

Tasmania Equine Endurance Riders Association  
Committee meeting agenda  
Wednesday 12/2/20 6.30PM  
Latrobe



1. Meeting opened 6.40PM

**SMC present:** Blaine Astell, Melissa Kelly, Amelia Napier, Trent Huxtable, Andrew Miles, Tony Perry, Felicity Perry and, remotely, Tara Nicklason, Trish Smith and Mark Dunn.

**Apologies:**

**Visitors:** Pat Hodgetts

2. Minutes of meeting 1/2/2020 – **Moved they be ratified as correct - Melissa, Andrew – carried.**

3. Correspondence

a) December / January correspondence attached.

**Moved this be noted – Amelia, Andrew – carried.**

Matters arising - nil

b) January / February correspondence

8/01/20 Letter of resignation from log book registrar Raelene Smith

9/01/20 Email from Kim Moir with Terms of Reference for National Vet Panel

14/01/20 thankyou letter emailed to vet Dave Nolan

    Emails from Pat H and Deb Grull re vet contact addresses

    Email from Kaye Mitchell re incorrect TQ results for her horses

15/01/20 email from Deb Grull re contacting new vets for Endurance

16/01/20 Email from TQ20 re payment for 3rd place junior package sponsorship

    Forwarded to Roger for payment

19/01/20 Email from Mark to Celine and Isabel re National Vet Panel Terms of Reference

20/01/20 Email from Andrew Miles asking about Proxy Voting

    Response to say not allowable in Rules of TEERA

26/01/20 Email from Pat Hodgetts – expression of interest for position of AERA delegate 2020

    Emails with letter of acceptable behaviour to vets

    Email Undelivered mail to vet JIM Reilly

    Email sent to Deb Grull and Pay Hodgetts requesting update on Jim's contact

28/01/20 Email Deb Grull's vet contact strategy to Andrew Miles

28/01/20 Email from Kim Moir with updated National Vet Panel Terms of Reference

30/1/20 Email of thanks from Debbie Grull re conduct letter to all vets

7/2/20 Email from AERA re arrangements for March AERA meeting

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**Moved this be noted – Amelia, Andrew – carried.**

Matters arising - nil

4. Actions from previous meetings

- a. Request from STER for support for seminar attendees – request to be refined and brought back to next SMC meeting

From: markdunn1@netspace.net.au <markdunn1@netspace.net.au>  
Sent: Sunday, 19 January 2020 8:56 AM  
To: 'TEERA Jill Hawks' <ra-anji.1@skymesh.com.au>  
Cc: 'Blaine Astell' <Blaine.Astell@costagroup.com.au>; 'Trish Smith' <stormbayendurance@bigpond.com>  
Subject: Support for STER info day and May ride

Dear Jill,

Please consider this a formal request for TEERA to cover the day membership fee for any people who attend the STER info days on 8 and 28 February and subsequently enter a 20k or 40k ride at the STER May Dalmeney ride.

Kind regards  
Mark Dunn

**Moved this be accepted – Andrew, Melissa – carried.**

**Blaine commented that the proposed CCER info day in late Feb would not proceed due to inability to secure permits.**

- b. Agfest site as a ride base – Tara – Three local farms owned by same family – very horse friendly, keen to assist. Track looks viable. Open, flat country. Need some other people to progress. Ride base may be Agfest site or possibly a farmer's property. Lots of horsey people in the area.

**Trent – facilities (kitchen, toilets) available on Agfest site. There is a cost but not prohibitive.**

**Mark – seek expressions of interest from interested parties to set up a committee and run a ride?**

**Trent – SMC run a ride? Use as a fundraiser for youth development?**

**Mark – perhaps an SMC member could agree to co-ordinate the event.**

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**Trent and Tara to progress planning with SMC support.**

5. SMC Roles to fill

**SMC members discussed the roles below and agreed that the people shown would assume the portfolios next to their names.**

- a) President – **Blaine** elected at last SMC meeting
- b) Vice President – **Trent** elected at last SMC meeting
- c) Secretary – **Amelia** elected at last SMC meeting
- d) Treasurer – **Mark spoke to new arrangement – Mark to be treasurer, Roger to be book-keeper – Moved by Mel, Andrew – carried.**

**Roger to be book – keeper @ \$30/month + expenses – Moved Trent, Andrew – carried.**

**Trent – can we look at transitioning into one of the standard book – keeping programs eg Zero – SMC supports the principle - Mark to speak to Roger and report back next meeting – Trish has offered to help with the transition.**

**Tara – there are costs involved – is this justified? Might be better to buy a package rather than pay a monthly fee.**

**Trent – can buy Zero. Upgrades still cost.**

- e) Public officer - **Mark - Moved Trish, Trent – carried.**

Other Jobs tentatively allocated as below.

- f) Minutes & Agenda Secretary – **Tara – no time. Andrew – can meetings be recorded? Mark – yes. Mel** agreed to take it on
- g) Forms Secretary – **Trish**
- h) Database Registrar & AeraSpace Trainer - **Trish**
- i) Membership Registrar - **Tara**
- j) Logbook Registrar – Jill and Felicity nominated – **Jill elected**
- k) Webmaster – **Roger, assisted by Mark and Trish**
- l) Ride Entries set up & processing – **Roger, Mark, Trish**
- m) Facebook Moderators (multi) – **various SMC members Tara, Mark, Blaine – remove Roger. Add Trish. Trish – too much peripheral stuff hiding the important SMC info. Tara – agrees with Trish. Makes the point the website is the point of reliable info. Member education needed.**
- n) AERA Delegate(s) – Mark, Pat, Trent nominated - **Mark, Pat elected**
- o) Chief Steward Liaison - **Mark**
- p) Horse Welfare Officer - **Mark**
- q) Property Officer – **Tony**
- r) Electronic Timing System Manager - **Tony**

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- s) Risk Management Advisor - **Trent**
- t) Member Protection Advisor - **Trent**
- u) Endurance Promotions – **SMC responsibility**
- v) Publicity Officer - **SMC responsibility**
- w) Sponsors Manager -

**Mark – sponsorship is an important task – assists in meeting membership targets. Tara – agrees, Pony Club is important. Amelia suggests Sarah Parker be approached – passionate about endurance. Trish – no role description for many of these roles. SMC members could do? Andrew to compile a list of relevant horse groups.**

- x) New Rider Mentor – **all SMC**
- y) Vet liaison - **Andrew**

Once these are all allocated, Mark will liaise with Kevin Brewster to arrange for the generic @teera.asn.au email addresses to redirect to the new portfolio holders.

Current list is:

Email Address	Forwarding To
@teera.asn.au	kevin@synelec.com.au
treasurer@teera.asn.au	roger.nichols@bigpond.com
web@teera.asn.au	roger.nichols@bigpond.com
president@teera.asn.au	Blaine.Astell@costagroup.com.au
secretary@teera.asn.au	ra-anji.1@skymesh.com.au
membership@teera.asn.au	taraandged@gmail.com
logbooks@teera.asn.au	raelenesmith300@gmail.com

6. Rules follow up

Outcomes of AGM motions need to be incorporated into the master copies of the Rules (Word copy and web). New Rule version needs to be registered with the relevant agencies. – Done by Roger – several SMC members have copies. **Mark to follow up and see where this is at.**

7. AGM follow up, annual return

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**Roger to progress annual return. AGM minutes near to final – final version to be circulated to SMC for signoff next meeting.**

8. National vet panel

Invites sent to Isabel Collyer, Celine Lee

Celine has accepted. Isabel has declined. Kyle Stewart approached 4/2/20 – awaiting reply.

**Sue Martin or Debbie G if Kyle declines**

9. Dinner survey – Blaine

Deferred

Survey on membership forms – **Tara wants advice on how to progress. Mark suggests Tara provide general feedback next meeting.**

**Trent - pass on to Roger to consider?**

**Tara to progress.**

10. STER info day

The day went very well – 11 attendees plus three from STER (Trish, Janine, Mark). Expect 4-5 to attend the May ride. Another info day (evening) planned for 28 Feb at Orielton.

**Trish - have picked up new riders and volunteers.**

11. Strategic plan

Attached for comment / update.

**SMC members encouraged by Mark to review and provide feedback.**

12. 2020 calendar – currently....

Date	Details	Distances
Feb 14 & 15	CCER - Upper Natone	80, 40, 20x2
Mar-14	Black Bluff - Gordon Williams Memorial - Upper Castra	80, 40, 20
Mar-28	Kentish - Sheffield	80, 40
Apr 10 & 11		
Easter	NEEEC - Santarena Park, Scottsdale	Fri - 80, 60elev, 20

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Lockhart Challenge		
May-16	STER - Dalmeney	80, 40, 20
Jun 14 Sunday	Jill Sheean - Sassafras	80, 40, 20
Aug-22	NEEEC - Jolly Lette Memorial	80, 40, 20, 5
Sep-19	Tom Quilty - Collie W.A.	
Oct-10	Portland - Pyengana	80, 40, 20
Oct-31	Oss Foley Memorial - Gowrie Park	80, 40, 20
Nov 20-21	NEEEC & CCER - State Champs - Santarena Park, Scottsdale	20, 40, 95elev, 160elev

**Mel – Kentish may have issues with ride base. May need to change at last minute**

13. Ride trailer – Tony?

AGM agreed to purchase a ride trailer. Roberts trailer is available and suitable.  
Need someone to progress this.

**Andrew and Tony to inspect and report back. Tony waiting for advice on acceptance of \$8k offer.**

**Mark - move that Tony be authorised to offer Roberts up to \$10k. Seconded Andrew – carried.**

14. Motion on Rule 14.1 for AERA – document previously circulated.

**Deferred until next meeting – may be progressed by email.**

15. Finances

2020 budget attached for reference and review.

Banking authorities currently in place are

- CBA – Tara, Blaine, Roger, Jill
- Westpac – Admin Roger, Approvers Tara, Roger, Jill, Raelene

**Pre-prepared motions were incorrect so specific motions were not moved.**

**Motion: Move that any actions necessary to remove former SMC members from banking authorities and install new SMC members as authorities be carried out by Mark. Details to be circulated by email beforehand. Mark, Andrew - carried**

Mark noted that the new banking arrangements will remove Roger's ability to approve payments but will still allow him to fulfil the role of TEERA book-keeper. He also noted that

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he and Roger have discussed how the relationship between the Treasurer and book-keeper will work. We believe no major difficulty is likely.

**Motion: that the previously circulated Finance Report be noted and the payments contained therein authorised. Mark, Andrew – carried.**

**Blaine – question – affiliation invoice doesn't match? Needs clarification. Mark to progress and seek clarification from AERA.**

**Tara – happy if this could be sorted.**

**Amelia – receipts to go where? Mark – to Roger.**

16. Horse welfare

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.

Need someone to put together a kit.

Need someone to put together a plan (Mark has a draft template)

**Mark to send info to Trent to report back next meeting.**

17. Chief Steward liaison

Debbie Wyllie has been approached to become a CS and has shown some interest. Mark spoke to her at the recent dinner and encouraged her to continue.

18. Concussion policy and action

Documents previously circulated and attached again FYI. Info needs to be circulated to clubs, CS's noting their importance. (insurance implications).

**Mark to progress.**

19. End of meeting 'around the table'

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**Blaine spoke to the need for a Facebook policy**

**Trish – too full of clutter – too many ads - previous / existing policy was / is ads OK from 'friends', not businesses.**

**Mark's post re the AGM quorum motion – Blaine had concerns. Was from an SMC member and could have been portrayed as SMC view. SMC members need to be mindful of perceptions. 1700 members of the FB page – not a good reflection on SMC on the FB page.**

**Tara – Blaine makes good points. Nil feedback from members usually – one of the 1700 members might have had a useful comment to make. No social media rules broken – Blaine is being over cautious.**

**Blaine – some comments may have been disrespectful. SMC member posting need prior approval**

**Andrew – SMC lose to right to be 'open and free'. No guidelines. Two separate FB pages not desirable. Guidelines necessary.**

**Blaine – AERA social media rules for regular members. Contentious issues need moderating or referred to SMC page. SMC members need preapproval to post?**

**Tara – can we try a process where admins pin a post at the top – should say – 'important announcement has been made – check the website'. FB social – website for real info.**

**Trent – SMC members must accept responsibility to be careful of what they say.**

**Mark - policy needs to be written.**

**Amelia – not a good idea to have for sale ads – however where else do you post it?**

**Mark reminded SMC members of their confidentiality obligations re TEERA business.**

**Mark - Website - Trish and Mark did some training with Roger yesterday on how to operate the TEERA website. Both of them can probably now manage simple stuff. Mark observed Roger processing the CCER ride entries this morning and could probably now do this if necessary. Has done it before.**

**Mark - AERA – Qld / QERA in disarray following passing of a motion at AGM requiring all rides south of the Tropic of Capricorn to be 'open'.**

**Andrew – agrees with Tara's view that members should be directed back to the website**

**Tara – website is being used - 10,000 visits. FB unreliable.**

**Blaine to prepare a FB policy for consideration by SMC. Mark to assist.**



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**Andrew – selling animals via FB may not be a good idea.**

**Amelia – idea – hold a junior camp? Vetting, BC demo, take phones away, pizza for dinner.  
SOCIAL**

**Mel, age requirements? May need parent in attendance**

**SMC support – Amelia to progress**

**Andrew – ride bases available to do this?**

**Trent proposed a couple of venues. Permits may or may not be required.**

**Mark - caution needed re insurance**

**Trent – wording of promotional material may obviate the need for insurance**

**Mark – disagrees, need to make sure insurance covers the event**

**Pat H – property owner insurance covers it?**

**Mark – risk manager to investigate insurance implications??**

**Mark to send email to Sioux Reid, copied to Trent, to seek clarification.**

**Trent – social day on the dates the Feb Pyengana ride was cancelled? At Sassafra? A good use for FB. 40k ride likely**

**Trent – Has everyone got a current rulebook and the constitutions (TEERA / AERA)?**

**Pat – Rules last copy printed in 2016**

**Mark – Rules available on mobile phones and other devices – promo necessary on web / FB – TEERA constitution may need to be changed in light of the new AERA constitution**

**Trent – can't be forced to change ours**

**Andrew - unless it's in our interests**

**Pat – noted that the new AERA constitution requires DAs to have constitutions that are consistent with it**

**TEERA report due for March AERA meeting – Blaine to write**

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20. **Next meeting: March 11**

Meeting closed: 9.03PM