

Summary Report: NSWERA Committee meeting held 18 January 2019.

Present Tony Warren, (chairman), Noni Seagrim, Belinda Hopley, Jo Davis, Kerry Fowler-Smith, Peter Bice, Faith Robinson, Jacque Wright (by phone). **Apologies:** Helen Rich, John Howe, Phil Coleman, Mathew Walker

In attendance: Jax (Jax) Barlow, Roz Edmunds

Conflicts of Interest: None declared at this stage.

Acceptance of minutes

Item 179 relating to rider levy numbers (AERA). Thought we had solved it on the night. Discuss next meeting to see if this was actually solved.

AERA Delegates – Kerry had suggested that we tell Kim Moir that Peter and Kerry will continue their term, and we will provide the third delegate's name after our AGM. However, since suggesting this Kerry has read the AERA constitution, we have provide of the delegate nominatons 21 days before the AERA AGM. Agenda for tonight's meeting.

Paragraph 180 - \$6500 grant has been renewed and will be available once the reporting is complete on the previous \$6500 grant (we need to do a lot of reporting to sign off on the last one – Kerry will do this report.) Agenda item for January.

Page 8 – we will be writing to QERA not AERA

Item 125 – Belinda states this should have been shown as Done.

Page 6 re membership: remove reference to digital newsletter, should just reference hard copy newsletter is an extra \$35.

MOVED Moved by Kerry and Seconded by Belinda

THAT the minutes of the SMC meeting of 14 December 2018 be accepted. **Carried** Unanimous, Jacque abstained.

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

Date	Item #	Person Responsible	Action	Status	Comments/Updates
Oct-17	167	Jax	Timeline of tasks ongoing. We all need to provide info to Jax	Ongoing	
Jan-18	220	Jacque	Research/Purchase flip book program	Ongoing	After extensive search there is little difference in software price, recommend purchase Flip PDF Professional @ \$458 single licence. Will give the online newsletter a new profile, any advertising can be linked to a website. Discussion around single version multi licences. Needs to go onto NSWERA computer (Jax) as primary. Need a multi licence application. Multi based and Online solutions available but more expensive. Jacque will look at this again and present to next meeting.
	230	Kerry	Play by the Rules agenda December	Ongoing	
	238	Jacque/Noni	Develop online membership forms, new ride booking form on website	Ongoing	Noni will continue to investigate, looking to have it ready for 2020. Jax mentioned direct deposit is going well.
Jun-18	62	Peter	Contact ride committees re AERA vet fees	Completed	Jacque asked how this was communicated as she did not receive anything. Peter sent via email, and will send again.
	73	Peter/All	Update portfolio descriptions / check accuracy of current PD	Ongoing	
Jul-18	115	Mat	Data to researcher and Kerry	Held Over	
Aug-18	106	All	Reassess intermediate ride award for 2019		On the agenda for tonight

Date	Item #	Person Responsible	Action	Status	Comments/Updates
Sept-18	119	Noni	FB, web and newsletter re FEI rest periods	Ongoing	FB complete. Jo to still do website and Noni to send to Helen for newsletter
	123	Kerry	Printing of new rider booklets	Completed	Bec Hogan has sent invoice to John Dawson
	140	Belinda	Changes to State ride EOI and event agreement as discussed	Ongoing	Was sent to all, comments were to be sent back to Belinda. This must be done, any changes to Belinda by 27 January, if nothing to comment then it is classed as final.
Oct 18		Jacque	Previous minutes re cash payment to ride committees for 160km rides	Completed	No examples located.
	152	All	Comments on AERA draft constitution	Ongoing	Please continue to read and send comments to Kerry. Also on AGM agenda
	158	Jacque	Update on YouTube clips	Completed	Youtube channel done. Please give feedback, if all are happy, will promote on social media.
	162	Jacque	Advertising proposals, WIN TV Orange	Ongoing	Now with grant approved can move forward beyond last meeting pricing. Advertising is on the agenda
		Jo	Ditto Bathurst Radio	Ongoing	
	170	Belinda	Workshop proposal (for after AGM)	Ongoing	
Dec-18	174	All	Strategies to support advertising (see Bec's recommendations)	Ongoing	
		John	Check rider figures invoiced by AERA	Ongoing	Need to follow this up at the next meeting when John is present
		Kerry	Distribute corrected AERA minutes when available	Ongoing	Don't have minutes to distribute yet, will send as soon as accurate version is received from AERA. There are issues with the minutes that have been produced, Kerry is dealing with this with Kim Moir. General disappointment with the availability of the AERA minutes. Kerry suggests an independent minute taker be appointed. Jacque asked if the idea should be raised by NSWERA that the minute taker of AERA should be an independent person. ACTION: Kerry will draft a letter and send out to executive to go out under Tony's signature.
		Kerry	AERA delegates Jan agenda	Ongoing	In AERA report section of agenda
		Kerry	\$6500 Grant January agenda item	Ongoing	Kerry to discuss in her report
	181	Kerry	AGM discussion items: membership cards at rides, novice riders, VERA re TQ	Completed	All in the AGM booklet
		Kerry	Concussion in Sport policy Jan agenda		
		All	AGM reports to Helen by end of December	Completed	Closing date for this was 31 December Kerry to send to Phil tomorrow
	184	Peter	ROs re fee increases	Ongoing	Peter to still do this

