

## Summary Report, NSWERA Committee meeting held on 22 November 2019.

**Present:** Tony Warren (Chairman), Peter Bice, Belinda Hopley, Kerry Fowler Smith [6:24], Kim Stephens, Faith Robinson, Matthew Walker. **Apologies,** Noni Seagrim, Alam Dastani, Ruth Sumpner, Jacky Barlow  
**Phone In:** Jo Davis [6:15], John Howe [6:30], **In attendance:** Helen Rich

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

### Acceptance of minutes of meeting.

Discussing the contentious paragraphs in the September minutes. Agreement to substitute the relevant paragraphs with the new one previously suggested.

**MOVED** Kerry Fowler-Smith, Tony Warren  
**THAT** the minutes of the SMC meeting of 20 September 2019 be accepted. **Carried** Unanimous

**MOVED** John Howe, Faith Robinson  
**THAT** the minutes of the SMC meeting of 8 November 2019 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. <b>Ongoing.</b>
<b>January</b> 220	Kerry	Research/Purchase flip book program, <b>ongoing,</b>
<b>June 18</b> 73	Peter/All	Update portfolio descriptions/ check accuracy of current PD <b>ongoing</b>
<b>Sept</b> 122	Jo	Speak with webhost (Steve) about domain nswera.com.au and transfer of hosting from Platypus. <b>Ongoing</b>
<b>Oct:</b> 162	Jo	Bathurst radio <b>Ongoing</b>
<b>Dec:</b> 174	all	Strategies to support advertising (see Bec's recommendations)
<b>May</b> 95	Tony	Send ideas for think tank before next meeting <b>ongoing.</b> Correspondence with Chris Bailey where he has asked for a think tank to be put together. Tony is pushing this forward. Belinda said we need to have a membership portfolio organized.
<b>June</b> 104	Noni	<b>Mindy Davies re online membership forms ongoing.</b> Tony thinks this has been done. Jo said we need the PIC number added to the Ride Entry Form.
105	Noni	Info on membership for publicity, send to SMC <b>ongoing</b>
110	Kerry/Tony	quotes for computers <b>OG</b>
<b>July</b> 137	Zone 5 Helen/Jax  Bel	ID people for first aid course <b>ongoing.</b> Belinda has heard nothing on this. If another Zone wants to nominate, feel free to do so. Research type of Adobe needed and advise Kerry?? <b>Done Photos for Helen, basic for Jax. Kerry to set up credit card for payment OG</b> Find details of MCP course, <b>ongoing.</b> No courses scheduled. Advise Peter to progress this matter with the AERA.
143	Jacque Bel/Jacque	Prime TV re advertising quote, <b>ongoing, Jacque to get proposal in writing</b> Liaise with Bec Hogan on a plan for the advertising. This is on the agenda.
145	Jacque/Bel/Kerry/ Peter/Faith	RO forum after AGM. Belinda sent agenda around and started organizing people.
155	Jacque	Set up Instagram <b>ongoing. Ask Noni to take this on.</b>
<b>Aug:</b> 166	Jax/Jo	Remove fax number from forms <b>ongoing.</b> Jo to send details to Kerry. Membership form to go to Kerry to change and return to Jo.
170	John/Jo/Sonia?	Proposal re TQ2021 for next meeting and AERA meeting in November <b>OG</b>
172	Jo//Peter	Advice to members and ROs re compulsory PIC numbers from 1/1/20 Jo: amend entry form, Peter: tell ROs. Peter to advise ride organisers.
176	Bel/Jacque Kerry	Collation of ideas, costings etc. for new member incentive proposals Contact Simon re archive boxes. <b>Ongoing</b>
<b>Sept</b> 200	John	Big 3 trophies. Two this year. John to organize this for the AGM.
213	Kerry  John	Member re dangerous behaviour at Shahzada (The Steps), Shahzada committee in support of spectator control on course done in part. Still needs an email address for this member. Karen Hocking: please pursue Standardbred competition. Letter to Karen asking for l updates on the idea.
226	Kim	Wording for a volunteer program for discussion at the AGM to Kerry. <b>See below</b>
<b>Nov tele</b> 236	Kerry	Glen Innes regarding ride collaboration.
238	Kerry	AERA rule changes. Refer to NSW AGM and AERA will consult with vet panel.

