

Summary Report of the NSW ERA Committee meeting held on 29 March 2019.

Present: Tony Warren, Noni Seagram, Kerry Spratt, John Howe, Peter Bice, Matthew Walker, Belinda Hopley, Faith Robinson, Kim Stephens. **Apologies:** Jo Davis (to phone in), Ruth Sumpner, Jacky Barlow (to phone in), Alam Dastani, Jacque Wright. **In attendance:** Helen Rich. **Phone Ins:** Jacky Barlow [6:47] Jo Davis [6:16]

Conflicts of Interest: Kim Stephens.

Acceptance of minutes of meeting.

MOVED Kerry Spratt, Tony Warren.

THAT the minutes of the SMC meeting of **18 January 2019** be accepted subject to the addition of the details of the conversation with Roz Edmunds. **Carried** Unanimous

MOVED Kerry Spratt, Faith Robinson

THAT the minutes of the SMC meeting of 2 March 2019 (meeting after the AGM) be accepted

Carried Unanimous

1. Business arising from last meeting (action log review)

Minutes	Who	What
October 167	Jax	Timeline of tasks ongoing. We all need to provide info to Jax ongoing
January 220	Kerry	Research/Purchase flip book program, ongoing ,
230	Kerry	Play by the Rules agenda April?
238	Jacque/Noni	online membership forms, ongoing
June 18 73	Peter/All	Update portfolio descriptions/ check accuracy of current PD ongoing
Sept 119	Jo/Noni	web and newsletter re FEI rest periods
122	Jo	Speak with webhost (Steve) about domain nswera.com.au and transfer of hosting from Platypus. Ongoing
162	Jacque Jo	Advertising proposals, WIN tv and Orange Ditto Bathurst radio
Dec: 174	all	Strategies to support advertising (see Bec's recommendations)
180	Kerry	OOS report for 6.5K grant ongoing
Jan Page 6	Peter	ROs re acknowledgement of NSW Govt support. Ongoing
Page 8	Noni Bel Kerry	Promotion of teams comp, criteria from Jax, Border Cup at Table Top Report on organisational health survey, CS report to include info abt 1 st Aid officer, Bec re targeted smaller advertising campaign done but ongoing

Play by the Rules: please complete this training online. Duplicate time slips are very expensive but this is up to individual ride committees if they want the extra expense. Tumut is an option but if not interested there will be no Border Cup for now.

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

	2019	2018	2017	2016	2015	2014	2013
Adult	259	342	399	413	438	410	442
Junior	33	49	49	50	50	29	40
Intermediate	16	34	24	31	32	31	24
Associate	5	13	15	20	20	20	30
Honorary	8	8	7	6	6	6	6
Total	321	446	494	520	546	496	542
Newsletter	112	155	195	213	226	233	233

Ratify New Members

DATE	FIRST NAME	LAST NAME	NUMBER	CATEGORY	ADDRESS
22-01-2019	Chloe	Jankins	147561	Senior	GUM FLAT
23-01-2019	David	Madden	147562	Senior	CONJOLA
24-01-2019	Alison	Hegarty	107224	Senior/renewing	BONNELS BAY
31-01-2019	Lauren	Brown	147563	Intermediate/Snr	YASS
02-04-2019	Kim	Hill	147564	Senior	BLACK SPRINGS
02-04-2019	Emily	Hill	147565	Junior	BLACK SPRINGS

