



Australian Endurance Riders Association Inc.

Minutes of the Committee of Management Meeting

Date: Commencing at 9.00 am AEST on Saturday 15 April 2023.

Venue: [Webinar – the meeting was recorded.](#)

1. Meeting opening

Chair, Mark Dunn, welcomed everyone to the meeting and thanked everyone for their reports, noting that the aim was to conclude the meeting by 3.00 pm.

Noted housekeeping information about how to participate in the meeting with emphasis on muting when not speaking to minimise background noise.

2. Attendance

2.1. Management Committee Members Present

Mark Dunn (President & Treasurer) (TEERA), Sarah Pollard Williams (NSWERA), Dick Collyer (Vice President, QERA), Kim Moir (Secretary) (QERA), Jil Bourton (SAERA), Sioux Reid (VERA), Natasha Ellery (WAERA).

Note Jil Bourton left the meeting at 1.00 pm

2.2. Apologies

Clare Fleming (NSWERA)

Donna Nicholas (VERA Delegate)

Ron and Val Males (AERA Honorary Members)

Andrew Miles (TEERA Delegate)

2.3. Proxy Votes

Cheryl Bullock as proxy for Jil Bourton (for later part of meeting)

2.4. Visitors

AERA Delegates - Kerry Fowler-Smith, Belinda Hopley, Gertraud Norton, (NSWERA); Cheryl Bullock (SAERA); Terry Sweeny (WAERA).

Honorary Members – Pat Hodgetts

3. Portfolio Allocations – as determined at meeting on 22 March.

Google Drive Documents

3 Portfolio Allocations as of 22 March 2023

Belinda Hopley noted that she was going to be included on the EADCM portfolio. List to be amended to reflect this.

4. Register of Pecuniary Interest

| Committee Member | Point of Conflict | Reason |
|------------------------|---------------------------------|----------------------------------|
| Kim Moir | TQ23 | Organising Committee |
| Sarah Pollard Williams | Accredited Vet Training Modules | Honorarium paid for this project |

5. Previous meeting minutes

5.1. Amendments to the Minutes of the Management Committee Meeting held on 22 January 2023.

Amendments

AERA Database report discussion – correction of date

“ KM – QERA only received advice on 31 December that all users would be shut out at midnight on 31 **December** so asked if there was an option to send out the notification earlier in the year. Perhaps a longer access period is good. DAs need to be aware when someone leaves a role and provide advice that access is no longer required.”

NVP Report discussion re Vet: horse ratio

“Note the need to have a vet team with capacity to allow for one to be away from the vet ring to provide treatment or to do bloods for swabbing. Ride Organisers will also be governed by their budget.

General sense that the ratio is okay and to mandate makes it difficult for rides with fewer nominations. AERA would **likely** not support a change.”

Motion: 2023/04/01 Moved: Kim Moir / Natasha Ellery

That the minutes of the AERA Management Committee Meeting held on 22 January 2023, as amended, be accepted.

Carried unanimously.

5.2. Amendments to the Minutes of the Management Committee Meeting, Subsidiary Agenda, held on 22 January 2023

Nil received.

Motion: 2023/04/02 Moved: Kim Moir / Natasha Ellery

That the minutes of the AERA Management Committee Meeting held on 22 January 2023, as per the Subsidiary Agenda, be accepted.

Carried unanimously.

5.3. Amendments to the Minutes of the Management Committee Meeting to consider the NSWERA request to run Ride To Time rides held on 27 February 2023.

Nil received.

Motion: 2023/04/03 Moved: Jil Bourton / Sioux Reid

That the minutes of the AERA Management Committee Meeting held on 27 February 2023, to consider the request from NSWERA to run Ride to Time events, be accepted.

Carried unanimously.

5.4. Amendments to the Minutes of the Management Committee Meeting to elect office bearers and to allocate portfolios.

That Terry Sweeney be recorded as an apology.

Motion: 2023/04/04 Moved: Natasha Ellery / Jil Bourton

That the minutes of the AERA Management Committee Meeting held on 22 March 2023, to elect Management Committee Office Bearers, as amended, be accepted.

Carried unanimously.

6. Business arising from the minutes – refer Action Sheet

6.1. Report on Horse Catastrophe

Note that information relating to a horse death at a QERA event in 2022 has been distributed to all DAs.

6.2. Logbooks and use for FEI rides

Initial discussions had occurred with EA about how AERA logbooks may be adjusted to be used for FEI events. This had not advanced so has been removed from Action Sheet with the option that this can come back as new business via the EAEC meetings. This probably won't proceed without further input from EA.

6.3. Biosecurity Plan template

This has been amended to align with rule change implemented from 1 January 2023 and is on the AERA website and distributed to DAs.

6.4. Tom Quilty Events in the future

AERA Management Committee will work towards hosting a meeting at TQ23 to engage with members about the future of Tom Quilty events and what might change or stay the same.

7. Online motions

7.1. Financial decisions

| Payments from 15 January 2023 | | | | | |
|-------------------------------|------------------------|------------|------------|-----------|--|
| No | Payee | Invoice No | Date | Amount | Description - comments |
| 1 | FUSION financial group | 18328 | 16/01/2023 | 154.00 | Business and Instalment Statement - Dec |
| 2 | ATO | 884 | 16/01/2023 | 1,840.00 | BAS |
| 3 | Renners Electrical | | 5/01/2023 | 141.50 | CS Vest (A Gill) |
| 4 | Tom McCormack | Refund | 25/01/2023 | 16.65 | Postage of RFID Cards |
| 5 | Peter Johnson | 898 | 31/01/2023 | 4,529.25 | Online Memberships, fixes |
| 6 | Kim Moir | Payment | 31/01/2023 | 681.00 | Secretariat honorarium |
| 7 | Australia Post | 1012163369 | 3/02/2023 | 16.65 | Postage |
| 8 | Chris Nichols | Payment | 6/02/2023 | 108.00 | Webmaster honorarium |
| 9 | Sarah Pollard Williams | Payment | 31/01/2023 | 500.00 | Endurance Vet Accreditation Program |
| 10 | Deb Edwards | 185 | 31/01/2023 | 420.00 | Bookkeeping |
| 11 | Peter Johnson | 900 | 7/02/2023 | 444.00 | RFID Cards (500) |
| 12 | Equestrian Australia | 3795 | 9/02/2023 | 9,350.00 | EA Affiliation |
| 13 | Ventraip | 11415795 | 15/02/2023 | 39.90 | TQ Domain (2 years) |
| 14 | Ventraip | 11423406 | 17/02/2023 | 43.90 | tomquilty.com (2 years) +tomquilty online (free) |
| 15 | Narelle Cribbs | Payment | 11/03/2023 | 1,000.00 | Module for Vet Accreditation |
| 16 | Chris Nichols | Payment | 6/03/2023 | 250.00 | Vet Online Training Module |
| 17 | Peter Johnson | 894 | 14/03/2023 | 919.25 | MS Azure, ETS Access point, postage |
| | | | | 20,454.10 | |

7.2. Other on-line motions and discussions

7.2.1. AERA Memorandum of Understanding with EA

Motion

That AERA accept the Memorandum of Understanding with Equestrian Australia, as negotiated for a three-year term, and pay the required fee of \$8500 per annum.

Moved Kim Moir Seconded Noni Seagrim

Voting: For - 6 votes; Against - 1 vote; Non-vote - 1 vote

Voting outcome: Carried by majority

7.2.2. TEERA Vet Accreditation – Alice Mitchell

Motion

That Dr Alice Mitchell be accredited as an endurance vet.

Moved: Kim Moir

Seconded: Jil Bourton

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

Carried by majority

7.2.3. Tom Quilty Domain

Resolved that tomquilty.com.au be renewed for 2 years and tomquilty.com also be secured.

7.2.4. Mindari App – link to AERA Database

Motion

That AERA approves expenditure of up to \$5000 to integrate the AERA Database to the Mindari App with funding through sponsorship as discussed.

Moved: Kim Moir

Seconded: Noni Seagrim

Voting: For – 6 votes; Against – 0 votes; Non vote – 1

Carried by majority

7.2.5. TQ23 Sponsorship

Motion

That AERA approves the naming rights of Tom Quilty Gold Cup 2023 to AI Maghaweer Stables in return for sponsorship as negotiated with the TQ23 Committee.

Moved: Kim Moir

Seconded: Dick Collyer

Voting result: For - 7; Against - 0; Non vote - 1

Carried by majority

7.2.6. Correspondence from TQ23 Committee re publication of TQ23 Book as a digital version as well as hard copy and purchase of software to allow this.

TQ23 had sought advice from the webmaster and he had advised - .

This would be an add-on software package to the TQ site and we would purchase a license to use it. Remember that the TQ website sits under the AERA website.

The license for 1 site is either USD14.99 per year, or USD44.00 for a lifetime license.

Another option, would be for AERA to purchase it, but get the 5 site licenses for either USD29.99 per year, or USD89.00 for a lifetime license.

This could then be used to present the rule book and other documents on the AERA site, plus QERA could ask nicely and use one of the licenses for publishing back copies of the magazine on the QERA site.

It was noted that this would only work on sites that use Joomla as the back end, which AERA does.

Discussion resolved that AERA purchase a lifetime license for 5 sites and an estimated cost of AU\$120.

7.2.7. Purchase of AERA Awards

Kerry Fowler-Smith reported that her conversations with the supplier of the decade team plaques, Pat Slater cup and other bronze trophies had identified that this business is shutting down. Her recommendation was that AERA should order trophies for next year now to give time to source a new supplier.

Online discussion resolved that AERA purchase trophies for 2024 now.

Discussion

Kerry has commenced ordering of awards from suppliers we have used previously. Closing of a regular supplier raised concerns about future supplies of awards.

The Pat Slater trophy, Standing Arab Mare, has been ordered for this year and next, based on knowing that this is going to happen.

The other awards for 7500 km horse distance awards and potentially 10,000 are more difficult to predict what the demand will be, so have ordered for this year but will have to find another supplier for next year. Similarly for Decade Team Awards have been ordered for this year only. We don't want to end up with not enough for one year resulting in the possibility of different trophies being given.

35000 km award for Kristie Taprell and photo provided of glass trophies, noting that Kristie had received one of these already at 30,000. Resolved to leave this to Kerry to make the final decision.

Note that there will be 39 certificates to be presented at TQ23 that require frames. Frame styles may vary and TQ23 to organise.

8. Correspondence

8.1. Correspondence Inwards

| No | Date | Correspondence Inwards | Action |
|----|----------|---|-------------------|
| 1 | 18/01/23 | J Piggott re user access to database – refer to NSWERA | Responded |
| 2 | 20/01/23 | K Sheehan re CS accreditation to M Dunn | Responded |
| 3 | 21/01/23 | T Sweeney – advice on attendance at AERA MC Meeting | Noted |
| 4 | 21/01/23 | M Norton – advice that G Norton to attend AERA MC Meeting | Noted |
| 5 | 22/01/23 | TQ22 – detailed financial report – referenced at AERA meeting on 22 January | Agenda |
| 6 | 23/01/23 | TEERA Member – signed form 8 ref AAF | Noted |
| 7 | 24/01/23 | PA Application for TEERA Member – fwd to TEERA | Responded |
| 8 | 24/01/23 | VERA Member – signed Form 10 ref AAF | Noted |
| 9 | 31/01/23 | N Bein, WA- rulebook query re hoods | Responded |
| 10 | 31/01/23 | RASL response to query re swabbing service | Noted |
| 11 | 01/02/23 | TQ23 Committee - Minutes of meeting 14/01/23 | To AERA MC |
| 12 | 02/02/23 | Member re Insurance Claim | Fwd to SUREWiSE |
| 13 | 06/02/23 | SAERA re supply of Vet Cards | Responded |
| 14 | 07/02/23 | EA – invitation to EAEC Meeting on 7 February | Responded |
| 15 | 07/02/23 | EA – MOU final version | Noted |
| 16 | 07/02/23 | WAERA re supply of logbooks | Responded |
| 17 | 07/02/23 | SUREWiSE EFT Form re claim | Fwd to member |
| 18 | 09/02/23 | SAERA re TQ23 Vet | Noted |
| 19 | 12/02/23 | TQ22 Committee response re use of funds | Agenda item 8.3.1 |
| 20 | 13/02/23 | WAERA – AERA Affiliation Agreement and AERA Forms | Responded |
| 21 | 14/02/23 | E Bacchus re accreditation as barefoot trimmer – ref SAERA | Responded |
| 22 | 14/02/23 | SUREWiSE – confirmation of processing of claim item 2 | Noted |
| 23 | 14/02/23 | TEERA re Endurance Vet Accreditation | Processed on line |

| | | | |
|----|----------|---|--------------------|
| 24 | 15/02/23 | F Clarke re forming of new club (QERA) | Responded |
| 25 | 15/02/23 | S Berryman – query re forms ref online nominations | Responded |
| 26 | 16/02/23 | C Allen – query re incorrect horse details on AERASpace | Responded |
| 27 | 16/02/23 | WAERA – revised AERA Nomination forms | Noted |
| 28 | 17/02/23 | A Condor Lang request for AERA Rulebooks | Responded |
| 29 | 20/02/23 | C Moore, Qld Farrier and Blacksmith Assoc re buckles | Responded |
| 30 | 21/02/23 | S Pollard Williams AERA MC Documents signed | Noted |
| 31 | 22/02/23 | C Fleming AERA MC Documents signed | Noted |
| 32 | 22/02/23 | EA – advice re AAF – Sample B203945 | EADCM Review Panel |
| 33 | 22/03/23 | QERA request for User Access for 2 members- cc also to DBSC | Noted |
| 34 | 22/03/23 | SAERA re AERA Delegate appointment | Noted |
| 35 | 22/03/23 | TEERA – advice re CS and Vet for TQ23 | Noted |
| 36 | 22/03/23 | TEERA – advice re AERA MC and Delegates | Noted |
| 37 | 23/02/23 | NSWERA – advice re AERA MC members | Noted |
| 38 | 23/02/23 | S Peters re distance scroll | Responded |
| 39 | 23/02/23 | S Reid – AERA MC Documents signed | Noted |
| 40 | 23/02/23 | TEERA – AERA Affiliation Agreement to sign and return | Responded |
| 41 | 23/02/23 | VERA – AERA MC Nomination form | Noted |
| 42 | 25/02/23 | M Wade – follow up on purchase of second cup | Responded |
| 43 | 27/02/23 | WAERA – proxy vote Terry Sweeney re Natasha Ellery | Noted |
| 44 | 28/02/23 | VERA – nomination of AERA Honorary Member | AGM agenda |
| 45 | 01/03/23 | QERA – nomination for AERA MC Membership | Noted |
| 46 | 02/03/23 | NSWERA Member – request for forms ref AAF | Responded |
| 47 | 02/03/23 | VERA – support of Honorary Member nomination | AGM Agenda |
| 48 | 04-07/03 | C Bullock, A Fortsch, R Strahan – Confidentiality Agreements | Noted |
| 49 | 08/03/23 | QERA re AERA Delegate appointment | Noted |
| 50 | 09/03/23 | ARFL Analysis Report – data pack Sample B203945 | Fwd to member |
| 51 | 09/03/23 | NSWERA – appointment of 2023 AERA Delegates x 4 | Noted |
| 52 | 10/03/23 | NSWERA – appointment of Vet and CS to TQ23 | Noted |
| 53 | 10/03/23 | WAERA Treasurer re reports from AERA Online fwd to AERA bookkeeper | Responded |
| 54 | 11/03/23 | K O’Neil query re membership | Responded |
| 55 | 14/03/23 | A Somerville query re online entry – fwd to support@aeraonline.com.au | Responded |
| 56 | 15/03/23 | ARFL – B Sample testing for B203945 | Fwd to member |
| 57 | 15/03/23 | H Cossor – request for confirmation of rider qualifications | Responded |
| 58 | 18/03/23 | L Walkingshaw, VERA re horse listing and history | Responded |
| 59 | 20/03/23 | Rosevale Park – corrections to database | Responded |
| 60 | 21/03/23 | NSWERA – note error in AERA AGM Agenda re Delegates | Responded |
| 61 | 27/03/23 | WAERA nomination of Vets for TQ23 | Responded |
| 62 | 28/03/23 | EA re EA Endurance Pathways Webinar | Fwd to MC |
| 63 | 30/03/23 | Yamamah App request for integration with AERASpace | Agenda 8.3.2 |
| 64 | 02/04/23 | D Grull re Hall of Fame criteria | Agenda 8.3.3 |
| 65 | 03/04/23 | SAERA Proxy Vote form for J Bourton to Cheryl Bullock | Noted |

| | | | |
|----|----------|--|-------|
| 66 | 04/04/23 | VERA – AERA Affiliation Agreement – to sign and return | Noted |
| | | | |

8.2. Correspondence Outwards

| | Date | Correspondence Outwards | Author |
|-------|----------|--|--------|
| 1 | 26/01/23 | Dr Alex Chick, cc QERA, re AERA Vet Accreditation | KM |
| 2 | 30/01/23 | EA R Rattini re MOU | MD |
| 3 - 4 | 01/02/23 | NSWERA Member x 2 re AAF | KM |
| 5 | 01/02/23 | N Bein response to query re hoods | KM |
| 6 | 02/02/23 | ARFL re 2 x B Samples | KM |
| 7 | 06/02/23 | SAERA re AAF at State Championships | KM |
| 8 | 07/02/23 | EA – apology for EAEC meeting attendance | KM |
| 9 | 08/02/23 | SUREWiSE – documents relating to PA Claim | KM |
| 10 | 08/02/23 | DAs, MC Members, Delegates – notice re AERA AGM | KM |
| 11 | 16/02/23 | SUREWiSE query re Ride and Tie not on Activity list | KM |
| 12 | 16/02/23 | WAERA re AGM procedures | KM |
| 13 | 20/02/23 | WAERA signed AERA Affiliation Agreement | KM |
| 14 | 21/02/23 | NSWERA re nominees to AERA MC | KM |
| 15 | 23/02/23 | SUREWiSE fwd members executive EFT From | KM |
| 16 | 23/02/23 | TEERA return of AERA Affiliation Agreement signed | KM |
| 17 | 23/02/23 | To 8 Delegates and MC Members to re-sign Confidentiality Agreement | KM |
| 18 | 24/02/23 | Dr Alice Mitchell, cc TEERA, re AERA Vet Accreditation | KM |
| 19 | 24/02/23 | DAs, MC and Delegates re AERA MC Meeting Notes | KM |
| 20 | 02/03/23 | SAERA return of signed AERA Affiliation Agreement | KM |
| 21 | 02/03/23 | DAs – Special Resolution re Honorary Member | KM |
| 22 | 02/03/23 | 6 AERA Delegates – AERA Confidentiality Agreement | KM |
| 23 | 02/03/23 | NSWERA response re Ride to Time proposal | KM |
| 24 | 09/03/23 | AERA AGM Papers to members, AERA Delegates and MC | KM |
| 25 | 09/03/23 | NSWERA acknowledgment of AERA Delegates appointed | KM |
| 26 | 09/03/23 | QERA acknowledgement of AERA Delegate appointed | KM |
| 27 | 10/03/23 | Computer Sashes – order of Pat Slater sashes for TQ23 | KM |
| 28 | 15/03/23 | DAs et al re MC Meeting scheduled for 15 April | KM |
| 29 | 15/03/23 | P Johnson re change of hourly rate | KM |
| 30 | 15/03/23 | VERA re AAF - Confidential | KM |
| 31 | 27/03/23 | Sandy Little re Honorary membership | KM |
| 32 | 04/04/23 | QERA re horse catastrophe | KM |
| 30 | 05/04/23 | DAs re horse Catastrophe | KM |
| | | | |
| | | | |

Motion: 2023/04/05

Moved: Sioux Reid / Dick Collyer

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

Carried unanimously.

8.3. Business arising from Correspondence Inwards

8.3.1. TQ22 re use of funds

Letter received on 12 February in response to letter from AERA expressing disappointment that \$25,000 of profit from TQ22 was used to instal a speaker system for Tooraweenah Showgrounds. It had been noted that the TQ22 Committee would contribute to the cost of this item.

The response from TQ22 noted the long-term contribution of the Committee to the sport and that the access to the showgrounds for their ride had been given at minimal cost for many years.

The letter also provided a revised cost of the system from \$25k to \$15k with \$10k from TQ22 and \$5000 from grants.

Income to AERA is a bit muddled

- Buckles – total \$38 720 – cost of buckles is \$21,00
- Affiliation fee at 20% - \$14543.34
- 1.2% transaction fee for noms was the bank charge on CC and that was paid as part of nomination not by the committee.
- AERA did not charge any fee for use of AERA online nomination system.
- No mention of AERA contribution – vet fees of \$7000 plus travel costs for Senior Vet and CS teams, plus contribution to trophies, magazine, top ten rugs – stated that AERA donated \$4807.
- Noted cost of \$1300 per entry
- Note no expenses claimed by committee – and time given – the cost of any committee

Want to know what previous TQ committees have done with their surplus funds

AERA needs to do more to support the national event.

Suggest AERA list projects to be funded.

Acknowledged start up funds from NSWERA

Discussion

Mark Dunn noted that this had been discussed at a previous meeting and it was the view of the AERA Management Committee that it was appropriate that we write.

Jil Bourton noted that SAERA basically organises all their rides and in past years money has been held in an interest bearing account to use for subsequent Quilties. SAERA also gathers a \$2 levy from each entry for TQ.

Dick Collyer support that we need to respond and provide factual response.

Sioux Reid noted that VERA has a seed fund to assist in the start-up costs of a next TQ event. Note also that money raised from members should be used for a like-minded project.

Pat Hodgetts stated her disappointment that this has got to this stage as it is clearly stated in the manual how money should be used. If AERA has signed off without clarifying this expectation places some of the responsibility to AERA.

Kim Moir noted that this had been discussed and the Event Agreement should now specify what has been proposed by a TQ Committee and sign off on this.

Kerry Fowler Smith suggest that to some extent the dispersal of funds should be left to the committee who puts the effort in to running the ride.

Action

Response to TQ22 with that letter has been received and discussed with some comment on other matters raised.

8.3.2. Yamamah App re integration

Suggest discussion with the AERA Database SC Report

8.3.3. Deb Grull re Hall of Fame Criteria

Deb has suggested the need for recognition of one horse / one rider combination and recognition of attributes such as sportsmanship, contribution to a team, support to others to qualify and volunteering.

She also expressed concern that the current criteria for Hall of Fame may favour Eastern State Member who have easier access to a Quilty.

Discussion

Mark has received further correspondence from Deb and has asked that she re-submit her ideas to include what has been sent to Mark individually.

8.4. Business Arising from Correspondence Outwards

8.4.1. Item 31 Sandy Little Honorary Membership

AERA Honorary Members are usually given something to recognise this award. Kerry advise that this Kerry this has always been a jacket of some sort.

Action

Kim to ask Sandy what he would like and advise AERA Awards Sub-committee.

9. President's Report – Mark Dunn

Even though it is almost three months since we last met for a 'full' MC meeting, this meeting as always does seem to have come around very quickly.

We are now well into the 2023 season in all Divisions and ride numbers are looking quite good compared to last year. At the time of writing, 31 March:

2022: 72 rides with 1388 entries

2023: 70 rides with 1568 entries

Very positive is the take-up of the AERAOnline nomination platform with most ROCs in all DAs now using it. The AERAOnline membership platform is now also close to being rolled out.

Negotiations with Equestrian Australia concluded early this year and an affiliation agreement was signed. We do need to determine a way to work with EA to develop a pathway to FEI rides and international competition for or DA members. We also need to be thinking about accrediting officials (vets, CSs) to the FEI level.

Our AGM was held in March and saw us welcome two new MC members and some new delegates to the AERA family in 2023.

Work on TQ23 is progressing well under an experienced ROC, which includes the committee and members of Stirling's Crossing endurance Club. Major sponsorship was obtained for this event from the AI Maghaweer stable. Our thanks go to those who assisted in negotiating this deal at the 2023 endurance World Championships.

Work on integrating Australian rides into the Mindari app has progressed and hopefully, by the date of this meeting, will be up and running. Those who haven't yet installed this app should do so – it is impressive and does promote our events to the world.

Work has begun on progressing our 2023-25 Business / Strategic Plan and I look forward to seeing this progress to a working document in the weeks and months to come.

At this early stage of the year, our finances appear healthy – see below.

President's report received.

10. State Reports

10.1. NSWERA Report – Sarah Pollard Williams

The committee was formed at the AGM in Feb 2023, and two days later a meeting was held to determine the executive and portfolios. All positions were elected unopposed:

President: Annette Bailey

Vice president: Darryl King

Treasurer: Brandon Dick

Secretary: Susan Woodward

The committee has had to hit the ground running, and inherited a complex situation with a positive swab from late 2022. However;

- Email communication for rapid decision making has been very effective.
- We have a significant number of rides on the calendar and have the excellent news that there are three major sponsorship offers – Radincon, Zilco International & FeedXL to benefit all rides on Endurance NSW Calendar.
- The website nswera.asn.au has been updated and has been well received by Members and ROCs. We have also launched an Instagram page, and revitalised the Facebook Page, with our new look and ride images.
- Kylie Jonkers has sadly resigned from the committee. Belinda Hopley has decided not to fill the vacancy. If the next candidate does not accept we will remain as 9 person committee.
- There is a new ride on the calendar – Willow Vale @ Wandandian. We are pursuing Dual Ride Affiliations with Zone 6 Rides for QERA and for VERA in the south of the State.
- NSWERA can utilise Active Children's vouchers to subsidise junior membership. The association needs to be registered with Service NSW, and we are in the process of addressing that.
- Our only concern at this stage is meeting our swab target for the season. We only have one accredited swab steward, and the EA stewards seem to be a very busy bunch and so far have not been able to commit to attending any of our rides.

Looking forward to a productive year, at State and National level.

Sarah Pollard Williams

Discussion

Sarah noted that Wayne Hegarty is now a member of the NSW ERA Management Committee

10.2. QERA Report – Dick Collyer

Google Drive Document 10.2 QERA Annual Publication Business Plan

Membership

Membership uptake is sound without being spectacular although our Registrar reports that there seems to be a number of returning members with the TQ23 being a motivating influence.

Finances

We had an expected poor financial year last year, with income from memberships and ride entries down on the previous year. However, we have had good ride entries for the first few rides of this year, and an increase in the cost of membership has stabilised our financial situation so far. It is fair to say that an annual government grant makes a huge difference to the financial situation of our association. Our audited accounts are on our website.

Ride Calendar

We have a very full ride calendar at this stage, with the prospects of two new clubs – one in the Far North and one in the South East.

A TQ qualifier is planned for the Stirling's Classic ride in May, to give as many members as possible an opportunity to attend the Quilty.

Planning is well underway for the memorial Winton to Longreach Ride in 2023. Hopefully, there will be a "test" ride over a shorter distance at Winton in May.

Our State Championships, to be held in August, will have a change of venue to Inglewood. This is close to the NSW border, and we will be approaching NSWERA to have this ride dual-affiliated so that their members can benefit with points and distance on the NSWERA Pointscore. There has been interest in a number of rides being dual affiliated on both sides of the border.

TQ23 As Kim will report, planning for TQ23 is well underway and pretty much on target despite the very short timeline – a huge effort is being put in by the Stirling's Club and also many other contributors.

EQ Initiative – Next Gen Intervarsity Leaderboard

Intervarsity competition aims to promote participation of young people in equestrian sport across Queensland after high school. Competitors must be enrolled in an approved course at a recognised tertiary, vocational education institution or trade college in Australia. The events however, are not age restricted and open to all people. Last year, they ran a pilot program selecting one (1) event from most of the EA disciplines. This year, the event has grown to five (5) events and now includes Endurance. Note that all riders must be EA members and horses must be registered with EA. The events are not just events where FEI events are included in the schedule.

AGM As reported previously, we had a quiet AGM, but one of the issues that was raised was the support from members for the QERA Yearbook publication, which was trialled in 2022. We will be proceeding with this again – both hard copy and digital – for 2023. It has been suggested that other DAs might be interested in a similar production – or even in making the Yearbook a national one (!), so I have attached the Business plan for this for your information.

Kind regards
Dick Collyer

Discussion

QERA Annual Magazine was provided last year having moved from the magazine that had been produced three times per year.

10.3. SAERA Report – Jil Bourton

SAERA has so far convened three events this year, starting a little earlier than previous years with a one day 40km Intermediate Ride, including 20km Introductory ridden and harness, followed by the first 80km ride at Farrell Flat in the State's Mid North. The most recent "event" was a CATE (Come and Try Endurance) hosted on the property of one of our SMC members. Each event had pleasing numbers of participants including newcomers, although 80km riders were a little thin on the ground at F/F but that should improve over subsequent rides. At this stage we are happy to welcome a number of both Intermediate and new full riding members.

This year and going forward SA is all about positivity and promotion of ideas and initiatives to grow the sport and membership in this our pre Quilty year and to that end the SMC Development Subcommittee (DSC) has already come up with three initiatives to help attain those outcomes.

The Beginner Bingo initiative (Attachment 1.) has been the brain child of new SMC member Rhiannon Bee and has meshed very well with my Bronze to Gold rider plan some of the MC will be familiar with (and is being trialled in SA this year). To find out all the information behind this, simply open your mobile phone's camera and point it at the bar code shown above (attachment 1.) a small yellow icon will appear on your phone screen, tap this and it will take you to the SAERA website where you simply scroll down to the full explanation of Beginner Bingo - which has been up and running since our first ride - where we handed out quite a few of the

above cards and there has been plenty of positive feedback so far. Small steps at this stage and a bit of extra work for some but if you do nothing, nothing happens!

Our current DSC initiative the “Quilty Quest 2024” (**see flyer below**) has broader aims while also setting out pathways for newcomers to aspire to; it’s also designed to encourage current “lower achieving” riders to set goals and extend themselves as endurance riders by taking a firm aim at TQ24. More information at end of this report.

The DSC has also created a Fb page titled “Endurance Newcomers South Australia”, separate from our SAERA page and dedicated to beginners in the sport and so far has 176 members and growing by the day. All things that beginners need to know are both asked and discussed on this page.

SA’s ride calendar is filling up thanks to committed leadership from several SMC members with some ordinary members coming on board also. We are very fortunate to have a “village” of volunteers who rarely hesitate to lend a hand at our rides – which is also something the DSC is trying to encourage at grassroots level among our Newcomers (**see Beginner Bingo**).

We have also put in some effort regarding our vets. As we all know, our sport can’t function without them so we are implementing a few ideas for promoting our small team of vets here in SA with the hope we can attract more to the fold. One such initiative is presenting them with their own personalised softshell vest on qualification as an accredited endurance vet, the most recent recipient being Dr. Laura Salisbury.

The level of skills and knowledge spread across our 2023 SMC team is refreshing and working together AS a team is our number one priority with plenty of ideas and actions being discussed and implemented to better our sport.

QUILTY QUEST 2024

AIMS:

1. To give new riding members in the sport a goal to work towards
2. Incentive for present “lower achieving” or less confident riders to step up their skills and achieve higher goals
3. Promote the Tom Quilty Gold Cup Endurance Ride as a desirable and iconic challenge for any committed equestrian.
4. Promote Endurance Riding in Australia as a skilful and rewarding discipline for all to enjoy.
5. Active promotion of three of our loyal endurance related businesses who have been long time sponsors of the TQ and Australian Endurance – these three sponsors had no hesitation in coming on board this exciting project

At the bottom of our promotional flyer is a bar code and we are using the same technology as the Bingo cards. Just click on camera on your smart phone and point at (scan) the barcode, on your pc (or you can print it off first). When the yellow saera.asn button appears on your phone screen press on it and it will take you to our dedicated website page, the password is saera. The page is “live” but not public yet. You can then read the competition details.

We would like to launch this initiative/competition in the last week of April, if everyone is happy.



10.4. TEERA Report – Mark Dunn

At the time of writing, four events had been run in Tasmania in 2023 with the 'Derwent Double' – Sat / Sun rides looming at Easter.

Entry numbers this year have been OK – mostly matching numbers for the same rides in recent years.

The calendar for the rest of 2023 is good – the usual rides scheduled - however we have a bit of a gap just after winter we are trying to fill. There are no rides scheduled between 3 June and 26 August due to the damp conditions on the tracks at that time of year.

Memberships are on a par this year with last year – approaching 100 at the end of March.

Planning for TQ25 continues – formal acceptance of invitation to stage the event T/F shortly from TEERA SMC.

10.5. VERA Report – Sioux Reid

No report received.

10.6. WAERA Report

No report received.

DA Reports received.

11. Treasurer's Report – Mark Dunn

Google Drive Documents

- 11.1 AERA February Profit & Loss Budget Analysis*
- 11.2 AERA February Profit & Loss Budget Analysis with Year to Date*
- 11.3 AERA February Profit & Loss with Year to Date*
- 11.4 AERA February Balance Sheet*
- 11.5 AERA Aged Receivables Summary as at 8 February 2023*
- 11.6 AERA Item List Summary as at 8 February*
- 11.7 AERA February Category Profit and Loss Statement*
- 11.8 AERA Budget version 9*

Financial reports for February were distributed to MC Members on 20 March

11.1. Treasurer's Report – Mark Dunn

As of today (29/3) I've had no further data since my report of 20 March re the February accounts so the report below is largely the same as that.

As always, if you want to look at just one doc, it's the February AERA YTD Profit and Loss Budget analysis.

We are a little better than forecast with respect to budget* – no major shortfalls in income or blowouts in costs. AERAspace revenue on the membership platform is down because we haven't yet rolled it out although I believe it's close to ready.

We have enough money in the bank to meet our commitments.

Heartening is that memberships as of today (29/3/23) are pretty much what they were last year (2023: 932 – 2022: 958).

*We are up on budget partly because of a miscalculation by the finance team when framing the budget. The income line item relating to liability insurance recovery – in particular that coming from ‘liability – full riding member’ – which is proportional to the number of members who have signed up in any given period, was underestimated. The net result of this is that our forecast in the budget for income is likely low by approximately \$12-15,000. We won’t adjust the budget to accommodate this oversight but will bear it in mind in reports through the year.

Motion: 2023/04/06 Moved: Mark Dunn / Dick Collyer
That the Treasurer’s Report be accepted.
Carried unanimously.