239	Zone delegates	Any zones not wanting a new laptop? Zone 1, Zone 2, Zone 4. Check with 5 and 6.
240	Faith	Ideas re AGM forum to Bel. Agenda Item.

226. Discussion item for the AGM was read by Kim. This needs to be sent to Kerry. **Question:** What do we want to achieve? John feels that everyone should be required to help out at a ride at some time. Kim would like something similar to a TPR list with a list of volunteers. All other sports require volunteers for their events if you turn up with a competitor. John proposes a Notice of Motion rather than a discussion item. Agreement that every other sport requires volunteers. **Agenda Item**

231. Discussion on spectators on the Steps at Shahzada. Letter sent to Shahzada committee also. Kerry tabled a letter she was proposing to send to the member involved, agreement to send it.

236. Kerry wrote to QERA regarding the dual affiliated Glen Innes ride clashing with a NSW ride. Kerry spoke to Dick Collyer who advised that the Glen Innes ride was automatically included in the QERA ride calendar even though the ride had not been booked. It is no longer on the QERA 2020 ride calendar. As far as QERA is concerned if it runs again, it is dual affiliated with QERA and it is a NSW ride. Jo was asked to get in touch with Glen Innes and see if they are running any rides next year. Belinda asked that chief steward reports come to NSW ERA.

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

### PART 1: MEMBERSHIP NUMBERS

	2019	2018	2017	2016	2015	2014	2013
Adult	352	342	399	413	438	410	442
Junior	49	49	49	50	50	29	40
Intermediate	23	34	24	31	32	31	24
Associate	14	13	15	20	20	20	30
Honorary	8	8	7	6	6	6	6
Total	446	446	494	520	546	496	542

Newsletter	145	155	195	213	226	233	233
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### PART 3: RIDES CONDUCTED – ENTRIES RECEIVED.

Ride Name	Date	Intro	Train	80-99km	100-119km	120-159km	160+	TOTAL
Bullio Cup	3-11-19	29	27	56		83		195

### PART 4: STOCKTAKE

Logbooks 2 in 1    36  
Logbook covers    18

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

ANNUAL - 21

LIFETIME - 77

### PART 6: OTHER BUSINESS

Xpress post bags have gone up, can we please increase our cost to \$8.00 **Approved.**

Review pricing for ½ year Intermediate riders. **Same as last year.**

### Rides for approval

Tom Quilty /Tooraweenah – 24-25 Sept 2021 OR 9-10 July 2021 – 160km.

Kowen Forest – 20, 40, 80km – new date 10 - 11 October 2020. This is usually Brookvale's date. Kim said she will be the representative for the ride. **Hold over.** Jo has said that we need an alternate date with all ride bookings. Jo said August is very bare. Possibly 1 and 2<sup>nd</sup> August. Kim said it is hard to nominate alternate ride dates in her area due to the weather.

Brookvale – same weekend. 10 – 11 October 2020. **Approved.**

Bullio Cup – 5, 10, 20, 40, 80km AERA (no frills) plus one star, 120km AERA plus two star. 31 October and 1 November. All rides on the Sunday. **Approved.**

Watagan Mountains – 10, 20, 40, 80km – 20 - 21<sup>st</sup> June 2020. **Approved.**

The NSW Tom Quilty was accepted by the AERA in principle with more complete information needed: chief steward, Matthew Walker is to be head vet, course maps, ride base map and facilities, toilets, showers, meeting spaces etc. Jo to speak to Sonia. This is needed ASAP at least within a few weeks. Let Jo know when something for the AGM is to go onto the website. Jo to check to see if the nomination forms etc. are on the website. **Jo left the meeting at [7:55].**

## ***Standing Items***

### **State Championship 2020.**

Kim gave a verbal report. Ride to be hosted by Tumut at Bondo Forest Headquarters incorporating the tracks from last year.

- Already onto the publicity.
- Article in the local paper. 1985 was the last time they held a State ride.
- Already got a lot of sponsorship.
- Also may get a Pandora saddle at a reduced price for a lucky draw.
- Looking at getting some overseas money.
- Have quotes for rugs, toilets, shower and lighting.
- The biggest expense is the delivery fee for the toilets. There are actually toilets and showers there that have been locked up. Hope to clean these up and get them running and use these.
- There are men's quarters also. Would like to clean these out so we could have accommodation for the vets and major people.
- Forestry will attach radios to our vehicles and we can use their communication.
- Not sure about the vetting area. Hope to get a roller up there and roll for a bit more firmness. Kim would like a roving checkpoint but so far no one agrees with her.
- Matthew has agreed to vet.
- Tom McCormack and Sandy Little have accepted position of chief stewards.
- Timing system, if used, will have a cost associated with its usage.
- Looking to get volunteers.
- Question on the \$6,000: is it possible to get this before the AGM or not? Kim has people who want money up front now.

**Ratification of decisions made between meetings :** There were no decisions made.

### **AERA meetings 16/17 November 2019**

- Had a problem on Friday afternoon as Peter could not attend the AERA meeting, Kerry unable to stay on Sunday. Noni had to take over and chair the meeting and she did an excellent job.
- Encouraging CSs to do '**play by the rules**' particularly the conflict resolution section.
- AERA Annual awards closing (on the website and in the newsletter) on 30 June.
- Invoice received by the AERA for TQ19 treatment vet fees and travel . Money paid by the AERA on invoice but the AERA was reimbursed 1/3. Stirling's Crossing vet expenses to be checked.
- File with Kerry's notes will be sent around to the SMC.
- Affiliation fees –same as 2019: \$32, \$16 and members asked to note that this hasn't increased since 2017. Insurance cost not known as yet, tele conference 4 December to discuss this.
- Discussion about the ride levy being increased from \$4 to \$5. Fees to remain the same as 2019.
- Horse registrations increase was defeated.
- ETS hire fee will be \$250 plus freight. \$13,000 to purchase a unit.
- Honorariums to remain the same as 2019.
- Vet fees will go up but ride organisers can negotiate their rate. Carried 10 to 8. 1.5%.
- Insurance – may be able to lock price in for two years. No change to volunteer personal accident policy but cost will be \$1200. Ambulance limited to \$2000 but only to full members who elect to take up personal accident insurance. Getting a quote to increase the amount to \$5000. John said there is a notice in the newsletter asking members to take out their own insurance cover. Intend to change policy to provide ambulance cover for volunteers.
- Deb Edwards – remains as bookkeeper for the next two years.
- Talea Hasko-Stewart will be the AERA webmaster.
- Need an EA agreement, this is being worked on.
- Constitution is in final form. Kerry to finish making minor changes and check with AERA lawyer to confirm it complies with the current legislation. Will then be presented to the AERA AGM in March and hopefully have it ready to go in July 2020. NSW members supported the Constitution proposal last AGM. **Resolved** to present it to the NSWERA members to confirm agreement.
- NSW Motion regarding upgrading from Novice rider status– carried. Rule for 2020.
- Tasmanian proposed for first vote, to clarify the fact that you have two attempts to pass the vet check.
- Motion about novice horse restrictions – horse does 3 intermediate rides in a year, log book needed. Everyone voted no except Queensland.
- Motion re use of hoods to go to NSWERA AGM for discussion.

### **2019 NSW Office of Sport Grant project – Advertising campaign**

Kerry thinks she has the laptops sorted. Software will be Office, Windows 10 and antivirus programs. Advertising – grant budget is \$10,000. Seeking permission for Kerry and Belinda to run with this with the help of Bec Hogan.

**Agreed.** The most difficult thing will be getting the mentors. Need about 10 people. Prepare appropriate documents to cover mentors. Each Zone delegate should return to the next meeting with a list of people from their

zone who they consider would make good mentors. Belinda to speak to Ruth about mentors. John will see who he could get. Faith has looked at the American Endurance website which has interesting guidelines for mentoring. Faith is happy to run with the mentor concept. Central West, Newcastle, Canberra, Wagga, South Coast areas for advertising. Faith, Belinda and Kerry will speak to Bec about this.

**2021 Quilty: Ratification and information for AERA meeting:** Ongoing.

## ***Committee Reports***

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

**Noni Seagrim: VP, AERA, website, Facebook, Child Protection** No report.

**John Howe: Treasurer, Newsletter, Zone 2 Delegate**

No report. AERA insurances and affiliation fees have been paid. There is nothing currently outstanding. If people like to let him have details of bank accounts John can pay direct into their bank accounts.

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

Received a reply from Sean Griffin regarding the letter sent to him, response tabled and read. Letter from the WA Quilty committee seeking sponsorship, prices as listed, buckles also available. **Resolved** NSW ERA will not be asking our ride committees to sponsor these prizes. John said we need to remember we have State Rides to sponsor and we also have a Quilty ride coming up. **Resolved** to sponsor a rug to the value of \$500. In order of preference - Junior, heavyweight, lightweight rug. Kerry will ask for an invoice and John will arrange payment. Letter concerning Burruga ride. No prizes awarded for completions. Writer says RO has been contacted and agreed to award a buckle but has not done so. **Resolved** to write to Burruga committee requesting a buckle for this first time rider, as was promised.

Email from Mindy Davies regarding a new magazine. Launching quarterly magazine next year. initially offering three pages coverage at no cost. **Resolved** Kim will contact Mindy regarding this.

Burruga – The CS report for Burruga was received and gone through in some detail. Noted that the Burruga committee was put on notice three years ago about ride standards and the requirements of NSWERA. The concerns expressed regarding the running of this ride were duly noted and it was resolved to take these up with the RO should another ride booking form be put in for this ride.

**Peter Bice: AERA, Ride Standards/Feedback, Governance** No report.

**Jo Davis: Ride calendar, website, stationery** Report done previously.

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

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

### ***Ride Reports:***

*Brookvale – 12-13/10/19, 13, 22, 40, 53 and 80km. Waiting on this to come in.*

*Bullio Cup – 3.11.12, FEI 80 & 120km \*\*/80 & 120km Youth\*\* AERA 5, 10, 20, 40, 80 & 120km.*

*Good facilities and layout. Track was thru' pine forest and farmland, with very good marking. Rider conduct was good. A well run professional ride, with a great atmosphere – Ride Organisers are to be congratulated for putting on so many rides - Great Sponsorship – Glad I had all the help from the FEI officials.....would have been a huge job by myself!! If the ride committee can keep up all the hard work I can see this event progressing to becoming one of the best in Australia. Only minor issue - Move the start of the 80km events away from the in / out gate as it interferes with the 120km events. More TPR's for the small events & on the Sunday maybe have an extra vet & vet lane to cater for these smaller rides.*

*There were 3 horses with inv tmt – 2 with tie up (1 FEI 120k V/O, 1 AERA 80k W/D) and 1 horse fall on the 80k (W/D). This rider was taken to Orange Hospital with a swollen ankle.*

*Windeyer – 20.11.19, 20, 40 & 80km.*

*Good facilities and marking, however the distance may have been a little short side. Good rider conduct. A well run ride, with a relaxed & great atmosphere. For a very small committee the Ride Organisers are to be congratulated for putting on the event.*

**CS/TPR:**

*All of the CS and most of the TPR packs (am still trying to contact people) have been sent.*

**South Coast Zone:**

*AGM: Have started approaching chairs for the Membership Information forum. Need to confirm amount towards their costs. \$150.*

*Other: Our Organizational Health survey showed we have sound organizational health (down from exceedingly sound organizational health).*

Gertraud Norton, Robin Gossip and Lindsay Knight expressed their thanks for the TPR pack.

14 presenters for the rider forum after the AGM. Kerry asked to confirm the budget for the presentation.

Matt running a vet accreditation school as well.

Mentor Program and Guidelines tabled. **Refer to Annexure A** to these Minutes.

**See Annexure B** for the original Step Up to an 80k Ride document. This was discussed mainly between Faith and Belinda with contributions from the rest of the SMC with appropriate changes being made to the document.