02-04-2019	Julia	Hill	147566	Junior	BLACK SPRINGS
04-02-2019	Jo	Bailey	21005	Senior/renewing	NYMBOIDA
05-02-2019	Xanthe	Webb	147567	Senior/from Qld	BOORABEE PARK
05-02-2019	Elexis	Webb	118120	Junior/from Qld	BOORABEE PARK*
08-02-2019	Catherine	Bailey	23416	Senior/renewing	FOUR MILE CREEK
12-02-2019	Michele	Cooper	147568	Senior	INVERELL
13-02-2019	Kim	Stephens	20180	Senior/renewing	TUMUT
15-02-2019	Nicole	Horne	147570	Senior	HILLTOP
15-02-2019	Tracy	King	147569	Intermediate/snr	BONVILLE
18-02-2019	Ella	Calderwood	147571	Senior	CANBERRA*
19-02-2019	Iain	Paterson	147572	Senior	TABLE TOP
19-02-2019	Narelle	Bush	23665	Senior/renewing	LAKE ILLAWARRA
20-02-2019	Bella	Duff	147573	Junior	MT RANKIN
21-02-2019	Di	Brown	23660	Senior/renewing	THORA
25-02-2019	Louise	Sundvall	147574	Senior	HARWOOD ISLAND
26-02-2019	Col	Lewis	23241	Senior/renewing	GREGADOO*
28-02-2019	Alex	Baczocha	22916	Senior/renewing	COLO
28-02-2019	Phoebe	Baczocha	110450	Senior/renewing	COLO
28-02-2019	Isabella	Baczocha	110451	Junior/renewing	COLO
28-02-2019	Candella	Pottage	147576	Junior	BUNDAGEN
28-02-2019	Clare	Venn	147575	Senior	WIMDELLAMA
28-02-2019	Olivia	Antoine	147577	Senior	HOLBROOK
05-03-2019	Avril	Cummins	147578	Senior	BURRADOO*
07-03-2019	Brooke	Rawson	147579	Senior	WHEENY CREEK
07-03-2019	Hope	Voight	148760	Junior	UPPER COLO
12-03-2019	Linda	Bracken	148761	Senior	WRIGHTS CREEK
19-03-2019	Maddie	Burgin	148762	Senior	ABERDEEN
20-03-2019	Jayme	Cooper	148763	Junior	CHISHOLM

MOVED Kerry Spratt, Belinda Hopley
THAT the new members are accepted and their names will be 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
Windeyer	23-2-19	36	66					102
Sussex Inlet	9-3-19		44	74				118
Bumbaldry	16-3-19	30	52	37				119

PART 4: STOCKTAKE

Logbooks 2 in 1 14

Logbook covers 25

PART 5: ENDURANCE HORSE REGISTRATIONS (Year to Date)

ANNUAL - 14

LIFETIME - 15

PART 6: OTHER BUSINESS

Jacky explained why she listed the renewing members (constitutional requirement). **Resolved** to list anyone who has not renewed before 1 March each year.

Storage facility. The storage facility is at Taree, \$85/month. May be a good idea to move closer to where Jacky lives. **Resolved** that the SMC investigate this option. Jacky to obtain a quote. Plan to combine items in various locations.

Checking of logbooks and day cards for people entering through Trybooking. Jacky spoke on this. Trybooking asks for logbook numbers. Sometimes entries are done with the logbook, then it gets forgotten at the ride and people try to enter on a day membership card. There is no logbook number or other ID on the day card. Ride secretaries need to check whether a horse has a log book and if so, it needs to be used. A horse with a logbook needs to be identified but can't be, if the book isn't present. Microchip number rather than the log book number? Difficult to manage at a ride office, probably needs to be put to AERAspace and Trybooking to try to sort this out. Conversation continued for some time with no final solution. If a log book number is issued then the horse should be entered on that log book number. If not use a day card.

Adding express post to the cost of logbook: The issue is lost log books. With express post, there is no compensation for lost items but it is faster than registered mail. Registered mail provides tracking and insurance up to \$100.

Resolved to limit this to endurance horse log books, to use express post and if the item goes missing it is up to the member to replace their log book. **Resolved** to increase logbook application fees by \$7 to cover this cost. Noted our logbooks are still cheaper than some other states.

Standing Items

State Championship 2019

Peter provided a proposed basic budget, still working on costs. Buckles are a big expense, around \$40 each. Agreed to engrave the year on a limited number of buckles otherwise there are leftovers that cannot be used. Working on 50 in each event. Sponsorship coming in, all Zone Clubs and all ROs have been contacted seeking sponsorship. Tom McCormack will run the electronic timing system. Darien Feary to be head vet, David Brown treatment vet, Ben Graham, Ben Reynolds (QLD), Georgia Ladmore and Nicole Mase line vets

Ratification of decisions made between meetings: Letter sent to relating to disqualified horse and rider.