Discussion

Note that reports for March had been received by the Treasurer and a copy of the YTD vs Budget was provided with meeting documents.

Reports show a deficit to budget of approximately \$8000 which is mainly due to work on AERASpace on Mindari. Bottom line is that we are tracking closely to budget now.

There has been development of database to capture memberships and this will eventually bring in income.

Clarification on the report of a miscalculation that this was an underestimate of income so is in our favour.

There is confidence that the budget will track well and probably there will be no need to seek further funds from DAs to cover any deficit.

12. Insurance Report

No report received.

13. National Ride Entry Statistics

Total ride entries at 31 December 2022 (end of year data) resulted in 508 ride entries less than in 2021, with best numbers in endurance events, which were only down by 162.

| Division | Endurance | Intermediate | Introductory | FEI | Total |
|----------|-----------|--------------|--------------|-----|-------|
| NSWERA | 965 | 451 | 402 | 13 | 1831 |
| QERA | 845 | 593 | 415 | 63 | 1916 |
| SAERA | 161 | 79 | 96 | - | 336 |
| TEERA | 337 | 155 | 101 | - | 593 |
| VERA | 553 | 253 | 192 | - | 998 |
| WAERA | 246 | 215 | 272 | - | 733 |
| Totals | 3107 | 1746 | 1478 | 76 | 6407 |

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 |

As noted in the President's report Ride entries are better for the first quarter of 2023 than 2022. We have had basically the same number of rides (20 compared to 19) and the calendar for this year is showing 106 events:

- NSWERA 21 events
- QERA 32 events
- SAERA 11 events
- TEERA 14 events
- VERA 13 events
- WAERA 15 events

14. Portfolio Reports

14.1. AERA Registrar – Jo Bailey

Google Drive Folder

14.1 Decade Team Award recipients

Jo provided a quick tally of awards to be presented this year and will forward a list of all awardees.

RIDERS

1 x 35,000 – Kristie Taprell

1 x 25,000 – Jil Bourton

2 x 20,000 – Talea Hasko Stewart, Corey Nix

3 x 10,000 (2 x QLD, 1 x NSW) - these are normally presented at SMC nominated events. Greg Garred, Olaf Lochtenberg, Derryn Nix

HORSES

2 x 7,500km - both 5'9 rugs – Blake's Heaven Venus (NSW) and Lauralyn Notorious (TAS)

5 x 5,000km - 4 x 5'9 and 1 x 5'6 rugs – Arabika CueTee (WA), Blake's Heaven Carousel and Blake's Heaven Summer Wind (NSWERA), Rowallan rufous (NSW) and Tarnette (NSW)

11 x 3,000km - 4 x 5'6, 5 x 5'9 and 2 x 6'0 rugs – Blake's Heaven Adventuress (NSW), Castlebar Icon (NSW), Duo Park Royal Son (WA), Fonda (NSW), Greywood Magenta (Qld), Love in the mist (NSW), Macrocarpa Red Bull (NSW), Marat Ma (NSW), Markus Romulus (Qld), Veloce Divine (NSW), Veloce Finale (SA)

DECADE TEAMS

14 Decade Team applications

Ashbend Perazzi / John Howe – NSW

Blake's Heaven Ventura / Talea Hasko-Stewart – NSW

Bridle Track Bogart / Victoria Bonham – NSW

Calico Jarkamarn / Janelle Taylor – QLD

Castlebar Musteke / Karin Santoso – NSW

Glenewan Scout / Janelle Taylor – QLD

Golden Thunder / Ute Jordan – QLD

Hillbrae Maxine / Cathy Herve – QLD

Malu Vale Embers / Fiona Meller – NSW

Sahala Astronomer / Michelle Chapman – QLD

Shannonwood Sub / Greg Garred – QLD

Tarnette / April Newman – NSW

Xanadu Barabbous / Karen Winkel – QLD

Yarnspinner / Jess Shillabeer - SA

Resolved to accept all applications for Decade Teams Awards.

14.2. Website / Webmaster – Chris Nichols

Not much to report at the moment, the website is in maintenance phase. I'm holding back some software updates, as one that is pending caused havoc on the TQ23 website, and took quite a few workarounds to get it working properly again.

The Hall of Fame will be fairly quick to develop, but it isn't really possible to start on the layout until I have some content to add to it. Once the nominations come in and are approved, I can start building the page. It really won't take that long as I already have a very good idea of how it should look and it is going to be easy to build.

In the past 30 days the website has had 1300 unique visitors, 80% from Australia, 11% from the USA and about 4.5% each from China and the UAE.

The most popular page is the home page, with 5500 views, followed by the Rules, Bylaws and Policies page, with the News page getting a higher than usual amount of traffic.

I'm also working on the Vet training modules. We're using Google Classroom, it suits our needs very well. I've used one of our spare domain names, as the vets will need a temporary email account that is owned by the AERA to access the content. We're using the aera.au domain name. Vets' email addresses will be name@vet.aera.au for example. Modules 1 and 2 are online, pending review, I've got the multiple choice questions for modules 3 and 4, but am waiting on the course material.

I'm working on an order form for ride supplies at the request of the Bookkeeper. It will be an auto calculating PDF file. Ros will just need to type the quantity in the boxes beside the items they want, attach it to an email and send it to the Bookkeeper. The form will do the calculations for the total payment etc. I'm working with Debbie and Kim sourcing pictures of everything that will be listed.

Secretary note – other tasks that have been completed

The order form for ordering track marking and admin supplies has been reinstated.
The updated Biosecurity Plan Template has been added
Updates to website re contacts has commenced and is completed except for update profiles.

Acknowledge that Chris is always very available.

14.3. Social Media – Natasha Ellery

No report received

14.4. AERA Database Sub-committee – Linda Tanian

Google Drive Folder

14.4-1 AERA Database Sub-committee Report 15 April 2023

14.4-2 AERA User Access Policy

Linda Tanian joined the meeting at 12.00 noon to speak to the Database Sub-committee report.

Discussion points

- **AERA Space User Access Policy**

Seeking acceptance of the policy and this will be provided to existing and new users of the system and the introduction of the user access agreement to be signed when people log into the system. This is a fallback position for AERA to highlight the requirements of users but covers us should anyone breach the conditions.

KM commented that the Policy seemed to be harsh given that most people will only use the system once or twice a year. LT stated that the policy and agreement needed to be strong with concern expressed about the potential cost of data being taken. Also raised concern about the increasing presence of AI and that many of our users may be uninformed about the risk.

JB accept LT's comments as the sensible approach.

KFS – agree with LT with regard to security; the system should be as robust as it can be and noted that the website has 4.5% hits from China which seems to be over represented for the interest in the sport. Also raised concerns about the 6 computers that have been purchased by NSWERA approx. 2 years ago, in accordance with the specs provided, and at least 2 of these cannot be used with the ETS. A satisfactory response has not been received and NSW would like an explanation why this is or there needs to be review of the interaction of the ETS with the average standard spec laptop should be reviewed. LT to seek further advice from Tom McCormack as he had one at the recent Mil Lel event in SA. KFS identified that one had been problematic but had been fixed.

NE also supportive of policy with reference to her experience with two other sporting groups who have had data hacked.

BH – also supportive of the policy and noted her concern had increased with the move to online activity.

LT assured that the AERA Database does not store any banking details on the system.

MD summarised that there was general support to move ahead with the distribution of the policy and also implementation of the user access agreement when signing in.

LT added that they cannot control the environment of all the laptops that may be linked to the database and all the applications that may be used on those laptops. Looking to have the laptop used by K Moir checked given the number of issues experienced with this laptop and the ETS.

- **Cyber Security**

Report is just to update the MC re work done to date to improve security and note this is ongoing work.

- **Communications between AERA MC and DBSC**

End of month update report has been implemented to improve the flow of information to AERA and seeking confirmation that this report is what AERA requires. DBSC is looking for reciprocal flow of information from AERA MC to the DBSC that has not occurred to date. Request to receive copies of meeting notes and minutes.

MD acknowledged the information received in the reports but noted that this should not add to the DBSC workload so perhaps don't have to give so much content.

- **User access updates**

Process for end-of-year updates and review who has user access is evolving. Want to be sure that user access is genuinely required and looking to a staggered approach to reviewing this.

KM – concern that it is overly complicated noting that this process has only recently been implemented and had thought this would be done as one work at end of February. LT supported the suggestion that has been put forward by the DBSC as a more responsive and risk-reducing process.

- **AERA Online**

End of month update showed good take-up of this system now and some people who may never use the system. Generally positive responses.

Some issues on hold – eg transfer of nominations which now requires an application for refund and then re-nominate. One thing that has been done is the process re declaration signing to improve the responsiveness. An addition to the My Details screed will show people what declarations are outstanding. Some of the issues are about emails not being in the system – eg for trainers. Currently the start list report shows how has signed declarations or not. RO can send a notification to the

individual who still has to sign. If not done before close of nominations this does need to be done in hard copy.

A release note goes out with a new version – goes to DA Management Committees for distribution to Ros.

Guardians are not necessarily listed in the database and how are we entering guardians. Action from last meeting was to enter this information manually given small number of junior members in most states but there is no space on “My details” window for this to occur. DBSC aware of this need and it is on their list of tasks.

- **FEI data requirements**

LT has been in discussion with EA re details required for FEI rides and this was trialled by provision of reports from the Darling run ride. At present this is a manual report and may look at this again depending on number of FEI rides being offered.

- **Survey of AERAOnline users**

DBSC seeking to do a survey of AEA Online users to understand whether there are things that people struggle with in nominating and in setting up rides – any ideas for other features, identify common problems.

Resolved that this could proceed as time allows.

- **Facebook posts**

Facebook posts have received good responses.

- **Membership renewal**

Has been put to the side but back on the agenda now.

- **AERA Business Plan**

Meeting schedules for 17 April and would invite someone to join this meeting to advise on requirements for Business Plan. MD to contact LT about this.

- **Mindari App**

Mindari has no test environment so our interface was immediately visible. Issues caused by multiple rides over several days, no concept of a marathon, no concept of riding divisions and all ride results are listed in order of completion, including intermediate and introductory rides. Another test event is Bumbaldry and coverage is very poor there so may just be post-ride upload. Mindari group have been good to work with.

MD observed over the weekend and by the end of the weekend it seemed to be running well. Cost was noted as \$4400 before the most recent weekend.

KM – noted that Mindari people will be at the Stirling’s Classic. LT noted that they have invited Peter to meet with them at the Quilty.

Will we be turning this on for all events?

KM – concern about how the “winner” of the Quilty may be represented if a lightweight or junior is first across the line.

JB noted that AERA Space and Mindari for Mil Lel were catching up by end of day. Noted that she had been able to upload photographs of horses that were competing.

- **Yamamah App**

DBSC to touch base with Yamamah technicians to begin to assess what might have to be done to allow connection between AERA and Yamamah. Emails have been forwarded from Secretary.

Question – do we do both? LT noted that both apps do similar things but also each has other features – best stallions, predictions of winners. Also, from a promotional perspective it is worth going across multiple apps as people will favour one over the other. NE commented that the limitations we experience in Mindari for our type of events will probably also be an issue for Yamamah.

MD – if they reproduce data on to a separate web page would they be able to produce the data with reference to weight divisions. LT – this had been mentioned by Peter Johnson as an option but not sure it is worth our effort – there is no cost return for this work. We can do it but do we need to?

- **Online Memberships**

Not a lot left to do but will report after next meeting on anticipated timeframe. Sharing of declarations to DAs for comment will happen in the next few weeks.

