

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

Meeting opened:

SMC Present: Andrew Miles, Felicity Perry, Mark Dunn, Grace Huxtable (until 7.40PM), Trenton Huxtable, Deb Wylie, Angie Clark, Kirstie Lockhart, Jess Goulding

Visitors:

Apologies:

--

1. Brief welcome from chair

Andrew thanks those present for their attendance.

2. Ratification of minutes of 13 December SMC meeting – previously circulated:

Motion: *'that the minutes of the SMC meeting on 13 December be accepted as a true record of that meetings.'*

Moved, seconded:

3. Matters arising

Nil not elsewhere on agenda.

4. Actions from previous meetings:

- a) Mark to generate AGM documents and notices – in hand
- b) Mark to liaise with Roger re 2023 forms, including novice → endurance rider upgrade – in hand
- c) Jess to put TEERA ride dates on national calendar - done
- d) Deb to liaise with CFJ re Dylan's SC buckle
- e) Deb to arrange thank you's for SC landowners
- f) Flick to work with her dad to generate list of what trailer gear belongs to Tony and needs to be replaced
- g) Andrew / Trent to construct boxes for ETS gear
- h) Deb to send Tony Purton's honorary membership citation to Roger for posting on website
- i) Barnboogle ride September 2023 – Trent to investigate with other stakeholders
- j) Andrew to progress planning for ETS training day
- k) CCER October ride return not received – Deb to follow up
- l) Jess to put CEER CATE day on national calendar (insurance) - done
- m) Mark, Tara, Roger to liaise re availability of NTARC / WICEN for 3 rides in April / May – done – all clubs could operate their rides without NTARC / WICAN if necessary
- n) Jess to send EWS letters foreshadowed in December meeting
- o) Mark to write to ROCs and post on FB notice re the importance of keeping good records of all TEERA financial transactions – on hold
- p) Mark to send third email to Sandy Little re SC cost reimbursement - done

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

5. Matters arising

All as detailed above.

6. Correspondence

Mark – as foreshadowed in an email to SMC members in late November, I am finding the new process for managing correspondence troublesome. It does take more work to process and results in SMC members receiving a significant amount of irrelevant or routine information. Also, I do wonder how much of it is reviewed by SMC members.

I would like to suggest that we revert to the previous method of handling correspondence:

- Secretary receives, acknowledges where appropriate, and takes whatever action is required
- Secretary makes a detailed list for distribution to SMC members with the next meeting agenda
- Secretary triages and extracts significant / consequential / important matters for specific inclusion on the agenda
- SMC members invited to request copies of any correspondence they wish to see in full when the meeting agenda is circulated

Discussion: Deferred until 2023.

Action:

In	
11/12/2022	Email from Roger - query as to why TEERA membership receipts generated by AERAspace include GST - they should not - referred to AERA for action - receipt acknowledged by AERA secretary
9/12/2022	Email from Kim Moir - info re 2023 insurance
14/12/2022	Email from Kim Moir - minutes of 27 November AERA meetings
15/12/2022	Email from Kim Moir - advice of three documents posted on the AERA website - business plan + 2 by-laws
16/12/2022	Email from Roger Nichols - notice of motion for AGM
17/12/2022	Email from Kim Moir - has qty of old TEERA newsletters and minutes - is mailing to me
20/12/2022	Email from Chris Davis re 2023 mem fee underpayment. Response provided - please remit the shortfall.

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

18-20/12/22	Emails from Roger to SMC re AGM motion to remove requirement for TEERA to be audited by professional auditor - advised that formal AGM motion to follow.
18/12/2022	Email from Lindsa Tanian - chair AERA database SC - seeks to set up meeting with TEERA reps re online membership platform.
21/12/2022	Email from Kim Moir re TQ23 - advice required on TEERA vet and CS. Contribution needed for TQ handbook
23/12/2022	Email from Squarespace - notification of annual renewal of account on 7 Jan. Mark agreed with Roger to change to CC details on the account to his.
22/12/2022	Email from Kim Moir - advice re timeline for submission of reports for next AERA MC meeting. Reminder received 4/1/23
28/12/2022	Email from Kaye Mitchell re timeline for SMC nominations over the festive season
30/12/2022	Email from Andrew Miles - Mark Dunn 2023 SMC nominations - acknowledged 5/1/23
31/12/2022	Email from Carolyn Foley Jones - 2023 SMC nomination - formal response sent 5/1/23
31/12/2023	Email from Kaye Mitchell - 2023 SMC nominations for Deb Wyllie and Angie Clarke - formal response sent 5/1/23
1/01/2023	Email from DOJ - notification that TEERA annual return is due. Mark to attend to it once audit is received.
Out	
7/12/2022	Mark to CCER - confirmation of affiliation of 5 August 2023 ride application Mark to SMC - agenda and associated documents for 13 December SMC meeting Mark to SMC - consultation re date for AERA database subcommittee presentation on AERAonline membership platform
17/12/2022	Mark to members - info about fees, memberships, AGM, SMC elections
18/12/2022	Roger to AERAspace admin cc Mark - query re discrepancy in AERAspace membership report numbers. Response that DB SC would look into it
30/12/2022	Mark to TEERA members - reminder of deadline for SMC nominations.
4/01/2023	Mark to Linda Tanian re AERAspace access, cc Kim Moir - responses received

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

5/01/2023	Mark to Jess, Grace, Flick cc Linda Tanian re AERAspace access
6/01/2023	Mark to SMC - draft TEERA report for 22 January AERA meeting for comment
8/01/2023	Reminder email to Sandy Little re claiming costs for travel and accommodation for SCs
8/01/2023	Mark to SMC - December SMC meeting minutes, action sheet, draft Jan SMC meeting agenda

7. Matters arising

- a) TEERA membership receipts – GST should not be included
- b) Comments on any AERA correspondence – eg minutes, meeting summary
- c) Meeting between AERA DBSC and TEERA reps? – agenda below
- d) TQ23 – AERA needs advice from TEERA on our representative CS and vet. Also need a handbook article

Discussion:

Action:

- e) Email from Kaye Mitchell re timeline for SMC nominations:

‘My current experience trying to get signatures from nominees suggests that the dec 31st cut off needs to be extended. People are away on holidays and/or with family and it is not a time to disturb them.

I suggest a well publicised two week extension for this year. Next year, you might consider having the forms available prior to or at the dinner so that the process is more doable.’

Discussion:

Action:

- f) AERAspace accesses at end of year changeover

Discussion: Jess, Flick and Grace all lost AS access on 1/1/23. Status?
AERA DBSC feedback – can’t see a cause.

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

Action:

8. Annual general meeting, SMC election

All of the appropriate notices, emails etc have been done.

4 nominations were received for the 5 vacant spots. Of these, that of Mark Dunn was received before the published deadline for lodgement of nominations. The other three – Carolyn Foley-Jones, Angie Clarke and Deb Wyllie were all received after the published deadline but still on the nominated day and more than 30 days before the AGM date.

Motion: 'In accordance with TEERA Rule 23, which notes in part that:

23.1 Nominations of candidates for election as ordinary committee members are to be -

...

b) delivered to the secretary of the Association at least thirty days before the date fixed for the holding of the annual general meeting.

the nominations of Carolyn Foley-Jones, Angie Clarke and Deb Wyllie be accepted as lodged on time'.

Moved, seconded:

Action:

9. Finance:

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

b. 2023 budget

(Slightly) updated budget circulated for information with this agenda

c. Ride returns

Note: still to be received from CCER. Secretary has written to CCER requesting same.

10. AERA online membership renewal proposal

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

AERA Database Sub-committee chair Linda Tanian has asked to meet with SMC to canvas TEERA's needs.

Discussion:

Action:

11. Dinner / awards night

Discussion: Need master list of awards and what criteria are needed to assess.

Action:

12. Grants – Tas govt?

All state governments offer a range of grants for community organisations for a range of things, in the main capital improvements. It has been suggested that TEERA should research opportunities and apply where possible.

Here is an example:

https://www.sportrec.tas.gov.au/grants_and_funding_programs

There are others.

Discussion:

Action:

13. Website

The TEERA website is dated but still does pretty much what we need it to do. Roger believes we may not be using it to its potential:

'Just a heads up. The web site has capabilities beyond those currently used (which we are paying for).

I've set up the NTARC site to provide for NTARC membership renewals. About half the membership use it. Although capable of accepting payments via the web site, we are not utilising. Direct debits are the primary subs payment method used.

The current system is similar to the old TEERA ride entry routine. An on line form submits it's contents to a Google spreadsheet which the Membership Officer balances against payments. The spreadsheet becomes the membership register.

No long term benefit if AERA to provide this service.

There is a "Commerce" (and separate Marketing) facility which could be used for e.g. annual dinner, merchandise sales. Info here -

<https://support.squarespace.com/hc/en-us/categories/200290338>

An example 'shop' <https://thomasheaton.co.uk/shop/>

Note: the Squarespace annual payment is due on 7 January @ US\$252.00 @ whatever the exchange rate is plus GST. I budgeted AUS\$450. With the removal of

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

ride entry/nominations, I'm not sure we are getting value for that amount. It has the major advantage of needing little technical knowledge to use parts of it (but needs oversight).

Most members of the NTARC committee personally use their web site (same cost as TEERA) where useful in their particular roles. NTARC does not use Facebook, for several reasons.

I use Squarespace for my personal website, at a cost of AUS\$192 + GST. It does not include eCommerce at that price.

Discussion:

Action:

14. 2023 calendar

4/2/2023	Jill Sheean	confirmed, notified
18/2/2023	CCER	requested - TBC
4/3/2023	WW	confirmed, notified
25/3/2023	Kentish	confirmed, notified
8/04/2023 (Easter)	STER	2 x 80k and others confirmed, notified
22/4/2023	Pyengana	confirmed, notified
6/5/2023	Castra	Confirmed, notified
20/5/2023	Suncoast	confirmed, notified
10/6/2023		Gap to fill?
25/6/2023	TQ23	Stirlings Crossing, Imbil, Qld
July		Gap to fill?
29/7/2023	Winton to Longreach	

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

Gap to fill?

26/8/2023 NEEEC confirmed, notified

16/9/2023 Barnboogle?

7/10/2023 CCER Requested - TBC

29/10/2023 Oss Foley or 4 November

18/11/2023 SCs proposed

Discussion:

Action:

State Championships

In the past TEERA has had a discreet SC committee whose job it was to run the SCs and, sometimes, a fund raising ride through the year. Should this be reinstated?

Discussion:

Action:

15. EWS

No changes since December.

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.
- 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....

Meeting closed:

TEERA SMC Meeting - Agenda
Tuesday 17 January 2023, 6.30PM.
30 Main Road Wivenhoe

Next meeting: 6.30PM. 21/2/23. Sassafra.

DRAFT