

TEERA SMC Meeting - Agenda
Tuesday 16 January 2024, 6.30PM.
Wivenhoe

Meeting opened: 6.32PM

SMC Present: Andrew Miles, Mark Dunn (online), Deb Wylie, Grace Huxtable (online), Carolyn Foley-Jones (online), Trenton Huxtable (from 7.25PM), Jess Goulding, Alison Lockhart (online), Angie Clark (from 8.39PM)

Visitors: Pat Hodgetts

Apologies: Kirstie Lockhart

1. Brief welcome from chair

Andrew thanked those present for their attendance.

2. Ratification of minutes of 12 December SMC meeting – previously circulated:

Motion: *'that the minutes of the SMC meeting on 12 December, as circulated, be accepted as a true record of that meeting.'*

Moved, seconded: Grace, Deb. Carried.

3. Matters arising

Nil not elsewhere on agenda.

4. Actions from previous meetings:

- a) Mark to write to EA re Pat H's swab status – in progress – done 16/12/23 – response received in the negative
- b) Noted that vets should be providing feedback to riders on their assessment. Mark to remind vets that this is useful – draft send to Andrew 24/11 for comment
- c) Disciplinary matter – agreed that lack of respect shown + original Rule breach. 2 ride suspension – Mark to write email and circulate for comment. Letter sent 16/12. Response received.
- d) Proposed LM amendments supported by SMC. Andrew to propose appropriate AGM motion. Proposed By-Law to be published prior to AGM. Sub-committee to finalise.
- e) Mark to prepare AGM documentation – in progress – notice of motion from sent around with SMC nomination form
- f) Mark to prepare SMC election documentation – done
- g) 2024 budget approved – Mark to notify Grace of 2024 fees and charges – done 14/12/23
- h) CFJ to liaise with Roger re audit - done
- i) TQ25 – interim agreement to go to AERA – Andrew - done
- j) TQ25 – SMC requests written report for each SMC meeting – Andrew to take to TQ25 ROC

5. Matters arising

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- a) Various forms on TEERA website updated by Mark – still some to do –
Ride return – AERA fee to DAs for PA insurance has reduced to \$40 per
event, was \$80 last year. Reduce to ROCs? Decision - \$40

6. **Correspondence**

In

1/12/2023	Email from Kim Moir - 2024 swabbing targets
7/12/2023	Accounts by 2 from AERA - cc treasurer
11/12/2023	Letter from Brett Bingham via CFJ - nomination of Denis Foley for life membership of TEERA - receipt acknowledged by SMS 13/12
12/12/2023	Email from Brooke Cordell re attendance at 12/12 SMC meeting
12/12/2023	SC CS report from Lainie Rae via Deb Wyllie - Jan agenda
13/12/2023	Request from Linda Tanian for 2024 fees - provided
13/12/2023	Invoice from Annie's embroidery via Angie - paid by treasurer same day
13/12/2023	Jolly Lette ride return - hard copy received in mail with cheque. Cheque posted to bank
14/12/2023	Email from Kim Moir - minutes of last AERA meetings - Jan agenda
15/12/2023	Email from AERA database SC - info re new membership platform
15/12/2023	Letter from AERA in support of TEERA representation to EA re Pat H
16/12/2023	Email from Kim Moir - request for advice on TQ25 head vet and CS
16/12/2023	Emails x 3 from Brooke Brown Cordell - second / third email was 20 December. Receipt acknowledged.
18/12/2023	Letter from Equestrian Australia re Pat H's swab steward status - declined request to backdate
19/12/2023	Email from W'pac bank D'port - info on acquiring a card for mem reg
20/12/2023	Email from member foreshadowing lodgement of a formal complaint - not received by 31/12 - note to that effect send to member
22/12/2023	Invoice from Xero - forwarded to Treasurer
23/12/2023	Two emails - transfer of ownership query from Barbara - response provided cc'ed to log book registrar
24/12/2023	Query from Brett Bingham - attendance at next SMC meeting required. Response provided - no.

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24/12/2023 Email from Kim Moir - summary of Rule changes for 2024

30/12/2023 Email from AERA DBSC - advice needed re TEERA
AERAspace access - forwarded to SMC for consideration -
Jan meeting agenda - advice in reply from AERA that
permissions extended to 16 March.

