

## Summary Report NSWERA Committee meeting held 2 March 2018.

**Present** Tony Warren, (chairman), John Howe, Noni Seagrim, Belinda Hopley, Jo Davis, Kerry Fowler-Smith (Spratt), Peter Bice, Matthew Walker, Talea Hasko-Stewart. **Apologies:** Jacque Wright, Jacky (Jax) Barlow, Greg Moore.

**In attendance:** Helen Rich

**Conflicts of Interest:** None declared at this stage.

### Robert Pierce: financial planning

Robert (Bob) Pierce was asked to attend the meeting to advise the SMC on our current and future financial situation. Bob noted that some organizations do not look at their balance sheet until the end of the year. In 2016 we had \$80,000 retained savings, now \$66,000. One of the main income sources was the Sports Development Grant. Bob asked whether this is a one off. The \$6,000 has been recurrent, but the \$25,000 project grant is probably a one off. Kerry brought Bob up to date on how the grant situation worked. In summary we are down \$21,000 for 2017. Issues discussed: ride booking fees down approximately \$13,000, merchandise was more than usual because of TQ15, AERA expenses up by \$3,800, being the \$3 levy put on all the States by the AERA. John advised Bob on how this levy came into being, noted 10% of our income goes to the AERA. Annual awards costs also increased, mainly horse head trophies. The Association needs to set and adhere to a budget. Bob advised that we might be better to use an online accounting system, this would cost around \$17.50/month and all authorized people could view the records.

**MOVED** John Howe, Matthew Walker  
**THAT** authorisation is given to purchase a subscription to Quick Books On Line to be used by the Association  
**Carried** Unanimous.

**MOVED** John Howe, Noni Seagrim  
**THAT** the minutes of the SMC meeting of 17 February 2018 be accepted. **Carried** Unanimous.

**MOVED** Belinda Hopley, Jo Davis  
**THAT** the minutes of the meeting of 19 January 2018 be accepted. **Carried** Unanimous.

### Business arising from last meeting (action log review) Updates in bold.

#### Action Log

Minutes	Who	What
<b>19 July:</b> 156	Kerry	State ride checklist <b>ongoing</b> . Greg Moore is working on this.
	Allana/Kerry	Canadian Better Business Bureau re Quilty bibs, check legal fees: <b>ongoing</b> . <b>Kerry to follow up again with supplier.</b>
9 Sept 196	Kerry	Develop guidance on rest orders with NSW vet panel <b>ongoing</b> .
21 Oct 214	John	Provide budget details and get previous info from Greg <b>ongoing</b>
<b>August 134</b>	Bel	Ride criteria <b>Ongoing</b>
<b>October</b> 166	Kerry/Adeline Jax ? all	Add note about no capping to ride booking form as agreed Timeline of tasks Consider membership portfolio for 2018 How to streamline meetings? Hot Air teleconferencing? Saturday meeting?
<b>December</b> Teleconf <sup>4</sup>	Jacque	All SMC have access to post on FB pages/group, Burruga 2017 ride fees payment
<b>January</b> 208 220 224 226	Bel Jacque ? John Kerry Kerry	State ride checklist Research/Purchase flip book program, thanks to Bec for clips Motion to AERA re expansion of AERASpace Ask Greg Moore about NRZ ride fee arrangements Play by the Rules as agenda item early in 2018. <b>Ongoing</b>
227	Bel	Active Kids registration (opens 1 March 2018) Include info re SMC to approve state ride head vet and treatment vet in state ride checklist, let ride committees know SMC must approve head vet and treatment vet for major rides
228	Jacque	Online membership forms

**Sep:** Agreed to drop idea of guidance for rest order duration because some feel it is too subjective and that the head vet alone should make the decision.

**August :** item 134 relates to the Quilty, State Ride, Border Challenge and State of Origin. Need to make the requirements for these consistent. Almost finished. Jacque to upload the new ride booking form.

**October:** Jacky Barlow is collating a timeline of things that need to happen each year. SMC asked to send info to Jax.. How to streamline meetings? Get reports in early and read before each meeting. Don't ask for things to be put on an agenda that are either in a portfolio report, or a portfolio task.

**December :** All SMC members should be able to post on the NSW FB page. Talea will follow up on this. Also need a second person doing the website. Burruga RO has not returned the ride stationery folder. This needs to be returned to the Secretariat so it can be reused. Tony to speak to Jacque about this.

**January:** Discussion about the cost of AERASpace. Kerry noted that some of the recent cost was alteration to allow new rules about intermediate riders/horses and the early warning system to be implemented. AERASpace is evolving

and this will mean ongoing cost. We need to collate the number of NSWERA members riding in NRZ rides so we can contact QERA/NRZ re affiliation fees. Suggested may be possible to sort ride records by postcode, for each ride. The SMC has decided we need to endorse/approve the head vet and chief stewards at State Rides. Belinda has discussed this with the 2018 State ride committee.

## Secretariat Report & Ride Calendar (Jacky Barlow, John Howe/Jo Davis)

### PART 1: MEMBERSHIP NUMBERS

	2018	2017	2016	2015	2014	2013	2012
Adult	163	399	413	438	410	442	453
Junior	19	49	50	50	29	40	47
Intermediate	16	24	31	32	31	24	
Associate	10	15	20	20	20	30	35
Honorary	8	7	6	6	6	6	6
Total	216	494	520	546	496	542	54
Newsletter	84	195	213	226	233	233	330

### PART 2: RATIFY NEW MEMBERS

22-01-2018	Sean Griffin	The Oaks	136363	Senior
01-02-2018	Dianne Straney	Broughton Village	136364	Intermediate
05-02-2018	Amelia Napier	Table Top	136365	Senior
06-02-2018	Ruth Sumpner	Bootawa	136366	Assoc
06-02-2018	Karen Casey	Parkes	136367	Intermediate
20-02-2018	Duncan McLaughlin	Bodalla	22249	Senior
23-02-2018	Penelope Whatman	Cowra	23521	Senior
27-02-2018	Alicia Smith	Gilgai	138320	Junior

**MOVED THAT** Peter Bice, Belinda Hopley the new members are accepted and their names published in the newsletter. **Carried** Unanimous.

### RIDES CONDUCTED – ENTRIES RECEIVED.

Ride Name	Date	Intro	Train	80-99km	100-119km	120-159km	160+	TOTAL
Bunnigalore	21-01-18	51						51
Glen Innes	26-01-18	16	24					40

### PART 4: STOCKTAKE

Logbooks 2 in 1 58  
 Logbook covers 90

### PART 5: ENDURANCE HORSE REGISTRATIONS (Year to Date)

ANNUAL 6  
 LIFETIME 5

#### Rides for approval –

Bago Bush Ride – 30-6-2018 **Approved**. Homewood Memorial – 16-9-2018 – no new dates yet ?. Previously denied because it clashes, Jo has not heard back from RO as yet.

Windeyer Central Ranges – 13-10-2018. **Approved**.

Table Top now postponed. The Rock has applied to change the format to include 40 on Saturday. Sunday 80 and 120 Snowy Zone champs. Also running FEI rides on June long weekend, five weeks from the State Ride.

Currawan – amended booking form includes 10km, 20km, 40km on Saturday. Want to run the 80km on Sunday as the Zone Championship. Noted championships are supposed to be 120km minimum. Tony suggested the Zone champs can be branded anyway they want with approval from the SMC. **Approved**.

Noted Belinda is the Snowy Zone delegate.

## Standing Items

### 2017 AGM debrief

Agreed to reinstate the year on the proxy forms. Discussion about how to resolve the dilemma of the contradictory motions passed at the AGM. Tony advised that the executive has sought legal advice and created a solution that they feel solves the issues and avoids the need for a special meeting. Hopefully the rest of the SMC will agree. Recommendations were discussed, with the final wording agreed to as set out below.

**MOVED** the Committee, the Committee  
**THAT** in order to resolve the contradiction of motions 1, 2 and 3 carried at the 2017 AGM, and in accordance with legal advice NSW ERA adopt recommendations 1 to 5 below

