

TEERA SMC Meeting - Agenda
Tuesday 19 April 2022, 6.30PM.
Community Hall, Sassafras

Meeting opened:

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

Visitors:

Apologies:

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1. Brief welcome and comments from chair

2. Ratification of minutes of last SMC meeting (15/3/22 – previously circulated):

Motion: *‘that the minutes of the SMC meeting on 15/3/22 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) Kirstie to follow up on possible NE ride later in 2022
- b) Andrew to review TPR list – updated list to be uploaded to website.
Provisional list to be removed from website (Mark)
- c) Mark to update trailer SOP
- d) Andrew to liaise with Tony Perry re ride trailer generator, clocks, battery charger
- e) Mark to arrange re-imburement for Perrys for 2021 trailer transport
- f) Mark to notify clubs re 50c/km rate for future transport.
- g) EOIs need to be called for people willing to learn how to operate the ETS
- h) **Redacted**
- i) Mark to club contacts – ride secretaries to upload ride results to AERAspace ASAP after events
- j) Mark to inform clubs re process for ride feedback form
- k) Descriptor added to AERA delegate info on TEERA website (non voting etc) - 22/3/22
- l) ROTY – Mark and Kaye to draft promo for publication

5. Correspondence

In

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- 10/03/2022 AERA AGM agenda and related docs from Kim Moir -
circulated to SMC 16/3/22
- Minutes of Feb AERA MC meeting from Kim Moir -
circulated to exec
- 16/03/2022 EWS letters x 6 cc'ed from EWS co-ordinator
Email from Kim Moir - AERA AGM docs
- Redacted**
- 17/03/2022 Email from Tara Nicklason re fuel costs associated with St
Helens ride - circulated to SMC
- Email from Kim Moir - signed TEERA - AERA affiliation
agreement
- 18/03/2022 Message from Raylene Garwood re dogs not allowed at
Kentish ride
- 20/03/2022 Second - email from Tara Nicklason re fuel costs associated
with St Helens ride - circulated to SMC - responded
26/3/22
- Email from Jake Tammens re Kentish ride paperwork -
responded with a request to include RM and BioS plans
- 21/03/2022 Email from Kim Moir re various DA reps to various AERA
bodies - TEERA has already provided same
Account for payment from Felicity Perry - trailer transfer -
\$25
- 30/03/2022 Email from Jake Tammens re Kentish ride paperwork -
replied with examples of risk and biosecurity plans
- Hard copy docs in mail from Kentish rides
- 5/04/2022 Email from Roger re non receipt of CCER ride return -
emailed Deb Wylie requesting it
- Email from Deb Wylie - CCER ride return
- Out**
- 14/03/2022 Mark to SMC - 15/3 SMC meeting agenda, finance and web
reports
- 16/03/2022 Mark to Surewise - query re names on policies - response
received - circulated to exec
- 22/03/2022 Mark to SMC - draft minutes and action sheet from 15/3
SMC meeting for comment
- Mark to Roger - update to website descriptor for Kaye and
Andrew as AERA delegates

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9/04/2022

Mark to Tony Perry - request for bank account details for trailer transport cost reimbursement - response received 24/3 - forwarded to Roger for payment
Mark to various re ride trailer SOP update
Mark to Roger, Pat H re Rules review

6. Matters arising

a) Dogs at ride - from Raylene Garwood:

FYA and perhaps elevation to committee. Dogs were plentiful at steamfest on the same venue last weekend. Hi Mel, my apologies for late notice however just saw that KEER ride does not permit dogs on the grounds 😞 As a single person with no family locally, my dog goes everywhere with me. Given that a short notice boarding kennel costs as much as ride entry, this is a prohibitive extra expense to even doing a 20km. Dogs were permitted last year 😞 This is my fault for not reading the ride conditions but I'm not attending a ride that won't allow well behaved dogs on leads and under control. Regards Raylene

b) Kentish ride paperwork – just an FYI – secretary exchanged a couple of emails with Jake Tammens re paperwork for Kentish ride – no Biosecurity plan prepared. This general point is on the agenda for the ROC meeting in July.

c) Ride trailer SOP – updated and reviewed by Perry family. Updated version attached for discussion +/- signoff.

7. Member numbers:

96 (?) as of 11/4/22 – no change since last meeting. Database up to date?

8. Teera meeting agenda's

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.

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Discussion:

Action:

9. Aeraspace

From Trenton: I would like to look at the costings for aeraspace and have it recorded in our minutes of the actual ongoing costs of aeraspace 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:

Action:

10. AERA online:

Discussion: Was soft launched with TQ22 merchandise 10/4/22.

Use for STER ride? Will involve all people entering the ride having to register and create an account

11. Redacted

12. TEERA subsidising rides that lose money

SMC recently discussed this in the context of a request from Portland / Suncoast to assist with travel costs for those attending their ride. It was suggested that TEERA has a 'policy' of considering requests for assistance from ROCs that lose money at their events.

Discussion: Does such a policy exist?

Action:

13. Finance:

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

14. 2022 Calendar

Green highlighted are gaps that might be filled.

Ride nominations 2022

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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 | Lebrina??

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

Discussion:

Action:

15. Ride reports

- a. CCER – CS report not yet received
- b. Kentish - CS report not yet received
- c. St Helens – report attached

Discussion:

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16. **Redacted**

17. **Ride feedback form**

Draft feedback form to JS and Kentish attached.

Discussion:

Action:

18. **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?

Action:

19. **EWS**

Redacted

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.
- 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.

20. **TEERA merchandise**

Deb to report.

21. **Round the table....**

Meeting closed:

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

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:

2. 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.

3. TQ25

Discussion:

Action: Andrew to convene meeting of interim TQ25 ROC

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DRAFT