

TEERA SMC Meeting - Minutes  
Tuesday 21 June 2022, 6.30PM.  
Sassafras Community Hall, 75 Chapel St, Sassafras

Meeting opened:

SMC Present: Andrew Miles, Jess Goulding (online), Felicity Perry, Mark Dunn (online), Tony Purton, Kaye Mitchell, Kirstie Lockhart (online), Grace Huxtable (online), Deb Wylie, Trenton Huxtable

Visitors:

Apologies:

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**1. Brief welcome and comments from chair**

**2. AERA meeting – Rule change proposals**

a) Aera Rule change By-law

The existing By-law is attached.

Mark – suggest TEERA moves that the red text is added to the by-law.

Discussion:

Action:

b) A number of Rule change proposals (attached) are on the agenda for the next AERA management committee meeting in July. The proposals were emailed to all TEERA members on 9 June and members were encouraged to attend tonight's SMC meeting to express their view.

Discussion:

Action:

**3. Ratification of minutes of last SMC meeting (17/5/22 – previously circulated):**

Motion: *'that the minutes of the SMC meeting on 17/5/22, as amended, be accepted as a true record of that meeting'*.

Moved, seconded: Kaye, Deb. Carried.

**4. Matters arising**

Nil not elsewhere on agenda.

**5. Actions from previous meetings:**

Yellow highlighted actions are done

a) Remind ROC secs to upload ride results ASAP

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- b) Redacted
- c) Mark to work up a spreadsheet as a means of keeping a record of 'significant' motions
- d) Mark to notify clubs of day member process for ride returns
- e) Mark to tell Roger to re-invest TEERA's capital for 3 months
- f) Mark to inform ROCs of process and wording required on AERAonline nomination portal
- g) Mark to seek further EOIs for SCs on FB and by direct mail to clubs
- h) Mark to provide WW with feedback from last ride
- i) Andrew to research ride trailer generator, clocks, battery charger
- j) Mark to circulate to clubs updated ride trailer SOP and in/out gate procedure
- k) Mark to write to AERA – Paypal would be useful addition to the AERAonline payment gateway.
- l) Members to be encouraged to register for PICs

**6. Matters arising**

- a. Significant motion register has been started – attached for review

Discussion:

Action:

- b. State championships: Some interest expressed as feedback to the FB post calling for EOIs.

Discussion:

Action:

**7. Correspondence**

**In**

- |            |  |
|------------|--|
| 14/05/2022 | Email from Kim Moir - agenda for 21 May AERA MC meeting - forwarded to SMC for comment   |
| 15/05/2022 | Email from Kim Moir - new CS report form - forwarded to Tas CSs  |
| 24/05/2022 | Account for swab postage from Pat Hodgetts<br>CS report from STER ride from CS Mark Dunn   |
|            | Hard copy ride trailer insurance renewal from Strategic insurance - forwarded to exec for approval to pay - approved and paid. (Policy docs scanned and filed in correspondence in mailbox). |
| 26/05/2022 | Email thread from Trish Smith re process for AERAonline nominations  |

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26/05/2022 cc'ed email from Roger to W'pac re term deposit - reinvest  
for 3/12

27/05/2022

Redacted

27/05/2021

Redacted

29/05/2022

WW ride return from Flick - acknowledged  
Account for trailer transport to and from STER Glenelg ride  
from Tony Perry - forwarded to Roger for payment.

30/05/2022

2023 ride nomination from STER - Easter - 2 x 80k +  
shorter rides

Ride nominations from Suncoast (Tara) for Jan 28 and  
March 18 2023

Email from Westpac - confirmation of new term deposit - 3  
months @ 0.74%.

4/06/2022

Draft bios from Kaye for TEERA Hall of Fame - Laurie  
Nicolle and Pat Hodgetts - on agenda

7/06/2022

Message from Lara Baker-Condon, Agfest equine  
entertainment co-ordinator. Enquiring re endurance  
interest in demo at Agfest. Acknowledged

10/06/2022

WW ride nomination for 2023 - 4 March

13/06/2022

Finance report from Roger - on meeting agenda

**Out**

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26/05/2022 Draft SMC meeting minutes to SMC for review

27/05/2022

Redacted

31/05/2022

Mark to AERA - can PIC codes be made optional on AERAonline - response received. Notice to go on help section that 'not known' will be allowed.

Mark to AERA seeking advice on wording for 'How to enter' docs on AERAonline - no response received

1/06/2022

AERA Rule change proposals + Rule change by-law to SMC for review

3/06/2022

Mark to WW contacts - attendee feedback on April WW ride

Mark to Tas club contacts on State championships, AERAonline, ride results, day members

14/06/2022

Mark to AERA - recommend adding Paypal as a payment option for AERAonline

**8. Matters arising**

**I. Agfest presence**

Lara Baker-Condon, Agfest equine entertainment co-ordinator wrote to TEERA asking whether we are interested in having a presence at Agfest 2023.

