grants and solid attendance at rides.

Ride Calendar Planning continues for the memorial Winton to Longreach Ride in 2023. The first day of this event will be 165kms. QERA requests that this first day is recognised as a TQ qualifying ride. The current relevant Event Standard requirement is

"All competitors must meet the following requirements:

14. Must be a current financial riding member of a DA of the AERA.

ii. Must meet the requirements of AERA General Rule (S1), 29.3 – rider status, and must have, additionally, successfully completed at least one 160km/24-hour endurance event"

There will be a "test" ride held at Winton and over a shorter distance this year.

Our 2023 Draft Ride Calendar has been uploaded to AERASpace. (Great work, Kim)

Chief Stewards and Vets

Ken Moir is now an accredited CS, and we have three more candidates who are on the way towards accreditation

One more vet is on the threshold of accreditation – needs to do one more ride.

Medication Control Stewards' Course

As per previous report, several of the members who attended this course have assisted the EA Medication Steward at rides, and we hope to have their accreditation finalised soon.

QERA State Championships

These were held recently at Herberton in Far North Queensland. Low attendance because of this location, but a very good completion rate and a really good event overall. Next year, the SCs returns to Stirling' Crossing in Southeast Qld.

AERA Actions

14. **Stockman's Hall of Fame**

Craig Renner now has some contacts with the SHOF, and I have asked him to begin a conversation with them with the plan that the endurance section is upgraded.

2. **Website Hall of Fame**

Here is what EA have on their website for their "Hall of Fame", with the link:

"HALL OF FAME (from EA website)

The Equestrian Australia (EA) Hall of Fame is the sport's opportunity to recognise the lifetime achievements and efforts of its members in equestrian sport. Australia's success on the international sporting arena has earned the country a reputation as one of the top equestrian nations in the world. This reputation is due to extraordinary achievements and dedication by EA members over the years. Introduced for the first time in 2010, the Hall of Fame will forever honour EA's greatest achievers.

Only current Members of the EA Hall of Fame and the EA Awards Selection Panel are offered the opportunity to cast a vote in relation to future inductees.

However, we would be interested to get your thoughts on people and horses to add to the nominations list, so that we can continue to grow the Hall of Fame and recognise the outstanding contribution EA members have made to our sport.

EQUESTRIAN AUSTRALIA HALL OF FAME – NOMINATION SUBMISSION

The Equestrian Australia (EA) Hall of Fame is the sport's opportunity to recognise the lifetime achievements and efforts of its members in equestrian sport. Australia's success on the international sporting arena has earned the country a reputation as one of the top equestrian nations in the world. This reputation is due to extraordinary achievements and dedication by EA members over the years. Introduced for the first time in 2010, the Hall of Fame will forever honour EA's greatest achievers.

Only current Members of the EA Hall of Fame and the EA Awards Selection Panel are offered the opportunity to cast a vote in relation to future inductees.

However, we would be interested to get your thoughts on people and horses to add to the nominations list, so that we can continue to grow the Hall of Fame and recognise the outstanding contribution EA members have made to our sport. Your nomination needs to be approved by the nominee himself or his/her family.

Hall of Fame category

Individual achievement

Team achievement

Outstanding horse

Service to sport

<https://www.equestrian.org.au/equestrian-australia-hall-fame-nomination-submission>

I propose:

1. That AERA follows this model and sets up our own website "Hall of Fame" based on clear criteria and with any AERA member (the DAs) being able to nominate candidates.
2. That AERA nominates worthy candidates to the EA Hall of Fame. Eg WEG medal winning teams; TQ 20 buckle holders; riders with 20 000kms; horses with 10 000kms, etc?

Kind regards

Dick Collyer

Discussion

The vet noted in the report as "on the threshold of qualifying", Simon Goodwin, has now completed the required number of rides. He graduated last year and has completed 4 rides some of which he has done under the supervision of our honorary vet. He works in a large animal practice and has reviewed the material on the website and is keen to do the online training to qualify as a Treatment Vet. The application for accreditation was sent through and forwarded to the members.

Motion: 2022/09/05 Moved: Dick Collyer / Kim Moir

That AERA approve Simon Goodwin as an accredited endurance vet

Carried unanimously

Winton to Longreach Ride

Request that the first day of this (165 kms) be considered as a qualifying ride for the Quilty was discussed in Business Arising from the previous meeting and will be brought back to the meeting in October for further discussion.

Hall of Fame

Recommendation from Dick that AERA establish a Hall of Fame on the AERA Website along the same format as EA has used DA/s should nominate candidates with some obvious candidates such as WEG Teams, 20 TQ Buckles, 20,000 kms, service to the sport. AERA should also look to nominations to the EA Hall of Fame – there are no endurance riders or horses at the moment.

Motion: 2022/09/06 Moved: Dick Collyer / Belinda Hopley

1. That AERA follows this model and sets up our own website "Hall of Fame" based on clear criteria and with any AERA member (the DAs) being able to nominate candidates.
2. That AERA nominates worthy candidates to the EA Hall of Fame. Eg WEG medal winning teams; TQ 20 buckle holders; riders with 20 000kms; horses with 10 000kms, etc?

Carried unanimously

Action

Letter to Simon Goodwin and cc to QERA - Kim

Criteria for nominating to the AERA Hall of Fame to be developed – Dick and Jil

Follow up with Victoria Farr, EA, re process for nominating to EA Website.

Correspondence to DAs re meeting notes to include this – Kim
Further information from Winton to Longreach ride organisers re option for elevator ride – Dick

10.3. SAERA Report – Jil Bourton

Not much has changed in SA since the last report other than two more rides being run & won – one of them being the Sandy Creek 20th Anniversary ride. This ride was instigated by Colin & Cathy Brown back in the '80's & was resurrected a few years back by their daughter Lisa, who has been a horsey girl from the year dot. Colin is still involved & is a valuable "go to" person for just about any ride in SA.

Members showed their appreciation for his genuine input into the sport by presenting him with an embroidered puffer jacket, around the obligatory bonfire, at the latest edition of this iconic ride ie. Number 20.

We are still struggling regarding vets and officials for our rides – with two more now on the calendar that will possibly face cancellation if the roles can't be filled. We certainly don't have to worry about weather & rain like the eastern states, our problem is manpower.

With no one or no group coming forward to stage our state championship this year, negotiations were made with the Dergholm Endurance ride, just over the border in Victoria, to run our 160km event alongside their ride of this distance at the end of October. While it is unusual, we believe it's achievable & we are working closely with the RO's & members of VERA SMC to make it a success.

It is worth noting that the Dergholm ride has always enjoyed dual affiliation with SAERA, Trish & Dave Reeves were originally from SA & ran many rides this side of the border over the years & due to its proximity to the border, much of the course will actually be in SA anyway!

That will be the finish of our season and hopefully, with a bit of encouragement, we can get a full 2023 calendar up by the end of the year.

Jil Bourton

Discussion

SAERA working on a number of strategies to attract new members. Also working to attract vets and CSs. Note that SAERA has a volunteer levy (\$5) to cover expenses if we had to bring in officials from other states – this has been in place for about 10 years so they can afford to do this. This fund can also be used to send potential CSs interstate

Note no feedback re plans around TQ24 yet.

10.4. TEERA Report – Mark Dunn

There is little to report since our 24 July meeting as no rides have been held in Tasmania since 14 June. Our next scheduled ride is on 1 October – there are four more rides scheduled for this year.

We would normally have a ride in August – sadly the hosting club was unable to stage its usual event this year.

The venue and dates for the 2022 Tasmanian State Championships were confirmed at our SMC meeting on 16 August. They will be held from a ride base at Santarena Park, Scottsdale (TQ18 venue) from 18-20 November.

Discussion

Nothing to add to the report other than TEERA SMC is pleased to be able to confirm a State Champs event for this year.

10.5. VERA Report

No report received

10.6. WAERA Report

No report received

11. Treasurer's Report – Mark Dunn – discussion on Treasurer's Report suspended till after lunch break to allow more time.

Note all financial reports to end of July had been provided to MC Members 10 August and available to all AERA Delegates through Google Drive.

Documents provided also included Draft AERA Budget 2023 and AERA Summary of charges draft 5

Firstly, to repeat what I wrote a few weeks back on the July financial statements:

"We're well below where our budgetary forecast would have had us at this time for the same reasons given then – mostly because of lower than forecast member numbers and fewer rides and riders than forecast, largely due to weather events in the eastern states. The rider numbers for TQ22 were less than expected and this too has resulted in a deficit in projected income for AERA.

There will, in all likelihood and as foreshadowed in July, be a need to recoup some \$ from the DAs because of the shortfall in public liability costs recovered from the reduced member and rider numbers. The shortfall will be in the order of \$25,000.

However, we still have a strong balance sheet, and I don't think there is any cause for concern."

To add briefly to this – we look like ending 2022 with approx. \$100,000 in the bank, perhaps slightly less. This is approx. the 'buffer' MC has previously agreed is prudent heading into each new year.

Our main task today is to review the first draft 2023 budget the Finance SC has prepared for consideration by the MC. The budget assumes a 2023 membership of about 1,300, roughly what we had in 2022.

Our insurance agent, SUREWiSE, has provided preliminary advice that we can look forward to a further 15% (approx..) increase in premium for 2023 – that will come as no surprise to anyone.

Given that we were well short of covering our insurance costs in 2022, this means we will have to significantly increase our fees and charges in 2023. The principle the Finance SC has used in framing the draft 2023 budget is that this increased insurance cost should be recouped by increasing the associated insurance fees and charges rather than membership or ride levy (or other) fees. However, that is the discussion we need to have at this meeting.

Please take the time to have a good look at the draft budget and draft fees and charges schedule, in particular the numbers highlighted in yellow in the fees and charges schedule. You will see that, applying the principle above, generates much higher insurance related fees in 2023.

Insurance accounts for about 40% of the total expenses in the budget. The rest of the income and expenditure estimates for 2023 are based on historical data and are very likely there or thereabouts.

One line item over which there is some uncertainty and over which we do have some control is the income generated by AERAOnline. The budget estimates this at approx. \$10,000 but there is potential for this to be higher if there is good take-up of the platform across the country. This would require DAs to actively promote to ROCs that it is to their benefit to use the platform – every \$ generated is a \$ less that will need be recouped through the various other fees and charges.

Discussion

General report is much the same with fewer riders and fewer rides – still look at having about \$100,000 in the bank so still able to meet our commitments.

Budget

Advice from SUREWiSE that there will be another increase in 2023, even with lower projected membership numbers. With a potential 15% increase in 2023 and a shortfall in our estimate for PL recovery for 2022 we are looking at potentially 40 – 50% increase in next year's fees and charges for items related to PL. The fees set

for 2022 were probably too low and impacted by fewer members. Insurance for 2023 is shown as approx. \$100,000 and represents the bulk of our costs.

Noted that we have not yet received any advice on PA insurance costs for 2023. This has minimal impact on our budget.

Mark spoke through the numbers proposed noting that the principle adopted by the Finance Team is to apply an increase where we know there will be an increase in costs. Fes and Charges document showed increases to DA and Event insurances as one offs and also for all levels of memberships.

Query re smaller increase for Intermediate members? This may have been an oversight. Main consideration was to balance fees to memberships vs day membership to try to give an incentive to becoming a member. This is also against the trend to encourage people new to the sport.

Other budget items are founded on historical data but with a smaller membership.
The overall aim is to end the year with a small surplus, 10 – 15 % of income.

General consensus that this is sell-able as everyone knows that insurance has gone up.
Query re need for insurance for those who have EA membership which covers PA and PL. The insurance policy is based on our anticipated membership and a fee is paid for each day member. The insurance cover is also based on our rules

Income from AERASpace has been set when the system went live, at \$2 per transaction which is still under the market. Decision whether to increase this next year will be made at the October meeting.

Sponsorship

The Finance Team had presented a proposal in 2020 that AERA would seek to attract sponsorship over a 6-year cycle from one sponsor with some money retained by AERA and money disseminated to TQ events and to DAs State Championships events. That proposal was received quite well though no formal response was received from NSWERA.

There has been a recent offer of sponsorship to AERA from an international stable for the next TQ event.

Discussion

That we need to do due diligence to ensure that the reputation of the potential sponsor would compare well to our standards around horse welfare.

That we need to consider all sponsorship opportunities to support the finances of the association.

That we are clear about what is expected in return for sponsorship.

That we re-visit the concept of a 6-year sponsorship program with a focus on the historical values of the TQ Gold Cup .

Motion: 2022/09/06 Moved: Mark Dunn / Dick Collyer

That the Treasurer's report is accepted.

Carried unanimously

Actions

Budget and proposed Fees and Charges to be distributed to DAs with briefing paper – Mark and Kim

Sponsorship offer to be investigated further - Kim re specific offer and Jil re 6-year program.

Dick Collyer left the meeting at 2.20 pm

12. Insurance Report

Contact was made with SUREWiSE to initiate discussions regarding insurance for 2023. Though no figures have been provided at this time, there was an indication that we could expect an increase of at least 15%. This possible increase has been applied to budget figures by the finance team.

There has been one enquiry about a possible claim through PA, but no further contact has been made. There are two ongoing claims – one of these made a negative comment on the Facebook promotion of SUREWiSE. He had been asked to provide some medical history to support a further claim from the same incident and had stopped communicating with ASA. Another claimant has expressed that he was not happy with the restrictions that had been put on his claim.

Kendel has spoken to both parties and has concluded that ASA reps may not be the best ones to talk directly to members as they have less knowledge of the sport.

The renewal report will give a couple of options to increase the cover but will of course increase the costs for all members.

13. National Ride Entry Statistics

Ride numbers for 2022 could potentially reach over 7000 with rides still to be run.

Ride entry statistics at 24 August 2022

Division	Endurance	Intermediate	Introductory	FEI	Total
NSWERA	727	373	366	13	1479
QERA	574	433	330	47	1384
SAERA	133	62	75	-	270
TEERA	230	128	88	-	446
VERA	451	234	184	-	869
WAERA	197	181	222	-	600
Totals	2312	1411	1265	60	5048

Ride Entry Statistics for 2021

Division	Endurance	Intermediate	Introductory	FEI	Total
NSWERA	647	541	667	19	1874
QERA	1092	835	484	15	2426
SAERA	158	81	143	-	382
TEERA	400	264	134	-	798
VERA	244	167	105	-	516
WAERA	404	207	308	-	919
Totals	2945	2095	1841	34	6915

Secretary note = there are 2190 active horses counted in the database – that is they have done a ride in the last 24 months.

NSWERA – 664; QERA – 802; SAERA – 92; TEERA – 234; VERA – 205; WAERA – 193

Noted that ride entries may continue to progress to higher numbers than in 2021. Also noted that endurance rides seem to be holding up better than shorter rides.

14. Portfolio Reports

14.1. AERA Registrar – Jo Bailey

No report received

14.2. Website / Webmaster – Chris Nichols

Nothing too much to report on, the major version upgrade of the Joomla Content Management System the site is built on went without any major hitches. The site is now running Joomla version 4.x. I've worked out a solution to getting Debbie's track marking supplies. It is an open-source solution, so no cost involved. Debbie wants ROs to ask for quotes, rather than a full ecommerce solution. Here is an example of a shopping cart I converted to a quote system for another website I did. However, for AERA I could include prices. <https://handicart.com.au>

As for the Quilty, there is currently a TQ site – <https://tomquilty.com.au/>
I really don't know how long it is since any updates etc have been done on it, looks like TQ17 is the latest Quilty mentioned on the site. It would be a major job to do anything serious with it, possibly even a rebuild as the TQ site isn't built with a content management system it is just a static site, so difficult to keep updated.

Secretary note

I have asked Chris if he can estimate the hours it might take to do this but would suggest it is important in terms of promotion of the sport.

Discussion

General comment that information about the Quilty is important in promotion of the sport.

Chris had recommended that the TQ website be kept for each TQ Committee and then that content can be archived to the AERA website. Suggested option to have a TQ Website that archives everything.

Also note that minutes are up to date.

Action

Kim to follow up on what costs will be entailed.

14.3. Social Media

No report received

14.4. AERASpace – Report from Linda Tanian (Linda joined the meeting from 1.00 – 130 pm)

The report from the Database Sub-committee is provided as a separate document (appendix 1).

Discussion

Linda spoke to her report providing updates since the report was submitted.

Online membership renewals

Meeting with DA Registrars was attended by all except Grace from TEERA and Jax from NSWERA – Linda caught up with Jax later. Discussion was to establish what needed to be set up to capture all the individual processes for each DA.

Membership Cards – discussion about whether these would be needed.

Family Memberships – noted that there is no clear definition for all DAs though some DAs have very specific requirements.

Discounted memberships – again not the same for all DAs and with specific reference to QERA's Gold Card status for significant volunteers.

Northern Rivers Zone have option to be a member of QERA or NSWERA – system will allow this.

All concerns were discussed with solutions found for all and general support for online renewals, as saving time for volunteers.

Peter Johnson had suggested a cost of \$7800 but Linda would advise AERA look at a cost of between \$9000 and \$10000. Income of \$2 per transaction, as is currently being charged, would raise approx. \$3000 per annum and so recoup initial outlay in 3 years.

This could be ready to run for 2023 memberships but would need a quick response from AERA to do this with confidence. Linda suggested that waiting for a decision until the next AERA meeting on 23 October would probably delay commencement until 2024. There is not the same level of development as for online nominations and some of those systems already set up will support online memberships such as Payway, so there was confidence this could be done for 2023.

DAs would have to be consulted and one query was about AERA fees being deducted before membership income is transferred to DAs. General support for this to reduce admin and remittance reports would provide clear information on memberships and deductions.

Action

Database Sc to provide a proposal, including costs to DAs and processing of fees, to be circulated to DAs asking for a response in a short timeframe.

Other items from the report

Noted update to accommodate Pioneer Trek with 27 rides – this situation can apply to other events with rides running over multiple days. This was in fact a small change as coding was quite simple. The system looks at how many days and if more than 2 days it will push across to a different display format.

Recognition of International Members – system can accommodate a day membership fee for this.

Capacity of ETS for travelling checkpoints with challenge being the service availability. Noted for Darling River event and would be an issue for Winton to Longreach ride.

Concerns re costs – query whether consideration is given to the value of updates if only for one ride. Linda acknowledged the concerns about ongoing costs but stated that the sport is not in a stable situation with reference to use of technology and AERA is very much in catch-up mode to get systems in place. This is about generating revenue and also reducing the workload for volunteers. There is considered to be a long-term benefit for the investment.

Signing off on declarations online – still some forms need to be available at rides because of complexity of multiple signatures required.

No Help button – was discussed at last meeting and looking at what can be added to cover this with a suggestion that this could be as simple as a “call me” option

Promotional strategy for online nominations – note that this is being worked on and will forward to AERA first.

Item from Action Sheet was the query from WICEN (Qld) about having the ability to track riders while on course. Contact has been made and waiting now for WICEN to contact to organise a meeting to discuss this. It may be that our system will be able to push data back to their system.

Other points from Linda

Minor amendment to modify the name that appears on the entries. This additional field in the nomination screen allows for input of a business name.

Prompt to upload IT forms – there is nothing at present, but the system can be modified to prompt the Ride Secretary to enter IT forms, but this may be dependent on technology being available in the field. Noted that this may be more relevant to prompt whoever is finalising the ride.

Mindari app – question about whether there needs to be any changes made to accommodate this. MC still to decide on this

Biosecurity requirements – a query had been put to the Sc asking if the nomination system can collect data on vaccination status. At present there is no requirement to gather this information. Noted that this could be quite complicated due to the variety of vaccines and the different information re currency but could become a requirement through the National Horse Traceability Scheme.

“My details” tab includes person and horse details and has the comment that in future users may be able to alter this information. Noted that the ability to change member details will be part of the membership renewal development – how much work to add a field – changing details will come through as part of membership renewal .

Query raised about the number of updates that happen when accessing online nominations and noted that this is required to minimise risk of loss of data. Data is being entered all the time.

Query raised about getting back to past rides particularly if we need to recover “signed” declarations that may be required for insurance or swabbing issues. There is also the issue of people not finalising declarations. The Sc is looking at generating a reminder to the person doing the nomination who can then remind their rider / trainer/ parent to sign off. Also building a log to show all of those declarations and have access to recover them.

Query re being able to use a discount code. This has not been discussed at this stage and may be difficult to ensure security of this as people may share this.

Reports that Ride Organisers use are currently provided as PDF and query whether these can be available as excel or csv documents. Noted that Sc is working towards this.

Linda thanked for her report and for giving her time to attend the meeting.

Actions

Important that AERA MC members drive the take up of this system as an income stream to AERA that supports the principle of “user pay”.

Meeting resumed agenda by returning to the Treasurer’s Report.

14.5. Chief Stewards and TPRs – Mark Dunn

There has been a little action since the last MC meeting.

1. Ken Moir (QERA) sat his final oral exam in early August. He passed and has now been accredited as a CS.
2. EOIs have been received from SA and from QERA for one person in each DA to begin the accreditation process. Relevant info was provided, including that the accreditation process is managed by the DA until the candidate is approved by the DA to sit the final oral exam. As mentioned previously, I place a lot of stead in the reports I get from supervising CSs when candidates do their three rides as a probationary CS.
3. Info was requested from NSWERA about the accreditation status of a CS who had their accreditation extended last year under the COVID provision that allowed the CS liaison to extend an expired accreditation on the basis that limited opportunities to CS at rides have been available in some DAs since 2020. Info was provided.
4. Tony Warren requested (through NSWERA) that his accreditation be extended under the COVID provision noted above. I reviewed Tony’s CS history and spoke to him personally. I consulted both the NSWERA CS liaison and the NSWERA Secretary for their view and both strongly supported an extension to Tony’s accreditation. Accordingly, I extended his lapsed accreditation by 18 months to now expire on 1 December 2022.

Discussion

There has been a bit of action with a couple of people working towards becoming a CS. In accrediting CSs Mark does put a lot of stead in recommendations from probationary reports. Noted that there is no mechanism to store these forms on the database but that this might be useful for future reference. The individual record only allows for certain documents to be uploaded.

Action

Refer to Database Sub-committee to advise on work involved to do this.

Meeting adjourned 12.37 to 12.55

14.6. National Vet Panel – Mark Dunn, NVP Liaison

14.6.1 Vet Accreditation Course Outline_amended August 2022

14.6.2 Vet Accreditation Course Budget_amended August 2022

14.6.3 Vet Accreditation Course Coordinator PD

The NVP has not met as a full group since May. However the group working on the new training and accreditation platform for endurance vets has. As previously circulated:

‘A working group consisting of on Drs Anne Barnes, Darien Feary, Celine Lee and me, as NVP liaison, was formed in April this year. The group first met in May and commenced work. It met again in late July to confirm a work schedule and module content developers. I have been acting as ‘co-ordinator’ until now, but the group wishes to appoint a dedicated person to this role, and I would now like to circulate widely the attached EOI for the role. FYI, I have also attached a PD for the role as well as a final course outline (very slightly changed from that approved by us last year – two modules combined) and a budget.

The work plan aims to have draft course content written by 1 October, the program online, in draft form, by November and aims to begin offering the course on 1 Jan 2023. The thinking at this stage is to require all vets who vet at rides to do the first two (of four) modules at a cost of \$100. The suggestion is that ROC and/or clubs might consider funding this for these vets. We can discuss this at our 3 September meeting.’

The working group has requested advice on who will own the intellectual property rights associated with the course. There was discussion about either the NVP authors or AERA owning these however, largely because the fee being paid to those working on the platform is seen to be a token honorarium, its view is that the course should be ‘open access’ with the content available for free to anyone who wishes to use it.

I am personally OK with this.

Also discussed was the issue of whether AERA had a final right of review of the course content. NVP members thought it unlikely that any content would be the subject of disagreement but thought that this could be managed if it arose.

The full NVP will meet again shortly to consider this and some Rule change proposals emanating from TQ22

Communication also received from Mark to update on Vet Training with attachments included in Meeting Documents as 14.6.1, 14.6.2 and 14.6.3

A working group consisting of on Drs Anne Barnes, Darien Feary, Celine Lee and me, as NVP liaison, was formed in April this year. The group first met in May and commenced work. It met again in late July to confirm a work schedule and module content developers. I have been acting as ‘co-ordinator’ until now, but the group wishes to appoint a dedicated person to this role, and I would now like to circulate widely the attached EOI for the role. FYI, I have also attached a PD for the role as well as a final course outline (very slightly changed from that approved by us last year – two modules combined) and a budget.

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Unless anyone has concerns, I will get the Co-ordinator EOI out there later this week.

Discussion

Mark spoke to his report and noted that the aim is to progress the training package to have it online by January 2023. The business model / budget contains a component to charge a fee. This is suggested as \$250 for the full course and any vet officiating at a ride will have to complete the first two modules. The rationale is that treating a “crook” endurance horse is a specialist activity and sometimes vets can be called on to treat a horse with no experience of an endurance horse. There has been no time set for completion of the course.

These modules would count towards PD requirements.

Consensus that this be progressed to commence in 2023.

Action

Mark to take back to NVP for discussion

Is there an allowance for RPL with a sense that there may be some resistance from vets who see themselves as qualified – relevant to vets who have already vetted at multiple rides. Or is there an option for these vets not to have to pay?

Is there an option to do one ride as an introduction to the sport.

Intellectual property

This had been discussed at a previous meeting and there was a sense that AERA would hold this as they were paying for this. This was not regarded well by members of the NVP.

Third option is to make it open access – amount paid is minimal for the work done so NVP members would be satisfied with open access where anyone else can access.

Final right of review

It was considered unlikely that there would be anything in the content that would cause a critical disagreement.

Agreed that this has been on the agenda for a long time, and we should work with NVP to progress this.

EOI for Coordinator

This was advertised last week and there were two enquiries but only one has followed through with an expression of interest.

Mark to progress with discussion with applicant and will send out for online approval.

Meeting adjourned 14.53 – 15.05 pm

Andrew Miles left the meeting at this point

14.7. Horse Welfare and Invasive Treatments

14.7.1. General report – Belinda Hopley

No report received

14.7.2. Report on horse catastrophes

Nil to report

14.8. Medication control

14.8.1. Swabbing Report – Marylou Locke

No report received

Secretary note after discussion with Marylou

Letter went to DAs on 1 July 2022 advising on targets for 2022 and also to advise on protocols for endurance swabbing. It was also advised that DAs should always consider doing more than just the State Championships event.

Targets and updates per DA (provided by DA members) –

- NSWERA 13 plus TQ
14 swabs were done at TQ22 but not aware of any others. There is only one accredited swabbing steward in NSWERA and there has been no opportunity to access training or to maintain accreditation.
- QERA 22
Fairly well up on numbers but will probably not reach the target. There have been a number of rides cancelled where swabbing was to occur. Six people did the training earlier this year and have completed a number of rides as provisional stewards.
- SAERA 3
None done to date but will aim to have swabbing at the State Champs. This is happening at Dergholm so may be able to access a steward from Victoria. Query whether a steward from racing can be used and noted that the steward must be accredited by EA and there are things done differently for endurance horses – for example the endurance horse can have feed and water and can be swabbed at own camp.
- TEERA 8
Anticipate that they will exceed the target with 5 or 6 swabs done already.
- VERA 5
Target has been exceeded and swabbing scheduled for State Champs VERA will well meet the target.
- WAERA 7
Not aware of any swabbing done yet but State Champs are still to come. Natasha to message ROC to ensure this is in hand.

Marylou has reported that she has received no requests for kits and no advice on swabbing done.

EA Negative (Clear) Sample Analysis Notifications was last updated on 5 July 2022 so no information available re swabbing at TQ22 yet.

14.8.2. EADCM Matters

Nothing to report

14.9. Biosecurity

Nothing to report

14.10. EA Endurance Committee

Meeting that was to have been held on 16 August was postponed until 30 August.

Dick Collyer as AERA Rep, attended the meeting and report is included in Subsidiary Agenda.

14.11. Governance and Policy

14.11.1. AERA Bylaw Disciplining of members

This was forwarded to DAs, after last meeting, with the request that feedback should be received for the AERA meeting on 23 October – to date no feedback has been received.

Action

MC members to ensure this is discussed and feedback is provided.

14.11.2. Strategic planning

14.11.2.1. AERA Business Plan 2023 – 2025 – Mark Dunn

14.11.2.1 AERA Business Plan 2023 – 2025

AERA business plan 2023 - 2025

I started work on this during my trip back to Tassie from TQ22 and have tinkered with it in the weeks since.

All businesses, including organisations such as AERA, should have such plans and work to them.

Should AERA adopt a formal business plan?

I offer this as a starting point for discussion at our 3 September meeting.

Discussion

Mark spoke to the document with a recommendation that the Sub-committees would then develop a workplan to note what to be achieved and strategies by which they will happen.