**Jacque Wright: Promotions** No report

**Alam Dastani – International** No report

**Faith Robinson: Zone 1 Delegate, Sydney Region Endurance**

*Planning for the Watagan Ride, Mountain Lagoon and Q60 all going ahead.*

*Watagan seems to have a strong and enthusiastic committee which is very exciting!*

*Ride Base will be at Cooranbong Equestrian Grounds.*

*Basic map for Watagan has been prepared via a compilation from Sixmaps (internet site) and placed into an autocad file. Cody Holloway will plot the maps by hand then they'll be plotted electronically by Nick who is Ian Dreghorn's contact. Ian says the cost to set up will be in the hundreds of dollars and minor changes after that will be cheaper. National Parks seem to be requiring more and more information these days*

*Still negotiating a Chief Steward for Mountain Lagoon.*

*Our nomination for new Zone computer caretaker is Brianna Webb. (May have already said this.)*

*We would like to invite everyone on the SMC to our Get Together, AGM and BBQ next weekend, Saturday Nov 30 at 6 pm.*

**Kim Stephens: Zone 4 Delegate. Merchandise**

Rides finished for the year. So far Bumbaldry, Gundagai and Tumut (hosting the 2020 NSW State Championship ride) have signed up for 2020. Hoping to get a new ride, Kowen Forest. In line with climate change historically the Snowy Zone rides were December, January, February, March and April and now they have moved to March, April, May, June, September and October. It's a complete switch around.

**Ruth Sumpner: Zone 6 Delegate** No report

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

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

**Office of sport annual organizational health report**

This report was sent via email previously. Portfolio positions need to be updated and we need succession planning put in place.

**2020 Quilty presentation for the AERA** Ongoing.

**Future meeting dates**

31 December is the closing date for the motions for the AGM.

6 December 2019.

17 January 2020. Kim will take over the minutes at this meeting.

All the members up for election will be re standing with the exception of John.

There being no further business the meeting closed at 11:00.

## **Annexure A**

### **Mentor Program and Guidelines tabled. Refer to Annexure A to these Minutes.**

This program is aimed at assisting new and recent members (including those taking out day membership) to the sport to be better informed with the rules, to be better prepared when entering their first ride and to be confident in their preparation and management of their horse for the event.

To facilitate this, each zone has been asked to provide the names of existing riders/mentors that are prepared to assist new members when contacted. *These mentors are to be endorsed by the SMC.* It is expected that the mentor will contact the new member within a day or two.

The member is sent "Getting Started in Endurance Riding", AERA Rider Code of Conduct and AERA Course Etiquette when becoming a member of NSWERA by the NSW Secretariat. However, in the case of a day member, these documents can be sent online. The mentor must be familiar with these documents, as well as the AERA Rulebook and the Step up program

*(Discuss an info/membership pack (inc the above, membership forms etc) that is sent to all new members that we can make available to the zones/clubs to ensure complete and correct info is given.*

It is expected that the mentors are familiar with these documents and able to discuss and explain the information covered in them. It is also anticipated that the mentor will attempt a casual ride with the mentee before attending an event. Mentors are asked to clearly explain what works for themselves and horse and why, and also to discuss the advantages and disadvantages of other options.

Common issues that arise are-

- familiarising the horse with being TPR'd,
- teaching the horse to trot quietly on demand at your shoulder,
- ensuring you have control of your horse on the ground and on his back,
- feeding and training,
- shoeing and tack,
- getting ready for the event, and
- ride management and strategy.

If possible, it would be ideal if the mentor was able to camp nearby their mentee to assist and support them for their first ride.

## **Annexure B**

### **Step-up to an 80k Ride!**

This program is aimed at encouraging novice riders residing in NSW that have not previously entered an endurance ride to step up and give one a go. It is hoped that this experience will give them the confidence to attempt further 80k rides. Novice riders are encouraged to contact their zone secretary to get the details of their zone mentors to offer guidance and support for this attempt.

Commencing Jan 1, 2020, it is open to any novice rider that has day or NSWERA Intermediate membership. You will need to nominate via email to [belinda.brian@netspeed.com.au](mailto:belinda.brian@netspeed.com.au).

When you have successfully completed 160km in introductory or intermediate rides in NSW, you will receive a voucher (to the value of \$125) from NSWERA towards your first 80km ride. This can be presented at any 80 - 120km ride in NSW. The rider must have the appropriate (full) membership status. It must be used within 6 months of completion of 160km.

So start your journey now! Notify me to start tracking your rides.