

TEERA SMC Meeting
Wednesday 3 Feb 2021
Sassafras Fire Station and elsewhere
Minutes

Meeting opened: 6.30PM

SMC Present: Kaye Mitchell, Tony Purton, Andrew Miles, Tony Perry, Felicity Perry, Trish Smith, Mark Dunn. Grace Huxtable arrived @ 6.38PM. Amelia Napier arrived @ 8.46PM.

Visitors: Roger Nichols

Apologies: Amelia Napier

1. Brief welcome and intro comments from Andrew

2. Casual SMC vacancy

Motion: 'that Grace Huxtable be invited to join the SMC'. Kaye, Trish – carried.

3. Ratification of minutes of last SMC meeting (attached):

Motion: '*that the minutes of the SMC meeting on 23/1/21 be accepted as a true record of that meeting*'. Felicity, Tony Perry – carried.

4. Matters arising

Nil.

5. Review / approval of AGM minutes (attached)

Motion: '*that the 2020 AGM minutes be provisionally approved as correct and published on the TEERA website*'. Kaye, Tony Purton - carried – already on website.

6. Actions from previous meetings:

- a. Chase up prices on 2 Gazebos- **Andrew or Trent** to do this – still in progress - Andrew to progress prior to next meeting and report back then – to be used for ETS.
- b. Microchip scanner whereabouts - **Blaine** to chase up with Denise Williams and Greg Johnson - Denise has returned hers – in the bib bag, Greg still has his. – SMC happy with this
- c. Letter to be sent out regarding the incident at the Jolly Lette ride - **Blaine** to take to State Champs and give to receiver personally – done.

7. Correspondence

TEERA Correspondence

In

7/01/2021

Email from Kaye Mitchell enquiring about SMC election

14/01/2021

Email from Jodi Hutchins (Black Bluff riders) enquiring about status of 2021 ride and nominating dates for 2022 - 2024 rides - reply sent

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27/01/2021 Several emails from Roger Nichols re agenda items for the next SMC meeting - replies sent

Kim Moir with information about the AERA website platform. Roger Nichols considering assisting with maintenance. Infor forwarded to Roger.

Kim Moir, AERA secretary, acknowledging receipt of TEERA report for AERA meeting

29/01/2021 Email from Roger Nichols with results of member survey Jan 2020 re internet access options and capability

Email from Roger Nichols with details of banking authority changes necessary for 2021 - includes a motion to action

30/01/2021 Email from Roger Nichols offering to amend the Rules online to show the AGM amendments

Email from Lynette Walker acknowledging receipt of concussion email (Bella)

30/01/2021 Email from Kim Moir - AERA agenda for 7/2/21 AERA MC Meeting

Out

27/01/2021 M Dunn to AERA secretary - report for 7 Feb AERA meeting

M Dunn to Kevin Brewster re email redirects for new SMC - no response - reminder send 2/2/21

28/01/2021 SMC meeting agenda and attachments to SMC

30/01/2021 Email to Bella Pickering (cc Jared Pickering, Lynette Walker) reminding her of the need to get a medical clearance (possible concussion at SCs) before she will be permitted to enter an event in 2021. Response received from Lynette that they'd not yet done this but would.

Email to Kim Moir nominating Mark Dunn to AERA MC for 2021

Email to Kim Moir providing draft 2020 AGM minutes

Email to Kim Moir appointing Mark Dunn and Pat Hodgetts as AERA delegates for 2021

Email to Kim Moir appointing Pat Hodgetts as Mark Dunn's proxy for the 7 Feb AERA MC meeting

1/02/2021 Email to SMC and Pat H - AERA MC meeting agenda

Email to Linda Tanian - TEERA AERAspace accesses

8. Matters arising

SMC agreed that the ride nomination fees submitted by Black Bluff and Kentish be returned to them as a fee is no longer levied for ride nominations - Mark to write to BB and Kentish advising of same.

Andrew reported on a conversation with Greg Johnson re ride nomination process. BB has difficulty with date they are using this year.

Brief discussion re concussion protocol – Mark to email clubs reminding them of the protocol.

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9. Finance report:

- a. Motion that: *'the previously circulated finance report be noted, the payments therein authorised and the receipts noted'*. Mark, Trish – carried.

Roger spoke briefly about the timing of incoming / outgoing amounts with respect to meetings.

Andrew commented in reply that routine payments can be ratified after the event, as has been the practice in the past.

- b. SMC agreed to a recommendation from Roger that we close the CBA operating account and open a new Westpac account in its place. SMC also agreed to move the existing term deposit from CBA to Westpac on maturity in August 2021.

10. Bank authorities

Motion that: *'the Westpac bank account x 2 authorities be as follows and those concerned take the necessary steps to implement, which will include, in some cases, branch visits with the necessary documents'*. Andrew, Tony Purton - carried

Westpac Community Solutions One account:

Name	Role(s)	Daily Limit	Security device
Aldred (Roger) Nichols Administrator	Administrator, Approver	\$0,	SMS Code
Trenton Huxtable Treasurer	Approver	\$20,000	SMS Code
Andrew Miles President	Approver	\$20,000	SMS Code
Mark Dunn Secretary	Approver	\$20,000	SMS Code
Patricia Smith Database Registrar	Approver	\$20,000	SMS Code
Felicity Perry Logbook Registrar			SMS Code
Tara Nicklason Membership Registrar			Token
Grace Huxtable Trainee			SMS Code

11. AERA meeting report:

AERA Management Committee member Mark briefly detailed his SMC consultation process when considering AERA matters.

12. Ride nominations:

New platform, ManeHub. Update from Trish Smith.