Date	Item #	Person Responsible	Action	Status	Comments/Updates
			(affiliation fees)		
	187	Mat/Jacque	Electronic signatures on entry forms	Complete	ACTION: Kerry to advise Annette Bailey we cannot do because of the multiple signatures we need
	189	Belinda	Distribution of TRP books, funds to ROs, Report on OOS survey outcomes, program for AGM workshops	Ongoing	Books have arrived – Jax given to Belinda. Money sent to ROs 2017 OOS grant is now complete. Program for workshop yet to be done

Brookvale ride discussion

A member attended the meeting to discuss ongoing concerns with this issue. Dealt with in-camera.

Secretariat Report (Jax Barlow)

PART 1: MEMBERSHIP NUMBERS

	2019	2018	2017	2016	2015	2014	2013
Adult	34	342	399	413	438	410	442
Junior	3	49	49	50	50	29	40
Intermediate	1	34	24	31	32	31	24
Associate	1	13	15	20	20	20	30
Honorary	8	8	7	6	6	6	6
Total	47	446	494	520	546	496	542
Newsletter	21	155	195	213	226	233	233

PART 2: RATIFY NEW MEMBERS

DATE	FIRST NAME	LAST NAME	NUMBER	CATEGORY	ADDRESS
10-01-2019	Nash	Wall	145962	Junior	HALFWAY CREEK
11-01-2019	Belinda	Hollingworth	145963	Senior	DUBBO
11-01-2019	Nicola	Mepham	145964	Senior	BUNGONIA
08-01-2019	Alam	Dastani	103060	Senior/renewing	GEROGERIE
17-01-2019	Aimee	Mitchell	22463	Senior/renewing	GRATTAI

MOVED

THAT the new members are accepted and their names published in the newsletter. **Carried** Unanimous.

PART 3: RIDES CONDUCTED – ENTRIES RECEIVED. Nil this meeting

PART 4: STOCKTAKE

Logbooks 2 in 1 25

Logbook covers 36

PART 5: ENDURANCE HORSE REGISTRATIONS (Year to Date)

ANNUAL 0

LIFETIME 2

PART 6: OTHER BUSINESS

Volunteers draw – too busy at last meeting to do this for the last 4 rides

My “To Do” list for AGM

Rides for approval –

Bullio Cup – 2-3 November 2019 – 10,20,40,80,105km Sunday only

Standing Items

State Champs

Peter gave an update, was hoping to have prelim budget, but happy with the way it is looking. The course has been set, its gone to Zone One’s mapping person to put the whole course on a map, with checkpoints etc.

Leg 1 – 49km, Leg 2 – 38km, Leg 3 – 39km, Leg 4 – 18kms, Leg 5 – 16kms. No hills in Legs 4 and 5. Can get the exact 160km as we have a short turnaround on leg 2, of approx. 2.4kms each way. According to VIC and QLD riders they need to have a PIC number for their destination before they can leave, the property has a PIC, just a matter of finding out what it is. Ride base layout planning to start in the next week or so.

Discussion around use of NSWERA logo and colours required. **ACTION:** Belinda to add this in to State Champs docs.

Tayce Bice has found some very bright lights for \$250 – LED floodlights. Shahzada have paid for these lights to be trailed at State Champs.

Ratification of decisions made between meetings: Alam Dastani’s membership renewal, Stat Dec for a replacement logbook.

MAXXIS Project (Emily Streckfuss chair, Kerry Spratt, Bec Hogan, Renee Kirk) : This project is now completed.

AERA meetings

Membership for AERA (delegate names) needs to be sent 21 days before AERA AGM, so we cannot wait until our AGM, which will be too late to decide who the third delegate would be. Delegates have always run on two year terms, Kerry and Peter have a year to go of their two year term. The suggestion was to avoid any criticism from AERA that we should nominate our third delegate tonight, as we don’t have another meeting before the AGM. We must nominate one person for the AERA executive.

Agreed to put in membership forms for Kerry and Peter with their current twelve months to go. Kerry moved that Noni be the third delegate, which was seconded by Jo, Noni accepted, voted accepted by all. If Noni does not get re-elected to the SMC, we will reassess, and it will become a replacement rather than a new one – there is a precedent from WA about AERA accepting those. Jacque asked about Matthew attending AERA. He has been attending as a proxy, and went to the last meeting as the AERA vet panel representative.

Agreed to nominate Peter for President and Vice President, Noni as Vice President. If Peter gets President can withdraw nomination for Vice. If Peter doesn’t get President still nominated for Vice President.

ACTION: Kerry to complete membership forms for herself, Peter and Noni as delegates. Nominate Peter for President and Vice President and Noni as Vice President.

General discussion around this year’s AGM being too late, next year we need to think about it as it doesn’t fit around the AERA AGM. Really needs to be mid February going forward. Discussion around how do our members, especially new members, know about the process of AGM, i.e. when motions/special resolutions are required to be submitted by. These notices are posted on the Facebook page, the NSWERA website and are in the newsletter. Suggestion of an email blast, but there is no one to take on this responsibility and the reality is not all people have an email address. New members are sent a ‘welcome’ package by Jax.

NSW Office of Sport grant project: Belinda Hopley (chair), Jacque Wright, Adeline Gibson, Clare Feary

Complete. Extreme thanks to Belinda for this work. Over the past eighteen months we have successfully managed two projects worth \$50000. We will be sent how to report on the grant.

2019 AGM 2 March 2019

Two ordinary motions received. Two committee nominations received this far: Noni and Alam. Jackie and Tony will be re-standing and need to nominate. General discussion on AGM timetable, a few people to be there by 10.30am to help set up etc. Belinda asked about holding a raffle for NSWERA membership only (does not include insurance), all agreed to have this happen. TQ 2015 merchandise will be available, about 4 boxes of stuff to be offered at very reduced prices.

Committee Reports

Tony Warren: President

Firstly let me say thank you to each and every one of my fellow committee members for your hard work and endless hours of dedication to the sport we all love, I firmly believe this group have worked so well together as a team and some as individuals on certain projects. I would really like to thank Kerry, along with the many hours of work behind the scenes thanks to Kerry we

have secured a grant of \$29000 which will go towards supplying new equipment which can be distributed to the zones and ride clubs.

This is our last meeting prior to the AGM I hope this one is relatively quick with not too much trivial work to get through and we have a relatively early night. Thank you all for your dedication. Cheers Tony

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

John Howe: Treasurer, Newsletter, Zone 2 Delegate: No report (John absent)

Kerry Fowler-Smith: Secretary, Public Officer, AERA, IDP, Grants: Nothing that is not on the agenda
New grant of \$29000 needs to be managed, suggest we have a small subcommittee for this project. We also have the \$6500 grant. Must remind all Ride Committees to include "Supported by NSW Government" on their stationary etc.

Jo Davis Ride Calendar, Website, Stationery

Three ride booking forms received;

Bullio – 3 November, all rides on the Sunday 10, 20, 40, 80, 105kms – **approved**

Brookvale – 13 October, all rides on the Sunday 13/22/40-52/80 – **approved**

Kiwarraak – amended date change from September due to QERA approving Tenterfield for the same weekend, to 27 and 28 July same ride distances, they are also going to apply for dual affiliation with QERA – **approved**

ACTION: Jo to correspond with Ride Secretaries to let them know that these rides are approved

Novice and Endurance Horse application forms updated and uploaded to website. New rules uploaded to website also. Transfer of Horse Ownership also redone. Membership forms redone for price difference on Personal Accident insurance.

Matthew Walker: Horse Welfare, Early Warning System, Vet Liaison, Biosecurity: No report

Belinda Hopley: Chief Stewards and TPRs, Zone 5 Delegate

Chief Steward report from The Rock finally received, as well as a couple of invasive treatment reports

Wandy – one horse received treatment for tie-up. Shahzada – four invasive treatments, all in the mini. Windeyer – all good.

Chief Steward/TPRs – have organised TPR award, and received potential interest from a new Chief Steward candidate, just waiting on advice from Gerard because this person is already an FEI official.

South Coast Zone: AGM is tomorrow. Already a few rides on the calendar with Sussex Inlet returning in March, Wingello in May, and Currowan in August.

Grants report – we spent \$14000 on training rides, \$4800 on ride organisers/committees, vets and chief stewards workshops. TPR courses \$2500, Signage and mentor bibs \$3400. Total of \$24968.

TPRs – Belinda received a letter from someone who believes that she has been missed for the TPR award. Every year once a TPR does 20 days of TPRing they get an award (vest, stethoscope, thermometer) which Dixon Smith donates every year.

ACTION: Belinda to update the TPR list for the website

ACTION: Belinda to contact the member and apologise for missing this award and organise the award.

ACTION: Faith to find out what size vest is required.

Jacque Wright: Promotions: YouTube channel up and running

Faith Robinson – Zone One delegate: Zone One AGM – 2 February.

ACTION: Check with Belinda about status of the missing TPR award, then potentially mention it at the Zone One AGM/awards.

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

Facebook – FEI rest period reminder done. Feedback reminders are done and set to run at 9am Monday after each ride. AGM event created, including AGM details and AERA constitution. If people want notices scheduled, let Noni know. Peter noted that not much feedback has been received.

Track Preservation Charlie Gauci/Fiona Meller: No report

General business & new business

2019 Swabbing Strategy

AERA wants 2% of entries done, equates to about 18 horses. Tony and Matt to come up with strategy for 2019. Need to remember if Belinda is not available, we need to find someone else, whom we would have to pay.

Intermediate rider award review

View expressed that this award should be discontinued, if it is to continue it needs to be restricted to Novice riders/horses.

Biggest issues with awards is that most people do not stay for presentations anymore. Up take for this award from ride committees was never great. Jacque asked if there was any record on who received these awards, in particular if there were any novice riders/horses that received the award. There has been, but not many. Very hard to lock down hard criteria around Novice riders/horses also.

Moved Kerry, seconded Noni

THAT: the Intermediate rider award be discontinued. Carried. Can always re-instate in future.

ACTION: To be put back on the agenda for April meeting for further discussion.

Workshops with/after the AGM

Riders Forum discussed, not enough time to organise this. Ride organisers have expressed they would like to get together. AERASpace session.

ACTION: Ride Organisers meeting, including AERASpace workshop, to be organised for the day after AGM (Belinda to do)

ACTION: Belinda to draft a notice, send to Noni for Facebook, Jo for website

Participants for AERASpace workshop part will need to RSVP so Kerry can get database setup. Discussed organising a Riders Forum later in the year.

Teams competition from AGM (how to implement) and Annual teams

Discussion around proposal at the last AGM. General consensus is that we already have a NSWERA teams competition running. Nothing stopping Zones putting in their own teams for State and TQ rides. SMC agree that this is a great concept, but it needs a champion to lead this initiative, as SMC does not have the manpower. Bec (Hogan) has noted that when she put this proposal up she was unaware of the existing NSWERA Teams Competition. This highlights that the existing Team event is not well known.

ACTION: Noni to promote the NSWERA Teams Competition on Facebook, to get the current criteria from Jax.

State Ride teams comp

Discussion around how we can do this better and bring the teams together more, get photos, write reports etc. NSWERA Teams Competition at the NSWERA State Champs has been retired, but if the State Champs ride committee wish to run a "State of Origin" competition then this will be arranged by the SMC.

Border Cup for Table Top?

ACTION: Noni to follow this up with Table Top and then go forward if appropriate.

Office of Sport Organisational Health Survey outcomes

Scored well on most things. The way some questions were worded meant they didn't apply to us at all or didn't have an applicable answer to choose from. We need to ensure we have better documentation/procedures around some things.

ACTION: Belinda to go through question by question, comment on all and report back

Advertising campaign strategies/format and support

We have the money to do this now - \$10000. Kerry asked Jacque to get a firm proposal from WIN TV, we would like to run more than one campaign. Need strategies for support systems to deal with new members (e.g. Mentors to contact, events etc) Target advertising campaigns around the ride calendar and the corresponding TV networks etc.

ACTION: Jacque to get proposal from WIN TV and any other networks that are applicable.

Concussion in Sport Policy

Kerry has distributed to SMC. We all need to read this policy; it's a condition of the \$6500 grant. Jacque has sent some feedback re this. Policy recommends info to be collected on membership form, but our insurance company has advised strongly not to collect this information, and so any medical information has been removed from our membership form.

Needs to be discussed at the Ride Organisers forum. All rides should have a qualified First Aid officer. First Aid officer should be on the Chief Steward report and should also be entered into AERASpace.

We need a tick box form that a First Aider can fill out asking if there was anyone from the ride that you thought had a concussion, name details etc, and did you tell this person that they should stop riding, and what was the response.

ACTION: Belinda to develop a form to cover the Concussion policy and add a space to the CS report for the information around the First Aid officer to be recorded.

Play by the Rules training: All SMC to complete the Play by the Rules training. This is a funding requirement. Please do this course online and bring in your certificate once completed.

AERA awards: Kerry asked that people be reminded at Zone AGMS that AERA distance 10000km rider awards will be presenting at our AGM, so please apply using the form on Facebook. Kerry asked for approval to buy the number of photo frames to put the certificates in and this was approved.

Active Kids vouchers: new vouchers now available. Provide \$100 towards membership. Notices to be put on Facebook

There being no further business the meeting closed at [00 14].