

TEERA SMC Meeting - Minutes  
Wednesday 15 December 2021, 6.30PM  
Uniting Church, 75 Chapel Rd  
Sassafras and elsewhere

Meeting opened: 6.37PM

SMC Present: Kaye Mitchell, Andrew Miles, Felicity Perry, Mark Dunn (remotely), Tony Purton, Trish Smith (remotely), Grace Huxtable, Trent Huxtable, Amelia Napier (6.40PM)

Visitors: Pat Hodgetts (from 7.15PM)

Apologies: Deb Wylie, Tony Perry,

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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, as amended, be accepted as a true record of that meeting'*.

Moved, seconded: Trish Smith, Tony Purton. Carried.

**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 – email sent to Pat H 18/11. Response – not SS responsibility unless rider is a junior – Mark - EA protocol is silent on this
- b. Redacted
- c. Redacted
- d. Andrew to speak to Tara to get the CS report from the ride changed to correct the statement that Jess and Kaye left early – done – Tara declined.
- 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 – in progress
- g. EWS to be a standing SMC meeting agenda item
- h. Redacted
- 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 Gull 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 – see below.

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- 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
- 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 – see below
- 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
- w. Andrew to arrange TPR course for 2022 - deferred
- x. **Redacted**

**5. Matters arising**

- a. Ride clocks – deferred - 2022
- b. ETS generator – deferred - 2022
- c. Hall of fame bios – 2012 Quilty book may have some useful info, Kaye to progress.
- d. In / out gate procedure – Kaye – proposed flow charts received from Kaye. Good effort – to be further refined and circulated to CSs and ROCs after review by SMC. Important to tell people what the procedure is at pre-ride briefing. Mark to write to Angie Clarke, updating her on SMC response to her November correspondence
- e. **Redacted**
- f. State champs trophy – gone for repair / modification? Andrew to progress.
- g. **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
14/11/2021	<b>Redacted</b>

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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 Hodgetts - 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 Abbey Ayers

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 FP - 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

Email from Kim Moir - TPR badges available to present (and reward) TPRs.

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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 Thanks 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

28/11/2021 Email from NEEEC - 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 agenda'ed 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

Out

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14/11/2021	Mark to SMC - agenda for 17 November SMC meeting
16/11/2021	Mark to Pat Lamprey re incident at SCs - acknowledged by Pat.
18/11/2021	Redacted
	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	Mark to SMC minus Kaye - PL letters for review
	Mark to SMC minus Kaye - SH letter for review
	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	Mark to Pat Lamprey - three letters re SC and OF rides
28/11/2021	Mark to Pat Lamprey - summary of phone chat 26/11 between Mark, Andrew and Pat
	Mark to SMC - redacted minutes for review
	Mark to SMC - adjourned AERA meeting agenda for comment
29/11/2021	Mark to SMC - CR letter re OF
	Mark to TP and KM re outcome of complaint
	Mark to Amelia Napier and Emily Shadbolt (MEER) - congratulations re SCs - MEER acknowledged
2/12/2021	Mark to SMC re NEEEC
	Mark to SMC - draft 2022 budget and fee schedule for consideration

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4/12/2021	Mark to Brandon Bourke - account for vet treatment at Pyengana ride <b>Redacted</b>
	Mark to SMC - December SMC meeting agenda for review Mark to SMC - KL letter for review
5/12/2021	Mark to Pat Lamprey cc Felicity Perry Cameo Skittles log book
10/12/2021	Mark to Kirstie Lockhart re rug sales

**7. Matters arising**

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

Discussion:

Action: Thanks for your letter – simple acknowledgement

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

Discussion:

Action: Thanks - award will be assessed as previously agreed.

- c. **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: Why not.

Action: Agenda for AGM.

- e. TEERA logo designs

Various designs circulated to SMC.

Discussion: Boobs need to go. Smaller? Much discussion, various preferences....

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Action: Number 4 preferred. OK embroidered in colour? OK in B&W? Mark to discuss with Deb W - request change to remove breasts.

**8. AGM**

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

Discussion: Motion is on AGM

- c. 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
- d. Notices of motion: none received as of 10/12/21. One received 15/12/21 (new constitution desirable?). To go on AGM agenda

Tony Purton raised the issue of member consultation, noting that there was much more of this in days gone by. Does this need to be better? There was some discussion of how notice of motions and nominations for SMC are advertised. Currently via fb and website. Concern that at this time of year, when there are no rides on the calendar, that members are less likely to be looking at the website and may not all have fb accounts. To be considered by SMC in 2022.

**9. End of year awards / dinner**

- a. Update from Amelia

Brickendon confirmed for 15/1/2021.

Will self-cater – no caterers available. In hand – Amelia arranging. SMC urged Amelia to make sure her crew is suitably remunerated.

Music – band unavailable. Playlist to be arranged – Amelia.

Awards – all in hand, ordered.

Numbers are limited to 70 - first in best dressed.

Certificates? Who? Andrew to arrange / manage c Amelia to advise

100% completion badges: in hand, sufficient.

Pricing? Amelia to contact venue to get costs - principle is that event should be break even. Amelia to come back to SMC with proposed ticket price.

Ticketing? Payment? Grace to manage.

Volunteer OTY award

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Discussion: Several people proposed. Mark Wylie chosen as winner.

- 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: Lots of difficulty in the voting process.

Joint winners agreed by SMC.

SCs, new club, volunteered to run SCs, well run, good vote +

WWIP – VGIH, charity, innovative, great event, agreed criteria.

Mark to write relevant award citations.

Care needed to praise other events – eg OF, STER.

Award? Andrew to arrange shield.

ROTY criteria to be reviewed for 2022.

## 10. SMC elections

The two-year terms of Tony Perry, Trish Smith, Andrew Miles, 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 five SMC committee positions to fill (plus a casual vacancy to be considered by the new SMC in 2022).

A flyer was published on 3/12/21 inviting nominations. As of the 5PM today (close of nominations) we had received 6.

Discussion / action: 6 nominations received – Pat Hodgetts, Andrew Miles, Kirstie Lockhart, Jessica Goulding, Grace Huxtable, Trenton Huxtable. (NB Pat H withdrawn 16/12)

Mark to publicise that those nominations have been received and notify nominees of their success.

Some general discussion re makeup of SMC – noted that, while SMC has 10 members, there is nothing to stop SMC co-opting others to assist with SMC business. At least three other people have expressed an interest in being involved.

## 11. Finance:



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- a. Motion that: *'the previously circulated finance report be noted, the payments therein authorised and the receipts noted'*. Moved, seconded: Kaye, Grace. Carried.

Brief discussion about the cost of trophies – to be reviewed in 2022.

- b. 2022 budget and fees. Drafts circulated, for consideration, comment, possible amendment and adoption

Motion: that the Draft 2022 budget and fee schedules, as amended, (\$140 adult, juniors \$50, day members \$25) be adopted.

Moved, seconded: Mark, Trent. Carried.

- c. 2022 Forms

Mark - Once the final fee schedule has been agreed. I will produce the various forms required for 2022 (membership etc etc). Some have been posted on the website already - insurance).

## 12. 2022 Calendar

Action: remove NEEEC rides from the national calendar.

Draft event calendar has been posted to the TEERA website.

## Ride nominations 2022

12-Feb Jill Sheean

5-March CCER

19-Mar Kentish

April

15/16/17

Easter. Marathon, 160k?

8-May STER

28-May WP

June

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8-Jul TQ22

August

Sep-24 CCER

15-Oct Portland Riders  
JG Memorial

5-Nov Oss Foley

19-Nov SCs?

Important to get a big event at Easter. Mark to flag ideas with ROCs.

Andrew investigating a new track / ride base near Castra.

Mark to publicise gaps in calendar and need for more rides.

### 13. SMC business between meetings

Motion: 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.

Moved: Kaye, Amelia: Carried

Discussion: Some matters are best discussed at a meeting, not via email. Consensus – emails get lost and we get buried in them. Some members don't deal well with emails.

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.

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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.

Lots of discussion either way. Process OK/ Minuted?

**14. 20 November AERA meeting**

Summary has been circulated to SMC.

Discussion: Nil

**15. New AERA ride nomination platform:**

Mark – progressing – should be ready to go by 1 Jan 2022.

SMC discussion: A phone contact for technologically challenged riders is needed. Mark to raise with AERA.

Outcome: Has been there all along....

Training / testing session 11/12 – Trish to report.

Trish: Testing underway. Looking good.

**16. EWS**

- Redacted

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.

**17. Redacted**

**18. Round the table....**

Meeting closed 10.50: Thanks to SMC for attendance from Andrew.

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Next meeting: Midday, Saturday 15 January.

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**19. TEERA merchandise**

Update – deferred until next meeting

**20. 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.

**21. TEERA Hall of fame**

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.

**22. 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.

**23. Member numbers:**

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As of 4/12/21. Just an FYI

**Adult & Junior Riding Membership**

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

No change since last month.

**24. TEERA Rules**

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....

**25. Website contacts page**

WWVP, First Aid, Chainsaw – needed?

TPRs – needs an update – deferred

**26. TEERA complaints handling protocol**

Draft circulated to SMC for comment.