Consensus that this was a great starting point and that it was appropriate for the Association to have this. The activities are derived directly from the Constitution and if adopted it will be the role of the Sub-committees to develop a workplan to note what they are going to do and how to do it.

Consensus that the plan should be progressed in this format with an aim to implement in 2023. Recognised that it was important to seek comment from DAs who should also look to align their planning with AERA's.

Action

To send to Das for comment noting it will be on the agenda again for next two meetings

14.11.2.2 Endurance Ride Categories – Jill Bourton

Concept presented suggested a rating system that provides a clear transition process for beginners to progress from one category to the next, in line with most sports – categories such as A Grade, B Grade etc

Acknowledged that Endurance, Intermediate and Introductory give this but suggest more definition is required. This had just looked at riders but similar could be done for horses.

Noted –

- that riders do not have to do a 20 km ride but that acknowledgement of this as an entry level to the sport could encourage ongoing participation. This provides recognition that they are at a level of “endurance riding”.
- presentation of a “bronze” level certificate could encourage riders to stay for presentation.
- that there are more intro rides than there had been in the earlier days of the sport, and this is a measure of growth and evolution of the sport.
- this would require a change to the rulebook to formalise the new terminology.
- marathons would have to sit at a platinum level as this requires a different level of horse management.

- question whether a level of achievement allows for horse and rider to do a competitive 40 km ride.

Action

Mark and Jill to discuss further how this might gel with current classifications and how it sits with the rulebook and still must allow for novice requirements to be kept.

14.11.2.3 AERA Q&A notes from TQ22 –

AERA Q & A Meeting held at TQ22

It was considered that this was valuable and to be included in the schedule for each TQ event. This gave members an opportunity to engage with AERA and though only a small number attended, there were a lot of similarities in the feedback received.

Concerns raised included fewer members, increasing costs associated with running rides, fewer ride entries and an overarching negative perception of AERA – a strong “them and us” mentality.

Topics covered included insurance and finance, marketing, membership and participation, and membership of EA.

Responses provided advice on what AERA is responsible for, why AERA needs to look for income streams and general explanation of what AERA does.

Marketing and visibility feeds into the strategic planning; more flow of information to Facebook to promote the sport and to inform members; improved information on EA website.

Funding – sports funding available through government is generally state-based – always ask DAs to consider how funding they can apply for can be used to support national aspects of the sport.

Demographic – high percentage of female members and there is a lot of commentary about building female’s participation in sports / physical activities.

Pathways for success in the sport – being clear about levels of participation and valuing all riders at whatever level they choose to participate but encouraging taking the next step.

Allegiance to Clubs – general discussion about the benefit of rides being associated with a club – sharing information, encourage volunteering.

Relationship with EA – understanding why we need this, including recognition of rides to qualify for FEI participation or international competition; concern about the costs involved.

AERA provides oversight of sport and so important that links to the AERA website are the source of information; DAs responsible for membership and events.

Recognise this as a think fest – not necessarily a lot of solutions or absolute strategies but useful information to develop the AERA Business Plan.

Action

Add this to the Quilty schedule.

14.11.2.4 Notes from Straw Poll of significant members

Not collated

14.12. Tom Quilty Gold Cup

14.12.1. TQ 22

Letter of thanks was sent to the committee including a request for final reports.

AERA is still to received final audited financial reports.

It was noted that it had been a slow process for all requests for fees and reimbursements to come to AERA

Discussion re ride results that were changed for a small number of horses that had received invasive treatment having withdrawn at some stage of the ride. All riders had been contacted to advise them that results would change. Suggested that the relevant rule had been written to allow for a horse to receive treatment to aid recovery, but it would not have died if it had not received the treatment.

14.12.2. TQ 23

Noted that the last minutes received were for the meeting of 25 July 2022.

A letter had been sent to the TQ23 Committee inviting them to attend the meeting on 22 October and reminding them of reports that we should receive.

14.12.3. TQ 24

Noted that there had been a post on the SAERA Facebook page calling for Expressions of Interest to host this event with EOIs to be received by 1 September. To date no response has been received from SAERA to the letter sent in October 2021.

Action

Letter to be sent to SAERA to request a response for the next AERA Meeting.

14.12.4. TQ Manual

No report received

Still trying to obtain the most recent part of that manual

15. Rule Book

15.1. Rulebook Sub-committee report – Mark Dunn

The Rulebook SC has considered a number of Rule changes options since the 24 July meeting.

These are included in this agenda.

Mark referred to the earlier discussion about the suggested change to the AERA By-law Rule Changes and advised that TEERA has thought to move that discussion of these rules for a first vote should be deferred to the October meeting to allow DAs to have some discussion about these.

15.1.1. Proposed rule changes to come to the table for a first vote

15.1.1.1. Proposed rule change to Rule 63.9.1

At its July 2022 meeting the AERA MC considered a request from the AERA NVP to incorporate into the Rules when / whether 'kinesio tape' may be used at an event. The MC's view is that it should be permitted at all times, except in the vet ring. To action this, the Rulebook SC proposes that the words 'kinesio tape' be added to existing Rule 63.9.1:

63.9 At each veterinary inspection:

*63.9.1 each horse shall be presented unsaddled, without any tack, bandages, **kinesio tape**, hoods or leg protection.*

Discussion

Mark spoke to this as the only member of the Rulebook Sub-committee in attendance. This came from the NVP and was discussed at the last meeting with an outcome that kinesio tape could be used at every point of the ride except for vet inspection.

Resolved that no definition was required and that the decision would sit with the vet team.

Motion: 2022/09/07 Moved: Mark Dunn / Sandy Little

That rule 63.9.1 is changed to read

“63.9.1 each horse shall be presented unsaddled, without any tack, bandages, kinesio tape, hoods or leg protection.”

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried by majority and passed for first vote.

15.1.1.2. Definition of “event”

Also at the request of the NVP at its July 2022 meeting, the MC discussed whether the word 'event' needed to be better defined in the Rules to align with EADCM Rules, which note that swabbing can be done 'at an event'. The issue put was 'when does an event begin and end?'. The MC suggested a better approach might be to change the EADCM Rules such that swabbing can be done while 'under veterinary control' rather than 'at an event'. The Rulebook SC agrees and proposes that in EADCM Rules 19.1.1, 19.1.2.b, 19.1.3, 19.2.1 and 19.2.2, the words 'during an Event' be replaced with 'while under veterinary control at an Event'.

For example, in 19.1.1:

19.1.1 It is each person responsible's personal duty to ensure that no controlled medication substance is present in the horse's body during an Event while under veterinary control at an Event without a valid appropriate AERA Form 6 and/or 7.

Note: the corresponding FEI / EA rule makes no reference to 'event' in which case I believe what we propose does not conflict with any EA / FEI rule.

The outcome of the MC's consideration of this proposal will need to go back to the NVP for comment before a second vote.

Discussion

This means that the swabbing rules would not start until pre-ride vetting starts for the horse and would no longer apply once the logbook has been returned.

Motion: 2022/09/08

Moved: Mark Dunn / Belinda Hopley

That the EADCM Rules 19.1.1, 19.1.2.b, 19.1.3, 19.2.1 and 19.2.2, are changed so that the words 'during an Event' are replaced with 'while under veterinary control at an Event'.

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried by majority and passed for first vote.

Action

Mark to advise NVP of this outcome so they may make further comment.

15.1.1.3. Definition of Social Ride – Table 2 Definitions

At the 24 July AERA MC meeting, MC members discussed the current definition of 'social ride' as there was uncertainty about the meaning of 'in conjunction with an affiliated endurance event'. The Rulebook

SC proposes that the phrase 'in conjunction with' be replaced with 'on the same day as and at the same location as' be added to the definition as below.

'A recreational trail, educational or social ride for DA members and non-members, hosted by a club, and affiliated by Divisions in the usual way, that is less than 20km and is not held ~~in conjunction with~~ on the same day as and at the same location as an affiliated endurance event. Social rides are noncompetitive with no placings. Completion awards are not required. Distance completed is not entered in AERASpace and is not included in the National or State distance score. Horses are not subject to veterinary controls. Subject to a risk assessment, vets are not required to be in attendance at social rides. Where this is the case, arrangements should be made to have an on-call vet available to attend if required. Social rides must comply with Appendix 2: Supplementary Rules for social rides / Introductory Days / Clinics.'

Discussion

The proposed change is to make the separation of social rides and events clear and that they cannot occur on the same day.

Motion; 2022/09/09

Moved: Mark Dunn / Sandy Little

That the definition of Social Ride in Table 2 Definitions be changed to read

'A recreational trail, educational or social ride for DA members and non-members, hosted by a club, and affiliated by Divisions in the usual way, that is less than 20km and is not held ~~in conjunction with~~ on the same day as and at the same location as an affiliated endurance event. Social rides are noncompetitive with no placings. Completion awards are not required. Distance completed is not entered in AERASpace and is not included in the National or State distance score. Horses are not subject to veterinary controls. Subject to a risk assessment, vets are not required to be in attendance at social rides. Where this is the case, arrangements should be made to have an on-call vet available to attend if required. Social rides must comply with Appendix 2: Supplementary Rules for social rides / Introductory Days / Clinics.'

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried by majority and passed for first vote.

15.1.1.4. Rule 67 Appealing a Veterinary Decision

As MC members know, there was controversy over a rider appeal on gait lodged at the final vet inspection at TQ22. The general interpretation of the Rules has been that the horse cannot leave the vet ring until an appeal is decided however, this is not what the current Rule says.

The Rulebook SC proposes changes to 67.5 and 67.6 to make it clear that a horse may not leave the vet ring until any appeal is decided.

The existing 67.5 is:

67.5 When a horse is eliminated by a sole veterinarian, the handler has the right to verbally appeal (through the chief steward) to the head veterinarian for a review of the decision provided that the horse had not left the designated vet ring since the initial decision was made. The head veterinarian shall assess the horse and confirm or overturn the elimination and the decision shall be final.