User Access set-up

KM – a question was raised whether user access could be set up by DA Registrars but LT expressed hesitancy in allowing this – wants to maintain levels of security and levels of approval. This is a small workload other than end-of-year processes.

Horse Welfare reports

KM – discussions have been ongoing about how HW reporting is supported by data from AERASpace. There seems to be no easy way to allow someone on the HWSC to identify when a horse has received invasive treatment. Suggestion that we may need to consider what we need so that DBSC can begin to look at solutions. LT – there is a piece of work that needs to be done to ensure the information is uploaded. SPW – asking for support in negotiating the database. Also noted that she and Gertraud have been looking at the type of data they might need.

Education in use of the database

KM – issue was raised about tutorials for Ride Organisers and others about how data can be accessed and used. Is there an option for an online tutorial as has been done for online nominations? LT noted that ride data entry has usually been done by DAs. LT had recently given advice to someone doing HW portfolio. KFS noted that there are AERASpace Manuals on AERASpace – Help section of AERASpace has manuals for Ride Secretaries, Registrars and ETS. Registrars may be the first point of call for singular requests for support in negotiating to support specific needs.

The future

KM asked if it is time to start again with a new database – not an AERA request but looking at this from a funding requirement. LT – if we had unlimited funds would love to give it a comprehensive facelift. It is not brand new but does offer a lot to members. It's not going to die but not as fast as some would like it to be – maybe a 5-year plan and very difficult to advise on costing. Also noting that a new system may create a higher ongoing cost. KM – question asked with reference to the Business Plan and long-term planning. LT – an interface rebuild would be awesome.

MD – thanks to Linda and the committee for works done, noting this is a high volume of work. Also noting the income that is coming from AERA Online.

Actions

LT to follow up on concerns raised by KFS regarding NSWERA computers that do not work with the ETS. User Access Policy to be distributed and sign on agreements to be implemented.

DBSC to do some checks on the computer used by K Moir and its interaction with the ETS as this seems to have more issues than any other.

Secretary to ensure that DBSC receives notes and minutes from the AERA MC Meeting.

DBSC to implement end-of-year updates as recommended in report.

DBSC to look at opportunity to list contact details for guardians / parents who may not be members.

DBSC to survey users of AERA Online to identify common issues or seek feedback on new ideas.

MD to contact LT about Business Plan.

Meeting adjourned 1.07 to 1.30

Jil Bourton left the meeting at 1.07

14.5. Chief Stewards and TPRs – Mark Dunn

Not a lot since January.

I have responded to a query re lapsed accreditations.

There is one candidate close to his final exam – in WA. One other – in Tas – just needs some of the admin to happen before he is accredited (Stage 1 exam not received by TEERA SMC).

I have done a handover of this portfolio to Jil Bourton and we will tag team the next Stage 2 exam so she gets a clear idea of what it's about.

Belinda Hopley will be assisting Jil as needed in this portfolio.

14.6. National Vet Panel – Mark Dunn, NVP Liaison

NVP last met in October – it has not met since MC last met. There are a number of matters for it to consider and/or finalise at its next meeting. I hope to corral them for a meeting in May. Agenda will include:

- The finalisation of a guide for vets for appropriate rest periods for particular injuries
- Consideration of a Rule change proposal to eliminate or vary the respiration count process currently done by TPRs
- Consideration of the appropriateness of the current vet / horse ratio Rules
- Should an NVP rep be on DA hearing panels for positive swabs?
- Should there be an NVP member on equine death review panel?
- NVP to review the Horse Welfare Emergency Response Card and Equipment list

New Vet training and accreditation Program

This is ready to roll out – thanks to vets Anne Barnes, Narelle Cribb, Lesley Hawson and Celine Lee for their work in putting together its four modules and thanks to Sarah Pollard-Williams for her work as program co-ordinator over the last 6 months.

The program consists of narrated slides hosted on Google Classroom and is assessed by a series of MCQs

Principles

All accredited endurance vets keep their accreditations.

All non-accredited vets must complete the new course to gain accreditation. There may be a few gripes from people who are part way through the accreditation process – these can be managed on a case-by-case basis. There shall be no formal requirement for a vet to do anything prior to line (or treatment) vetting at an event under the supervision of an accredited vet. That said, all non-accredited vets should be encouraged to review at least Module 2 (Basic Treatment Principles) before officiating at an event. This will be available N/C to all people on the AERA website.

We are thinking to leave the existing material on the website as it does cover some useful stuff.

Logistics

Vets apply for access via a web page form that sends info to the AERA secretary, perhaps on AERAOnline if we can make that work.

Secretary liaises with webmaster Chris Nichols to facilitate access (and, if necessary, with AERA book-keeper to arrange invoice).

Cost is \$150 which must be paid prior to access being granted. This fee represents value for the CPD points earned – see below.

Vet successfully completes course and is issued with a certificate of completion by AERA secretary (example in Google Drive for meeting). The course has been accredited for formal CPD points in all jurisdictions – vets accrue 5 CPD points

Accredited vets may do the course as a refresher to access the CPD points.

We are hopeful of a good take-up in light of the formal CPD points on offer

Launch

1 June.

Process will be test driven and refined if necessary by a couple of vets ahead of this.

Promoted widely on social media and through whatever vet networks we can access.

Discussion

Meeting is scheduled in the next two weeks to discuss issues flagged in this report.

SR – noted support that an NVP member should be on a DA Hearing Panel to consider positive swab.

MD – noted that the Terms of Reference for the HWSC does require that a vet is included in the membership of this Sub-committee. Also noted that AERA MC has discussed the vet:horse ratio previously and had indicated their sense that the current rule is appropriate.

MS reported that tentatively the National Vet Training Accreditation will roll out on 1 June; Chris Nichols has been very helpful in making this happen; SPW has been instrumental in pulling this together and the work to have the course formally accredited in most states. Noting that some states don't have a process for formal recognition but that formal CPD in some states may encourage already accredited vets to do this and gain 5 CPD points. Also recommending that we leave module 2 on the AERA website as a free link. Proposal is that for those who are already accredited, remain as accredited. All vets who are not already accredited will have to do the new course, with some flexibility. As now, there should be no formal requirement for a vet to do anything prior to officiating at an event; all non-accredited vets will be encouraged to look at Module 2, The Veterinary Examination, before officiating and will leave the existing material on the website as useful information. Cost will be \$150 with a promotional campaign to launch the package.

BH – query whether vets have to be a Head Vet to get their CPD (Continuing Professional Development). SPW responded this was not a requirement but vets still have to do 3 rides under supervision to gain their accreditation.

SPW – noted that module 2 The Veterinary Examination is considered critical for vets coming into the sport to get a sense of what they need to do quickly. d and get a certificate

MD – note that they will get a certificate on completion.

SPW – note that some states insist on a minimum of 10 CPD points over 3 years so this will be an encouragement to vets to do this – a formal point requires undertaking of a structured training course.

MD acknowledged that funding came from QERA from funds left over from a previous vet training initiative and thanked QERA for this.

SPW – added to thanks for funding and noted her conflict of interest in that she received some payment for this and this is at the stage where work is completed.

14.7. Horse Welfare and Invasive Treatments – Belinda Hopley

14.7.1. General report – Belinda Hopley (Pat Hodgetts, Noni Seagrim and Alana Simpson)

2022 AERA Horse Welfare Report

2022 saw 25 invasive treatments given for this year, including 7 at the Tom Quilty.

Invasive Treatments -

There were 25 horses with Invasive treatments – 16 resulting in Rest Orders. This includes 1 horse that was omitted and 1 horse that was not identified as having a RO.

Table showing vet out reason and length of Rest Order

| Reason | Metabolics | Metabolics - moderate | Metabolics - severe | Lame |
|----------|------------|-----------------------|---------------------|-------|
| | 25% | 25% | 3.5% | 12.5% |
| | 4 | 3 | 4 | 3 |
| | 6 | 2 | 6 | 2 |
| | 4 | 4 | 4 | |
| | 2 | 2 | 4 | |
| | | | 4 | |
| | | | 8 | |
| | | | | |
| Av Weeks | 4.0 | 2.75 | 5.0 | 2.5 |

Rides -

| | <80k | 80 - 119k | 120 – 159k | 160 k |
|--------------------------|---------|-----------|------------|---------|
| <i>Invasive Tmt (25)</i> | 7 * 28% | 5 20% | 4 16% | 9 36% |
| <i>Rest Orders (16)</i> | 4 25% | 3 18.7% | 3 18.7% | 6 37.6% |

(* includes the death of a horse that suffered acute abdominal pain on track and was un-responsive to treatment. As home was close by, the owner elected to take the horse home to be euthanised).

Fluid Usage Stats –

| | 80 -119k | 12-159k | 160k |
|--------------|----------|---------|------|
| *Horse tmt | 12 | 3 | 20 |
| Total fluids | 87 | 50 | 1218 |
| Av fluids | 7.25 | 16.7 | 60.9 |
| Nil outcome | 4 | 0 | 7 |
| *RO | 8 | 3 | 13 |
| *Euth | 0 | 0 | 0 |

*I query these numbers as they clash with the IT report

HEWS 17 horses >30 pts -

1 > 60 cr 5.9%

1 > 45 cr 5.9% 2 > 45 Lamé 11.8% 1 > 45 HR 5.9%

4 > 30 cr 23.5% 2 > 30 lame 11.8% 1 > 30 HR 5.9% 5 metabolics severe > 30 29.5%

Note cr – Horses that received credits due to ride anniversary.

Medication Control Procedures -

Now that AERA has signed a Memorandum of Understanding with Equestrian Australia (EA), EA need to commit to providing more timely reaccreditation and qualification courses for Medication Control Procedures, especially in NSW. One every 2 years is not sufficient to maintain the number of MCP stewards required to carry out the AERA swabbing requirements, and it is extremely difficult to get other (ie non-endurance) MCP stewards to undertake swabbing at endurance rides.

Discussion

BH – acknowledged that the report was done hurriedly and raised the query about what reports can be got from the database that will assist in easier reporting rather than having to gather and collate information manually.

Pat – noted that figures reported at end of 2022 at 184 were much higher, which may suggest that CSs are uploading reported to the database but then to then extract data by reports that are available suggests that data is not being collated and getting to the relevant reports. Need to have accurate data available to report on how we manage horse welfare and a report that is readily available to provide to any body challenging our horse welfare management.

JB – do we need to consider a form that can be entered electronically and directly uploaded to AERAspace.
 KM – note that a report is done as treatment is rolling out and should be given to rider / owner on the day, which still could be done electronically.

MD – note that any change will come at a cost but we need to identify what reporting is useful.

DC – agree the numbers reported here are low and reports don't align. Suggest that we need to be looking at is a year-to-year trend. The sample is small so doesn't tell us much but reporting on a trend over perhaps 5 years may be useful.

MD – think we have done better in the last few years in ensuring that paperwork is uploaded. Maybe we just need to know how many invasive treatments are done each year.

GN – it would be useful to know the number of vet outs lame or metabolic and then analyse for trends which may be useful advice to riders and to the Association.

BH – had spoken to Dick as EA Liaison about the need provide more timely accreditation and qualifications for MCP procedures. There has been nothing for two years and we need accredited officials to do this. NSW has 5 stewards but they are not inclined to attend endurance events. SPW has spoken to Andrea Webb about swabbing at rides and she has not been able to do this or to find anyone else. NE reported similar issues for WA. SR noted that stewards can attend other disciplines to refresh.

Action

Mark to follow up by sending something to HWSC about reports that might be got from the database and to remind of need to upload data.

Dick to raise issue of accrediting swabbing stewards via the EAEC meeting.

14.7.2. Report on horse catastrophes

Nothing to report

Meeting adjourned at 10.50 to 11.15.

14.8. Medication control

14.8.1. Swabbing Report – Marylou Locke

There have been 2 swabbings performed - one in Tasmania on 18th February and one in Queensland on 5th March. All paperwork has been received but results are not up on EAs website. EA have been contacted to follow up on results but no response received.

Discussion

Noted that swabbing was done at another event in Queensland with 8 horses swabbed so increase to the numbers reported.

14.8.2. EADCM Matters – EADCM Review Panel – Mark Dunn

Google Drive Folder

14.8.2-1 How to manage a positive swab guide

MC members will recall that AERA was notified of three positive swabs in late 2022 / early 2023.

These related to:

- A controlled medication at the Tasmanian State Championships
- A controlled medication at the South Australian State Championships
- A banned substance at the Victorian State Championships

In accordance with the EADCM Rules, the first two of these were dealt with by the 'Administrative Procedure'. The rider in each case was fined \$1,500 and invoiced for costs of \$1,000.

The third of these is still a work in progress. The responsible person(s) are NSWERA members and, per the EADCM process, NSWERA has appointed a Hearing Panel to consider the matter however, for a number of reasons, as of 1 April, the matter has not progressed beyond the appointment of the Panel. It may have done so by the date of this meeting.

Some frustration has been expressed by NSWERA officials that the EADCM Rules are complex and difficult to follow. Taking heed of this, a plain English 'How to manage a positive swab' guide (attached) has been drafted for review by the AERA MC.

On the agenda for the next NVP meeting is consideration of whether an NVP member could usefully be part DA Hearing Panels.

Also for consideration is whether a member of the AERA EADCM panel could usefully act as an advisor to DAs needing to manage positive swabs.

Discussion

Mark Dunn provided an update on current matters and reported that a preliminary hearing has been held but outcome not yet known.

During discussions about this issue, it was noted that assistance in navigating the rules would be useful. The document was circulated for review and was accepted as a good summary of the rules, noting the complexity of the rules that still required this to be a long document. It was suggested that it may be helpful to have an advisor from AERA.

Actions

Further work to be done and bring back to another meeting. Mark to circulate the document again.

14.9. Biosecurity – Dick Collyer

Nothing to report.

14.10. EA Endurance Committee – Sonya Ryan / Dick Collyer

Secretary note

We need to work to build up our presence on the EA website and one way is to promote our successes.

The option to nominate to the EA Hall of Fame is one way.

For example, World Equestrian Games - Gold Medal Team winners in 2000 at Compiègne, France

- Martin Parker riding Pembac Park Caleb
- Terry Wood riding Peppersfield Nabbucco
- Penny Toft riding Bremervale Justice
- Sue Reed riding Kevison Park Zamira

Discussion

DC reported that there had been the online meeting to review the efforts of the two Australian representatives at the World Endurance Championships and out of that came the issue of upcoming events, eg World Youth Championships, and note that EA has just called for EOIs to attend that and there is another World Endurance Championships in 2024.

DC supported the suggestion of increasing our profile on the EA website with nomination as suggested and also to nominate Bremervale Justice for his multiple representation in Australian teams, noting that QERA will be nominating him to the AERA Hall of Fame.

KM – suggestion that posts from EA should go to AERA Facebook page and it was noted that this had happened.

MD – anything that goes on the Fb page should also be referred to the webmaster for inclusion on the website.

MD – outcome from that online discussions was that EAEC is going to put together a document showing pathways to international competition and we need to consider how can we promote such a pathway. There is a group of people who are committed to running rides with international status and we need to consider how we interface our broader membership with that group and in particular how we give younger people in particular a view to how they might engage in international competition. Mark has followed up with Sonya Ryan.

Actions

Secretary to write to EA and suggest that all Facebook posts from EA relevant to endurance may be shared to the AERA Facebook page

Follow up with EAEC (Sonya Ryan) re pathways document – Dick Collyer

Hall of Fame applications as discussed to be prepared – Dick Collyer.

14.10.1.1. EA AERA MOU

Secretary note – there are some things that we probably need to follow up with.

- One AERA Representative co-opted to the EAEC Committee
- One EA Representative co-opted to attend the AERA Committee – either the EA Endurance Sports Officer or a member of the EAEC
- AERA through its members will join as affiliate members of the appropriate EA State Branch

Discussion

Information about meetings has always been sent to Sonya Ryan as EAEC Chair but there has been no attendance or report to recent AERA meetings.

The MOU did include the requirement that DAs become members of the relevant EA State Branch. QERA advised that EQ had waived the fee for their membership given the affiliation arrangement with EQ. Also noted that if a DA has no FEI rides being run this may not be an issue.

Action

Contact with Rachel Rattini to discuss meeting attendance and also to ask about the pathways document.

Letter to DAs and ask that DAs become an affiliate member of the EA State Branch.

14.11. Governance and Policy

14.11.1. Strategic planning – ref AERA Business Plan 2023 – 2025

Google Drive Documents

14.11.1-1 Working Plan of EADCM Review Panel

14.11.1-2 Working Plan of NVP Liaison

14.11.1-3 Working Plan of Finance Sub-committee

14.11.1-4 Working Plan of Rulebook Sub-committee

14.11.1-5 Working Plan of Horse Welfare Sub-committee

Discussion

Business Plan requires a Working Plan for each portfolio

Difference between this and Terms of Reference – more than that in that it does more specifically identify what will be done and a measure of how we have done it – part of a general business plan

Secretary Notes

Suggested inclusion to Rulebook Work plan - Review sections of the AERA Rulebook to ensure currency and relevance to changing laws, use of technology – example given is the rulebook requires a scan of a full log book to support an application of a second logbook.

Every workplan should note engagement with similar portfolios of DAs where appropriate – to build engagement?

Action

Can people have another go at this and complete a workplan for each portfolio. Mark to send a reminder – to ensure that each portfolio is clear about what it should be doing to support Business plan outcomes.

14.12. Tom Quilty Gold Cup

14.12.1.1. TQ 22 – Tooraweenah NSW

Google Drive Document

14.12.1.1-1 TQ22 Cashbook

Still to receive final audited financial reports

Action

Kim to call and ask for this, noting that an audit is required under the Incorporation Act due to the level of income generated.

14.12.2. TQ 23

14.12.2-1 TQ23 Minutes of meeting on 15 February 2023

14.12.2-2 TQ23 Minutes of meeting on 11 March 2023

14.12.2-3 TQ23 Biosecurity Plan

14.12.2-4 TQ23 Budget for 240 nominations

14.12.2-5 TQ23 Budget for 180 nominations

14.12.2-6 TQ23 Final Agreement

TQ23 Report – brief overview

We continue to work at a devilish pace to bring everything together in a short-time.

Sponsorship has been slower than would have been hoped for and some payments are still awaited.

Thankfully a loan from Matt Sample has kept us afloat as we have some items that have to be paid upfront such as deposit on marquees, purchase of merchandise etc. That said the cash sponsorship total at our last meeting was \$155,000 which includes the amount committed from Al Maghaweer.

Personnel from Al Maghaweer will be onsite for our event at end of April to trial set up of some of their technology. This included instant information about heart rates.

I think I have advice on all vets and CSs except for Victoria; WAERA have put forward two vets but no CS and I have asked them to clarify that and payment of travel expenses for the second vet.

Two budgets are provided and the second one for 180 members reflects what could be a reality with membership still under 1000 and we have never had more than 18% of the overall membership attend any TQ event.

Discussion

Noted that total membership across all DAs and all types of members is just over 1000 so concern that nominations will not achieve 200 so two budgets presented one with original proposed nominations and one with only 180 nominations. We continue to progress with all aspects of planning and preparation with great positivity. Budget offered for comment or interest.

Working with AERASpace to open nominations – once nominations open which will include purchase of campsites which proved to be a good strategy for TQ22 to get nominations rolling.

Noting that Al Maghaweer representatives will be in attendance at the Stirling's Classic and will set up equipment that is used at their events in UAE – showing heart rates as they are taken and a tracking system.

Biosecurity plan to approve.

Final Agreement to sign off

Pat Slater Judges - people put forward by TQ23 and QERA - Olga Bartlett, Corey Nix, Caroline Fitzgerald, Roy Barsby, Jennifer Gilbertson, Judy Burton, Gayle Holmes, Penny Toft, Susan Sutcliffe, Brook Sample – note that all have done significant miles and have a buckle but several may have a conflict of interest on the day. The requirement is that a Pat Slater judge should be someone who has a TQ Buckle.

Vet Team – still to hear from VERA about their DA Rep Vet. WAERA had proposed two vets, Anne Barnes and Marc Walton, but travel would have to be considered by WAERA for a second vet. They have subsequently decided on Anne Barnes as the DA Rep Vet.

Dick provided further advice on the vet team noting a total of 22 or 23 vets. SAERA have proposed Laura Salisbury to attend as an observer. She has not done enough rides to qualify but if she is to be a TQ vet in the future, she could benefit from mentoring at TQ23 and experience attending a larger ride, with VGIH and probably horses will require treatments. Team includes 3 foreign vets.

Head vet is Harry Wever, AHV is Lachlan Cameron, TV is Dave Nolan and Sara Rodes, with Bruno Ros as On Course Vet.

Laura's role to be managed on the day and Jil to discuss with SAERA re payment of travel costs. Bel also noted need to plan for a vet to go offline to do bloods for swabbing.

CS Team – Assistant CS is Digger Leehane and DA Rep CSs noted for NSWERA, QERA, TEERA, SAERA and waiting for advice from VERA and WAERA. Sioux noted there is a shortage of CSs in Victoria. Terry Sweeney also noted lack of CS options to come from WAERA.

TQBook – reminder sent to those who have still to provide an article for this – NSWERA, SAERA, WAERA, TQ24

Pat Slater Judges - Olga Bartlett, Corey Nix, Caroline Fitzgerald, Roy Barsby, Jennifer Gilbertson, Judy Burton, Gayle Holmes, Penny Toft, Susan Sutcliffe, Brook Sample – note that all have done significant miles and any may have a conflict of interest on the day. Jil Bourton suggested by Dick as a very suitable Pat Slater Judge and Jil noted her willingness to judge.

Agenda suspended to return to AERA Database Report

Agenda resumed at 1.35pm

KM - the Biosecurity Plan is as per the AERA Template and follows the same process for entry as in 2019, a 10-day temperature log for everyone and on-site tick spraying.

MD - Noted that TQ23 Final Event Agreement identifies use of surpluses including payment to QERA and use of funds to support participation in the sport.

BH – commented that TQ23 committee is working well with lots of attention to detail and everything is thought about.

Resolved that the TQ23 Final Agreement will be signed by Mark Dunn and Jil Bourton.

14.12.3. TQ 24

AERA Tasks

To advise of AERA Advisor and AERA MC Member to Committee

Interim agreement to be sent for signatures – recently advised of recommended appointments of Dr Lachlan Cameron as Head Vet and Digger Leehane as Head Chief Steward.

Late correspondence received from SAERA advised on TQ24 Committee (brought forward from Subsidiary Agenda)

The TQ24 Committee consists of:

- Event Director: Tom McCormack
- Head Chief Steward: Digger Leehane
- Head Vet: Lachlan Cameron
- Course Director: Melanie Scott (and Jess Aistrophe)
- Treasurer: Sam Uren
- Secretary: Amanda Penney
- Sponsorship: Melissa Bright
- Camp Manager: Murray Peal
- Merchandise Stella Harbison
- SAERA SMC Delegates: Paula Van Eck and Lisa Brown

Two test events are scheduled during 2023 are:

- Wirrina – 29-30 April (offering 80km) and;
- Wirrina SAERA State Championship - 28-29 October (160km test).

