

## Summary Report for the NSWERA Committee meeting held on 7 September 2018.

**Present,** Peter Bice, (chairman), John Howe, Matthew Walker, Kerry Fowler-Smith, Belinda Hopley, Noni Seagrim, Jacque Wright, Jo Davis

**Apologies:** Jacky (Jax) Barlow, Tony Warren, Faith Robinson, Phil Coleman, Jacque Wright.

**In attendance:** Helen Rich.

**Conflicts of Interest declaration:** None.

**Acceptance of minutes of meeting held 6 July 2018.**

**MOVED** John Howe, Peter Bice

**THAT** the minutes of the SMC meeting of 17 August 2018 be accepted. **Carried** Unanimous.

**Business arising from last meeting (action log review)**

### Action Log.

Minutes	Who	What
<b>October</b> 167	Jax	Timeline of tasks ongoing. We all need to provide info to Jax
<b>January</b> 220	Jacque	Research/Purchase flip book program, <b>ongoing</b>
230	Kerry	Play by the Rules agenda August?
238	Jacque	online membership forms, Noni <b>ongoing.</b>
<b>Mar 18: 3</b>	John	Email AGM checklist to all <b>ongoing</b>
<b>June 18</b> 62	Peter	Contact ride committees re AERA vet fees <b>ongoing</b>
73	Peter/All	Update portfolio descriptions, check accuracy of current PD <b>ongoing</b>
<b>July</b> 101	Kerry	Arrange transfer of domain name from Platypus, take out .com domain <b>ongoing.</b>
115	Matt	Data to researcher and Kerry
<b>Aug</b> 91	Kerry	Letter to State ride committee
94	Jacque	Costs for advertising campaign, Burruga ride folder and payment for vest
101	Kerry	AERA re NRZ leave status quo <b>done</b>
103	Jacque Tony	Add Jo to ride organisers FB group Ask Belinda about State ride application form
106	Kerry/Peter/Jax	Info on intermediate award for ride folder <b>done</b> Reassess award for 2019 <b>December agenda item</b>
110	all	New sports development grant ideas <b>agenda item</b>
113	Kerry Kerry/Noni	Jax re membership forms being included in ride folders Notice re membership deals for website and FB <b>done</b>
114	Kerry	Ask Noni to send TQ18 team applications to Phil, Peter and John <b>done</b>

Action list worked through. Agreed to put a notice on FB, the Website and the Newsletter to alert people with FEI registered horses that they must be aware of, and abide by, the FEI rest period rules.

Kerry gave a report on progress with the advertising campaign concept. Noted Jacque's payment for the vest and the Burruga ride folder have been outstanding for over six months. **Resolved** that John will email Jacque Wright asking for payment for the TPR vest and the return of the Burruga ride folder.

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

	2018	2017	2016	2015	2014	2013	2012
<b>Adult</b>	328	399	413	438	410	442	453
<b>Junior</b>	49	49	50	50	29	40	47
<b>Intermediate</b>	36	24	31	32	31	24	
<b>Associate</b>	13	15	20	20	20	30	35
<b>Honorary</b>	8	7	6	6	6	6	6
<b>Total</b>	434	494	520	546	496	542	541
Newsletter	150	195	213	226	233	233	330

### PART 2: RATIFY NEW MEMBERS

DATE	FIRST NAME	LAST NAME	NUMBER	CATEGORY	ADDRESS
10-08-2018	Carolynne	Campbell	144465	Senior	BOAMBEE
29-08-2018	Laura	Douglas	145960	Sen/Intermed	PANUARA

**MOVED** John Howe, Jo Davis  
**THAT** the new members be accepted and their names published in the newsletter. **Carried Unanimous.**

**PART 3: RIDES CONDUCTED – ENTRIES RECEIVED.**

Ride Name	Date	Intro	Train	80-99km	100-119km	120-159km	160+	TOTAL
Currowan	04-08-18	60	27	53				140
Kiwarra	11-08-18	31	20	24				75
Scenic City	18-08-18	24	28					52
Shahzada	27-08-18		63				43	106

