

TEERA SMC Meeting - Minutes  
Tuesday 17 October 2023, 6.30PM.

Sassafras

Meeting opened:

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

Visitors:

Apologies:

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**1. Brief welcome from chair**

Andrew thanked those present for their attendance.

**2. Ratification of minutes of 19 September SMC meeting – previously circulated:**

Motion: *'that the minutes of the SMC meeting on 19 September, as circulated, 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) Andrew to manage replacement of TEERA fluids in trailer
- b) Alison to continue discussion with TT Line re TQ24/25 special deals
- c) Deb to write FB post re ride calendar options – two or three week break between rides? Winter break?
- d) Angie to manage ordering of awards for SCs - agenda
- e) SC buckles – Amelia managing - agenda
- f) SC land access permits – Andrew / Grace - agenda
- g) Angie to present firm life membership criteria proposal - agenda
- h) Mark to write to Kevin Brewster re email / domain management – done 23/9. Thanks etc, please keep doing what you do.
- i) Mark to write to Lydia re day mem fees – done 23/9
- j) Mark to send TEERA asset list to CFJ – done 23/9
- k) CFJ / Grace to purchase new mem reg laptop - agenda
- l) Mark to write a piece for FB / website reminding people about ride etiquette – in progress
- m) TQ25 to promote the formation of the TQ25 ROC – Mark will write to TQ25 re this – done 23/9
- n) Mark to work with Roger to update the vetting details form – block letters – request sent to Roger 23/9
- o) Mark to remind ROCs of AERAspace / AERAonline processes / responsibilities – done 23/9
- p) Mark to review trailer SOP then on to Grace / Andrew to laminate and put in trailer – done 23/9. SMC, Lydia happy. Forwarded to SMC for printing etc
- q) Andrew to close CBA account

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- r) CFJ to pay TQ25 \$5k (loan) as working capital – in progress – done 11/10
- s) Mark to write to TQ25 seeking advice about choice of venue – done 23/9

**5. Matters arising**

All as noted above or on agenda elsewhere.

**6. Correspondence**

**In**

13/09/2023	cc'ed email from Deb Wylie to treasurer - Lainie Ray flight costs
16/09/2023	Emails x 2 from Chris Davis / NEEEC seeking advice about process for rider refunds - provided.
17/09/2023	SMS from Tara - July no good for 2024 Suncoast Rd. Suggested 22 June - agenda
20/09/2023	cc'ed email from AERA book-keeper to treasurer - invoice
19/09/2023	Email from Lydia Rigby re various - 2024 nomination, survey, ride awards - agenda
19/09/2023	Email from Lydia Rigby - withdrawal of her and Mel Kelly's sigs from Tara's letter
20/09/2023	letter from Kaye Mitchell - vet ring etiquette, volunteering - agenda
22/09/2023	Xero account - passed to treasurer
22/09/2023	Email from Gavin Pearce - info re grant application
23/09/2023	Email from Kim Moir - Hall of Fame nominations for Kerry Mahoney, Sarisha, Beaucheval Akhيران and Fred all approved. Connections asked to provide photos and bios. Email from Kim Moir - meeting notes from last AERA meeting
24/09/2023	Email from Shannon Hill - NEEEC EOI 24 August 2024
26/09/2023	Email from Felicity Perry - confirmation of WW 2024 ride nomination - 2 March
28/09/2023	Letter from Mel Kelly - thanks for funding support for BB ride
27/09/2023	cc-ed invoices to treasurer - Invoices x 2 for swabbing from EA
2/10/2023	Emails x 2 from Debbie Grull re refunds for JL and BB rides -liaising with NEEEC and BB secretaries - resolved Email from Debbie Grull - request for copy of complaint handling guidelines - provided Email from Debbie Grull - Fred bio for AERA Hall of fame - also need photo of Fred - requested

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Email from Carolyn Foley-Jones - request for sponsorship for Dylan to attend NSW SCs - agenda

3/10/2023 cc'ed email from AERA to treasurer - September statement  
5/10/2023 2 x invoices from AERA - cc to treasurer  
6/10/2023 cc'ed email from Andrew to treasurer - account for AED maintenance  
7/10/2023 SC buckle invoice from Amelia - paid on exec authority  
8/10/2023 Email from AERA - need to nominate NVP reps  
  
Letters x 4 from TQ25 ROC - • Letter to SMC  
9/10/2023 • Copy of letter to TEERA Treasurer  
• Copy of letter from TQ25 ROC to Tara  
• Copy of minutes of TQ25 meeting.  
9/10/2023 Email from Lydia Rigby - BB ride return

**Out**

12/09/2023 Mark to SMC - September meeting agenda and associated docs  
22/09/2023 Mark to Lydia Rigby - request to review updated trailer SOP  
22/09/2023 SMC meeting minutes and action sheet to SMC for review  
23/09/2023 Mark to Tas endurance contacts - ride trailer SOP  
23/09/2023 Mark to Tas endurance contacts - AERAonline guide  
9/10/2023 Mark to Pat Lamprey - reminder for CS report from BB ride

**7. Matters arising**

- a) Lainie Ray reimbursement done?
- b) Email from Lydia Rigby:
  - I. 2024 EOI – agenda
  - II. Payment of TEERA agreed sponsorship of 2023 ride to the value of vet for Saturday, value \$567. We greatly appreciate this sponsorship and without it our event will run at significant loss. This being due to the large volume of 12km riders we had entered; at an entry fee of \$15. \$10 of this goes to TEERA for ride fees and \$2.50 kept by AERA Online. We were generous with our 12km prizes -costing \$3.50 to \$5 each (at our initial \$20 fee we had it covered). Meaning that we had a loss on every rider. The large entries also meant that we were required to have a third vet just for the 12km ride. So TEERA sponsorship of our ride has gone

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directly to attempts to grow our sport. Without the sponsorship the 12km ride would have cost us a \$600 loss.

Perhaps TEERA could consider compensation of Vet fees when the Introductory rides has 20 or more riders?

Discussion:

Action:

iii. We would value TEERA's thoughts on prizes & entry fees, financials.

'We would like your feedback. Where can we make improvements to the bottom line? Should we be increasing our ride fees? Should we be providing better prizes, even if this means substantial increase in entry fees. Personally we both prefer cheaper entry to better prizes. Neither of us have the capacity to put more effort into fundraising.. organising this ride pushed us to our absolute limits. '

iv. Thank you TEERA for the support of our event and for your support of our Committee to organise the ride.

- c) Last AERA meeting notes. Any comments, questions?
- d) Hall of fame nominations – Trish and Kerry have been asked to provide bios and photos for the AERA website

**8. TEERA life membership criteria**

From our last meeting: Angie to continue work on guidelines and come back to the next meeting with a firm suggestion.

Discussion:

Action:

**9. Finance:**

Motion that: *'the finance report circulated for the 19 September SMC meeting be noted, the payments therein authorised and those above and the receipts noted'*.

Moved, seconded:

- a. Membership registrar laptop

This is old and needs replacing. From last meeting: CFJ, Grace to progress. Budget of \$1000 approved.

**10. Ride reports**

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- a) Note CS report from BB ride not yet received
  - a. COI issue at BB ride.

Discussion: **Redacted**

Action:

- b) CCER ride
  - i. A rider left with her horse before the horse's logbook had been released by the ride secretary – ie while still under veterinary control.

Rule 44.1 → 'Whilst a horse is subject to veterinary control it shall remain on the ride base, except while exercising prior to the ride or competing in the ride and must not be removed at any other time from the ride base without the permission of the head veterinarian and the chief steward.'

Discussion:

Action:

- ii. Kandice Blake has offered to upskill on the ETS.

Discussion:

Action:

**11. 2024 calendar**

Discussion: The table below is what we have now. NEEEC has confirmed it will only do one ride in 2024 – the Jolly Lette in August. WW has confirmed it cannot do 2 Feb instead of 2 March.

Issues to discuss:

- I. Can CEER release its 16/3 EOI to allow KEER to pick this up? Can CEER pick up an alternate date?
- II. What can CCER do?

Action:

**TEERA ride nominations 2024**

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

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16/03/24	Castra	EOI lodged	2/3/24 second pref.
23/03/23	KEER	EOI lodged	could be 16/3
30/03/24	Easter Saturday - CCER?, NEEEC?		
20/04/24	Pyengana	EOI lodged	
4/05/24	STER?, KEER?, BB?, CCER?		
11/05/24	TQ25 trial		18/5??
18/05/24	BB	EOI lodged	
1/06/24	BB	EOI lodged	
8/06/24	BB	EOI lodged	
15/06/24	Suncoast	EOI lodged	
20/07/24	???		
24/08/24	Jolly Lette?	EOI lodged	
21/09/24	CCER?		
12/10/24	?? (was STER)		
18/10/24	TQ24		
4/11/24	Oss Foley? Later in November?		6/11 is Rec Day

**12. 2023 calendar**

**2023 State Championships**

Deb, Angie to report.

Elevator rides or not?

Land access permissions / permits obtained?

Discussion:

Action:

**13. TQ25**

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Four letters were received from the TQ25 ROC in the leadup to this meeting. They are all in the Correspondence folder and, where appropriate, are on the agenda below.

- a) Note TQ25 ROC response to Tara in Correspondence folder. SMC also needs to respond:

Discussion:

Action:

- b) Minutes of last TQ25 ROC meeting in Correspondence folder

Discussion:

Action:

- c) Buckles?

- d) Historical TQ data – in handbook or online?

AERA has asked for input from each DA about this.

Discussion:

Action:

- e) Report from Deb?

**14. Member numbers as of 10/10/23 – FYI**

	2019	2020	2021	2022	2023
<b>NSWERA</b>	432	352	429	416	402
<b>QERA</b>	509	423	401	378	375
<b>SAERA</b>	59	66	83	92	100
<b>TEERA</b>	183	135	135	116	122
<b>VERA</b>	186	118	157	159	138
<b>WAERA</b>	198	191	187	175	166
<b>Total</b>	1567	1285	1392	1336	1303

**15. EWS**

Jess to report.

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- '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.

16. **'Round the table....**

Next meeting: 14 November, Wivenhoe. Note this is the second not third Tuesday in November – better to go before SCs?