Discussion:

Action:

**II. Redacted**

**III. Ride nominations**

Discussion: Note three nominations received already for 2023 rides.

**9. Member numbers**

As of 14/6/2022:

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**Adult & Junior Riding Membership**

	2018	2019	2020	2021	2022
NSWERA	431	432	352	429	394
QERA	480	509	423	399	348
SAERA	84	60	67	84	89
TEERA	229	183	135	136	111
VERA	193	186	118	157	144
WAERA	198	198	191	187	171
Total	1615	1568	1286	1392	1257

**10. TEERA SMC meeting agendas**

From Trenton: I would like to move a motion that the agenda for meetings be sent out to the smc one week before the meeting date and that all "correspondence in" be attached with the agenda. This would allow the smc a little time to do some research if required on matters to be discussed and also give our members a clear deadline for their correspondence to be submitted.

Kaye → Motion: In the week prior to the SMC meeting, the agenda be circulated to the SMC with key documents attached. These documents include relevant financial statements, previous meeting's minutes and correspondence in and out.

Rationale: this would allow members to find all relevant information in one email. Further, unless an emergency, no circulation of correspondence would be required until the week prior to the meeting.

Discussion:

Action:

**11. Gear checks**

Concern from non-endurance people observing poor fitting rider gear.

Relevant rules is 57.1: *It is the responsibility of the rider to ensure that their riding tack is 'fit for the purpose', safe and that all tack and material placed on a horse fits appropriately and does not cause harm or injury to the horse.*

Discussion:

Action

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**12. Aerospace**

From Trenton: I would like to look at the costings for aerospace and have it recorded in our minutes of the actual ongoing costs of aerospace and what it is that we are spending our money on. On the last report from Aera I counted over \$20 thousand in outgoing costs.

Discussion: Mark → business case spreadsheet attached. This is highly confidential and commercial in confidence. To state the obvious, it should not be shown to any non SMC and the details should not be discussed with any non SMC.

Discussion:

Action:

**13. AERA online:**

Discussion: AERAonline has now been used for three rides in Tas.

Mark – people are getting used to it – minimal issues. Verbal report on Lebrina experience will be provided at this meeting

ROCs have been informed that that phone entries and cash payments on the day must be offered and that refund policy needs to be stated.

**14. Finance:**

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

Discussion:

There are two unpaid \$25 day member fees – one from the CCER March ride and another from the WW May ride (disputed).

The ride return and associated payment from the March Kentish ride remains outstanding.

Action:

**15. 2022 Calendar**

Green highlighted are gaps that might be filled.

**Ride nominations 2022**

12-Feb Jill Sheean

5-March CCER

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19-Mar Kentish  
2-Apr St Helens  
April 23-  
25 April 20/40/80/160  
  
14-May STER - Hamilton  
  
28-May WP

18 June Lebrina  
  
8-Jul TQ22  
  
August

Sep-24 CCER

15-Oct Portland Riders  
JG Memorial

5-Nov Oss Foley

19-Nov SCs?

a) State championships –

16. 2023 calendar

A few nominations have already been received.

**TEERA 2023 ride nominations**

28-Jan Suncoast

4-Mar WW

18-Mar Suncoast

7-10 April STER 2 x 80k and others

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**17. Chief steward ride reports**

Wattlewood 28 May: To follow

**18. Ride feedback form**

WW May ride feedback attached.

Discussion:

Action:

**19. TEERA Hall of fame**

Two further drafts received (Thanks Kaye) - Laurie Nicolle and Pat Hodgetts.  
Attached for review.

Discussion:

Action: Mark to post to TEERA / AERA(?) website

**20. TEERA COVID supplies**

TEERA has some infection control supplies left over from those acquired via the 2020 grant – 6 x IR thermometers, a bunch (20+) of containers of hand sanitiser and a bunch of disinfectant wipes.

Discussion: What should we do with these? Mark discussed with Aged Care Facility manager and Tas ambulance paramedic. No useful suggestions emerged.

Action: Post a note to FB seeking suggestions?

**21. EWS**

Two horses have exceeded the 30 point threshold – the responsible people have received cautionary letters.

**Redacted**

Note:

- '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.



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- 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.

**22. TEERA merchandise**

Deb to report.

Discussion:

Action:

**23. Round the table....**

Meeting closed:

Next meeting: Tuesday 19 July 6.30PM at Burnie and online.

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Matters deferred until a future SMC meeting

**1. 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: Longford agenda.

**2. TQ25**

Discussion:

Action: