

TEERA SMC Meeting - Agenda
Wednesday 15 December 2021, 6.30PM
Sassafras Fire station and elsewhere

Meeting opened: 6.30PM

SMC Present: Kaye Mitchell, Andrew Miles, Tony Perry, Felicity Perry, Mark Dunn (remotely), Tony Purton, Trish Smith (remotely), Grace Huxtable, Trent Huxtable, Amelia Napier

Visitors:

Apologies:

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1. Brief welcome and comments from chair

2. Ratification of minutes of last SMC meeting (17/11/21 – previously circulated):

Motion: *'that the minutes of the SMC meeting on 17/11/21 be accepted as a true record of that meeting'*.

Moved, seconded:

3. Matters arising

Nil not elsewhere on agenda.

4. Actions from previous meetings:

- a. Mark to research who is responsible to get responsible person to attend swabbing – query email sent to Pat H 18/11. Response – not SS responsibility unless rider is a junior

[REDACTED]

- e. Kaye / Tony to progress getting further bios for the TEERA Hall of Fame page. – in progress

- f. Tony Perry to research suitable ride clocks

- g. EWS to be a standing SMC meeting agenda item

[REDACTED]

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- i. Out gate procedure under ETS? Related email from Tara Nicklason, CS at Pyengana ride – Kaye to draft procedure for review- done 8/12/21 Mark to write to Tara, updating her – done 21/11.
 - j. AGM / dinner venue. 15 Jan - Mark to confirm with Brickendon – done 18/11/21
 - k. Email from Deb Grull re promoting rides – Mark to circulate to clubs – done 19/11/21
 - l. TEERA / Mark to write a congrat letter to MEER re SCs – done 29/11
 - m. Angie Clark letter – Andrew read out. Mark to write to Angie, thanks. SMC (Kaye) examining process around in / out gate – Rule 36.
 - n. Day member calculation for ride returns – advice sought from AERA. Clubs must obtain day rider numbers from AERAspace a few days after the ride – Mark to write to clubs.
 - o. AERA online ride nomination platform: A phone contact for technologically challenged riders is needed. Mark to raise with AERA. – done – it’s already there and always has been. Beta testing of system by users 11/12/21 – Trish to report
 - p. Mark to liaise with Deb Wylie re promoting Ride of the year – done 19/11/21
 - q. Mark to liaise with Deb Wylie re promos for SMC election – done 19/11/21
 - r. State champs trophy to be repaired / modified – to go to repairer for advice
 - s. Mark to prepare 2022 forms for review at December meeting – in progress
 - t. Generator for ETS – Tony to report - deferred
 - u. Drawings as EOY awards? - deferred
 - v. EA membership cost for swab stewards – Mark has asked AERA to seek honorary memberships for swab stewards – AERA has undertaken to progress
 - w. Andrew to arrange TPR course for 2022 - deferred
- [REDACTED]

5. Matters arising

- a. Ride clocks
 - b. ETS generator
 - c. Hall of fame bios – deferred
 - d. In / out gate procedure - Kaye
- [REDACTED]
- f. State champs trophy – gone for repair / modification?
- [REDACTED]
- [REDACTED]

6. Correspondence

In

- | | |
|------------|---|
| 10/11/2021 | Email from Roger - account for TEERA share of PL liability shortfall for 2021 |
| 12/11/2021 | Email from Kim Moir - AERA MC meeting agenda for 20 November AERA meeting - forwarded to SMC for review |

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14/11/2021

[REDACTED]

[REDACTED]

Mark to SMC - agenda for SMC meeting

[REDACTED]

15/11/2021

Email x 2 from Kaye Mitchell re attendance at SMC meeting, process for tabling a document and suggesting agenda items - acknowledged with advice agenda items may be held over to next meeting

Email from Pat Hodgets - Kyle Stewart interested in doing the EA swab steward course

16/11/2021

Email from Pam Shadbolt - SC ride return, safety checklists

Email from Angie Clark re finish of 160k ride at SCs - acknowledged and placed on agenda for 17 November SMC meeting - forwarded to SMC

cc'ed email from Emily Shadbolt to Roger Nichols re SC photos

Email from Roger - request for \$80 to purchase SC photos for website. On agenda for 17 November meeting

[REDACTED]

[REDACTED]

Email from Trish Smith - c'ed EWS letter to [REDACTED]

email from Trish Smith re AERASpace reporting anomalies for day riders - forwarded to AERA - response received - ticket raised

18/11/2021

Email from Andrew Miles - CS reports CCER, Oss Foley, SCs.

19/11/2021

[REDACTED]

20/11/2021

cc'ed email - Trish Smith to [REDACTED] - EWS letter

24/11/2021

Email from Diana Carol questioning need for swab stewards to have EA membership. Responded that AERA has agreed to ask EA to grant swab stewards honorary membership

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- Email from Kim Moir - TPR badges available to present (and reward) TPRs.
- 25/11/2021 Email from Kentish secretary - Lydia Rigby - new committee and 2022 calendar dates - acknowledged and forwarded to Roger for website update
- 26/11/2021 Thank you letter for sponsoring a rug at TQ21 from Jane Radny
- Email from Kim Moir - notice of adjourned AERA MC meeting for 29/11 - forwarded to SMC
- Email from NEEEC [REDACTED]
- 28/11/2021 [REDACTED]
- formally withdrawing 2022 ride nominations - acknowledged - forwarded to SMC
- 29/11/2021 Email from Kirstie Lockhart re TQ25 - forwarded to SMC for comment
- 29/11/2021 Email from Kirstie Lockhart - EOI for TQ25 SC - acknowledged, congrats
- 2/12/2021 Email from Kim Moir - 2022 AERA fees and charges - forwarded to SMC
- Email from Kim Moir - 2022 vet fees - forwarded to ROCs
- 2/12/2021 Email from Pat Hodgetts - swab postage for reimbursement - forwarded to Roger for processing
- 2/12/2021 Email from Debbie Grull re Ride of the Year - forwarded to SMC and on agenda for 15 December
- 3/12/2021 Query from Deb Wylie re budget for EOY awards - responded
- 5/12/2021 Email from Kim Moir - notes form 20 November AERA MC meeting. Forwarded to SMC.
- 6/12/2021 Email from Kim Moir - 2022 insurance documents - posted to website by Mark
- 7/12/2021 Logo designs from Deb Wylie, Angie Clark - forwarded to SMC
- Email from Kim Moir - AERA affiliation agreement - forwarded to SMC
- 8/12/2021 Finance report for SMC meeting from Roger - forwarded to SMC
- Email from Kaye Mitchell - draft flowcharts for arrival / Departure gate procedures - email was cc'ed to SMC

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Out

14/11/2021	Mark to SMC - agenda for 17 November SMC meeting
16/11/2021	[REDACTED]
18/11/2021	[REDACTED]
19/11/2021	[REDACTED]
	Mark to SMC - draft minutes and action sheet for review Email to Deb Grull in response to her funding thoughts email of 3 November - that email forwarded to clubs for their consideration
21/11/2021	[REDACTED]
	[REDACTED]
	Mark to Tara Nicklason - email re SMC decision to produce an out gate SOP Mark to SMC - MEER congrats letter re SCs to SMC minus Kaye and Amelia for review Mark to Angie Clark re 160k finish at SCs Mark to Kim Moir - AERA - re providing a phone number for phone entries on new inline nomination platform
22/23/11/21	Various letters to review sent to SMC
23/11/2021	Mark to SMC - two emails re CFJ correspondence
24/11/2021	[REDACTED]
	[REDACTED]
28/11/2021	[REDACTED]
	Mark to SMC - redacted minutes for review Mark to SMC - adjourned AERA meeting agenda for comment
29/11/2021	[REDACTED]
	[REDACTED]
	Mark to Amelia Napier and Emily Shadbolt (MEER) - congratulations re SCs - MEER acknowledged
2/12/2021	Mark to SMC re NEEEC

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- 4/12/2021
 - Mark to SMC - draft 2022 budget and fee schedule for consideration
 - Mark to Brandon Bourke - account for vet treatment at Pyengana ride
 - [REDACTED]
- 5/12/2021
 - Mark to SMC - December SMC meeting agenda for review
 - [REDACTED]
 - Mark to Pat Lamprey cc Felicity Perry Cameo Skittles log book
- 10/12/2021
 - [REDACTED]

7. Matters arising

- a. NEEEC letter – receipt acknowledged with advice that it had been forwarded to SMC for consideration

Discussion:

Action:

- b. Debbie Grull – Ride of the year emails x 2 lobbying for OF to get the award - response needed.

Discussion:

Action:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- d. AERA affiliation agreement

SMC signed off on this at the last meeting however some DAs take it to their AGMs. Should TEERA do this?

Discussion:

Action:

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- e. TEERA logo designs

Various designs circulated to SMC.

Discussion:

Action:

8. AGM

- a. Roger to arrange audit. Note: no longer legislatively required. Cost is approx. \$1,000.
Remove from Rules?

Discussion:

Action:

- b. Rules require notice of AGM (15 Jan) to be posted to website and FB by 24/12/21 – secretary to action, including the posting of relevant documents
- c. Notices of motion: none received as of 10/12/21

9. End of year awards / dinner

- a. Update from Amelia

Discussion:

- b. Ride of the year award – vote conducted on FB (Thanks Deb W). High voter turnout with many votes coming from people with no apparent connection to endurance riding. Outcome was approx. 280 for the Oss Foley ride and 250 for the State Championships. Much smaller numbers were recorded for other rides.

When the votes were cross referenced with memberships, the outcome was that 46 members voted for State Champs, 15 members voted for Oss Foley and 14 members voted for Wattlewood in Pink.

Discussion:

Action:

- c. **Cost of awards + dinner**

Annual Dinner & Awards after Sales

-5,142.56

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Administration (Office, Website, Insurance, Govt., Audit, Travel)	-4,697.27
Clothing and Bibs after sales	-429.05
Sponsorship, Ride subsidy, Donations	-2,677.27
Swabs	-1,448.79
Equipment	-2,318.66
<hr/>	
TOTAL	-16,713.60

Major part of TEERA expenditure – appropriate?

Discussion:

10. SMC elections

The two-year terms of Tony Perry, Trish Smith, Andrew Miles, Felicity Perry, Amelia Napier and Trenton Huxtable conclude at the 2022 AGM. The one-year term of Grace Huxtable, appointed to a casual vacancy in 2021 also concludes then. There are, therefore, six SMC committee positions to fill.

A flyer was published on 3/12/21 inviting nominations. As of the date of this agenda being circulated, 11/12, no nominations have been received by the secretary. One EOI was messaged to Andrew 10/12.

Discussion:

Action:

11. Finance:

- a. Motion that: *'the previously circulated finance report be noted, the payments therein authorised and the receipts noted'*. Moved, seconded:
- b. 2022 budget and fees. Drafts circulated, for consideration, comment, possible amendment and adoption

Discussion:

Motion: that the previously circulated draft 2022 budget and fee schedules, as amended, be adopted.

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Moved, seconded: Mark

c. 2022 Forms

Mark - Once the final fee schedule has been agreed. I will produce the various forms required for 2022 (membership etc etc).

12. 2022 Calendar

There are now at least four gaps in the calendar and, while the STER ride is now showing as confirmed, the personal circumstances of the key folk are evolving and this may change.

Discussion:

Action: remove NEEEC rides from the national calendar

Ride nominations 2022

12-Feb	Jill Sheean Gordon Williams
26-Feb	CCER
19-Mar	Kentish
April	
8-May	STER
28-May	WP
June	
8-Jul	TQ22
August	
Sep-24	CCER
15-Oct	Portland Riders JG Memorial
5-Nov	Oss Foley

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19-Nov SCs?

13. SMC business between meetings

That email correspondence outside of meetings is used for dissemination of information in the week prior to the SMC meeting, unless a matter requiring urgent attention arises.

Rationale

Email correspondence prior to meetings is an efficient way to ensure SMC members are well informed and have sufficient time to carefully consider matters that will be further discussed. This streamlines meetings and allows the SMC to use meeting time efficiently. eg 2022 budget.

Restricting the timeframe to the week before the meeting will limit the intrusion of SMC business in members' otherwise busy lives.

It is generally accepted in the wider community that emails are best suited for communication of simple procedural type things. They lack the capacity to communicate tone, gesture, etc and therefore are not appropriate for dealing with matters of sensitivity.

Discussion outside of meetings - It seems it might be a grey area as to whether they are minuted as they would be in a meeting. I find this problematic.

Of course, occasionally urgent matters arise. Urgent would mean needing an immediate decision and perhaps discussion. I suspect there is something in the "rules of incorporation" that mentions dealing with urgent matters, perhaps involving the executive.

Discussion: Mark – SMC members must of course have the ability to communicate with other SMC members as and how they see fit between meetings.

Moved, seconded: Kaye,

14. 20 November AERA meeting

Summary has been circulated to SMC.

Discussion:

15. EWS

EWS HORSE:

[REDACTED]
[REDACTED]

- 13 other horses currently on 20 points or greater

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EWS RIDER:

- [REDACTED]
- 2 other riders currently on 26 points

Note:

- 'Cautionary' letters are sent when horse/rider accrue 30 points or greater.
- 'Return to Novice' letters are sent when horse/rider accrue 45 points or greater.
- A person responsible for a horse, or a rider accumulating 60 or more penalty points is required to show reasonable cause why the horse/rider should not become ineligible to enter rides for a period of time as determined by the DA.

16. Round the table...

Meeting closed: Thanks to SMC for attendance from Andrew.

Next meeting: Midday, Saturday 15 January ?

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

18. TEERA merchandise

Update – deferred until next meeting

19. Terms of reference for accessing TEERA grants

Draft was circulated 26/8/21. Recirculated for comment 21/9/21. No comments received.

Update from Mark - remains a work in progress.

Discussion deferred until next meeting.

20. TEERA Hall of fame

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Some DAs have a section on their websites to feature their historical heroes.

The principle here is that our heroes will one day be forgotten unless we do something to immortalise them. The TEERA 'Honours' website page lists life members but contains no information about them.

Motion: 'That work be commenced to update the TEERA Honours page with linked information about the life members on it.' Moved, seconded: Mark Dunn, Amelia Napier, Carried.

Action from July meeting: Amelia Napier to progress

Action from September meeting: Tony Purton and Kaye Mitchell have agreed to assist Amelia with this.

Action from October meeting: Claude Filleul's blurb to be posted to website. Done 26/10/21

Discussion deferred until next meeting.

21. TQ25

A second email went to clubs and a second promo was posted to FB seeking expressions of interest to host TQ25 and for EOIs to join the steering committee.

Mark - One further EOIs received – Kirstie Lockhart – acknowledged with thanks.

Discussion deferred until next meeting.

22. Member numbers:

As of 4/12/21. Just an FYI

Adult & Junior Riding Membership

	2017	2018	2019	2020	2021
NSWERA	474	431	432	352	427
QERA	465	480	509	423	398
SAERA	83	84	60	67	84
TEERA	223	229	183	135	136
VERA	210	193	186	118	157
WAERA	159	198	198	191	187
Total	1614	1615	1568	1286	1389

No change since last month.

23. TEERA Rules

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Need to be reviewed? Aging, some anomalies – eg notices must go to members in writing to their address (no email).

Roger is prepared to be part of a working group to redo from scratch with reference to the Tas Model Rules. Clearly a lengthy job....

24. Website contacts page

WWVP, First Aid, Chainsaw – needed?

TPRs – needs an update – deferred

25. TEERA complaints handling protocol

Draft circulated to SMC for comment.

DRAFT