

TEERA SMC Meeting
Wednesday 10 March 2021, 6.30PM
Sassafras Fire Station and elsewhere
Minutes

Meeting opened: 6.37

SMC Present: Kaye Mitchell, Andrew Miles, Tony Perry, Felicity Perry, Trish Smith, Mark Dunn, Amelia Napier

Visitors: Pat Hodgetts

Apologies: Tony Purton, Grace Huxtable, Trent Huxtable

1. Brief welcome and intro comments from Andrew

- a. Andrew reported on his executive decision (in consultation with Trish) to move away from the Manehub ride nomination platform to a modified version of our old system.
- b. Leave of absence for Trenton – resolved to grant Trent a leave of absence for 2 months.
- c. SMC vacancy for role of treasurer. Mark has volunteered to act as treasurer, with Roger's assistance, in the meantime – accepted by SMC.
- d. ABC radio chat – SMC congratulated Andrew on his excellent performance when interviewed by ABC southern Tas last week.

2. Ratification of minutes of last SMC meeting (3/2/21 – previously circulated):

Motion: *'that the minutes of the SMC meeting on 3/2/21 be accepted as a true record of that meeting'*.

Moved, seconded: Tony Perry, Amelia Napier - carried

3. Matters arising

Nil not covered elsewhere.

4. Actions from previous meetings:

- a. Chase up prices on 2 Gazebos to house the ETS gear - Andrew spoke to the options document previously circulated. He recommended we go with the Extreme company quotes and purchase 1 x 3x3 (\$1070) and 1 x 6x3 (\$1550), colour blue. SMC resolved to accept Andrew's recommendation. Andrew to progress.
- b. Ride bibs, officials' vests – resolved that research to be done on who wants to replace their 80k bib – Amelia / Andrew to progress. 15 bibs to be ordered in the meantime to make sure we don't run out. Andrew to enquire re options for 40k bibs and sizing options.
- c. Officials vests – options paper previously circulated - Custom workwear will get the job –
 - 6 VET vests, green, 2 medium and 2 large.
 - 8 TPR vests, blue, 4 medium, 4 large (royal blue)
 - 4 ETS vests, 2 medium, 2 large (pink)
 - 10 volunteer vests, (yellow)

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all @ \$20 each - Andrew to progress.

- d. Mark to email clubs reminding them of the concussion protocol – done.
- e. Mark to write to BB and Kentish advising no need for ride nomination fee – done.
- f. A range of banking actions necessary – Roger, others - mostly done – some difficulty reported as a result of Trent’s injury and Grace’s need to assist him
- g. Mark/Trish to have a look at the ride form with a view to removing unnecessary detail - done
- h. Trish to talk to Angie Clarke about volunteer co-ordinator role. Mark to write to her foreshadowing this – letter from Mark has gone – on agenda elsewhere
- i. Insurance for ride trailer, including ETS and other miscellany – Mark to investigate – on agenda below
- j. Mark to circulate the existing TEERA strategic plan to SMC - done
- k. Mark to write an email to clubs and a notice for the website and Facebook encouraging people to bring their dogs to rides, where local rules permit – done.
- l. Annual report to be submitted to Tas Govt DOJ – done
- m. Mark to write to club secretaries detailing process for accessing FORICO land for events – done (thanks to Flick for her efforts assisting)

5. Correspondence

In

4/02/2021	cc'ed email from Roger to Westpac re arrangements for new Westpac account
5/02/2021	Email from AERA notifying appointment of Kim Moir as interim treasurer (until AGM 7 March) following resignation of Noni Seagram Copy of email from Roger to AERA book keeper querying apparent discrepancies between his AERAspace records and fees charged Copy of email from Roger to Westpac re TEERA accounts Email from Linda Tanian re AERAspace access - response to TEERA request for info Email from Linda Tanian reporting that new AERAspace accesses have been actioned
7/02/2021	Email from Roger - webmaster resignation, willingness to continue assisting with finance Email for Felicity Perry re FORICO permissions required to access their property
8/02/2021	Copy of email from Roger to Westpac re TEERA accounts
11/02/2021	Dog notice to club secs
12/02/2021	Email from Kim Moir notifying us that Marylou Locke wil continue in the swab co-ordinator role. Passed on to Pat H.
15/02/2021	Email from Kim Moir - AERA AGM notification and associated documents - forwarded to SMC Email from Kim Moir - AERA MC meeting 7 Feb report. Forwarded to MC + Pat H
16/02/2021	Andrew to SMC re webmaster role