The proposed changes are highlighted below.

67.5 When a horse is eliminated by a sole veterinarian, the handler has the right to verbally appeal (through the chief steward) to the head veterinarian for a review of the decision provided that the horse has not left the designated vet ring **from the time** the initial decision was made. **The horse is not permitted to leave the vet ring until the appeal is decided.** The head veterinarian shall re-assess the horse and confirm or overturn the elimination and the decision shall be final.

Similarly, 67.6 says at present:

67.6 When a horse is eliminated by a voting panel, there is no appeal available, except when the horse was eliminated for irregular gait on the final leg of a ride and where the horse had only 1 trot up for the voting panel. In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, provided that the horse had not left the designated vet ring since the initial decision was announced.

The proposed changes are highlighted below.

67.6 When a horse is eliminated by a voting panel, there is no appeal available, except when the horse **has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up.** In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, provided that the horse has not left the designated vet ring since the initial decision was announced. **The horse is not permitted to leave the vet ring until the appeal is decided.**

The SC has also proposed another change that has the effect of limiting the number of trot-outs a horse can have to 4 (currently 5, at least...). See proposal for 67.12.1 below.

67.12.1 When a decision is made by a single vet, the horse may be trotted up a maximum of two times after which a decision must be made by the line veterinarian pursuant to Clause 64.2 or 65.2 respectively. When a panel is used, the line veterinarian may allow a maximum of **3 two** trot ups before requesting a panel. A panel member may request an additional trot up in accordance with clause 67.3.3.

The outcome of the MC's consideration of these proposals will need to go to the NVP for comment before a second vote.

Discussion

The Rulebook Sub-committee considered that the intent of the rule had been that the horse would not leave the vet ring until any appeal had been determined and have suggested the following rule changes.

Motion: 2022/09/10 **Moved: Mark Dunn / Belinda Hopley**
That rule 67.5 be changed to read (changes noted in red)
67.5 When a horse is eliminated by a sole veterinarian, the handler has the right to verbally appeal (through the chief steward) to the head veterinarian for a review of the decision provided that the horse has not left the designated vet ring from the time the initial decision was made. The horse is not permitted to leave the vet ring until the appeal is decided. The head veterinarian shall re-assess the horse and confirm or overturn the elimination and the decision shall be final.

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – yes.
Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes
Carried by majority and passed for first vote.

Motion: 2022/09/11 **Moved: Mark Dunn / Kim Moir**
That Rule 67.6 be changed to read (changes noted in red)
When a horse is eliminated by a voting panel, there is no appeal available, except when the horse has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up. In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, provided that the horse has not left the designated vet ring since the initial decision was announced. The horse is not permitted to leave the vet ring until the appeal is decided.

Discussion

Jil suggested that there should be included somewhere in this clause that there should be reference to the same panel of vets assessing the second trot out.

Mark noted that this may be a separate issue and the make-up of the panel is the province of the Head Vet. This had occurred at TQ22, that the rider requested a different panel, and this was allowed, thus leading to all second trot outs being done in front of a different panel.

Kim suggested that this could only probably be at an event such as a TQ that there would be capacity to offer this.

Jil felt it was important in maintaining the confidence in vets.

Sandy noted that this will only happen at rides where the final trot out is done in front of a panel.

An amendment to the motion was put.

Motion: 2022/09/12 Moved: Jil Bourton / Sandy Little
That the proposed change to Rule 67.6 be amended to read (amendment in blue)
When a horse is eliminated by a voting panel, there is no appeal available, except when the horse *has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up.* In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, *which must be in front of the same panel*, provided that the horse has not left the designated vet ring since the initial decision was announced. *The horse is not permitted to leave the vet ring until the appeal is decided.*

Discussion

Noted that the amendment was in conflict with the second part of the rule that stated that the make-up of the second panel was to be decided by the Head Vet or their delegate. A further amendment was put with a sentence removed.

Motion: 2022/09/13 Moved: Jil Bourton / Sandy Little
That the proposed change to Rule 67.6 be amended to read (amendment in blue)
When a horse is eliminated by a voting panel, there is no appeal available, except when the horse *has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up.* In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, *which must be in front of the same panel*, provided that the horse has not left the designated vet ring since the initial decision was announced. *The horse is not permitted to leave the vet ring until the appeal is decided.*

~~The veterinarians that constitute the voting panel for an (appealed) second trot up shall be decided by the head veterinarian or his delegate. The outcome of the second trot up shall confirm or overturn the elimination and the decision shall be final.~~

Discussion

Mark spoke against this amendment as he would prefer to leave this to the discretion of the Head Vet to allow for any contingency

Voting: SL – yes; NE - yes; KM – no; JB – yes; BH – yes; BH proxy for NS – yes; MD – no.

Voting result: For – 5 votes; Against – 2 votes; Abstain – 0 votes

Carried by majority and the amended rule change to be voted on.

Motion: 2022/09/14 Moved: Jil Bourton / Belinda Hopley
That Rule 67.6 be changed to read (amendment in blue)
When a horse is eliminated by a voting panel, there is no appeal available, except when the horse *has had only one trot up to demonstrate its gait. This situation can only arise when a*

panel is utilised for the first trot up. In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, which must be in front of the same panel, provided that the horse has not left the designated vet ring since the initial decision was announced. The horse is not permitted to leave the vet ring until the appeal is decided.

The veterinarians that constitute the voting panel for an (appealed) second trot up shall be decided by the head veterinarian or his delegate. The outcome of the second trot up shall confirm or overturn the elimination and the decision shall be final.

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – no.

Voting result: For – 6 votes; Against – 1 vote; Abstain – 0 votes

Carried by majority and passed for first vote.

The proposed change to Rule 67.12.1 was withdrawn as the change is what is already in the rule book with reference to a maximum of 2 trot ups before a panel is requested.

15.2. Motions for rule changes – second vote

15.2.1. Change to Table 2 and rules 8.6, 29.2 and 47.4

Motion that Table 2 Definitions include the definition Minimum Riding Time

Riding time	<p>Total Riding Time The total amount of time expired between when the horse and rider commence the ride and when the horse and rider are timed in off the final leg of the ride less the cumulative <i>hold times</i> imposed after each leg.</p> <p>Individual Leg Riding Time That amount of time expired between the commencement and completion of the leg being dependent on the ride control being used and as determined in Tables 8 and 11 respectively.</p> <p>Minimum Riding Time: the minimum time that a horse or rider must spend on the track – ie from leaving the departure gate/spot to being timed in off the track – to comply with rules 8.6, 29.2 and 47.4</p>
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Motion that Rules 8.6, 29.2 and 47.4 are amended to read

8.6 For all *introductory, intermediate, micro-marathon and mini-marathon rides* there is a minimum *riding time* imposed, irrespective of whether the rider and/or horse are novice or endurance status. Irrespective of the ride control used, the minimum *riding time as defined in Table 2* permitted for each individual leg cannot be less than the resultant calculation of dividing the distance of the leg by 14 km/hr.

29.2 A novice status *rider* is subject to a minimum *riding time* for each individual leg of every *ride*. The minimum *riding time as defined in Table 2* is determined by the chief steward in consultation with the *ROC* and the head veterinarian.

- a) When the Standard *ride* control is used, the minimum *riding time* permitted for every individual leg cannot be less than the resultant calculation of dividing the distance of the leg by 14 km/hr.
- b) When the VGIH *ride* control is used, the minimum *riding time* permitted for every individual leg cannot be less than the resultant calculation of dividing the distance of the leg by 14 km/hr. For the sole purpose of calculating the minimum riding time pursuant to this clause, the riding time will be deemed to cease when the rider is timed in off the course.

47.4 A novice horse is subject to a minimum *riding time* as defined in Table 2 for each individual leg of every ride. The minimum riding time is determined by the chief steward in consultation with the RIC and the head veterinarian.

- a) For both the Standard ride control is used, the minimum *riding time* permitted for every individual leg cannot be less than the resultant calculation of dividing the distance of the leg by 14 km/hr.
- b) When the VGIH ride control is used, the minimum *riding time* permitted for every individual leg cannot be less than the resultant calculation of dividing the distance of the leg by 14 km/hr. For the sole purpose of calculating the minimum riding time pursuant to this clause, the riding time will be deemed to cease when the horse is timed in off the course.

Motion: 2022/07/09 Moved: Dick Collyer / Julie White

That Table 2 be amended to include a definition of Minimum Riding time and that rules 8.6, 29.2 and 47.4 are amended to include reference to that definition, as noted above.

Voting: SL – yes; TE- yes; KM – yes; NS – yes; DC – yes; JW – yes; BH – yes; MD - abstain

Voting result: For – 7 votes; Against – 0 votes; Abstain – 1 vote

Motion carried by majority for a first vote

Discussion

Note that TEERA opposed this rule change as it is logistically difficult to manage, trying to record the actual times out for a larger number of horses, and didn't really address the horse welfare issue that it aims to address as there is nothing to stop riders going faster than novice on track.

Noted that some DAs do note people going out late up to the 15 minutes allowed but the time is counted as designated time out but not actual time out.

Dick had

Presented for a second vote

Motion: 2022/09/15 Moved: Belinda Hopley / Sandy Little

That Table 2 be amended to include a definition of Minimum Riding time and that rules 8.6, 29.2 and 47.4 are amended to include reference to that definition, as noted above.

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD - no

Voting result: For – 6 votes; Against – 1 vote; Abstain – 0 votes

Motion carried by majority to be implemented as a rule change from 1 January 2023

15.2.2. Changes to rules 40.5 and 60.5

Rationale

This is about how to deal with a situation where a rider exceeds two EWS thresholds in one go by, say, vetting out 'metabolic severe' and accruing 30 EWS points when on, say, 25 points already. In this scenario they would miss the 30-point mark at which they get a warning letter and go straight past the 45-point mark at which point they get a 'return to novice' letter.

None of the possible sanctions that may be imposed at any given EWS threshold are mandatory, so the imposition of the higher sanction doesn't necessarily unfairly penalise the rider / horse.

Motion that rule 40.5 is amended to include clause d)

40.5 Consequences of the REWS are:

- a) A rider accumulating 30 or more penalty points shall be notified in writing within a reasonable time by their DA of the potential consequences if their accumulated penalty points reach or exceed 45 and 60 points as imposed by Clauses 40.5(b) and 40.5(c) respectively.
- b) A rider accumulating 45 or more penalty points and who has been notified pursuant to Clause

- 40.5(a), shall be notified in writing as soon as possible by their DA and return the *rider* to novice status until the rider successfully completes two (2) *endurance rides* at novice status.
- c) A *rider* accumulating 60 or more penalty points and who has been notified pursuant to Clause 40.5(a), shall be required to show reasonable cause to their DA why they should not become ineligible to enter rides for a period of time as determined by the DA.
- d) *Where a rider exceeds two of the thresholds noted above as a consequence of penalty points imposed at one ride, the consequence shall be that associated with the higher EWS score*

60.5 Consequences of the HEWS are:

- a) The *person responsible* for a horse that accumulates 30 or more penalty points shall be notified in writing within reasonable time by their DA of the possible consequences if the horse’s accumulated penalty points reach or exceed 45 and 60 points as imposed by Clauses 60.5(b) and 60.5(c) respectively.
- b) The *person responsible* for a horse that accumulates 45 or more penalty points and who has been notified pursuant to Clause 60.5(a), shall be notified as soon as possible in writing by their DA returning the *horse* to novice status until the horse successfully completes two (2) *endurance rides* at novice status.
- c) The *person responsible* for a horse that accumulates 60 or more penalty points and who has been notified pursuant to Clause 60.5(a), shall be required to show reasonable cause to their DA why the horse should not become ineligible to enter rides for a period of time as determined by the DA.
- d) *Where a horse exceeds two of the thresholds noted above as a consequence of penalty points imposed at one ride, the consequence shall be that associated with the higher EWS score*

Motion: 2022/07/09 Moved: Dick Collyer / Kim Moir

That rules 40.5 and 60.5 are amended as proposed. .

Voting: SL – yes; TE - yes; KM – yes; NS – yes; DC – yes; JW – yes; BH – yes; MD – yes.

Voting result: For – 8 votes; Against – 0 votes; Abstain – 0 votes

Motion carried unanimously for a first vote

Motion presented for a second vote

Motion: 2022/09/16 Moved: Jil Bourton / Natasha Ellery

That rules 40.5 and 60.5 are amended to include clause d).

Voting: SL – yes; TE - yes; KM – yes; JB – yes; BH – yes; BH as proxy for NS – yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Motion carried unanimously to be implemented as a rule change from 1 January 2023

15.2.3. Rule 27 Table 13 and rule 27.1, 27.2

Motion that Rule 27.1 Table 13 be changed to show the age at which a rider may compete in a ride over 120 km as 8 years

27. 1 Table 13 indicates the minimum *rider* requirements to enter each type of *ride*.

Table 13 Minimum rider requirements to be read in conjunction with clause 27.2.			
Ride	Minimum rider age in Years ¹₂	Minimum Membership requirements	Minimum rider status ³
Introductory	4 ⁴	Day member	Novice
Intermediate	5	Day member	Novice

Micro-marathon	5	Day member	Novice
Mini-marathon	5	DA Intermediate member ⁵	Novice
Endurance <= 120 km	5	DA full riding member	Novice
Endurance > 120 km	8	DA full riding member	Endurance
Marathon	5	DA full riding member	Endurance

1. Age on the *day of the ride*.
2. There is no maximum age for riders.
3. Refer to Clause 28 for definitions.
4. Riders under 5 years of age **must** be accompanied by a minimum of 1 adult pedestrian.
5. Rider must have successfully completed a minimum of 2 *intermediate* rides.

Motion: 2022/07/13 Moved Kim Moir/ Sandy Little

That Rule 27.1 Table 13 be changed to show the age at which a rider may compete in a ride of 120 km and greater and in a marathon event is 8 years

Consensus that voting as for the amendment was accepted

Voting: SL – yes; TE - yes; KM – yes; NS – yes; DC – yes; JW – yes; BH – yes; MD – yes.

Voting result: For – 8 votes; Against – 0 votes; Abstain – 0 votes

Motion carried unanimously for a first vote

Presented for a second vote

Motion: 2022/09/17 Moved: Kim Moir/ Belinda Hopley

That Rule 27.1 Table 13 be changed to show the age at which a rider may compete in a ride of 120 km and greater and in a marathon event is 8 years

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH as proxy for NS - yes 2; MD – yes.

Voting result: For – 8 votes; Against – 0 votes; Abstain – 0 votes

Motion carried unanimously to be implemented as a rule change from 1 January 2023.

15.2.4. Rule 52 Rest Order

Motion that Rule 52 be amended to include clause 52.6

52 REST ORDER

52.1 The head or treatment veterinarian may impose a 'rest order' on a horse, if in the opinion of the head or treatment veterinarian, the horse is injured and/or stressed and the imposition of a rest order is in the best interest of the horses' welfare. A horse does not necessarily need to receive *invasive treatment* for a rest order to be imposed on the horse.

52.2 A rest order may require that the horse is not permitted to compete in a ride for a defined period of time, up to a maximum of twelve months. The time period imposed should be sufficient for the horse to recover from its injury or stress and incorporate a period of time for the horse to re-commence training and regain fitness.

52.3 A rest order may require that the horse must compete at its next *ride* as a novice status horse.

52.4 A rest order may be imposed for the maximum 12-month period and the head veterinarian may write to the appropriate DA recommending that the horse should not be permitted to compete in the Sport. Such a recommendation would require a thorough explanation of the reasons why the horse should not be permitted to compete in the Sport.

52.5 When a rest order has been imposed on a horse, the chief steward shall:

- a) ensure that the length of the rest order is written in weeks in the appropriate place on the relevant page in the *logbook*
- b) place a highly visible red sticker to the top of the relevant page in the *logbook* so that it is easily noticed when the horse enters subsequent rides
- c) retain the *logbook* and forward it to the relevant DA appropriate to the *person responsible for the horse at the ride*
- d) provide the *person responsible* with a copy of the AERA Form 4 Invasive Treatment – Veterinarian. The document may be photocopied at the Ride Secretaries office or scanned and emailed post ride.

52.6 Once imposed a rest order cannot be revoked except on the recommendation of the NVP

Moved: 2022/07/16 Moved: Dick Collyer / Belinda Hopley

That a rest order can't be revoked except on a recommendation of the NVP.

Voting: SL – yes; TE - yes; KM – yes; NS – yes; DC – yes; JW – abstain; BH – yes; MD – yes.

Voting result: For – 5 votes; Against – 2 votes; Abstain – 1 vote

Discussion

Noted that this has not yet been discussed by NVP. Voting to be delayed to attain the view of the NVP and will be brought back to the next meeting.

15.2.5. Horse Welfare Statement

The SC recommends (moves that) we reference this at the start of the horse Code of Conduct, by inserting a clause:

42.1 All persons who are associated (directly or indirectly) with the sport of endurance in Australia, the AERA or a DA shall comply with the principles outlined in the AERA Horse Welfare Position Statement (Appendix X) to ensure the health and well-being of every horse in their immediate care, custody and control at all times.

Motion: 2022/07/17 Moved: Belinda Hopley / Sandy Little

That rule 42.1 is changed to include the wording “comply with the principles outlined in the AERA Horse Welfare Position Statement (Appendix) to”

Voting: SL – yes; TE - yes; KM – yes; NS – yes; DC – yes; JW – yes; BH – yes; MD – yes.

Voting result: For – 8 votes; Against – 0 votes; Abstain – 0 votes

Motion carried unanimously for first vote

Motion presented for a second vote

Motion: 2022/09/18 Moved: Belinda Hopley / Sandy Little

That rule 42.1 is changed to include the wording “comply with the principles outlined in the AERA Horse Welfare Position Statement (Appendix) to”

Voting: SL – yes; TE - yes; KM – yes; JB – yes; BH – yes; BH as proxy for NS - yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Motion carried unanimously to be implemented as a rule change from 1 January 2023.

15.2.6. Rule 16.5 Biosecurity

Rule 16.5 BIOSECURITY states:

- a) Every Ride Organising Committee shall complete and implement a Biosecurity Plan, based on the current AERA Biosecurity statement, available to download from: www.aera.asn.au

b) *The necessary biosecurity measures, which may include particular horse health requirements, shall be determined by the event Biosecurity officer in consultation with the Ride Organising Committee, the head veterinarian, the event treatment veterinarian, and must be advertised well prior to the event. The necessary measures will vary depending on:*

- i) the location of the event*
- ii) the location of the property on which an attending horse is located prior to the event*
- iii) the location of the property on which an attending horse will be travelling to after the event*
- iv) any specific requirements of the event treatment veterinarian*
- v) any specific requirements of the equine veterinary hospital nominated as per 14.1 e) and f).*

c) *The ROC shall not accept an entry for any horse that is affected by 14.1 e) and 14.1 f) and not able to meet the requirements advertised in 16.5 b)*

Rationale

Rule 16.5 (and parts of Rule 14) has evolved in the last few years to try and incorporate consideration of issues related to Hendra vaccination status. It is the view of some stakeholders that some of the changes are problematic and were made for political reasons. Regardless, 16.5 remains unclear and open to interpretation as to its meaning.

The SC recommends (moves that) that Rule 16.5 be amended by removing all but 16.5 a) and adding a new 16.5 b). The rationale for this is that the balance of 16.5 is included in the event Biosecurity Plan.

Motion that rule 16.5 is amended to read

a) Every Ride Organising Committee shall complete and implement a Biosecurity Plan, based on the current AERA Biosecurity statement, available to download from: www.aera.asn.au

b) *The Biosecurity Plan must contain the following paragraph.*

*'Certain invasive procedures may not be able to be carried out on some horses. Referral to **some** external hospital facilities for further diagnostic procedures and **treatment** must be made in consultation with the responsible person. Immediate referral may not be an option for some unvaccinated horses originating from known Hendra High Risk areas, or at/from rides conducted in known Hendra high risk areas. Referral may not be an option for some horses on financial grounds.'*

(**Bolded words** are changes).

Motion that the paragraph as 16 b) replaces the source paragraph in the Biosecurity Statement and that the following paragraph, contained in the Biosecurity Statement, be removed. It is superfluous as it merely restates existing Rules.

'To ensure that all horses attending an event will be able to receive treatment if required, AERA Rulebook S1 rules 14.1 and 16.5 must be implemented well before the event date.'

Finally, the new Rule 16.5 b) and its implications will need to be publicised. The SC recommends that, in addition to the usual Rule change notifications that go to DAs, that DAs recommend to ROCs that relevant information, such as that noted above, be published in pre-ride information for all rides at which treatment decisions may be influenced by Hendra vaccination status.

Motion: 2022/07/18 Moved: Dick Collyer / Kim Moir

That 16.5 be changed as recommended by the Rulebook Sub-committee to remove all but 16.5 a) and adding a new 16.5 b) *The Biosecurity Plan must contain the following paragraph.*

*'Certain invasive procedures may not be able to be carried out on some horses. Referral to **some** external hospital facilities for further diagnostic procedures and **treatment** must be made in consultation with the responsible person. Immediate referral may not be an option for some unvaccinated horses originating*

from known Hendra High Risk areas, or at/from rides conducted in known Hendra high risk areas. Referral may not be an option for some horses on financial grounds.'

(**Bolded words** are changes).

Voting: SL – yes; NE - abstain; KM – yes; NS – yes; DC – yes; JW – abstain; BH – yes; MD – abstain.

Voting result: For – 5 votes; Against – 0 votes; Abstain – 3 votes

Carried by majority and passed for first vote.

Motion presented for a second vote

Discussion

Sandy noted that this reflects the reality .

Kim noted that this is in line with the Biosecurity Statement, which has been amended meanwhile, and contains a lot of this information. This Statement can be changed more immediately than a rule change.

Natasha asked about the capacity of the rules to be relevant to emerging situations.

Belinda noted that all risks can be identified, and appropriate measures taken.

Mark noted that the NVP were not in favour as they believed that the exiting rule had caused no problems and anything that might possibly reduce the level of horse welfare awareness should be opposed.

Kim stated that she did not uphold the statement that this had not caused problems because of how this rule has been applied. There is still a requirement to identify a treatment vet and treatment facility as per rules 14 e) and f) . This is about Biosecurity and the Statement has been re-written.

Belinda commented that it is about what happens on the ground with reference to a really sick horse.

Motion: 2022/09/18 **Moved:** Dick Collyer / Kim Moir

That 16.5 be changed as recommended by the Rulebook Sub-committee to remove all but 16.5 a) and adding a new 16.5 b) b) The Biosecurity Plan must contain the following paragraph.

*'Certain invasive procedures may not be able to be carried out on some horses. Referral to **some** external hospital facilities for further diagnostic procedures and **treatment must be made in consultation with the responsible person. Immediate referral may not be an option for some unvaccinated horses originating from known Hendra High Risk areas, or at/from rides conducted in known Hendra high risk areas. Referral may not be an option for some horses on financial grounds.'***

(**Bolded words** are changes).

Voting: SL – yes; NE - abstain; KM – yes; JB – yes; BH – yes; BH as proxy for NS; MD – abstain.

Voting result: For – 5 votes; Against – 0 votes; Abstain – 2 votes

Motions carried by majority to be implemented as a rule change from 1 January 2023 .

15.2.7. Rule 50 Use of Logbooks

Recommendation that the previously discussed change to Rule 50 is brought back for further discussion

Motion: 2021/08/14 **Moved:** Mark Dunn / Dick Collyer

That a new clause be added to Rule 50 LOGBOOKS as

50.3 If a horse has been issued with a logbook, and that logbook cannot be presented at a ride for legitimate reasons, as determined by the officiating CS, the details of the ride may be entered on a day card and must be transcribed to the logbook before the next ride entered. The CS must check the horse's history on AERASpace to ensure it is eligible to nominate for the ride. ~~If this is the first ride for the horse as an open ride, it should enter as novice.~~ The Vet Card shall be retained by the ride CS and delivered to the DA Registrar. The logbook must be forwarded to the DA Registrar and the Registrar must transcribe the ride details from the day card to the logbook, prior to the horse entering any subsequent event. It should be noted in the logbook that the details have been transcribed from a day card.

The amended rule would be

50. USE OF LOGBOOKS

50.1 A *logbook* shall only be used for the horse named and identified in the *logbook* and shall be used in all *rides* affiliated with the AERA or a DA.

50.2 If a horse that has been issued with a *logbook*, that *logbook* must be used when that horse is entered in an affiliated *introductory, intermediate or micro-marathon ride*.

50.3 If a horse has been issued with a *logbook*, and that *logbook* cannot be presented at a ride for legitimate reasons, as determined by the officiating CS, the details of the ride may be entered on a day card and must be transcribed to the *logbook* before the next ride entered. The CS must check the horse's history on AERASpace to ensure it is eligible to nominate for the ride. If this is the first ride for the horse as an open ride, it should enter as novice. The Vet Card shall be retained by the ride CS and delivered to the DA Registrar. The *logbook* must be forwarded to the DA Registrar and the Registrar must transcribe the ride details from the day card to the *logbook*, prior to the horse entering any subsequent event. It should be noted in the *logbook* that the details have been transcribed from a day card.

50.4 It shall be an infringement of this Rulebook to use a *logbook* in a ride not affiliated with the AERA or a DA. Such use shall:

- a) invalidate the *logbook* for future use at *rides* affiliated with the AERA or a DA and
- b) a DA shall not issue a replacement *logbook* until a period of 6 months has elapsed from the date of the infringement.

50.5 Information, except entry details, can only be entered onto the page of the *logbook* designated for that *ride*, by a *ride* veterinarian, chief steward or other nominated *ride official*.

50.6 Any required alterations to rectify incorrect *ride* information in a *logbook* can only be made by the *ride* veterinarian, chief steward or other nominated *ride official*. The incorrect information should be crossed out yet be still readable and the correct information placed alongside and initialled by the person making the change. No information shall be altered using correction fluid or a similar substance.

Motion: 2022/07/19

Moved Dick Collyer /Julie White

That a new clause 50.3 be added to Rule 50 LOGBOOKS as noted in red.

Voting: SL – no; NE - yes; KM – yes; NS – no; DC – yes; JW – yes; BH – no; MD – yes.

Voting result: For – 5 votes; Against – 3 votes; Abstain – 0 votes

Carried by majority and passed for first vote.

Discussion

There had been correspondence received from Jax Barlow.

It was agreed to carry this over to the next meeting to allow time to consider the correspondence received from Jax Barlow.

15.2.8. EADCM Rules – as per report from HWSC

Rule change to reflect public reporting of AAF

The previous discussions mentioned a 12-month naming period. In the FEI doc it doesn't seem to mention a specific time, but the AERA rules seem to have a min of 6 mths for ECM and a min of 2 yrs for EAD. DO we want to name for 12 mths if the sanction is just for 6mths?

The Rules as they stand now with my comments in red assuming a 12mth sanction:

14.2 Public Disclosure

14.2.1 Neither the AERA or its Affiliates shall publicly identify *horses or persons responsible* whose *horses' samples* have resulted in *Adverse Analytical Findings*, or *persons responsible* and/or members of the *support personnel* who were alleged to have otherwise violated these Rules, **until** the earlier of completion of the administrative review and Notification described in Clauses 8.1.2 and 8.1.3 above or the start of the *provisional suspension* of the *person* alleged to have violated the EAD Rule. Once a violation of these EAD Rules has been established, **it shall be publicly reported** in an expeditious manner on the AERA website unless another mechanism for *publicly reporting* the information is warranted at the discretion of the AERA.

Public reporting shall be for a period of 12 months from the date of notification.

If the *person responsible* and/or member of the *support personnel* or the AERA makes information concerning an EAD Rule violation or alleged EAD Rule violation public prior to release of this information on the AERA website, the AERA may comment on such public information or otherwise *publicly report* the matter.

14.2.2 In any case where it is determined, after a hearing or appeal, that the *person responsible* and/or member of the *support personnel* did not commit an EAD Rule violation, the *decision* may be disclosed publicly only with the consent of the *person* who is the subject of the *decision*. The AERA shall use reasonable efforts to obtain such consent, and if consent is obtained, shall *publicly disclose* the *decision* in its entirety or in such redacted form as such *person* and the AERA Affiliate may jointly approve.

30.2 Public Disclosure

30.2.1 Neither the AERA or its Affiliates shall publicly identify *horses or persons responsible* whose *horses' Samples* have resulted in *Adverse Analytical Findings*, or *persons responsible* and/or members of the *support personnel* who were alleged to have otherwise violated these Rules, **until** the earlier of completion of the administrative review and Notification described in Clauses 24.1.2 and 24.1.3 or the start of the *provisional suspension* of the *person* alleged to have violated the ECM Rule. Once a violation of these ECM Rules has been established, **it shall be publicly reported** in an expeditious manner on the AERA website unless another mechanism for *publicly reporting* the information is warranted at the discretion of the AERA.