AERA meetings Constitution/structure comments, meeting report

Peter Bice is AERA president and Noni Seagrim vice president. Some new people but some old ones still there. **Highlights:**

- AERA portfolios: AERA webmaster is liaison Noni and Damien Little. National vet liaison, CS and TPR and horse welfare is Mark Dunn. Medication control Dorte Colja. Data base is Damien Little/Linda Tanian. Linda will pursue ideas for AERASpace to earn an income. Insurance: Peter and Sioux Reid. Facebook Sioux Reid and Noni.
- 18 votes nationally, NSW and QERA have five each.
- Northern Rivers discussion is ongoing. In hindsight there was no reason to restart this discussion.
- Pat Hodgets and Bob Sample are new Honorary AERA Members.
- Chief Steward vests supplied via Jacky Swan
- Ride entries generally increased, comparing 2018 and 2017. Some States down, some up. NSW down by 2%.
- Calling for expressions of interest for a webmaster.
- Pursuing a template query for the database so we can run queries without design by Peter Johnson.
- There will be a transition period since Steve Swan resigned, but Steve is still a contact for data entry. Requested no to speak to Peter Johnson in the first instance
- Mark will be in touch regarding training of chief stewards etc.
- Table on invasive treatment collated by the AERA. The details for NSW are incorrect. Matt has entered all the treatment forms for NSW but they don't show up in the data base. Matt to send his comments on treatments to Kerry.
- We need to swab 20 horses per year to meet the 2% the quota. Bill Harbison noted that people are not collecting urine and should try to do so. Dorte needs 10 working days to order the kits
- Bio Security document being reviewed.
- EA agreement will be renegotiated.
- Asked to promote insurance policy for floats
- TQ 19 Bio Security plan discussed at length and approved eventually subject to various conditions. TQ19 committee will create a one page summary for participants. TQ19 is not a vaccinated event.
- Constitution: 8 submissions on the draft including one with the comments raised at the NSWERA AGM. A major issue is concern from some regarding structure of the delegates. These submissions want to investigate trying to make the state management committee members delegates rather than another group. This idea removes the delegates and has votes cast by proxy by the AERA management committee. The original idea was to separate management committee from the membership (represented by the delegates). The SMC could fulfil the membership and be the representatives of NSW ERA on the AERA. Kerry believes that what is wrong is that the votes of the Association are going to be cast by proxy by the members of the management committee. This is the same structure that we have now. Unless we can resolve this, things won't really change.
- Quilty fees were listed. Matthew Sample is paying entry (not nomination) fees for interstate riders
- Zone delegates – please advise your members that applications for human and horse lifetime distance awards are due. Closing date is 30 April. Put this on the website and Facebook.
- Anne Barnes is head vet for WA Quilty.
- Lifetime horse distances were changed to something entirely new, but changed back to 3,000, 5,000, 7,500 and 10,000. If NSW is unhappy about this, we should go back to 5,000, 6,500 and 8,500 and 10,000 and advise that we want these awards for this year because there was no notice on these changes. Kerry to write to AERA on this.
- NSW motion saying membership cards should be presented at rides– passed. Rule for next year.
- Motion from TEERA similar to that presented to our AGM (and lost), to reinstate lightweight upper limit of 72.9kg. Motion lost.
- Awards value increased to \$5000 total value of prizes, second vote required.

- Dogs must be secured at a ride, second vote required.
- NSW motion from our AGM about middleweight and heavyweight rider divisions lost. Remains the same.
- AERA Meeting costs: divided amongst states, NSW pays 29% of the meeting costs, same as QERA.

NSW Office of Sport grant project: Belinda Hopley (chair), Jacque Wright, Peter Bice, Adeline Gibson: Complete. Kerry to finalise report when info comes from Office of Sport.