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- 17/02/2021 Letter from Tas Gov noting TEERA successfully managed its 2020 COVID grant
- 22/02/2021 Email from Roger to assorted SMC re banking arrangements
- 23/02/2021 Email from Roger to assorted SMC re banking arrangements
- 24/02/2021 Email from Roger to assorted SMC re banking arrangements
Email from AERA notifying special resolutions for AGM
Email from Kerry Smith (NSWERA) requesting AERA add the 2021 budget to the AGM agenda
- 25/02/2021 Email response from Kim Moir (AERA acting treasurer) noting the financial reporting to DAs over the last months and requesting any concerns be brought forward
Letter from Greg Johnson - Provisional CS report Ian Sims - good
Letter from Greg Johnson - CS report from Black Bluff ride - good
Copy of email to various SMC / bank officials re banking arrangements for TEERA
- 2/03/2021 Email from Trish Smith - copies of three EWS letters
Email from Roger to various SMC re membership registrar arrangements
- 3/03/2021 Email from AERA seeking input into Land Transport of Horses consultation - passed on to SMC
- 3/03/2021 Finance report from Roger + query re Pyengana vet fees
- Out**
- 30/2/21 Email to Kim Moir / AERA. AGM minutes, accounts
- 5/02/2021 Email to Roger - ratified Jan SMC meeting minutes for website
Strategic Plan circulated to SMC
Email to Black Bluff Jodi Hutchins re ride nominations 2022-24.
Advised that as payment is no longer required, the cheque sent along will be destroyed.
Email to Kentish, Jacob Tammens - ride nomination fee no needed so cheque to be destroyed.
Email to Angie Clark thanking her for raising the issue of volunteering at rides and notifying her that Trish would be in touch to discuss.
Email to Jill Hawks seeking info on TEERA assets insurance - response received 6/2/21
Email to AERA seeking info on procedure for allocating AERAspace access
ROC notice on dogs at rides circulated to SMC for comment
- 9/02/2021 Secretary to SMC passing on AERA reply re AERAspace accesses being cleared each year
Secretary to SMC inviting comment on the need for a brief session on how to read / interpret the finance reports Roger sends along each month
Updated concussion advice sent to Club secs + CSs by Mark

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10/02/2021	Email to Roger confirming SMC wishes to receive a briefing / some tuition on the meaning of his finance reports
12/02/2021	Mark to SMC with draft FORICO access advice for clubs Roger - letter re resignation as webmaster Email from Mark to Total Rubber pointing them to club contacts re rubber flooring ad
12/02/2021	Email from Kim Moir re swabbing targets for 2021 + a report on 2020 swabbing
18/02/2021	Letter from DOJ acknowledging lodgement of updated Rules
21/02/2021	Mark to SMC re STER info day insurance
22/02/2021	
24/02/2021	Mark to SMC - forwarded email re EA situation - leaving administration Email from AERA re AGM - forwarded to SMC
25/02/2021	Mark forwarded to SMC - email from AERA with special resolutions for AGM
1/03/2021	Mark to SMC - draft SMC meeting agenda
2/03/2021	Mark to Kevin Brewster re redirect of membership email to Grace - actioned by Kevin
3/03/2021	FORICO process email sent to club secretaries Mark to Kendall Sparnon (Surewise) re setting up a meeting to discuss ride trailer and contents insurance Email to Deb Grull, Trish Smith and Tony Purton seeking comment on the land transport consultation
4/03/2021	Mark to Roger - draft 2021 budget for comment

6. Matters arising

- a. AERA AGM
 - i. Agenda previously circulated. Special resolutions – in the main, Rules tweaks – nothing contentious.
 - ii. AERA office bearers – MD to stand as VP and/or Treasurer
- b. Pyengana vet fees – status? – Mark to investigate and report back
- c. Webmaster role – Trish, Mark have been doing some basic website updates. Trish, Mark – easy to do basic stuff. Trish to discuss substantive role further with Tara. Roger to investigate options for professional help

7. Finance:

- a. Motion that: *'the previously circulated finance report be noted, the payments therein authorised and the receipts noted'*. Moved, seconded: Kaye Mitchell, Tony Perry - carried
- b. Update on banking authorities – Roger – see above
- c. Presentation on finance report – Roger – briefly described cash v accrual reporting. Roger also detailed issues with timing with respect to the regular AERA invoices. Resolved that SMC meeting will now be held on the third Wednesday of each month to accommodate. SMC congratulated Roger on the excellent quality of the presentation he prepared on the responsibilities of SMC members with respect to managing the organisation's finances.