Public reporting shall be for a period of 12 months from the date of notification.

With regards to the Administrative Procedure set forth in Clause 25.3 above, publication shall occur on the acceptance of the Administrative Sanction. If the *person responsible* and/or member of the *support personnel* or an AERA affiliate or any such *person* makes information concerning a Rule violation or alleged ECM Rule violation public prior to release of this information on the AERA website, the AERA may comment on such public information or otherwise *publicly report* the matter.

30.2.2 In any case where it is determined, after a hearing or appeal, that the *person responsible* and/or member of the *support personnel* did not commit an ECM Rule violation, the *decision* may be disclosed publicly only with the consent of the *person* who is the subject of the *decision*. The AERA shall use reasonable efforts to obtain such consent, and if consent is obtained, shall *publicly disclose* the *decision* in its entirety or in such redacted form as such *person* and AERA may jointly approve.

Motion 2022/07/19 Moved: *Belinda Hopley / Dick Collyer*
That Rules 14.2 and 30.2 be amended as noted in red .

Voting: SL – yes; NE - yes; KM – yes; NS – yes; DC – yes; JW – yes; BH – yes; MD – yes.

Voting result: For – 8 votes; Against – 0 votes; Abstain – 0 votes

Motion carried unanimously and passed for first vote.

Motion 2022/09/19 Moved: *Belinda Hopley / Sandy Little*

That Rules 14.2 and 30.2 be amended as noted in red .

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH as proxy for NS- yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Motion carried unanimously to be implemented as a rule change from 1 January 2023.

16. General Business

No other business.

17. Next meeting dates

23 October 2022 – this date is needed to approve fees and charges for 2023, if not already done – 10.00 am AEST

Secretary note – this meeting date was changed to 22 October, after the meeting, due to demands on some members' calendars.

27 November 2022 or 3 December - TBC

18. Meeting closure

Meeting was declared closed at 16.48.

President: Mark Dunn

Signature:  _____

Date: 26/10/22 _____

Appendix 1

Database SC Report – August 2022

So much has been going on with the AERA Database SC since the last meeting.

Firstly, I once again want to recognise the efforts of Adam, Anita, Tom and our developer Peter for working so hard to get to this point in time. It’s been a huge amount of work and we are very lucky to have these folk on board. When I think about the costs of commercial requirements specification, development, testing and trialling the cost to AERA would be multiple times higher than what it is.

AERA Online Nomination System

We launched the AERA Online Account creation process to the membership in preparation for the first ride held on 13 May (thanks TEERA and the Quilty Committee for being the guinea pigs). Since the launch we have 765 confirmed accounts created with 8 unconfirmed accounts. This represents both members and day members.

The Online Nomination System (ONS) has now been used for 26 rides. In that time 36 AERA affiliated rides have been run. Just note that some of the 26 rides are future rides. The State break down is:

- WAERA 8
- VERA 5
- QERA 4
- SAERA 3
- TEERA 3
- NSWERA 3

At the date of writing this report we have generated \$2,038 in AERA Entry fees.

	Amount (GST Inc)
Revenue	\$292,757.87
Refunds	\$30,441.80
Disbursements (back to clubs)	\$248,186.79
Bank Fees Charged	\$4,117.58
AERA Entry Fees	\$2,038.00
Amount yet to be disbursed	\$7,973.70

We have done a bit of fine tuning along the way – some of these resulted from defects, some from identification that the design didn’t quite handle situations as we expected, further input from Deb on streamlining the reconciliation process and from feedback from users.

The acceptance and very positive feedback from both ROs and users have been fantastic and definitely exceeded our expectations. The work expended in trying to keep the system as simple as possible to set up and to use has certainly been worth the effort.

One of our current topics of discussion is the onboarding process for new rides. Because we’ve wanted to make sure we have our ROs well prepared and ready for using the ONS we have walked each RO through the set-up process individually to ensure they have grasped how the system works. This has paid off both in terms of the level of understanding gained and also in a very low level of support required once the RO has completed their initial training.

Our aim has been to arm the RO with all the information they need to do the set up and ongoing management of the nomination process. We've also tried to ensure that the responsibility for the nominations sits with the RO and not with a Ride Secretary, although sometimes these are one and the same person.

We are looking at how we can streamline this process through a variety of help options with a view to reducing the workload on SC members. This will be something that we look at more closely once the season is done. We are also talking about promotional activities that we can undertake to generate further interest in having rides added to the system.

During the development process we created a new security role to access the Online Nomination System rather than just attaching it to the Ride Secretary role. Our experience to date is that these two are not necessarily linked and that people may be responsible for creating the Online Nomination details for a ride but not be a Ride Secretary. This is easily modified if future activity proves us wrong.

An item that was discussed at our August SC meeting was how the ONS would display marathon events where there are multiple rides over a number of days, e.g., Pioneer Trek. This issue was raised by Michael Sheehan as they will have 27 rides. We will be looking at how we can re-design the current ride screen to make the selection of events easier and without scrolling through a very long list of rides to find the right day/ride combination.

Another discussion item was the retention of signature details for each nomination. We are looking at providing a Signature Log that the system generates for each ride at any point and remains printable after the ride. This log would include each type of declaration/entry form signature that is provided. This signature log would include:

- Name of person signing
- Date and time that declarations were signed
- Which declarations were signed
- Identification of the email address to which it was sent

We will also need to be able to keep a version of the declaration wording, what the version number is and the ride to which that version applies.

A flow on from this discussion was the observation that a number of people are not completing their declarations as part of the nomination process and looking at ways in which we get them to do the sign off. This could be caused by people with no email (although the incidence of this is likely to be small) or incorrect people being nominated. We will look at sending an email reminder to the person who generated the entry (as the responsible person) to advise them that their nominated rider(s) has not yet completed their electronic declarations online. This automated email would be programmed to be sent 2 days before the nominations close for anyone who hasn't finalised the declaration.

Expansion of Backup Capacity

Our AERA Azure backup server is due for an upgrade in terms of expanding our disk size. We are collecting considerably more data now and need to increase our capacity to ensure backups are able to be stored appropriately. This will result in an increase in our current Azure plan of approximately \$5 per month (increasing from just over \$20 to just over \$25).

New Versions

A new version (4.32) of AERASpace has just been released with notification going out to all State Secretaries and to AERA. This is an automated update and people with AERASpace installed will receive notification that the update is available.

The following changes have been made within this version:

- When online nominations are imported into AERASpace the PIC codes are now being brought into the ride entries
- For Tom Quilty events the Newbridge Trophy award calculation will now handle multiple winners when first place is tied
- For Tom Quilty events the Shareym Trophy award calculation has been corrected to base selection on the horse with the most buckles rather than person
- New functionality has been added to allow times for all legs to be amended from an ETS remote data entry screen
- Made the Online Nomination reconciliation ride summary format more compact and it is now keeping rides together on one page
- When processing nomination refunds within the Online Nomination system show all rides by default and allow them to be filtered by ride
- A new check has been implemented for Crystal Reports to ensure this app is installed before allowing the nomination reports screen to be opened
- Recalculate riding times whenever vetting times are amended in ETS remote entry screens

Version 4.31 was also provided in June with the following items included in the release:

- When finalising FEI-only rides check for required FEI ride roles not AERA ones
- Fixed problem with AERA membership number sometimes wasn't saved when adding new members
- Fixed problem updating club GST registration status
- Show Tom Quilty Gold Cup on ride calendar for all states
- When running audit reports change default date to include changes made today
- Include changes to ride clubs in audit report
- Make selecting division mandatory when setting operator defaults
- Fixed problem that could cause forms to be deleted when page opened for a second time
- Fixed crash that could occur when using mouse wheel to scroll on forms with hidden fields
- Add warning message instead of crash if unable to copy RFID number to clipboard during test scans
- Fixed error that could occur when running matched RFID report for all rides
- Added support for online nominations
- On horse details page when sub-forms are closed set focus to search button to avoid accidental changes of horse name
- When re-running ride entries check clear previous warnings of bib/division not entered

WERI Payment Plan

WERI have met all their obligations to date with regard to the payment plan put in place for the purchase of AERA's old ETS.

Darling River Run

We have been approached by Annette Bailey to look at the possibility of using the ONS to take nominations for the FEI/AERA Carnival that is being planned for Easter of next year. A very good discussion ensued with Annette covering a range of topics, including the functionality available within the ONS.

Other topics covered include:

- International Riders as a separate category in AERASpace/Online Nomination system – how do we avoid the warning messages that are displayed currently as international rides do not have their qualifying rides listed in AERASpace?
- Email generation to EA when FEI riders put in a nomination for an FEI ride
- Updating the FEI membership numbers and EA numbers on the database and validation of these details How do we validate these? Can we generate a report and send to EA?
- Travelling checkpoints and how the ETS will handle this

Online Membership Renewal

The SC has commenced the requirements gathering process to define what might be required for development of online membership renewals. We have had initial high-level discussions on how this might be able to be achieved and are leaning towards renewals being available via each person's account that they create to nominate via the ONS.

We will have to provide the following functionality:

- Cater for the various membership types available throughout our DAs
- Family memberships (we don't have a strong linkage between parents/children currently)
- Edit rights on a person's accounts to allow update of information
- Half yearly memberships
- Discounted memberships, e.g., QERA's Gold Membership
- New membership applications
- Conversion from day member to full member and any associated incentive schemes
- Enforcement of the membership rule that you must be a member of the state in which you live and the complications from the Northern Rivers Zone
- Refunds if there is sufficient requirement for this
- Whether reminder emails are required
- Reporting for the DAs

A meeting has been organised with the membership registrars from each state to talk with them about their specific requirements to ensure we cover off on the full functionality required.