2019 AGM: Multiple presenters worked well for the awards. Should the horse heads be changed? **Resolved** to stay with the horse heads as they are. Zone One suggests any recipient of a place ribbon should organise someone to collect the ribbon or award. Noted that this was mentioned prior to the event and included in the AGM info. Faith suggested emailing award recipients with the options of collection, or pay for post and include the bank details for EFT. (Depending on how the Secretary thinks this would work.). **Resolved** to this on the agenda for later in the year. Kerry suggested holding the next AGM at either Bathurst or Mudgee because it's been at Windsor for three years now. **Resolved** to ask in house for someone to organise an AGM in an area other than Windsor. Bathurst would be option. Jo Davis will look into this.

Discussing a ride organiser's forum. This should happen, but not resolved how yet.

Committee Reports by previous portfolio holders

Tony Warren: President,

Let me start by welcoming back all re-elected committee members and Mr Alam Dastani after his defection south of the border for a short time, and I would like to extend a warm welcome to our new zone delegates Kim Stephens from Snowy Zone and Ruth Sumpner from Zone 6. 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.

Portfolio Positions: would everyone please have a think about the committee portfolios, if we could spread this load evenly among us it would make things so much easier for everyone. If you have an interest in something please put your hat in the ring.

I would like to remind everyone on the committee including zone delegates, that we have all signed confidentiality agreements for a reason and these are not to be taken lightly. See you all next Friday, hopefully not a late one as Mountain Lagoon is on the next day.

Noni Seagrim: Facebook, Merchandise, AERA, website: No written report. Facebook rolling on, website has the forms uploaded.

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

Letter from Snowy Zone about non supply of three electric units offered for raffling. **Resolved** to write to the person who offered the fence units seeking a resolution to this issue.

Letter from a ride organiser regarding an outstanding vet account from their ride last year. **Resolved** to write to the rider seeking payment of the vet fees. Rule is chapter 53 section 1.

Letter from Bec Hogan concerning 7 April introductory event for the local PC children. Staged from her property using a 10 k ride. The NSW SMC will provide pen and new comer book for each participant. This ride is not on the calendar but we need to endorse the event for insurance purposes. Participants will need to fill out day membership forms.

MOVED Kerry Spratt, John Howe

THAT NSW ERA endorses the PC training day to be held by Southern Highlands Endurance Riders on 7 April 2019. Noting that day membership forms must be completed for each participant. **Carried** Unanimous.

Email from Mindy Davies about a ride nomination program.. This could an asset to our sport. Faith, Kim and Noni said it was very easy to use. Peter will discuss the proposal with the state ride committee. Possibly better to use this format rather than Trybooking. **Resolved** to invite Mindy to put a proposal together for ROs, Facebook and our newsletter.

John Howe: Treasurer, Newsletter, Zone 2 Delegate

As of 1300 hours today, our equity with the Commonwealth Bank Windsor, is as follows:-

Corp Account/Credit card:-	\$520.07
Operating Cheque Account	\$59,734.28
IBD 6.8.19	\$20,827.83
IBD 5.8.19	\$12,365.17
IBD 8.8.19	\$10,387.57
Total	\$103,844.92

Obviously, our large grant has been substantial in raising our available funds but we have already ear marked this money for set expenditure. I have not included our current profit and loss sheets as it's now time to move our operating system from MYOB to QuickBooks. Last year Bob Pierce advised us to go to this system as it's an easier form of Accounting and will allow multiple people to access our accounts on an ongoing manner. QuickBooks will also allow unlimited access to historical financial data so that we can get financial trends over a period of years. MYOB does not have this facility. It will also allow anyone we authorise to have access via internet, all they will need is an access code to be able to monitor where we are at , financially, at any time.

When Bob made his recommendation last year, our Bookkeeper had already entered 2 months of figures into MYOB and it was decided to hold over to a New Year to commence. That New Year is now here. The operating cost to the association will be approx. \$27.00 per month we will be able to lay this cost off against our latest Sport and Rec Grant. I'd like the SMC to formally approve this move.

I need the SMC to approve us to deposit \$30,000.00 in an IBD, so that we can gain some extra interest from our large deposit in the cheque account. We are now entering the most profitable phase of our financial year with a large number of rides on the calendar and subsequent income flowing from these. It's pointless to hold large cash deposits in a cheque account that is gaining no interest.

Newsletter:- After some initial teething troubles the new KwikKopy contact has managed to establish a good working relationship with our Editor and the Newsletter production is coming ahead quite well. I will be bringing up a particular member complaint at Friday's meeting and as the relevant Portfolio holder and Treasurer, I'll respond formally in regard to the complaint as put.

Zone Two: Windeyer ran an excellent training weekend on the weekend of 23 and 24th of February with over 100 horses and riders competing. The next event will be Tooraweenah on 13 and 14th April. Zone Two The Best In The West.

Resolved to go forward with QuickBooks.

MOVED John Howe, Belinda Hopley
THAT NSW ERA lodge \$30,000 in an IDB with the CBA. The money to be transferred from the main cheque account to the IBD. **Carried** Unanimous.

Six junior memberships received.

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

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

The ride base has been slashed with another go scheduled for mid-May. The Vet Team is Darien Feary as Head Vet, David Brown as Treatment Vet and line Vets are Ben Reynolds, Ben Graham, Georgia Ladmore and Nicole Mace. Sponsorship is starting to come in and the rugs have been ordered and the embroidering to be done later. The bridle paths of the course are being checked to see what work needs to be done. The Three Mile track and Boyd's Track just need a good trim, the Great North Rd still needs to be checked (fallen trees will most likely be the problem) the rest of the course can be checked by vehicle. Local riders have been riding parts of the course and so far so good.

Jo Davis: Ride calendar

St Albans Trainer – 20th Oct. 2019 – 10, 20, 40 km. **Approved**

28/29 March 2020 for Mt Lagoon has already been **approved**.

Email regarding Wingello ride distances. Rules state that distance cannot exceed 60kms (Intermediate ride)

Resolved that the distance in AERASpace be 41 and 60. Agreement for Jo Davis to speak to Bec advising that distance for the intermediate ride must be 60km not 61. .

Belinda is preparing a Tom Quilty 'expressions of interest' form. For now, interested parties need to fill out a normal ride booking form. Put a link to the AERA criteria.

Matthew Walker: Horse Welfare, Early Warning System, Vet Liaison, Biosecurity

Nothing since the AGM except vetting the successful 3 day ride in NZ this weekend just gone. Will scan in vet treatments when received. EWS letter to go out as required.

Belinda Hopley: Zone 5 Delegate, Chief Stewards and TPRs

Ride Reports:

Sussex Inlet 10/3/19, 80 & 40k. Great job by a new, young committee. There were 2 horses in the 80K that presented to the vets at the end of the ride with colic secondary to metabolic dysfunction and were each given 6 week RO.

CS/TPR:

I have interest from 2 people asking about being a Chief Steward. I sent the procedure to one and am seeking clarification about another from AERA.

South Coast Zone: a/a

Other:

The AERA space workshop and RO Forum held after the AGM was attended by about 14 people. There was lively discussion of the issues faced and exchange of ideas by the attendees. Notes from the ROF have been sent to all ROC's.

Chief Stewards have been sent an

- *update of the rule amendments,*
- *a copy of the ROF notes,*
- *the amended Ride Report with the First Aid Officer's name and contact details,*
- *a First Aid Officers Report for any suspected or confirmed concussion, and*
- *The Concussion in Sport Policy. This has been highly recommended by the NSW Office of Sport.*

The "Ride Organiser's Handbook" is being updated and am just waiting for the Try Booking section to be updated.

Belinda has received the Bumbaldry CS report. Electronic timing used and all good. Probationary CS Michael Shaw worked the entire weekend.

Organisational Health survey (Office of Sport) results discussed. Our results are very good. Some of the questions and requirements don't apply to our organizational structure but we are doing well otherwise. Issues to consider are advance budgeting and authorizing expenditure.

TPR book: 50 printed. **Resolved** to hand out books to all accredited TPRs and to print another 50 copies.

