

Tasmania Equine Endurance Riders Association
Committee meeting agenda
Wednesday 18/12/19
Latrobe, Pyengana, Leslie Vale



1. Meeting opened 6.32PM

SMC present: Blaine Astell, Melissa Kelly, Roger Nicholls, Tania Jago, Jill Hawks, Trent Huxtable, Raelene Smith and, remotely, Tara Nicklason and Mark Dunn.

Apologies: Kelly Woodhouse

Visitors: Trish Smith (online), Andrew Miles, Amelia Napier

Blaine noted that we are using a new conferencing system – Skype – Blaine briefed SMC on use and protocols

2. Minutes of previous meeting 19/11/19 ratified – Tania, Melissa - carried

3. Correspondence

18/12/19 Email Pat Hodgetts re 160 klm ride and NEEEC Easter ride

3 x emails to Pat H. re 160 klm Easter ride and vet subsidy

16/12/19 Email to trish Smith and Andrew Miles receipting their SMC noms

15/12/19 Email SMC nomination from Andrew Miles

15/12/19 Email SMC nomination from Trish Smith

14/12/19 Email AERA rulebook update from Kim Moir

13/12/19 Email acknowledging TEERA minutes from October mtg -Kim Moir

11/12/19 Email with AERA minutes from November attached- Kim Moir

Email re Laurie Nicolle funeral – Pat Hodgetts

10/12/19 3 x Email re NEEEC Easter ride – Megan Jensen

Email with AERA fees and charges for 2020- Kim Moir.

Email to Equestrian Tas apologising for non-attendance at Safety Seminar

Email to Pat H. re Laurie Nicolle funeral- Guard of Honour

9/12/19 Email to Kim Moir with minutes of TEERA October Meeting attached

8/12/19 Email re NEEEC Easter ride – Megan Jensen

6/12/19 Email re Laurie Nicolle funeral – Linda Tanian Replies Mark

5/12/19 Email from Pat Hodgetts with info re Safety seminars

Email to Equestrian Tas booking place at Safety Seminar

4/12/19 Email from Kim Moir outlining AERA recommended vet fees

Email from Pat Hodgetts re postage of swabs

Email to Pat H apologising for untimely removal of Laurie Nicolle from Life members.

3/12/19 Email from Pat Hodgetts re removal of Laurie Nicolle's name from Life members role.

2 x Email from Pat Hodgetts re Laurie Nicolle death notice.

Email to Pat H re broadcast to members of Laurie Nicolle death.

Email to lyn Nicolle requesting permission to broadcast death notice.

Email from Trish Smith re electronic signatures on SMC nomination forms

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2/12/19 Email from AERA re restricting the number of persons with AERA space access
2/12/19 Email forwarded from AERA re AERA space to SMC for comment
2/12/19 Email to Kim Moir re Wongawol Legend.
1/12/19 Email from Jill Hawks to AERA data base registrar with a few suggestions of removal and additions
Email from AERA data base Registrar with list of TEERA persons with access to AERA space and our input on who requires access.
Emails from Kim Moir and Linda Tanian re the ongoing Ride completion record of Wongawol Legend
Email to Linda Tanian thanking her for her follow up on Wongawol Legend and asking her to do the system alteration
Message to Lyn Nicolle on messenger re Laurie's Death
30/11/19 Email from Pat Lamprey re return of bibs from Tracey Wyllie
27/11/19 Email from Pat Hodgetts re Concussion and Safety seminar
Letter EWS sent to John Shoebridge
26/11/19 2 x Emails re Concussion and Safety Seminar- Past Hodgetts
Email to Jane Radney re TQ20 sponsorship and reply offering us 3rd place Junior
Email with State Champs Ride Return and Chief Stewards Report attached
Email to Pat Lamprey asking for clarification of the bib sale/hire system and also the returned bibs
25/11/19 Email from Linda Tanian re Wongawol Legend and Chief Stewards response
22/11/19 Email from Steve Swan re changing result for Wongawol Legend
21/11/19 Email to Steve Swan re changing non completion of Wongawol Legend
Email to Pat Hodgetts re letter of appreciation to Dave Nolan, asking for information

Matters arising:

Concussion seminar – Jill disappointed no one went. ROs will need advice, particularly about possible concussion events on course. Noted that support material from AERA was good. To be followed up in 2021.

AERAspace access – brief discussion on who should not have access. To be followed up by email.

Mark – requested a letter go to AERA expressing disappointment at the late delivery of the 2020 fee schedule and requesting more timely delivery in 2020 for 2021.