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Trish – all going well. A few teething issues have presented but all good for now. Black Bluff, who is staging the first event, are happy with how the process is working. Trish to contact Lyn to check again all is OK. Noted that, for now, there is no cost to TEERA in using the platform. SMC intends to seek feedback from members after two or three rides have been staged. Kaye to progress means of getting feedback from members.

Comment from Kaye re excessive detail required on existing entry form at ride. Brief discussion and agreement that not all of what is asked for is required. Mark/Trish to have a look at the form with a view to removing unnecessary detail.

13. Encouraging people to volunteer to assist in ride setup, at rides, and after rides:

As raised by Angie Clark at last meeting.

SMC discussed how to encourage people to volunteer. Options noted included:

- Tickbox on entry form as to how you'll assist at rides
- ROC members to circulate at rides and ask for assistance.
- Chief Stewards, ROC to comment at briefing.
- Facebook and website articles
- Grace flagged (and SMC agreed) that promoting volunteering as a learning experience would be a good strategy
- Appointing a volunteer co-ordinator, not necessarily from SMC - Trish to talk to Angie Clarke about this. Mark to write to her foreshadowing this.

On the agenda for next meeting.

14. Ride trailer:

Update from Tony Perry.

Not yet registered but process underway. Some gear has been purchased – still to be fitted. Summary - work in progress, aiming to have it all ready for the Jill Sheehan ride. An inventory is well underway. – Mark to investigate insurance implications.

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 would be renamed / rebadged as a Tasmanian endurance page with no official link to TEERA.

Members not using Facebook – 16% as at Jan 2020

SMC discussed the procs and cons at length – for further discussion at next SMC meeting.

16. Future of TEERA web site:

Kaye commented that there is a role in TEERA for a 'Communication officer' – on the agenda for the next meeting.

Mark to circulate the existing TEERA strategic plan.

17. Further portfolio allocations:

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See Point 16 above.

18. Face to face meeting later in 2021:

It has been suggested SMC holds one face to face meeting for all SMC towards the end of 2021 in order to discuss / plan end of year activities (as well as the usual business).

SMC agreed this is a good idea – for discussion later in 2021.

19. Dogs at rides:

Tony Purton: 'When and by who were dogs banned from all rides. I could not find any minutes on this subject. On the mainland dogs are actively encouraged as part of socialising whereas here we seem to go out of our way to discourage this.'

AERA Rule 26.5 says: Dogs must be secured in a structure or on a leash at all times that is attached to a solid structure or a responsible human handler when at an endurance event.

(Mark: I believe this Rule came into being in 2020.)

Many Tasmanian clubs do not allow dogs at rides. Some ride venues (eg Gowrie Park?) disallow dogs as a condition of allowing clubs to use their venue. Other clubs hold the view that dogs represent an unnecessary risk to horses / people at events.

Motion: 'that clubs be encouraged to allow dogs at their events, when local regulations allow.'

Motion above moved by Tony Purton, Grace – carried.

Mark to write an email to clubs and a notice for the website and Facebook.

20. Concussion protocol:

SMC agreed with Mark's suggestion that he email clubs and CSs to remind them of their responsibilities in the event of a possible concussion event.

21. AERA sponsorship proposal

AERA has proposed that it should seek a substantial national sponsorship proposal on the basis that this would assist Divisions financially (as \$ would be shared to DAs).

TEERA supports in principle – details of benefits to DAs required.

22. AeraSpace

2021 accesses to be arranged – first tranche has been done but a few things were missed. Those affected to email Mark who will lodge a further request with the AERASpace manager.

Trish commented that a formal protocol is needed that describes the access update process. Concerns (Felicity, Tony Perry, Roger) were expressed re. the apparent AERA policy on AeraSpace users' accesses being cleared annually. Mark to enquire of AERA what the policy / procedure is.

Trish flagged that training of new Registrars, including associated tasks e.g. banking and record keeping, is required.

Roger has offered to assist the new registrars get up to speed.

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23. Early Warning System (EWS)

Trish has this in hand.

One rider currently on 49 points, another on 42, another on 30 – they have received the relevant letters. One horse is on 52 points, one on 40 and one on 30. The owners have received the appropriate letters and the relevant ride restrictions will apply.

Mark requested EWS letters to be copied to him for the records.

24. Forms

Review of routing given change in Treasury arrangements and ride info e.g. Ride Returns, ride nominations (recognising associated cheque handling)

Roger to liaise with Trent and others to manage.

25. Round the table:

Mark – New Rules submitted, annual report to follow next few days.

Felicity / Tony - email needed to clubs re central point of contact for access to Forico land – Tony / Felicity is the contact. Felicity to forward to Mark Forico's requirements re permits, including info on Forico's requirement that a map be provided. Mark to write to ROCs.

Roger – suggested that a ROC gathering with SMC with agenda might be a useful exercise? SMC supported the idea.

Tony Purton – has been riding for 25 years plus - riding is less friendly - possible reason for fewer members? 'We need more riders'.

Tony Perry – dinner needs better consideration, members in attendance declining, Back to the paddock? Needs further discussion – should be a standing agenda item.

Andrew – update on official vest purchases. Andrew to prepare report for approval next meeting.

Kaye – what works to get new riders engaged? Need to think widely. Are 20k rides useful? (Tony). Mark to circulate requirements for info days in order to retain insurance cover.

Trish – membership form does not need a field for occupation. Also commented re people being unaware of how email hyperlinks work. Also comments on the need to update the 'starting out doc' on TEERA website. Trish to progress.

Meeting closed – 9.12PM

Next meeting: Wednesday 10 March 6.30PM

Signed by:

Mark Dunn, Secretary:

Mark Dunn

Date: 9/2/21

Andrew Miles, President:

Date: