

TEERA SMC Meeting - Agenda
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

Meeting opened:

SMC Present:

Visitors:

Apologies:

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1. Brief welcome and comments from chair

2. Ratification of minutes of last SMC meeting (16/2/22 – previously circulated):

Motion: *‘that the minutes of the SMC meeting on 16/2/22 be accepted as a true record of that meeting’.*

Moved, seconded:

3. Matters arising

Nil not elsewhere on agenda.

4. Matters arising

Nil not covered elsewhere

5. Actions from previous meetings:

Yellow items done – additional comment needed

- a) Mark to work with Roger and Surewise to generate a promotional presence for Surewise on the website and FB – in progress – material sent to Surewise for development
- b) **Generate TPR list for circulation and review – 28/2/22**
- c) **Redacted**
- d) **Notify TQ22 vet and CS of appointment and notify those unsuccessful – 17/2/22**
- e) **Kaye Mitchell to write Tas piece for TQ22 handbook – submitted to TQ22 26/2/22**
- f) **Mark to write to Brickendon – 28/2/22**
- g) **Mark to submit TEERA annual return to DOJ – 1/3/22**
- h) **Mark to write to Deb Grull re logbook forms – 28/2/22**
- i) Roger / Felicity to review and update logbook app forms -
- j) **Roger to reinvest term deposit for 3 months – 17/2/22**
- k) Trent to liaise with Kirstie re NE ride later in 2022
- l) **Mark to ask Trish / Jess to update AERAspace calendar – 16/2/22**
- m) **Mark to progress formalisation of CS accreditation for Denise Williams – 28/2/22**
- n) **Mark to generate discussion paper for ride affiliation process including need to verify all relevant actions are done – 28/2/22**

6. Correspondence

TEERA SMC Meeting - Agenda
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

In

11/02/2022 EOI from Andrew Miles re CS role at TQ22
12/02/2022 Email from QLD vet Sara Rhodes re vetting in Tas in 2022

14/02/2022 Email from Kim Moir re AERA AGM and MC nomination -
forwarded to exec 19/2/22 for review and possible action

15/02/2022 Email from Roger re Norm Thorley stepping back from
NTARC

16/02/2022 Email from Celine Lee - acceptance of NVP role for
2022/23

17/02/2022 **Redacted**

19/02/2022 Email from Kim Moir re AERA / TEERA affiliation
agreement - Email actually received 6/2/22.

21/02/2022 Email from STER re ride date change

22/02/2022 Email from Kim Moir - reminder re AERA delegates and MC
nominations - Tas has already done
Email from Kim Moir re EA swabbing course schedule - EOI
folk emailed brief info - agenda for next SMC meeting

26/02/2022 Email from Roger re Trailer costs - responded

28/02/2022

2/03/2022 Email from Lydia Rigby re TPR list
Email from Kim Moir - AERA AFFILIATION AGREEMENT FOR
SIGNING

8/03/2022 cc'ed email - Andrew to Kim Moir - signed AERA affiliation
agreement - receipt acknowledged by Kim.
AERA audit report from Kim Moir
Email from Linda Tanian - new AERAspace permissions in
place

Out

17/02/2022 Mark to Andrew, Pat Lamprey and Andrew Miles re TQ22
CS role

17/02/2022 Mark to Kim Moir re AERA delegates, MC member and
TQ22 vet and CS - acknowledged

Mark to Sue Martin re TQ22 vet role

19/02/2022 Mark to Kim Moir - TEERA NVP reps
Mark to Linda re AERAspace issue - resolved

20/02/2022 Mark sent SMC meeting minutes to SMC for review

TEERA SMC Meeting - Agenda
Tuesday 15 March 2022, 6.30PM.

30 Main Road Wivenhoe

26/02/2022 Mark to TQ22 Sonia Bonham - TQ22 TEERA article
28/02/2022 Mark to Tony Perry re trailer fees
Mark to Kim Moir re Denise Williams CS accreditation -
receipt acknowledged - response from Dick Collyer -
Denise declines re-accreditation
Mark to Debbie Grull re ride entry form
Mark to Debbie Grull re logbook app forms
Mark to Brickendon - thanks for no cancellation fee for
AGM - acknowledged by them
Mark to Linda Tanian - TEERA AERAspace permissions for
2022 - acknowledged.
1/03/2022 Mark to Kim Moir - AGM minutes
Mark to DOJ - submission of annual return -
acknowledged, receipt received

7. Matters arising

a. EA swab steward course – scheduled for 20 August in Hobart

Course is one day at TEC. We have had several EOIs. To be a swab steward, you need to be an EA member, cost approx. \$100. AERA has asked EA to waive this fee – awaiting a response

Discussion:

Action:

b. TPR list on website – a few corrections notified to secretary - will forward to Andrew and Trent (?) for review

Discussion:

Action:

- c. New AERAspace permissions should now be in place.
- d. TQ22 article has gone to TQ22 – excellent piece from Kaye
- e. AGM minutes have gone to AERA
- f. TEERA annual return has been submitted to DOJ
- g. Method of redaction of minutes

8. Member numbers:

86 as of 14/3/22

9. Finance:

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

TEERA SMC Meeting - Agenda
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

- b. FYI, term deposit was re-invested for 3 months.