1. The SMC agree to apply the AGM motions 1, 2 and 3 as suggested by our legal advisor, that is, no vaccination requirements will be considered for any NSW ride other than Zone 6 and the NRZ.
2. If a ride committee in Zone 6 can demonstrate through its risk assessment that a vaccination requirement is necessary to allow a ride to go ahead, then the SMC will consider allowing a vaccination requirement, but only for horses normally living in the Hendra affected areas identified by the NSW Department of Primary Industries.
3. If a ride committee in the NRZ can demonstrate through its risk assessment that a vaccination requirement is necessary to allow a ride to go ahead, then the SMC will consider dual affiliating the ride only if the vaccination requirement applies to horses normally living in the Hendra affected areas identified by the NSW Department of Primary Industries.
4. That the SMC state its position as being that vaccination requirements will only be accepted if supported by a risk assessment, for rides in Zone 6 and the NRZ, and then only for horses normally living in the 'Hendra affected areas' nominated by the NSW Department of Primary Industries.
5. That this position be trialled for 2018 with the opportunity for change at the next AGM.

**Carried** Unanimous

This statement to be put on Facebook and the website ASAP.

**State Champs 2018 (Tooraweenah):** John will speak with the Tooraweenah committee about who their vets will be and present the \$6,000 grant cheque. Belinda will give John a MOU for the Club (as a trial).

**Ratification of decisions made between meetings:** Executive agreed to a resolution to solve the problems of the motions passed at the AGM. Presented to this meeting for final approval and discussed elsewhere in the minutes.

**MAXXIS Project (Emily Streckfuss chair, Kerry Spratt, Bec Hogan, Renee Kirk, Peter Bice)**

PDF of the Introductory book is available. We had budgeted within the project funds to print these. Printing for 300 x 24 including cover. 300 x \$387. 450 \$477.00. Subject to sufficient funds being available, we purchase 900 copies.

**MOVED** Kerry Fowler-Smith, Peter Bice  
**THAT** we purchase 900 copies of the booklet Getting Started in Endurance Riding and use money from the Maxxis fund. **Carried** Unanimous

**AERA meetings:**

Kerry can't attend the March meeting. Matthew appointed in her place, Peter will hold her proxy. Agreed to support Alam Dastani for AERA President, Peter Bice for Vice President. Agenda arrived today, Kerry will send to the SMC.

**NSW Office of Sport grant project: Belinda Hopley (chair), Jacque Wright, Adeline Gibson, Clare Feary** Recurrent Sport Development Grant of \$6500 has been offered. Need to be aware of Workers Compensation insurance but noted we don't currently require it as we have no paid employees. Kerry gave a rundown of what is required in order to receive this grant. **Resolved** to accept the grant subject to its conditions. Note this is separate to the current grant project.

**Portfolio allocation:** All portfolios were declared vacant and discussed and allocated as follows.

Portfolio	Previous Holder	Allocated to:
IDP		Kerry. Talea is interested in helping.
Grants		Kerry. Belinda to help with this.
Ride calendar		Jo Davis
Ride Standards and Feedback		Peter Bice
Governance		Peter Bice
Horse Welfare		Matthew Walker
Early Warning System		Matthew Walker
Chief Stewards and TPRs		Tony would like someone in this portfolio who is not a chief steward. After discussion the portfolio was left with Belinda
Vet Liaison		Matthew Walker
Biosecurity		Matthew Walker
Website		Jacque Wright. Jo to maintain the website ride calendar. Access to be arranged through webhost: Avon River.
Facebook		Noni Seagrim. All to have access.
Stationery		Talea
Merchandise		Noni

International		Talea
Promotions		Jacque
Child Protection		Peter
Newsletter		John

### **Committee Reports by previous portfolio holders**

#### **Tony Warren: President, Horse Welfare, Early Warning System**

*I would like to welcome back all previous committee members which were re-elected and a warm welcome to our new committee member Dr Matthew Walker. I have said this before, but I feel we have a great mix of experience, age & diversity around the table, which I believe will work very well as a group for the benefit of the sport we all enjoy.*

*I am looking forward to working with you all, and hope we have a positive and productive year.*

*We have a head start with the Maxxis sponsorship as well as the funding from the Sport Development Program, these two funding programs have allowed us to put in place some very beneficial educational tools.*

*I would also like to thank Mr Alam Dastani for his dedication over the past year, as well as Mr Peter Bice for stepping in as President after Alam's resignation and stepping in to run the AGM this year.*

**Horse Welfare and Early Warning:** Nothing to report

**Peter Bice: Vice President, AERA, Ride Standards and Feedback, Governance:** No report

#### **John Howe: Treasurer, Ride calendar, Zone 2 Delegate**

*Currently we have the following cash reserves:-*

Cheque account	\$37,716.47
Credit Card	\$1,102.16
IBD 13.5.18	\$20,226.86
IBD 8.3.18	\$15,000.00
IBD 8.3.18	\$10,159.12
Total	\$84,204.61

*I'm holding the following invoices for payment:-*

NSW % of AERA Nov meeting	\$2,183.72
AERA Insurances	\$9,338.00
AERA Affiliations and horse regos	\$3,017.00
Kwik Kopy printing	\$2,224.75
Jacky Barlow Secretariat Feb 18	\$3,286.20
Helen Rich 2018 AGM minutes	\$450.00
Helen Rich 2.3.18 Minutes	\$170.00
Helen Rich April/May Newsletter editorial fees	\$1,200.00

**Total** \$21,868.67

*Tomorrow evening Robert Pierce our Auditor will address us at the meeting and wishes to share some thoughts on the long term financial viability of our Association. As I have said we'll have to consider our expenditure in light of the last two years losses. Having said that, memberships are pouring in and we have the best ride calendar in many years. I am confident that we'll exceed our last year's ride affiliation fee income quite nicely. As a start to our year of austerity I'd like to start with all SMC members buying their own dinner at SMC meetings this year, this will result in a saving of almost \$1,000.00. I shall speak on Alam Dastani at the meeting, as he has some strategies to help us.*

#### **Ride Calendar:-**

*The year is filling beautifully, Friday night we have three new rides to approve and this will leave very few gaps. The policy of one ride per weekend has worked well and by and large has been well accepted.*

*This year I wish to concentrate on the Treasury. I would like to commend Jo Davis to you all as the person I feel should fully take over the ride calendar. 2017 has seen Jo do a fantastic job, I believe that her organisational and negotiation skills are excellent for the ride calendar and I feel that we should confirm her in this most vital portfolio.*

*Zone Two. With Windeyer being approved for October, two rides at Tooraweenah one of which is the NSW State Championship, Zone Two is looking forward to a big year. The commencement being the Tooraweenah weekend on the 10th of March. Zone Two the best in the west. John Howe*

Discussed John's suggestion that the SMC members pay for their own dinner at meetings. Noted one issue being the time taken for everyone to get their meals compared to pizza on the table. **Resolved** by a majority of those present that NSW SMC continue paying for dinner at meetings. John Howe voted against this resolution.

With a good ride calendar this year, we should have a reasonable amount of money coming in. Ribbons are costing \$10 each and a lot of money is spent on these and some people don't bother to attend to collect them. We then have postage costs. Discussed the bronze horse head trophies which created significant extra cost a couple of years ago.

**MOVED** Kerry Fowler Smith, Jo Davis  
**THAT** we cease providing horse heads for second and third place and revert to ribbons for second and third. Horse heads are only to be awarded for first place. **Carried Unanimous**

**Resolved** to only award ribbons for first, second and third for Intermediate rider awards.

Discussed whether we should stop sending the third AERA delegate to AERA meetings. This is wholly paid from state funds. There are benefits in having three people at these meetings. **Resolved** by the majority of those present to keep the AERA delegates at three. John Howe voted against this resolution.

John suggested we could raise funds by introducing a \$15 yearly access fee to view the newsletter on line. The newsletter costs to produce regardless of the number of subscriptions. **Resolved** to leave the newsletter as it currently stands with no access fee. Secretariat fees were discussed at length. John said that with the number of members we currently have, he believes the current remuneration for the secretariat is unsustainable.

**MOVED** John Howe, Noni Seagrim  
**THAT** the treasurer's report is accepted and the accounts be paid. **Carried Unanimous.**

Day membership fees could possibly be increased which could encourage people to become members, currently \$10.

**Resolved:** From 1<sup>st</sup> July 2018 Day Membership fees are to be increased. Introductory day membership will be \$10.00 and Intermediate day membership will be \$15.00.

**Kerry Spratt: Secretary, Public Officer, AERA, IDP, Grants**

Request received for an article for the Quilty book. Talea will put an article together.

Request from Dorte Colja for information about which events had swabbing conducted. Two letters sent to the AERA by NSWERA members were tabled. Both letters relate to the NSW AGM and the controversy about the motions relating to Hendra. Letter from Dr Buckman, requesting research information. **Resolved** not to pursue this.

**Belinda Hopley: Zone 5 Delegate, Chief Stewards and TPRs**

The Ride Organisers Forum was a great success with around 11 ride committees represented. The attendees were asked what they wanted and lively discussion ensued!! Issues discussed were old and amended rules, AERAspace, advertising and the used of social media, sponsorship, looking after new riders and volunteers and presentation. The attendees were asked if the forum addressed their concerns, general consensus was a resounding Yes with a recommendation that another forum be held towards the end of the year. Many thanks again to the NSW Office of Sport grant and to the Richmond Club.

Mudgee and Tooraweenah are unable to host Intro events, but have put feelers out for Bago which is looking very promising with a young and new ride committee. In round figures we have spent just under \$17k.

South Coast Zone had their AGM on the 15th Feb at Wandandian. Vetea Faccini was returned as President, as was Jenny Shephard as Vice President. Nette Lawson is Secretary, Brett Lawson is the Public Officer and Treasurer. I am the Zone Rep to the SMC. Other committee members are Clare Feary, Bruce Carter, April Newman, Shelly Ison and Heidi Wade. Our budget is looking healthy due to the success of Willinga Park Intro ride. Unfortunately there will only be 2 rides hosted by the South Coast Committee this year (Wandandian and Currowan) and Wingello.

The State Championship Standard is nearly ready to go.

I hope to run a TPR school at the Q60 as last year's school at Shahzada was cancelled due to very ill health.

Belinda suggested a jacket be purchased for Chris Cheney as recognition of his contribution to endurance. Glen Innes ride report came in today, well run, well attended, good base and track marking, all in all a good ride.

Raised \$229 for the membership raffle at the AGM.

Belinda to contact Office of Sport to ask whether the grant agreement can be altered to allow funds to be used at the Mt Lagoon training ride.

**Jacque Wright: Grants, Vet Liaison, Biosecurity, Website, Facebook:** No report

**Jo Davis: Ride calendar, Stationery, EWS data entry:** No further report.

**Greg Moore – Zone One delegate;** No report

**Noni Seagrim: Zone 4 Delegate, Merchandise, Facebook, website**

## Zone 4

*The Snowy Zone AGM and 2017 pointscore presentation was on 3 Feb in Tumut. The zone is blooming again this year with at least 6 weekends booked throughout the year. Starting it off is Neville training weekend hosted by the LERC club closely followed but the huge Easter Carnival at Tumut! The Zone exec. Committee is largely unchanged with Rick Owen staying on as Vice President, Ellen Vine as Secretary and Kim Stevens as Treasurer. Andrew Kettlewell has regretfully stood down as President and handed that job along to myself, thank you for your work over the last couple of years Andrew!*

### Merchandise

*Not a lot to report on the NSW Merchandising. It was displayed at the NSW AGM and we sold a few items, others were happy to browse on the day and were going to order via the online store.*

*TQ15 Merchandise; I took delivery of the remaining TQ15 March on my way to the AGM, stocktake is now done and it will be advertised at clearance prices if the committee is in agreeance.*

**Track Preservation Charlie Gauci/Fiona Meller** :No report

**International:** No report

**Promotions:** No report

### **General business & new business**

#### **Secretariat/Registrar Tender**

Only one tender had been received, from Jacky Barlow. The tender is for the same amount as the previous Secretariat/Registrar. There was some discussion on this matter and the rate of remuneration asked for and provided.

**MOVED** Belinda Hopley, Matthew Walker

THAT that the tender submitted by Jacky Barlow for the Registrar/ Secretariat role be accepted for an initial term of two years commencing 1 April 2018, with an option of further two years. Time extension will be subject to the applicable performance indicators being met to the Committee's satisfaction.

**Carried** Tony Warren, Noni Seagrim, Belinda Hopley, Jo Davis, Kerry Spratt, Peter Bice, Matthew Walker, Talea Hasko-Stewart. **Against:** John Howe

**Annual Teams competition** Held over

**State ride checklist (Bel):** Held over

**Intermediate members (January item 225):** Held over

#### **Set meeting dates**

13 April 2018. Kerry will be an apology,  
1 June 2018  
6 July  
10 August  
7 September  
12 October  
9 November  
7 December

There being no further business the meeting closed at 12.16am .