Out

8/12/2023 Mark to SMC - 12 December SMC meeting agenda

16/12/2023 Mark to EA re swab steward status of Pat H

16/12/2023 REedacted

16/12/2023 cc'ed email from Andrew to Kim Moir - signed TQ25
interim agreement

18/12/2023 Mark to SMC - draft SMC meeting minutes and action
sheet.

19/12/2023 Mark to SMC - draft AGM docs

31/12/2023 Mark to D Grull re membership renewal options - response
received and actioned

31/12/2023 Mark to AERA DBSC re manual membership renewal
option

1/01/2024 Mark to TEERA members - advice re AGM and SMC
elections

3/01/2024 Emails x 3 exchanged between Grace, Mark, Andrew and
Linda Tanian re process for annual renewal of TEERA
honorary members

6/01/2024 Mark to SMC re AERAspace accesses

7. Matters arising

- a. Swabbing targets for TEERA – 7
- b. 16/12 email from Kim Moir – request from TQ25 for advice on head vet and head CS – these should go to TQ24 as 2ICs. Andrew - in hand.
- c. Rule change summary – Nothing too consequential. No need for TPRs to count respirations any more. Automatic update to endurance status for riders when they've fulfilled the relevant criteria. Additions to swabbing Rules related to minors.
- d. AERAspace accesses – need to advise AERA of changes after our AGM. No changes will be made until then.

8. TEERA life / honorary membership nomination

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a. Redacted

9. Online membership platform

The new AERA online member management platform launched on 1 January. As of 16 January, 490 DA memberships had been renewed online, 20 from TEERA. No queries have been lodged with TEERA secretary.

a) Manual process?

Do we need a manual process in addition to this or do we rely on those not wanting or unable to renew online to enlist the aid of a third party?

Discussion: As AERA treasurer Mark declared a possible conflict of interest and sought advice from the meeting on whether he should leave the meeting. The SMC decided this was not necessary.

The SMC agreed that a manual process also needed to be available.

Motion: That the membership registrar to be authorised to use a TEERA debit card to process memberships on behalf of TEERA members through the AERAonline portal.

Moved: Jess, Grace: Carried.

Action: Mark to manage the implementation of this, including liaising with the bank to arrange a debit card for the TEERA membership registrar.

b) Dissatisfaction with process of establishing the platform. Some SMC members feel consultation from AERA was inadequate and, further, that the platform is unnecessary and a poor use of members' \$.

Discussion: The SMC discussed at length whether the consultation by AERA with its members, including TEERA, was adequate. Some SMC thought not and believe the development of the initiative lacked integrity. Others noted that reference to the initiative was present in multiple sets of AERA minutes and meeting notes, all of which had been provided to SMC members – ie that consultation had been adequate. An SMC member requested that TEERA request information from AERA about the cost of developing and implementing the platform

Action: Mark to write to AERA seeking this information.

10. Annual general meeting

Date / time confirmed as 7.00PM 1 March @ the WW ride.

Action: Mark to prepare relevant documentation. Formal notices, agenda to be published and emailed to members on 1 Feb.

11. SMC elections

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Retiring SMC are Andrew, Jess, Grace, Trent and Kirstie.

A Facebook post urging people to consider nominating was posted on 19 December.
All members were emailed a nomination form on 19 December.

Discussion: 8 nominations were received by the deadline.

Rebecca Ainslie

Pat Lamprey

Andrew Parker

Christine Dann

Andrew Miles

Trenton Huxtable

Jess Goulding

Pat Hodgetts

Action: Mark to generate voting slip and email to all members and post a notice on the TEERA website and TEERA Facebook page. Andrew to ask Roger to be returning officer, 2nd choice Pam.

12. Dinner / awards night

Held 16 December.

Discussion: Went OK. Meal was great. Certificates for 100% completions still to be presented. Some state champ buckles still to be presented, likely at STER ride, WW ride.

13. Finance:

a.