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- d. Insurance for ride trailer, including ETS and other miscellany – Mark to report – awaiting call back from insurer
- e. 2021 budget – attached. Discussion: annual award costs excessive? Members to be consulted. Kaye and Mark to progress. Aim to minimise dinner costs in the future. Friendly, casual with care not to be too frugal or casual. Needs to be a 'special' occasion. This year's event was near enough break even.

8. TEERA strategic plan.

Previously circulated to SMC. Discussion: Mark spoke briefly to the plan. There is a need for a northern promo event / info day. Need more southern rides to consolidate the interest shown. STER to attempt to progress.

9. AERA meeting report:

Report on AERA meeting 7/2/21, attended by Mark Dunn and Pat Hodgetts, has been circulated.

Matters arising: Query re AERAspace nomination system → Work progressing. No final decision has been made by AERA to proceed.

10. Report on STER 'Welcome to endurance' day

Mark, Trish to report – great day.

Northern day? Amelia to progress. Andrew to assist. Mark to call Mills to advise on STER day. Celine may attend to speak.

11. Ride nominations:

New platform, ManeHub. Update from Trish Smith.

Manehub got a good try. New system is still in development. Platform crashed in the middle of a ride nomination process. Needed to revert to old system – view is that it is as good as what Manehub offered. Awaiting AERA system. Many thanks to Roger for historical work. Trish to manage system until AERA comes online and is deemed acceptable. Andrew, on behalf of SMC, thanked Trish / Roger for their efforts.

12. Encouraging people to volunteer:

- a. Mark wrote to Angie Clark thanking her for her contribution and foreshadowing a call from Trish Smith to discuss – work in progress - Trish to report back

13. Ride trailer:

Update from Tony Perry – in use. Minor issues, now resolved, now registered. (in Tony Perry's name) Some further costs anticipated – these are budgeted. SMC thanked Tony for sorting everything and doing the work. Brief discussion about what goes in it and how that's tracked / monitored.

Mark to write to ROCs re trailer and what's in it. ROC responsibility to arrange for trailer to get to ride. And return in good nick.

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Mark to draft SOP for ROCs re trailer. Reminder to ROCs re accessing Forico land.

14. Head vet accreditation for Deanna Casey

Discussion. Andrew, Mark detailed accreditation procedure. SMC agreed to progress – need to do AERA website program. Mark to progress

15. New 'official' TEERA FB page:

It has been suggested that a new TEERA Facebook page be established as an 'official' communication channel for TEERA. The idea is that it will be used for 'official' communications to TEERA members and other interested parties. In general, commenting won't be allowed. Once set up, the 'old' TEERA FB page could be renamed / rebadged as a Tasmanian endurance page with no official link to TEERA.

Motion: *'that a new TEERA Facebook page be established as an 'official' communication channel for TEERA and that the 'old' TEERA FB page be renamed / rebadged as a Tasmanian endurance page, remaining under the control of TEERA officials.'*

Moved, seconded: Mark, Trish – much discussion → vote → 3:3. Motion lost.

16. Saturday morning vetting:

From a member: *'Apparently we only want unemployed and retired to do rides ie people who work Fridays can't vet Saturday morning as I read it. Fair enough I know they will usually accommodate but new people would be put off.'*

Motion: *That TEERA write to all clubs encouraging them, where possible, to allow vetting for 80k riders on Saturday mornings.*

Moved: Mark, Kaye: carried. Mark to progress

17. Ride entry close off day

Sunday, Tuesday previous? Up to each club? Other?

Resolved: Up to each club.

18. Early Warning System (EWS)

Three letters have gone out since the last meeting - two riders and one horse.

No further comment.

19. TQ25

2025 will be on us before we know it.

Venue? Baker's Beach? Santarena Park?, Font Hill?

For more discussion at future SMC meetings.

20. State Champs

One club is investigating its ability to stage the event.

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Next meeting: Wednesday 21 April 6.30PM