

Tasmania Equine Endurance Riders Association
Committee meeting minutes
Wednesday 8/1/2020
Latrobe, Pyengana, Leslie Vale, Sandford



1. Meeting opened late, 6.42PM, waiting for a quorum in the room at Latrobe.

SMC present: Blaine Astell, Melissa Kelly, Roger Nichols, Tania Jago (from 6.53PM), Jill Hawks, Trent Huxtable, Raelene Smith and, remotely, Tara Nicklason and Mark Dunn.

Apologies: Kelly Woodhouse

Visitors: Trish Smith (remote), Andrew Miles, Amelia Napier, Pat Hodgetts

Blaine briefed those present re Skype protocols.

2. Minutes of previous meeting 18/12/19 ratified – Roger, Raelene - carried

3. Correspondence

Letter from AERA re need to upskill CSs and use the new CS report form. Also covered need for DAs and club officials to enter data correctly into AERAspace.

Email to Greg Henry re process for casual SMC member

Motion for AGM received from Pat H for AGM motion to purchase a ride trailer

Letter re anomaly in log book / database for Tara Nicklason's horse Wongawol Legend at TQ19

Raelene Smith resignation as log book registrar

Matters arising:

Discussion re ride forms in ride bag – to be one source of forms to ensure only up to date forms are used. Source is the web site (which includes links to AERA forms. ROs to be reminded it is their responsibility to have the relevant forms present at the ride – **who?**

Roger to update AGM agenda with Pat's ride trailer motion – Pat to provide rationale

Jill to pick up logbook registrar role

4. Actions from previous meetings
 - a. Mark to look at member protection policy – in progress – would prefer to pass this role on to someone else
 - b. Using the Agfest site as a ride base – 5 letters sent by Tara to landowners. One very positive reply. Follow up letter to go to other four - Letters posted.
 - c. TQ20 piece for TQ20 handbook – Amelia Napier has agreed to write – progress? Has been sent to TQ20 folk – nil feedback
 - d. Member survey – possibly to be handed out at AGM - Blaine to progress
 - e. Thank you letter to Dave Nolan – Jill to progress

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- f. Letter to vets outlining appropriate behaviour – Jill progressing - difficulty with contact emails for some vets
5. Strategic Plan:
- a. promotional events in 2020 – southern planning underway – info day 8 Feb. Mark to circulate promotional plan – Mark encouraged northern members to think about who will do it / how and when. Brief discussion on same – Rebecca Ainslie to be invited to be part of planning
 - b. Request from STER for support for seminar attendees – request to be refined and brought back to next SMC meeting
 - c. Other – TEERA representation at horse expo – discussed – follow up next meeting

6. SMC Roles to fill

Discussion re the nomination process for 2020 SMC committee including that written nominations weren't received by the due date on the nomination form for two people. Resolved that an explanation would be provided at the AGM and that the late nominations would be formally received at the AGM and further nominations invited. Decided that AGM can decide who gets a one year term so that the two year cycle of elections is not disrupted.

Brief discussion of SMC roles to be filled – noted that election may be needed for office bearers. To be followed up on the SMC FB group

Trent spoke to the decision by a previous SMC to create a paid position (filled by Pam S for a period although payment not claimed) to do much of the SMC admin work – eg forms maintenance – role has slipped away in recent years. Mark, Jill, Roger noted that they contribute a large amount of unpaid time to TEERA / AERA business. Jill noted that TEERA cannot afford to pay.

Trent noted that the Treasurer has historically filled the role of Public Officer though mentioned only processing the Annual Return.

Pat H suggested a 'Risk Management Plan template' be created for use by all clubs so that all clubs aren't burdened with the task of creating one from scratch.

Noted that the role of 'new rider mentor' was a core responsibility for all SMC members.

Noted that non SMC members may be able to fill some of the positions that need to be filled.

Roger commented that he was currently doing work previously done by four people. This presented a risk, especially given his age. He would be unable to continue this workload into 2020.

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7. AGM

- a. Handouts -
 - i. Special resolutions
 - ii. Minutes of 2019 AGM
 - iii. Minutes of SGM
 - iv. Auditors report
 - v. Committee reports
 - vi. SMC meeting immediately following AGM?

All AGM documents are to be posted on the TEERA website – people invited to print. A few (25) hard copies will be available at the AGM – Jill is printing copies of paperwork for AGM - will require committee reports a few days prior unless they wish to print their own (Blaine Roger and possibly others).

Discussion re inclusion in finance report of commentary around the overpayments to AERA over confusion around day memberships. Issue may arise at the AGM. Blaine read out relevant passage. Pat suggested we discuss at AGM if the issue is raised.

Pat commented that the 2020 projected deficit of \$8k is likely to be raised by members.

8. Concussion policy and action

To be followed up 2020

9. 2020 FEES AND FORMS

In hand – thanks to Roger on a job well done

10. Finance report

- a. Status of \$2,000 loan made to CCER 15/3/18 – CCER to consider at their AGM – AGM not yet held
- b. Treasurer's regular finance report – accepted and late payments authorised – Roger, Melissa - carried
- c. Authority to Commonwealth bank to accept cheques to TEERA or TEERA INC (currently require name in full or "TAS EQUINE ENDURANCE RIDERS ASSOC") Form for second signature. - sorted
- d. Term Deposit - Matures 13 January
Noted that interest last 12/12 interest has amounted to approx \$2,000. Moved to reinvest \$110k - Roger, Trent - carried

11. 2020 budget – attached

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Noted – for review each meeting

12. National vet panel

To be resurrected with new Terms of Reference (previously circulated) – we need to nominate two vets. Suggest Celine Lee and Isabel Collier – Blaine read TOR – Mark to liaise with Isabel and Celine re interest, then Khyle and Colleen.

13. AERAspace data entry

Need to stress to ROs and ride secretaries the need to enter ALL relevant data – roles (including TPRs), ITs, etc - advice to be circulated by Tara (consulting Jill, Mark) on how RO data with respect to day riders/members should be entered

Progressing – difficulty with AERAspace access at present

14. Ride Bibs

Tara to work up policy doc for review – no further action

15. Annual dinner

Tickets sold – 5 so far – needs more promotion - is Facebook useful? Noted that people need to be encouraged to go to the website.

Pat – life members usually invited (they pay). To be done with personal email – Tara

Pat – life members need to fill in membership forms and fees paid by TEERA – Tara to progress

Trish – table decorations? Amelia to assist – to liaise with Tara/Trish – budget \$250 agreed

16. 2020 calendar

- a. Clubs need to be encouraged to get their nominations in – Blaine
- b. 2020 SCs – application received from NEEEC / CCER – Blaine – 20/11/20 – Santarena Park – resolved to accept
- c. 2020 SC Chief Steward - The last 10 TQs have been chief stewarded by the same three CSs. AERA is encouraging DAs to consider succession planning so that there are more 'senior' CSs in the pool for major rides such as TQs and SCs. With that in mind I suggest we consider using a Tassie CS for the 2020 Tassie SC – noted – for follow up in 2020

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- d. TQ20 chief stewards from Tassie - as above, the one or two we send should be chosen with succession planning / role development in mind – noted – for follow up at later SMC meeting in 2020

17. Biosecurity - Mark

The AERA biosecurity plan/guide requires us to have a biosecurity plan including a biosecurity field kit at each event. My time with AERA this year (and consequent consideration of hendra and infectious diseases in general) prompts me to revisit the issue.

I think this is another measure we now need to pursue. It's not impossible we will one day have an incident at a ride (EI, whatever...) and will need the plan and kit and/or the vets in attendance will expect it to be there.

Noted – for follow up in 2020

18. Chief Steward Liaison

Suggestions for new chief stewards? Deb Wyllie, Tony Perry – Mark to contact

19. Horse welfare

Horse age at rides – suggested by a member that young horses are not being checked / picked up at pre ride vetting - Mark to suggest CSs discuss with vets – in progress

20. EWS

Nil new - noted

21. Website report

See previously circulated report - noted

22. End of meeting 'around the table'

Pat – moderators on FB page – currently only SMC member moderate – suggested this may be restrictive – SMC can 'censor'? Blaine commented that, in his opinion, the current controls are adequate – agreed by Mark, Andrew. Tara commented that the FB page not the place to criticise SMC – care necessary with respect to social media rules. Also noted that feedback on issues floated is rarely received from members.

Voting at AGM - 2019 members or 2020 members? Committee is elected by 2019 members. 2019 members agreed by SMC.

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Amelia – raised the prospect of a TEERA team to go to Bullio cup? Also an exchange program with QERA for SCs? Funding support from TEERA possible? To go on agenda in 2020. Noted in response that there is a budget for this kind of activity - \$5k – some allocated already to the southern promo event, TQ20.

Trent – spoke to the history of the TEERA cash reserve - \$40k from previous Quilties. Much is there as a nest egg for TQs and state needs 'on a rainy day'. Needs to be used with care – specific purposes. Criteria for use needed? New SMC members need to know about the history. Terms of ref needed for cash reserve?

Roger – bushfire relief? Big issue – needs special consideration. Trent comments – wait til we know what is needed. Mark – AERA doing something but not decided what yet.

Roger apologised re any offence caused re moving of Laurie Nicolle's name from current to past life members on website. Agreed now appropriate to move.

Next meeting 1/2/2020.

Meeting closed 9.27PM