**PART 4: STOCKTAKE**

Logbooks 2 in 1 39

Logbook covers 50

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

ANNUAL - 29

LIFETIME - 35

**PART 6: OTHER BUSINESS**

**NIL**

Rides for approval –

Kiwarra – 21-22 Sept 2019 – 10, 20, 42, 84km

**Standing Items**

**2018 AGM 2 March 2019:** No further report this month.

**Ratification of decisions made between meetings**

Website Administrators should be Noni and Jo. Kerry discussed the domain name issue. We need a key from the previous website host so we can move the hosting to our current ISP provider. Also wish to take out the 'nswera.com.au' domain to protect it from others using it in future. Jo will follow up on this matter.

**Maxxis Project (Emily Streckfuss chair, Kerry Spratt, Bec Hogan, Renee Kirk)**

The remaining item for this project is printing the new rider booklets. **Resolved** Kerry ask Neil to print to the value of \$500 or the amount that expends the funds.

**AERA**

John feels we should have access to AERAspace. Kerry, Jacky Barlow and Matt have appropriate level access. Kerry and Jacky can do various reports on membership and rider numbers. Matt can generate what he needs for his portfolio. Kerry demonstrated how rider numbers based on their membership can be reported for a given ride.

**NSW Office of Sport grant project: Belinda Hopley (chair), Jacque Wright, Peter Bice, Adeline Gibson,**

Funds left to be spent on signs. Belinda suggested we print a 'How to be a TPR' booklet and has updated the previous version by Chris Walker. Belinda to speak to Neil about printing after Matt has proof read the content. Matt asked if we could reimburse fees (from the grant) for a vet to attend the AERA accreditation and FEI treatment vet course. **Resolved** to pay this account from the grant funds. An invoice is required. Rule books could be printed under the grant, but agreed to consider this under a new grant if we get one. We need more new rider booklets than funded by Maxxis, agreed to fund the remainder of the new rider book printing from the current grant.

We have funded TPR schools at two rides, using vets in attendance at those rides. Agreed to reimburse the two ride committees for some of their vet cost because we would have to make vets available otherwise. **Resolved** that we get invoices for \$250 from these ride committees for their TPR schools.

**New members incentives**

Adeline's ideas on this were discussed. Agreed to make new member incentives a standing item.

**Committee Reports by previous portfolio holders**

**Tony Warren: President,** No report.

**Peter Bice: VP, AERA, Ride Standards/Feedback, Governance, Child Protection**

Peter has received rider feedback forms which will be distributed to the appropriate ROs. **John Howe: Treasurer,**

**Newsletter, Zone 2 Delegate**

*Morning All,*

*As of lunchtime yesterday we have the following funds available:-*

*Cheque Account \$35,157.67*  
*Corporate Card \$806.78*  
*IBD 13.2.19 \$20,436.06*  
*IBD 5.1.19 \$15,086.69*  
*IBD 8.1.19 \$10,311.93*

Total \$81,799.13

We have affiliation fees coming from Shahzada Bago and Kiwarrak with Woodstock, Brookvale, Windeyer and Bullio to be run. So we have quite a large cash inflow coming to us over the next 2 months. Approx \$12,000.00 income to come. New Italy has been run. Jax will contact Steve Swan to get the NSWERA member breakdown and I'll send the appropriate invoice.

Looking forward:- Our Secretariat fees will be \$10,954.00, Newsletter editorial \$2,400. Minutes \$680.00. We also owe the AERA for Insurance and affiliation fees. I'm clarifying the figure at the moment but it will be in the neighbourhood of \$15,000.00. Our AGM will cost approx. \$1,900.00 and the end of year awards, last year was \$11,713.46. This year, will be much lower as we won't be going down to 3rd place with Horse heads.

My projected outgoing before we reach the AGM and next year's ride affiliation fees and membership will be approx. \$30,854.00. When combining our current cheque account balance with projected ride affiliation income we should very comfortably reach the next AGM.

The half price annual membership from 1st August has been taken up by a number of people, however, we need to revisit the Intermediate fee structure in light of our motion at point 113 of the Minutes. Do we simply view each membership category as a separate entity or do we all upgrade from Intermediate to full membership via the half price full membership as fees already paid would pretty much automatically cover the upgrade? I await your discussion, tomorrow evening.

James is away at the moment so we do not have a current profit and Loss, but there will be very little variance and I've highlighted where we are heading financially. Naturally, the moment the profit and loss sheets arrive, I'll email them on.

Newsletter. The September October issue is with the printers. A big thank you to those who got their copy in on time. Helen had to wait until the last minute for some copy to arrive and had to chase a few people. This is both very stressful and time consuming.

I had approached Sally Fenner and Charlie Gauci for articles about their Tevis Cup adventures. Sally wrote an incredible article for the Newsletter, the full article is on the Website. It's vital that we print this type of article but, it's incredibly hard on the Editor to find space. Also, once the newsletter goes past a certain size, up goes postage and print costs. Long story short. A gentle reminder, please stick to deadlines. Please work with the Editor.

Zone Two: Congratulations to Brad Jones and Shellal Jive. Best Managed and Conditioned at Shahzada. This is a fantastic achievement and from the stories I've heard, a Herculean effort on behalf of Brad.

Zone Two looks forward to hosting the Windeyer ride on 14 October. We have had rain and God willing will get follow up. Windeyer will be beautiful and the weather fine so come and enjoy the country hospitality and a fantastic course. Zone Two - the best in the west. John Howe.

Full membership half price is \$60.00 as from 1 August. \$42.50 for juniors from 1 August. Discussed at length with agreement that the membership fee was 50% of the full membership fee.

**Resolved** that if a person has been an Intermediate member for 2018 and then decides to upgrade to full membership after 1st August, that person can do so for an amount of \$30.00.

**Day members. Resolved:** If someone does two rides as a day member and pays day membership and then decided to upgrade to full membership within that calendar year, we would take the money they have already paid off full membership fees.

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

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

Request for assistance in distributing a survey on equine equipment. **Resolved** to put this on the website and FB.

Request from VERA regarding TQ ride date, saying VERA agreed to swap the sequence of the ride with NSW because of the 50th anniversary. VERA would like to run in 2021 and say that in 2015 NSWERA ran the Quilty which should have been run by VERA. **Resolved** this matter should go to the members because if the SMC agrees to VERA's request, NSW would be without the Quilty for seven years. Agenda item for the AGM in March 2019.

Currowan ride report received, expressing concern about comments in the chief steward report. **Resolved** to thank the ride committee for their letter, the comments are noted and will be referred to the CS concerned.

#### **Jo Davis: Ride calendar**

##### **RIDE CALENDAR REPORT**

Rides have been run successfully since our last meeting.

- Scenic City had a total of 52 entries over the weekend with 49 of those being successful. (94% completion rate)
- New Italy recorded 98 riders over the two days of rides with 95 of those being successful (97% completion rate).

- *Shahzada – recorded 106 riders with 68 of those being successful (64% completion rate).*
- *Julie Woods Mt Cole Muster – recording 45 riders with 32 of those being successful (71% completion rate).*

*Upcoming rides include;*

- *Woodstock*
- *Brookvale*

*Ride booking forms received for approval*

*Kiwarrak Cup 2019 – 21 and 22 September 2019 moving from their traditional date due to a camp draft on their usual weekend so they wish to change their ride date. **Approved.***

*Shahzada 26 August to 30 August 2019. 400k and 120k. **Approved***

*I know we are only in September, but currently the first ride for next season is Tooraweenah in mid-April.*

### **Ride Booking Procedures**

*This has now been sent to the RO group on Facebook Messenger. Given the time of year and the limited rides we have left on the calendar, I propose that the point about contacting ride committees one month before requesting confirmation of the ride's Head Vet, Treatment Vet and Accredited Chief Steward; as well as the ride entry fees; be commenced next year.*

*EOI for an Easter Carnival and 2019 NSW State Champs – This has been posted on the Facebook page and the website and will be in next newsletter. So far I have an email to let me know that Table Top is interested in Easter weekend. Will await booking form and then see if any others come in by the end of the EOI.*

*If anyone else on the SMC receives anything from anyone in relation to the EOIs for either State or Easter can they please be sent to me as Ride Calendar portfolio owner.*

### **WEBSITE/STATIONERY**

*Old links for the State Championship application process have been removed. Awaiting replacement documents.*

*Latest news sections updated with TQ18 teams selection, EOI for 2019 State Champs and Easter Carnival.*

**Matthew Walker: Horse Welfare, Early Warning System, Vet Liaison, Biosecurity:** Nothing to report.

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

#### **Ride Reports-**

*Scenic City, 18.8.18, 40 & 20k. The day commenced overcast and cold, with showers in the afternoon. About 55 riders from as far as Sydney and the coast came to compete, with many new faces eager to have a go.*

*Once again the RO's put on a well organised show at the base of Mt Stromlo. The tracks were a combination of forestry and city trails with plenty of water on a well-marked track. Riders were very judicious in their strapping techniques, with a high completion rate. There were no invasive treatments.*

*CS/TPR: A TPR school was held at Kiwarrak on 11 August attracting 11 students, with 5 participating in the Shahzada TPR School. TPRs from both schools were at Shahzada to use their skills.*

*South Coast Zone News-*

*Grants Subcommittee: The last of the grant money has been used, with the info bibs being made and the remainder being spent on signage for zones. I would like to thank Adeline Gibson for all her help and assistance, and Clare, Jacque and Peter's invaluable input as well.*

*Team manager for the Quilty in Tasmania: Possibly Tony with Noni and Kerry as backup. Team members are to write a report after the ride for the SMC and the newsletter. Belinda says nothing has come in from the State Ride team members. Noni will advise the team members of the requirements.*

**Jacque Wright: Promotions:** No report.

**Faith Robinson: Zone 1 Delegate:** No report.

**International:** To be assigned.

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

*Putting information on FB. All the teams merchandise has been arranged. Clothing to be taken to the TQ in Tasmania.*

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

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

### **New sports development grant applications**

*Kerry distributed copies of the guidelines for this new application. Grant time frame runs from October 2018 until June 2020. Kerry suggests we use 1 January 2019 to 1 June 2020 as the timeframe for our project. Agreed. Kerry spoke to Office of Sport about what we can apply for. Lengthy group discussion and agreement about what to include.*

Rationale and aspirations discussed, Kerry will write the application. **Resolved** Matthew to send scanner information to Kerry ASAP. Belinda to check TPR and CS numbers. Noted that Sport and Recreation has some really good information for volunteers.

#### **State ride checklist**

Belinda has sent three draft documents to the SMC. Kerry presented suggested changes to the EOI document. Other members contributed with appropriate amendments made. Need to consider whether the present document is a bit large and daunting. EOI document and the Event Agreement need to be consistent, eg treatment vet criteria. The draft has been based on the Quilty standard and some unnecessary content should be deleted.

We don't want to conflict with timing of big events in other states. Consider approaching Victoria and Queensland to see when they are running their events. Discussing teams events generally, agreed to remove the paragraphs relating to teams to allow the RO to decide whether or not to run any teams events because this decision should be up to the RO.

**Teams competition from AGM (how to implement) and Annual Teams:** On hold.

Future meeting dates:

19 October

9 November

7 December

There being no further business the meeting closed at 11:01 pm.