The proposed date for TQ24 is the 18-19 of October 2024, being Friday and Saturday.

This venue at Wirrina Cove Holiday Park ([199 Paradise Drive, Wirrina Cove, SA, 5204](#)) has been tested in the past (2016 and 2017) with a successful Tom Quilty being run in 2017. The decision to run the event later in the year is to overcome any issues that may arise due to bad weather.

Discussion

AERA Advisor and AERA MC Member to the committee – suggestion that these positions could be filled by Tom McCormack.

Sioux Reid willing to be involved in this as a learning opportunity.

Action

Mark to discuss with Tom his capacity to fulfill the role as AERA Advisor and as AERA MC representative and Sioux to connect with Tom to discuss the opportunity for her involvement as an “understudy”.

Cheryl Bullock SAERA President recommended the TQ24 Committee as notified by SAERA to AERA.

Motion: 2023/04/07

Moved: Dick Collyer / Natasha Ellery

That AERA ratify SAERA’s recommendation of the TQ24 Committee as given in the correspondence from SAERA.

Carried by majority.

Note that Kim Moir abstained.

Action

Secretary to request terms of reference from SAERA with a timeframe for response and reference to the manual.

Letter to TQ24 congratulating on appointment as TQ24 Committee and advising on reporting requirements.

Motion: 2023/04/08

Moved: Natasha Ellery / Dick Collyer

That Tom McCormack is appointed as TQ24 Event Director; that Dr Lachlan Cameron is appointed as TQ24 Head Vet; and that Digger Leehane is appointed as TQ24 Head Chief Steward. Carried unanimously.

14.12.4. TQ Manual – Belinda Hopley

The most recent version of the TQ Manual has been circulated to the Sub-committee members for review with still some correspondence items to be confirmed and should be ready for final publication in the next week.

Discussion

Kim Moir queried the information provided about the role of the Event Director and noted that the responsibilities set down for this role on page 9 are different to what is set down for the same role title on page 16. KM suggested that that these roles could be covered by having the initial description for the Ride Director who is appointed almost 3 years out from the event, as on page 9 and the position described on page 16 could be titled Ride Day Event Director.

The Event Director must have an intimate knowledge of the course, radio points, and ride base facilities and must be conversant with Riding Rules, Procedures for Rides, Veterinary Procedures, the Quilty Event Standards and the Event Agreement.

Mark Dunn suggested removing the sentence “The Event Director must have an intimate knowledge of the course, radio points, and ride base facilities and must be conversant with Riding Rules, Procedures for Rides, Veterinary Procedures, the Quilty Event Standards and the Event Agreement. Also noted that any change that may be done should be considerate of impacts on other sections of the document.

Dick Collyer noted that there is a clear description for the Course Director in the manual.

Pat Hodgetts suggested that in the case of TQ23 who may appoint another Event Director on the day and should advise AERA of this change of personnel.

Belinda Hopley noted that often Ride Directors operate in the role up to the commencement of the ride day and may delegate the responsibility to another person the day.

Mark Dunn agreed that the manual is anomalous.

Action

Belinda to provide a copy of the final clean version of the TQ Manual to Mark Dunn for further consideration.

14.12.5. Tom Quilty Gold Cup – Future Options

Brief discussion paper provided by Mark Dunn, (Appendix 2 to these minutes) following conversations at TQ22 about how TQ events are run and the expectation for how they are run can be problematic particularly for smaller membership DAs. It was agreed that we should consider and consult on this to gain insight into how people see this happening in the future.

Should we have a session at TQ23 to discuss this with members?

Should this paper go out to DAs to inform that discussion with any comments on the content?

Discussion

Dick Collyer – the sport is driven by the members with a base-up decision making model and this is a good opportunity to get ideas from people and need to give some reasonable and relevant information to members before the discussion. This paper gives that starting point.

Natasha Ellery - agree we need members input, that is from DAs as AERA Members but that needs to be informed by other members. Support idea of a forum discussion at TQ23.

Kim Moir suggestion that it may be useful to have a facilitator noting challenge in chairing a discussion, gather the information and also put forward AERA's representation.

Kerry Fowler Smith noted the passionate attachment to the concept of the Quilty and the emotions that may evoke; consider that this needs to be managed by presentation of an options paper including a rationale about why this is being considered, what are we trying to fix and what are the options.

Dick Collyer – this paper does this and AERA, Mark Dunn, can chair this meeting with invitation to members to tell us their thoughts on this.

Actions

Meeting to be hosted at TQ23 in the AI Maghaweer Marquee.

Briefing paper to go out to DAs to support comments for preliminary discussions.

14.12.6. Other TQ Matters

TQ 25 – note comment in TEERA Report that we should receive confirmation for their event to our next meeting.

TQ26 – invite scheduled to go to QERA in October for this event.

15. Rule Book

15.1. Rulebook Sub-committee report – Mark Dunn

There are a few Rules already identified that will need attention through 2023.

1. The issue of TPRs counting respiratory rate.

The National Vet Panel (NVP), at its October 2022 meeting, expressed the view that this served no clinical purpose and should either be removed from the duties of the TPR altogether or to a process that does provide some clinical use. Consideration of this is on the agenda for the next NVP meeting. The Rulebook SC will wait for the NVP to express a view before proposing a formal Rule change that addresses this.

2. Ride and tie Rules

During the recent brief MC consideration of the Ride and tie Rules, it was noted that there are a number of anomalies in the Rules as they are now. It was suggested that they do not align with a relevant motion passed at a 2016 AERA MC meeting. The Rulebook SC will review the Ride and tie Rules and propose appropriate amendments if required.

3. Rider novice to endurance upgrade

During an MC email exchange in 2022, it was agreed that the progression from novice to endurance status for riders should be automated. A request to a DA registrar to manually upgrade a rider was seen as unnecessary. Changes will be required to Rules 28.2 and 29.3 (and possibly others) to facilitate this. Again, the Rulebook SC will come back to the next MC meeting with a firm proposal to address this.

4. Rules reference to Forms

Kim has suggested that Rule 1.3 either needs amending to list all forms or, alternatively, needs amending to simply reference the Forms page on the website. The Rulebook SC will come back to the next MC meeting with a firm proposal to address this.

1.3 The Australian Endurance Riders Association Incorporated Rulebook (hereinafter 'Rulebook') comprises the following documents:

Section 1: General Rules (this document). Section 2: Complementary Competition Rules.
Section 3: Veterinary Rules.
Section 4: Social Media Engagement Rules.
Section 5: Equine Anti-doping & Controlled Medication (EADCM) Rules. Section 6: Risk Management Rules.
Section 7: AERA Forms comprising: **full list of forms or maybe just a link to the forms section of the website?**

Actions

Further information on these points to be presented by Rulebook Sub-committee for further discussion.

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

No rule changes presented for this meeting

15.3. Motions for rule changes – second vote

No rule changes to carry forward.

16. General Business

16.1. AERA Trademark and Copyright of documents

16.1.1. Copyright

“Straight from Google”

You don't need to register for copyright in Australia. The moment an idea or creative concept is documented on paper or electronically it is automatically protected by copyright in Australia. **Copyright protection is free and automatic under the Copyright Act 1968.**

From The Queensland Law Handbook – 9th Edition published 2007 Requirements for Copyright Protection

There is no need to register a work for copyright. Copyright protection is automatic once certain elements set out in the *Copyright Act 1968 (Cth)* have been satisfied. Placing a copyright notice © [ctrl alt c] on a work is not required for a work to be protected. However, it is advisable, as the symbol usually alerts potential users that the work is protected by copyright law. To attract copyright protection, a work must -

- Be original;

- Be reduced into material form, that is written down; and
- Have some connection with Australia.

Discussion

Kerry Fowler-Smith – asked that we confirm that the New South Wales references are the same as given in the Queensland Law Handbook as this is the state where we are registered.

Action

Secretary to confirm this information is similarly referenced in New South Wales information.

17. Next meeting dates

10 June – two weeks before TQ23

19 August – no rides scheduled

16 September – Biggenden (Q)

18 November - no rides scheduled

18. Meeting closure

There being no further business this meeting was declared closed at 2.24

President: Mark Dunn

Signature: _____


Date: 10/8/23

Appendix 1 AERA Database Sub-committee Report

AERA Database Sub-committee Report – 15 April 2023

AERASpace User Access Policy

The Sub-committee would like to submit the AERASpace User Access Policy for consideration and adoption by the AERA Management Committee. This policy outlines the conditions of use and restrictions that the Subcommittee wishes to have implemented to improve the security of AERASpace and to provide information to users on their responsibilities.

In addition to this policy the Sub-committee will be implementing a new login process whereby the user, when logging in, must read and sign a user access agreement declaration. This will impose an extra bit of activity for the user logging in, but it is felt that it is important to remind users of their responsibilities. There will also be a link to the User Access Policy so that they can read this document if they wish.

It is acknowledged that, human nature being what it is, that most people will not read the declaration after the first few logins.

The login statement will be as follows:

User Access Agreement

As a user of the AERASpace database, AERA Online and AERASpace websites I agree to the following:

1. I will not share my username/password access details with any other person. If this occurs I will notify the AERASpace Administrators immediately to allow my access to be disabled to avoid possible unauthorised access breaches.
2. I will maintain my computer/laptop/device environment in a secure manner to ensure the security of data where I have downloaded the AERASpace database onto my computer/laptop/device.
3. I will always employ the use of an Antivirus Protection tool on my computer/laptop/device.
4. Should unauthorised access to my computer/laptop/device be discovered I will notify the AERASpace Administrators immediately upon detection of the security breach.
5. That I will only use the information accessible to me for the specific purposes of my role and that any use external to this is considered a breach and may result in disciplinary action being imposed.
6. Where I no longer require access, I will notify the AERASpace Administrators immediately.
7. Following cessation of my role and need for access I will uninstall the AERASpace database from my computer/laptop/device immediately.
8. That AERA has the right to remove my access at any point in time.
9. Where my user account has not been utilised for a period of 12 months AERA may disable my access.

They will be required to electronically sign this statement by clicking in a checkbox to declare their agreement with a statement such as:

I declare that I have read and agreed to the conditions contained within the User Access Agreement and the User Access Policy.

Once they have acknowledged this message they will be granted access to the database. If they do not wish to sign then access will be denied.

Cybersecurity

The SC was asked to look at what was needed to implement some stronger security measures for our database to protect against cybercrime. These are some of the measures that have/will be implemented:

- Implementation of the User Access Policy
- Implementation of the User Access Agreement upon login
- Strengthened messaging when advising users of access being granted (in future this will include the attachment of the User Access Policy)
- Addition of the requirement for completing the User Access Agreement declaration when logging into the system
- Improved access review process

These initiatives will certainly improve the security of our system but there is probably more that we can do, and this topic will remain on our agenda for further discussion.

Communications with the MC

The Subcommittee has now delivered two end of the month quick updates on our progress. It is hoped that this initiative helps to improve the information flow into the MC.

The SC is still finding that information coming from the MC is scant. We don't receive a copy of the Notes from the meeting nor a copy of the Minutes. Would it be possible to include the SC in the distribution lists for these two communications from the MC to ensure we keep up to date with what occurs at meetings?

We look forward to welcoming Sarah Pollard-Williams onto the SC in the role of MC representative and we hope that this also improves the flow of information back and forth. Previously the MC representative provided no information on happenings at the MC table to us nor fed back any information to the MC from our understanding.