TEERA Treasurers Report 9th Jan 2024/

Bills/Refunds need to be passed then paid

Refund for Debbie Grull Membership – or Manual form to be provided

Reimbursement - Deb Wyllie \$250 for landowners gifts

Recent Payments

Teera Ride Trailer Registration 8/2/2024 - \$186.31 –

Reimbursement to Grace Huxtable - \$160.00 for toilet hire at state champs

Xero Subscription - \$65.00

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Payments in

Lainie ray sponsorship \$180.00 for state champs

Felicity Perry – Logbook Up grade and lifetime membership \$65.00

Debbie Grull – logbook and cover \$27.50

Barbara Clayton – Horse transfer \$20.00

NEEEC Ride Return Payment \$1,390.00

Carinya Refund for Accommodation that wasn't used \$600.00

Bank Balances 9/01/2024

General Account # 578 - \$4,059.71

Membership Account # 142 - \$7,833.68

Term Deposit Account # 621 - \$104,033.58

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- The gap between Roger resigning and Trenton as treasurer and then myself taking on this role has developed some challenges, and we believe there may have been some over payments to AERA. Been emailing Deb Edwards and provided payments made to AERA – haven't heard back anything yet have sent email 9/1/2024
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Audit is underway and I have had a good session with Roger – He recommended that the treasurer needs access to AERA data online to be able to do this role correctly.

Discussion: Carolyn has asked if the formatting above is satisfactory. SMC agreed that it is.

Motion that: *'the finance report circulated for the 16 January SMC meeting be noted, the payments therein authorised and the receipts noted'*.

Moved, seconded: Trent, Grace. Carried

In order to implement the manual membership payment process the following motion was moved in order to clearly separate membership payments from TEERA funds.

Motion: That the balance of the membership account less \$100 be transferred to the general account. Moved / seconded Trent/Grace: Carried

- b. Process for payment of accounts:

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The SMC discussed what a suitable process would be that facilitated the timely payment of all accounts. It was agreed that, as some payments are time sensitive, a process that allowed for prompt payment authorisation was needed.

Motion: that payments from TEERA funds can be authorised by approval at an SMC meeting including in advance of the expense being incurred, by email by a majority vote of SMC members or by email by majority vote of the TEERA executive.

Moved, seconded Mark, Deb. Carried.

c. Audit – current status?

It was reported by Carolyn that she has been in touch with the TEERA honorary auditor Roger Nichols about the audit. There have been a number of related emails exchanged between Roger, Carolyn, Mark and Andrew.

Roger has reported that the accounts are not in a condition where he could conduct an appropriate audit. He noted a number of specific actions that were necessary to bring the accounts into a state whereby he can audit them. He has suggested that TEERA engage with its previous auditors (Paragon) to assist with this work.

Action: In the short term, Carolyn will have further discussions with Roger to see what is necessary and whether it can be achieved without recourse to a paid accountant.

14. Ride reports

State Championships

CS report received – in Correspondence folder → unremarkable.

Discussion: Rider / strapper feedback?

Redacted

15. 2024 calendar

Discussion: The table below is what we have now.

Clubs have been formally notified.

Noted that calendar details are incomplete on the TEERA website.

Action: Mark to request from clubs.

SCs a decision for March SMC.

TEERA ride nominations 2024

13/01/24	Castra CATE day	may be 20/1/24
17/02/24	STER	EOI lodged
3/03/24	WW	EOI lodged

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16/03/24	KEER	EOI lodged
30/03/24	CEER	EOI lodged
20/04/24	Pyengana	EOI lodged
11/05/24	TQ25 trial	EOI lodged
1/06/24	BB	EOI lodged
15/06/24	Suncoast	EOI lodged
24/08/24	Jolly Lette	EOI lodged
14/09/24	CCER	EOI lodged
18/10/24	TQ24	
9/11/24	Oss Foley	EOI lodged
25/11/23	SCs	

Andrew spoke briefly to CASTRA CATE day – all in hand. 10+ registrations.

16. TQ25

Current status: All in hand. Main portfolios and sub-committees sorted. Minutes of recent TQ25 ROC meeting will be available for next the SMC meeting. Head vet and CS appointed – HV Khyle Stewart, CS Andrew Miles (subject to AERA approval). Treatment vet Celine Lee.

17. EWS

No new EWSs.

- ‘Cautionary’ letters are sent when horse/rider accrue 30 points or greater.
- ‘Return to Novice’ letters are sent when horse/rider accrues 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.

18. ‘Round the table....

Pat Hodgetts noted that the life membership By-Law still needed to be completed.

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It was agreed that the By-Law would be published (website and Facebook) when completed

Meeting closed: 10.35PM

Next meeting: Tuesday 20 February, Sassafras.