



Australian Endurance Riders Association Inc.

Subsidiary Agenda for 6 February 2022

This meeting commenced at 3.20 pm AEDT on 6 February 2022

1. Reports – late or addendum

1.1. AERASpace – Report received on 6 February 2022 and Linda spoke to the report.

Progress to date on On-line Nomination System

Committee had gone through the testing phase which was a really useful exercise with fresh eyes looking at the system. Felt it was a bit “dishevelled” with lots of emails being exchanged. Found nothing major to fix – number of defects were within expectation. The list of fixes includes some improvements on functionality and will go on the list for improvement at a later date. Progress with Westpac Banking has been slow with time taken to put in our merchant application. Once that is approved then have to go through the process of approval of the Pay Way function which will take another 2 -3 weeks. Final quote for cost is included in the report; the Merchant ID is charged at 1.2% per transaction (credit card fee). There is a one of set-up fee of \$220 and a participation fee of \$44 per month which will probably be waived as NFP. Credit fee of 55 cents per transaction and would expect the user to pay. If we want to implement PayPal that will attract a fee of 33 cents per transaction – not decided yet on whether we need this.

WE have in place the structure from our side for the payment gateway with information previously provided by Westpac and that functionality has been built.

We have 71 pages of documentation to read to ensure that we have done everything required.

Will talk to Chris about setting up a different email account so in the future there is a generic email for the account.

Linda would like to acknowledge the work that has been done by Adam, Tom and Anita who have put in so much work which in the commercial world would be a significant cost. Would like AERA to think about how to recognise this.

There is a list of tasks going forward – finalise the fixes, get through the Westpac approval process, get the payment gateway tested, finalise the manual and then organise a couple of rides to do a live test.

An update will go out to all DAs.

Discussion

Costing spreadsheet that was provided initially accounted for most of these costs – not the PayPal fee or Merchant ID – these need to be added and new spreadsheet distributed.

PayPal process is for those nominating giving a different option to those who don't have a credit card – people could use a charge card which is more complicated or a second option of PayPal. This actually costs us less (33 cents instead of 55 cents). PayPal is also seen as a more secure method rather than handing over credit card details.

Processes for money being paid out – we have a separate bank account and may have several rides on one weekend. Income to each ride will be separated according to transactional information. Options for payouts can be RO submitting a request for payout; refunds can be made directly from the account.

Anticipated launch date – dependant on outcome from Westpac but expect fixes to be done in very near future. There is not a lot more to do and then will test at rides in Qld and NSW which can be supported by Adam and Tom.

Need to move towards a user-friendly system that does not require multiple documents – this is a single-entry point. Rider is doing hard work to nominate, and Ride Organiser just checks. Aiming for a paperless process.

Action

Update report to distribute to MC Members to then distribute to DAs.

FNQ Electronic Timing System

All components for the ETS purchased by FNQ have been supplied except for the aerial which has had to be sourced from a new supplier but should be with them in the next couple of weeks.

FNQ have requested training, and this will be offered in a virtual environment – dates for this are still to be confirmed but will offer this closer to the date of their first event.

General updates

The annual update to the Database is scheduled for 7/8 February and Registrars and Secretaries have been advised though it is always difficult to find a data that suits everyone. This will include some tweaks on some screens.

There is a small list of defects to fix but these are all minor enhancements.

Computer Specifications

QERA has requested advice on specifications required for computers to best support the Database and ETS. This advice will be provided.

Major Enhancement

The next enhancement to the Database that will also generate income is membership renewal. This will allow members to renew their memberships and lessen workload on Registrars or Secretaries. Payments would be done in the same way as on-line nominations and a transaction fee applied. The Database Sub-committee is seeking approval from AERA Management Committee to commence investigation of this function to take this through to the specifications stage including initial costings. AERA Management Committee members agreed that this should be explored and costed.

1.2. AERA Awards

It had been agreed that Ieva Peters would be given an embroidered vest to acknowledge Honorary Membership. Ieva has asked if we could arrange a plaque to have on her wall rather than clothing.

Discussion

Consensus that Ieva Peter’s Honorary Membership would be acknowledged by presentation of a plaque.

Action

Request to Gerard Bou to make this plaque for presentation at TQ22.

2. Correspondence – late

Inwards			
L1	26/01/22	Tevis Cup advertising	
L2	28/01/22	J Bourton SAERA re Social Rides	Response done
L3	31/01/22	J L Flores, End Mexico re competing at TQ22	Response done
L4	01/02/22	N Seagrim proxy for B Hopley	Noted
L5	01/02/22	Member concern to be discussed in camera	
	03/02/22	EAE nC agenda, minutes and supporting docs for meeting on 08/02	
L6	03/02/22	WICEN re interaction with AERASpace	
Outwards			
L1	02/02/22	SUREWiSE Proposal Form	

3. Business arising from Late Correspondence

3.1. L1 Tevis Cup Advertising

Greetings.

I’m the marketing lead for the Tevis Cup (Western States Trail Ride, www.teviscup.org).

We are interested in advertising our 2022 ride to a wide endurance audience. I'm interested in finding out what options might exist for us to communicate with your audience - website advertising, social media, email marketing.

Can someone contact me to discuss ASAP? I can be reached at this email address or at my number (USA) 1-925-876-4101.

Thank you.

-Jenni Smith

Vice President, Marketing RBM
Western States Trail Foundation

Discussion

Options to post information on to the AERA Facebook Group and share to DA Facebook and also on the Website. Also could be put in contact with DA Newsletter editors and included in TQ Book.

Linda to contact Jenni to pass on this information.

3.2. L4 Member concern – in camera discussion

This matter was discussed “in camera”.

Action

Correspondence sent to Member and DA as directed by MC Committee from “in camera” discussions.

3.3. L5 EAEnC Agenda, Minutes etc

Noted and Kim is to attend on AERA's behalf for meeting on 8 February.

3.4. WICEN interaction with AERASpace

Summary – seeking from AERA –

From AERA we require:

Direct READ-ONLY access to their database allowing WICEN to read competitor bib number and corresponding RFID card ID. What ride(s) / division /class each competitor will be entered in. Timing data from entry /exit RFID reader so we know when a competitor is in base or in the field.

Vet-out or withdrawal status. **This can be gleaned from existing web pages if necessary, WHEN they actually remain functional.**

Discussion

WICEN in Tasmania put some effort in to developing a system that would interact with AERASpace in 2018 and in Qld they built readers that would register where riders were on track so more than just recording their “in and out” readings. They are looking to do more and easier interaction with AERASpace. They currently get a download of bib numbers with RFID cards and can access public reports on vet outs etc.

Really they are looking for a more consistent system to allow them to see current situations for all riders, including changes to RFID numbers – that does occur. And they want to “sniff the ins and outs” that allows them to be more aware of who is on track and be more responsive if riders are “missing”. They would have a better idea of where someone was last recorded.

Noted that WICEN only attends some rides in Queensland. WICEN / NTARC (NTARC Northern Tasmania equivalent does attend most rides in Tasmania and some rides in NSW. The different WICEN groups may not using the same system.

Action

Linda to raise this with Database Sub-committee and will need to chat to WICEN in Queensland who have raised the issue but will also discuss with other WICEN groups.

Kim to advise that WICEN will be in contact and forward his contact details to Linda.

Sonya Ryan, Chair of EA Endurance Committee joined the meeting from 4.14 to 4.29 pm AEDT

Sonya spoke to her report that was listed in the Agenda.

Vacancy on Committee

Jane Radny has stepped down from her position on the Committee and need someone to replace Jane. The Committee meets once every couple of months in the evening with jobs to complete between meetings. Anyone interested to contact Sonya. Focus is on building FEI rides on the calendar to fulfil the dreams of some people in Australia.

FEI Calendar

There is a draft calendar with four rides scheduled now – one at Bullio in a couple of weeks and a couple proposed by Oz Endurance in Queensland and hopefully another at Bullio at end of year. The aim is to always run FEI events in tandem with AERA rides as just another division.

FEI Officials

Also need to increase pool of officials. Robyn who has just been appointed as Steward General for Endurance in Australia and she will be coordinating training for those people who responded to the survey last year. Difficult because courses are only run once every two years. If MC members know of anyone interested, please get them to contact Sonya.

Helmet Tagging

This was started at the Bullio ride in February and seems to have been a straight forwards process. Three people have put their hand up to be “taggers” and this will done at upcoming FEI events.

The onus remains on the rider to ensure that they are wearing a helmet that is compliant and a tagged helmet can still be checked at any time when nominating.

This is being trialled in endurance but has already been rolled out in other disciplines within EA. It is in place for eventing and show jumping, and will be brought in for dressage, pony club and show horse. This has been driven to improve safety. This was brought in with new helmet rules in the last 3 years.

Sonya to check on liability if you are tagged and then found to be not compliant.

AERA MC Members continued in camera discussions.

4. Meeting Closure

Linda thanked everyone for their attendance and participation.
The meeting closed at 16.48.

President: Linda Tanian

Signature: 

Date: 9 August 2022