A request from the 2023 TQ Event Director was received and forwarded onto AERA but no advice has been received as to approval to provide the appropriate response. It would be appreciated if a response could be provided asap as we understand there was a requirement for a quick turnaround.

In addition to the end of month reporting we continue to present a very detailed report to the MC meetings. It is hoped that the MC feels that the SC has made good progress on improving the communication flow into the MC and we can drop the ongoing commentary about sub-optimal communications. As always, we are happy to consider any further suggestions that the MC may have in this area. And, we are always happy to receive requests for information on any of the aspects of our activities.

End of Year AERASpace Access Review

All end of year access reviews have now been completed and records have been updated. At the last meeting of our SC we discussed how we could achieve better outcomes and streamline this process. There isn't a simple, easy way given the timespan between the first and last AGMs and the varying classes of users. Where we have landed is as follows

There are 3 different categories of user access that we cover:

- Ride Secretaries – Typically these stay the same year in/year out until the ride either falls off the calendar or there are changes in ride personnel
- Online Nomination people – It's a bit early to be able to categorise their usage at this stage but would probably be similar to the Ride Secretaries
- SMC Members – These come and go on a yearly or two-yearly basis depending on the state and they can change roles quite a bit between years

The renewal of access process will vary slightly dependent on these categories.

1. Ride Secretaries:
 - a. Extend their period of currency to 2 years to reduce the workload (and we thought that we should stagger this so that we have 3 states expiring one year and 3 states expiring the next year)
 - b. Send out the list of expiring Ride Secretaries to the DA in early December and ask them to review and provide feedback before Xmas (gives us time to get the records updated before they expire at 31/12)
2. Online Nomination people:
 - a. These are not sent out for review to the DA because the relationship here is between AERA and the Online Nomination person
 - b. Extend their period of currency to 2 years
 - c. We review their access in early December to see if the ride proceeded that year and if it didn't then we don't renew that person's access
 - d. Where the ride ran in the 2nd year then renew the access in late December for another 2 year term (this may require the addition of the last run ride date for that ride to make life a bit easier to check these)
3. SMC members:
 - a. For SMCs who run their AGMs in December (SA, WAERA, Qld) send the list in early December and ask the SMC to provide feedback before Xmas so that we can update the list before 31/12
 - b. For SMCs who run their AGMs in January/February (Vic, Tas, NSW) change the renewal date to end of February and send out the lists in early January for Vic and early February for Tas and NSW

For AERA MC members the list is sent in early March with renewal required by 31/3. These are renewed each year due to the changeover of MC members and roles.

AERA Online

There are a few things that have arisen recently that we have discussed at our last meeting. These are:

- Discounted entry fees – This one is a little tricky as we need to develop a method of being able to provide a discount option for certain people and not allow everyone to avail themselves of the discounted entry fee. We will need to implement some form of unique discount number generator that can be allocated to a person. This one is sitting on the wish list until the demand for this functionality become stronger.
- Comments field on nominations – We also talked about adding in a comments field on the nominations screen. The system didn't handle the co-driver scenario very elegantly for a SA ride recently and we thought this might have resolved the issue. It may have helped to have some forewarning of this situation and we had a few issues with people not knowing how to identify the co-driver. It turns out we have the co-driver field in the database so could have implemented something quickly had we known about this. We'll put this one on the wait list as well for the time being.
- Transferring nominations – Sometimes people nominate for one ride then change their mind and want to transfer their nomination. We don't have any way of doing this but have decided to put this one on the wait list also as this is not a feature that other systems have either.
- A recent topic of discussion is around the failure of people to sign their declarations. We've talked about having a Declarations screen available under the My Details menu so that people can see if they have any

declarations yet to be signed. The declarations would only be available while the ride is active and would disappear off the list once the ride has finished. We are just trying to investigate whether the cause of lack of sign off on the declaration is about them not being able to get back into AERA Online to do the declaration, lack of receipt of email saying they need to do the declaration or a lack of email details on their profile. A bit more digging has found that out of the unsigned trainer declarations 273 didn't have an email address on their file (196 did). We'll do a bit more work on trying to get emails against riders/trainers before looking to implement a solution (or not if it isn't required).

- Another aspect we've talked about for the declarations is to provide the RO with the ability to generate an email notification to those people who have not yet signed their declarations for a ride. It would have a standard message and a link to the system so that the person can log in and sign their declaration. This will only take a couple of hours to implement so we will look to get this happening in the very near future.

In the end of month update it was mentioned that new functionality had been added to the My Details screen allowing people to make changes to their contact details and add FEI/EA information for their horses. Here's some screen shots showing this new functionality.

Here's the My Details screen showing:

- The Member Details – note that I have linked to another person for whom I have submitted entries (reflective of trainer/rider situations)
- The Amend button takes me to another screen where I can make the changes
- The Horse Details section lists the horses associated with my profile and I can select the Amend FEI/EA Details button to add or edit this information

Screens provided showing –

- Member details with capacity to amend details including FEI/EA details for rider, trainer and horse – note these are only details that may be amended for the horse as all other changes must be done by Registrar / Logbook Registrar

Search: [Search](#)

Click on a horse's name below to select and return to the previous screen

| Horse name | AERA No | Age | Breed | Last Ride |
|---------------|---------|-----|-------|-----------|
| Nothing found | | | | |

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

The horse details are entered into the Search field and then the Search button is selected. Matching records are returned and the person can select one of those by clicking on the row which navigates to the following screen.

Oso Dizzy Details

| | |
|---------------------|--------------------------------|
| EA number | <input type="text"/> |
| FEI number | <input type="text"/> |
| FEI country | Australia <input type="text"/> |
| Year current | <input type="text"/> |

I declare that the data entered is true and correct and that I have permission from the owner of the horse to make such changes.

Note the requirement that the declaration must be ticked before the Save button is enabled and the changes can be entered.

As all FEI ride entries are sent to EA for processing into the FEI entry system validation of details for FEI/EA information is conducted by EA. We don't have to worry about integration with any EA systems as a result.

AERA Online Support Email

We continue to get good traffic on the support email. There was an issue whereby only one of the System Administrators was actually receiving the email, but our Webmaster has now resolved this (although he doesn't think he did anything!).

Our process for use of this communication method is that one of the System Administrators responds to the query and copies the support email address into the response. This allows all other System Administrators to see what is happening with the issue and allows them to be prepared should there be a need to transfer the issue to someone else.

AERA Online User Survey

The SC would like to pull together a survey so that we can poll users on what their experience has been like with the AERA Online platform so far. It is an opportune time, in terms of the early stages of use of the platform, to gather this information.

We are interested in assessing the usability of the platform, whether there are other features that users are expecting to see and whether there has been any negative experiences.

FB Posts on Enhancements/Changes

Since the last meeting we've made a couple of posts about new functionality that has been added to the ONS. These have been well received by DA members and some face to face comments have been made about how useful this is. We will look to continue this communication option in the future.

Membership Renewals Module

Not a lot of progress has been made given the request from the MC to change our priorities to the integration piece with the Mindari app. Nearly everything from a programming perspective has been done and the initial round of testing has been completed. Our next task is to get the declaration text piece done. After that we will be inviting the registrars to have an early look at the module and provide us with feedback. We will return our focus to this project now.

AERA Business Plan

We are setting up a meeting for the week after Easter so that we can have a look at the requirements of the request for preparation of a SC Business Plan. It would be great if, at this meeting, we could have someone from the MC to give us some background on this and give us a bit of a head start on what the expectations are in terms of what we need to deliver in this plan.

Integration to Mindari App

We have discussed mimicking the data output to an AERASpace web page so that people who don't have the Mindari app can access the same data as what is displayed. This is just early stages as yet but it may assist in reducing any negativity that may be expressed by members. We are going to talk about this further to see what the possibilities are.

Cost expended to date on this development is \$4393.75.

Integration to Yamamah App

As we are now integrating with the Mindari app we should be giving consideration to extending the integration to also push data out to the Yamamah app. The cost for this integration will be considerably less than the Mindari app as we have already done a lot of the groundwork.

The majority of the data elements will be the same, in fact, we expect that there will be little work required for additional data to be added to the integration.

We would like to commence discussions with the Yamamah app developers to gain an understanding of what would be required so that we can provide a costing back to the MC.

There is an expectation from members that we will push to both apps as evidenced by a recent text message received by Tom that read: "Hi Tom! Hope you are well. I have had a message from the YAMAMAH App man who is wondering what the time system at the TQ will be and wether (sic) it could be linked in to YAMAMAH some how? I'm thinking you're the one to ask!"

Appendix 2 Briefing Paper “The Quilty – the future”

From humble beginnings in 1966, the Tom Quilty Gold Cup event has evolved into the most significant event on the Australian endurance landscape. It is the national championship and it is the goal of most endurance riders to get at least one ‘buckle’ during their endurance career.

In recent years in particular, the event has become extremely large with 300+ horse/rider combinations starting in some years, for example in NSW in 2010 – 299 and in 2015 – 342 and QLD in 2013 – 242, and in 2019 - 292).

With the popularity and success of the event some logistic issues have arisen, including identifying a ride base that can handle the entry numbers and identifying a ride organising committee prepared to run the event. At the same time, participant expectations about ride base infrastructure and facilities have risen and the regulatory burden associated with running any large public event has also gotten bigger.

AERA has received a number of comments from its members, the state Divisions, and Divisional members suggesting that the business model for the event could usefully be reviewed in light of these issues.

The current model

At present, the event moves from state Division to state Division each year with each Division getting to host once every six years. What most Divisions do is call for expressions of interest from their ride organising committees to run the event. The ride organising committee then runs the event with input from both its Divisional SMC and from AERA. A comprehensive event manual guides committees.

In recent years, some Divisions have struggled to find committees to volunteer to run the event. In 2023, VERA, whose turn it was to stage the event, had to withdraw as it was unable to identify a committee that was prepared to do the job.

The future

Much of the comment received by AERA about the event is that it has become so big that other ways of organising it might be better. Comments focused on the fact that most ride organising committees around the country simply do not have the resources to run the event to the standard now expected by participants, riders, sponsors, spectators, stall vendors and others.

Suggestions for alternative models include:

- Engaging professional event organisers to manage the event
 - Positives include less work for the group running the event and a more ‘professional’ approach to planning and implementation
 - Negatives include that there would be an additional cost, likely significant and that the professional may not ‘understand’ endurance and the needs of those attending.
- Calling for bids to run the event each year
 - Positives include that the successful bidder would likely be keen
 - Negatives include that the event might never get to some states
- Staging the event at a permanent base in one location
 - Positives include that high standard, suitable infrastructure could be developed over time and that a strong management team could be assembled who are across what is required
- Forming a permanent AERA committee to manage all aspects of the event every year
 - Positives include that a strong management team could be assembled who are across what is required
 - Negatives include that it may be difficult to find people willing to commit to the task year after year

There are, no doubt, other options.

Funding

The existing model draws funds from across the endurance community with direct funding coming from AERA and, usually, the Division in whose state the event is being held. Significant funding is also usually sourced from sponsorship – from clubs around the country, from organisations associated with endurance, from local councils and other local groups and from others.

AERA has been approached in recent times to accept significant sponsorship (in the order of \$100k for a single TQ) in exchange for naming rights for the event. Should such sponsorships be considered? If so, are there sponsors who would not be acceptable?

Are there other ways the event could be funded, for example by a direct annual levy (\$50?) on all Divisional members.

Consultation

A workshop will be held at this year's Tom Quilty in Imbil, Qld on the Thursday morning before the ride to discuss the future of the Tom Quilty Gold Cup events. All Divisions will be asked to send representatives to the workshop which will also be open to all comers.