10. 2022 Calendar

Green highlighted are gaps that might be filled.

Ride nominations 2022

12-Feb	Jill Sheean
5-March	CCER
19-Mar	Kentish
2-Apr	St Helens
April 23- 25 April	20/40/80/160
14-May	STER - Hamilton
28-May	WP
June	
8-Jul	TQ22
August	
Sep-24	CCER
15-Oct	Portland Riders JG Memorial
5-Nov	Oss Foley
19-Nov	SCs?

- a) **State championships** – no EOIs have been received

11. Trailer and bib maintenance, trailer fee

TEERA SMC Meeting - Agenda
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

- a) Felicity flagged at the last meeting that a formal description of how the trailer and contents, including bibs, are to be maintained is needed.

Discussion: See attached standard operating procedure – needs updating with respect to bibs. Other updates needed?

Action:

- b) \$100 per ride fee to Perrys for transporting trailer to and from rides

Discussion: Secretary sent email to Tony cc Felicity early March requesting info on number of rides needing to be reimbursed.

Action:

12. Redacted

13. Setting dates for 2022 AGM, mid-year Longford meeting with clubs

At the last meeting SMC agreed to set the date for the 2022 AGM.

Discussion: Suggest schedule AGM for immediately prior to the February 2023 SMC meeting. Longford – Saturday July 23?

Action:

14. Ride reports

- a. Jill Sheean
- b. CCER – CS report not yet received
- c. Ride results on AERAspace – CCER not up as of 14/3/22?

15. Ride feedback form

Trialled with JS.

Discussion:

Action:

16. EWS

Awaiting update from Trish / Jess.

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.

TEERA SMC Meeting - Agenda
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

- 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. Ride documentation

- a) As mentioned at the last SMC meeting by Mark, not all clubs are generating the required documentation for a ride (Risk management, Biosecurity, COVIDsafe plans). Also mentioned is that some DAs require these documents to be provided to the SMC prior to the ride as a check that they have been prepared. Mark's concern is that, if a ROC does not do this, they may not have insurance cover in the event of an incident.
- b) In the short term, Mark proposes that he writes to all CSs reminding them of the need to receive these docs from ROCs and, also, writes similarly (again) to all ROCs.
- c) Longer term, Mark suggests we include those docs in the ride return form so that they are returned to TEERA with the rest of the ride documentation.

18. AERA constitution

From Kaye - For discussion...some questions about the new 2020 AERA constitution.

- a) Do the states have proportional representation on AERA Management Committee (on the basis of memberships)?
- b) Are the other "delegates" from states proportionally represented (on basis of membership)?
- c) Is it "normal" that in any given year, AERA holds zero general meetings, as opposed to Management Committee meetings? How many were held in 2021?
- d) What sorts of things might be dealt with at a General Meeting as opposed to a Management Committee meeting?
- e) In the past two years what items of business have been addressed at an AERA General Meeting?
- f) How are items decided on at a General Meeting progressed?
- g) What are the rules governing the composition of AERA sub committees?
- h) When and how was the new AERA constitution shared with the TEERA membership?

TEERA SMC Meeting - Agenda
Tuesday 15 March 2022, 6.30PM.

30 Main Road Wivenhoe

- i) Motion: On the TEERA website, TEERA delegates to AERA be noted "as non-voting expect at General Meetings held by AERA. In 2022 there are zero General Meetings".
- j) Rationale: TEERA member should understand that Andrew and Kaye have no voting opportunities in 2022. Mark can vote at all Management Committee meetings. These are the only meetings scheduled in 2022. It is important that we are transparent. Without this statement a member would likely assume that Andrew and Kaye can represent their views by voting.

19. Redacted

20. TEERA merchandise

Update on logo - Deb

21. Ride of the year

Discussion: Run again in 2022? Same criteria?

Action:

22. Denise Williams status as a chief steward

Denise's accreditation lapsed in 2018 however she has done all that is necessary to regain accreditation.

Action: Mark to formalise re-accreditation through AERA.

Outcome: Was progressed however Denise declined to be re-accredited

23. Round the table....

Meeting closed:

Next meeting: Tuesday 19 April 6.30PM at Sassafra and online.

Matters deferred until a future SMC meeting

1. New AERA ride nomination platform:

TEERA SMC Meeting - Agenda
Tuesday 15 March 2022, 6.30PM.

30 Main Road Wivenhoe

Development proceeding – hope to see active early in 2022.

2. 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:

3. Helmet tagging

Just an FYI...

A school of thought is being promoted at AERA that this may not be necessary – watch this space.

4. 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: in progress, as above.

5. TQ25

Discussion:

Action: Andrew to convene meeting of interim TQ25 ROC