First aid officers' report: Sent to the chief stewards.

Jacque Wright: Promotions: No report.

Faith Robinson: Zone 1 Delegate, Sydney Region Endurance Riders

Agenda Item: A motion was passed at our meeting to be put to the SMC that:

Any recipient of a ribbon of the State Awards who can't attend the presentation, either organise someone else to collect the award, or send a self-addressed pre-paid satchel to the secretariat to receive their award.

My idea would be to email award recipients with the options of collection, or pay for post and include the bank details for EFT. (Depending on how the Secretary thinks this would work.)

Mountain Lagoon Ride is next weekend with Trybooking entries closing on Wednesday and \$20 extra for entries in the 40 and 80km rides on the day. Already have 132 entries with 55 of those in the 80km ride. Tracks have been checked and cleared and recent rain should assist in softening up the tracks. Gillian Peirce and I marked Wards Track on Saturday and it looks in good condition. The Ride Committee are doing a great job with a new track on Gees Arm North Leg 1 and Mt Tootie on Leg 2.

Charlie Gauci is liaising with NPWS about a volunteer team for a working bee on Wards Track as the final management plan for it is due later this year and we want to be seen as pro-active and in definite need of this track. On Saturday I was faced with a motor bike rider and several push bike riders on the track. The motor bike rider was ignorant and didn't slow down at all.

The committee has made an application for an Intermediate Training Ride on October 19 and 20 at St Albans.

Numbers have now increased to over 200 in total.

Kim Stephens: Zone 4 Delegate

We have started the year well with a fair representation of riders at our first ride, Bumbaldry. There were 30 in the 20km, 52 in the 40km and 37 in the 80km. The lower numbers in the 80km might be due to people attending Sussex Inlet the weekend before. Table Top is on track, with all main prizes all being sponsored.

Tumut Ride is having a little trouble trying to lock in vets for their ride weekend.

Ruth Sumpner: Zone 6 Delegate: No report

International: No report

Track Preservation Charlie Gauci/Fiona Meller: No report (see comments in Faith's report)

General business & new business

2019 Portfolio allocation: Discussion with agreement that the portfolios will remain the same as for 2018 with the following changes or additions. Jo Davis to keep what she has. Noni Seagrim same minus merchandise. Child protection to Noni. Pete Bice to take on Governance, minus child protection. Jacque Wright to keep promotions for now. Belinda Hopley to assist Kerry on Grants. Merchandise - Kim Stephens. International - Alam Dastani

2019 swabbing strategy: AERA expects 2% of our rides to be done this year.

Vet and CS for 2019 Quilty: Resolved to write to all CSs seeking expressions of interest to CS at the 2019 Quilty. We need to choose a NSW line vet. Nominations include Darien Feary, Georgey Sheridan, Nathan Noble and Georgia Ladmore. **Resolved** to ask them in that order.

Ride sponsorship request

Kerry tabled and read an email from Chris Bailey about sponsorship of a horse float as a prize at the Bullio Cup ride. General discussion took place with various scenarios presented from lucky draw prize to placegetter prize. The SMC cannot reach a consensus on the prize proposal. The value exceeds that permitted by the rules and will need agreement from the SMC and the AERA.

Resolved to write to Chris Bailey offering congratulations on his ideas and seeking further information on exactly what he wants to do with the horse float. Invite Chris to the next meeting.

Grant allocation

QuickBooks to be arranged by John Howe, confirm the cost with Kerry when he has the exact amount involved. Adobe software - what program do we need? Kerry wants to look at computers and she needs to progress on how we are going to do the advertising and spend some of this money in the grant. Think about mentors; possibly break up the advertising package into three different areas, staged through the year. We need people in these designated areas to be part of a response program. Kerry and Belinda to liaise on this.

Kim mentioned membership cards being scannable for use with the electronic timing system. **Agenda Item**

Future AGM date. Agenda Item.

Future meeting dates

26 April 2019, 17 May 2019, 14 June 2019, 19 July 2019, 16 August 2019

There being no further business the meeting closed at 12:17.