4. Actions from previous meetings

- a. Mark to look at member protection policy – **in progress**

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- b. Using the Agfest site as a ride base – 5 letters sent by Tara to landowners. One very positive reply. Follow up letter to go to other four.
- c. 2020 calendar – Pyengana and Black Bluff in discussion re a date swap – motorbike event scheduled for the date of the Black Bluff ride – Jill to progress – Tara concerned on lack of progress – anecdotal comment from a member that swap has been done. Official confirmation still to come – Blaine to follow up. Roger advised WICEN is busy at that time so need confirmation. Tara commented on the need to book vets and other officials well ahead. Confirmed later, during meeting, by Andrew that swap is confirmed.
- d. TQ20 piece for TQ20 handbook – Amelia Napier has agreed to write – timeline? – nearly done (Amelia).
- e. Member survey – to go with membership renewal? – Discussion of survey questions worked on by Blaine earlier in 2019. Decided not to go with 2020 membership form – possibly to be handed out at AGM. Decision deferred. A few questions from Roger, relating to Facebook use and TEERA website visits, to go on form.
- f. Thank you letter to Dave Nolan – Jill to progress – thanks for your past efforts etc generic
- g. Letter to vets outlining appropriate behaviour – in progress - Blaine

5. Strategic Plan:

- a. promotional events in 2020 – southern planning underway – Mark to circulate promotional plan – Mark encouraged northern members to think about who will do it / how and when. Reference to NSW events – perhaps stage an info day then a 40k ride? Offer an incentive to attend? 10 took up offer of free entry after last year's intro day run by Rebecca Ainslie. Seemed to work as free entry voucher holders attended other rides.
- b. Other?

6. SMC nominations

- a. Timeline - **to open on 22/11, close 16/12 - Voting to open 20/12, close 24/1**
- b. Voting – Trent to contact Mike Gaffney to act as returning officer. Tara to compile list of eligible voters – no longer relevant as a vote won't be needed
- c. Nominations - nominations from Tony Perry, Trish Smith, Roger Nichols, Andrew Miles. Discussion re compliance and logistics around the Rules with respect to late nominations. Trent Huxtable and Amelia Napier have nominated after the closing date printed on the nomination form. SMC voted to accept the nominations (1 vote of no, 1 conflict, one abstention). SMC noted that a notice will go on the website that voting has closed – 6 nominations to fill 6 vacancies.

7. Rule change proposals

- a. Roger to draft 'final' version of Rule changes agreed by SMC to be supported by SMC - to go up individually with mention at AGM of SMC support or not

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8. Concussion policy and action - deferred until 2020

9. 2020 FEES AND FORMS

- a. Final fee list version to be circulated for sign off (Roger) – resolved (Mel, Roger) to accept fees as circulated + questions on renewal form. Noted that AERA fee rises are restrained. Renewal forms to go on website. Brief discussion on what the criteria for membership are. Membership applied to calendar year? Until the end of the AGM? Other? Need to clarify - for discussion in 2021. (See Rule 5.7b)

10. TQ20 sponsorship

- a. Resolved to seek highest junior award available – progress? – 3rd Junior confirmed – invoice to follow from TQ20

11. Finance report

- a. Status of \$2,000 loan made to CCER 15/3/18 – Pay back, write off, remain as debt? – CCER to consider at their AGM – advice T/F from CCER after AGM – remains a loan at present
- b. Treasurer's regular finance report – Report accepted, payments actual and pending per list authorised – Roger, Tania - resolved

12. 2020 budget

Noted by SMC

13. 'Day member' overpayments to AERA – email from Pat Hodgetts asking whether TEERA has requested a refund.

From Pat:

Re day membership -- I think Trent said that AERA had charged (and Teera has paid AERA) the affiliating fees and the insurance costs for day members - as for full membership, Thus Teera has paid the difference between what the day members pay Teera and what AERA have 'overcharged' Teera. Is this correct and has this been sorted with a refund from AERA to Teera etc ??

From Roger:

Best of luck working out what the overpayment amounted to. May well go back to 2013. Need to go back through all ride entries to sort out who were actual members and who were Day Riders (Day Members). Establish which rides were covered on each invoice. Calculate the

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correct Day Rider (Day member) payment. Check how many real affiliation and PL payments applied to that month and compare with the invoiced numbers to arrive at the difference – for each month. Etc. etc.

Some of the “Day Members” have always been included on AERA invoices so, apparently, TEERA did not have standardised procedures. Also, it wouldn't be a safe assumption that we were overcharged for all Day Members (Riders).

I have the impression that AERA invoices, which still refer to “Day Members” not “Day Riders”, were taken as ‘gospel’ and not queried before being passed for payment?

The TEERA Treasurer did not have access to AeraSpace. I understand there was some resistance within TEERA to me having access. Jill may be able to confirm or otherwise? (Jill pushed to gain access for me and Steve Swan was happy to arrange it, to the best of my knowledge. I gained access in February 2019 and discovered the Day Member issue which I then raised with AERA on 8 March.

Resolved that previous SMC decisions on this issue are appropriate

14. AERAspace data entry

Need to stress to ROs and ride secretaries the need to enter ALL relevant data – roles (including TPRs), ITs, etc – SMC noted – advice to be circulated by Tara (consulting Jill, Mark) on how RO data with respect to day riders/members should be entered

15. Ride Bibs

- a. Member purchase, hire, deposit, buy back arrangements.
- b. SitRep current stocks
- c. Which SMC (or other) position responsible for managing

Discussion re logistics of sale, return, refund, charges.

Tara to work up policy doc for review at next SMC meeting

Brief discussion re changing format of bibs – different colours for different divisions, etc?

Noted that budget for equipment for 2020 is \$1000

16. Annual dinner

Mel to check Pony Club rooms are available for AGM – in hand. Trent to check camping and availability of footy club rooms – clubrooms are OK (Trent) – in hand. Blaine to arrange screen and projector, slideshow (Blaine to have a go - done). Tara to contact Robyn and get USB with photos. Vid of TQ18 – Blaine to contact Graeme Bucknell – in hand.

Food / catering – Trent to liaise with footy club – RSVP necessary to footy club by 15/1/19 or as otherwise advised by club - noted

Payment – Tara to manage (\$35/head)

FB post and website – Tara to do – in hand

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Trybooking to manage ticket sales – Tara spoke to this – bookings to be opened 19/12/19
Brief discussion on menu

17. Annual Awards

MC - Robbie Walsh - Tara to make running sheet – in hand
ROC award to apply to a single event (Ride of the year) to be decided by Wendy Rand. Blaine to progress. – in hand
Volunteer awards to be chosen by Tania Jago – in hand – one shield, three certificates, deadline 4 December – all in hand

18. 2020 calendar

Clubs need to be encouraged to get their nominations in – Blaine
Tara - SCs on Nov long weekend – Blaine to discuss with SC committee

19. Biosecurity - Mark

The AERA biosecurity plan/guide requires us to have a biosecurity plan including a biosecurity field kit at each event. My time with AERA this year (and consequent consideration of hendra and infectious diseases in general) prompts me to revisit the issue.

I think this is another measure we now need to pursue. It's not impossible we will one day have an incident at a ride (EI, whatever...) and will need the plan and kit and/or the vets in attendance will expect it to be there.

Note and defer until 2020 for action

20. Facebook moderators – Mark

Possible text for Blaine to send to those proposed to be removed from the list.

At its recent meeting the TEERA SMC made the decision to restrict the role of Facebook admin to SMC members - this was done in order to ensure that all admins are familiar with existing SMC policies and procedures. You should not take this as criticism of the excellent roles you have played as admins in the past.

SMC is grateful for your past contributions to the Tasmanian endurance community.

Resolved - Blaine to progress

21. AERA

Brief discussion re meeting dates and status of AERA delegates / management committee members with respect to the new AERA constitution, set to be adopted at the March AERA meeting.

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22. State Championships

Went well – CS commented on NTARC expertise

23. Chief Steward Liaison

Draft roster for 2020 in progress – should have all rides covered

Suggestions for new chief stewards? Deb Wyllie? – Mark to contact – Tony Perry – Mark to contact

24. Horse welfare

- a. Horse age at rides – suggested by a member that young horses are not being checked / picked up at pre ride vetting

Mark to suggest CSs to discuss with vets

25. EWS

Nil new since last meeting – letter went to [REDACTED]

26. End of meeting 'around the table' – Trent expressed his view that SMC is a democracy and that members should accept decisions they don't agree with – particular reference to a comment by another SMC member (Mark) at the previous SMC meeting to which he took offence. Trent also spoke again to his view that TEERA would benefit from the establishment of a 'home base' – lease a paddock or similar to store equipment. (Tara in response – Agfest site?)

Roger - notice is needed for items on SMC agenda. Better outcomes are achieved when people have time to consider matters in advance. Roger also queried whether the list of AERA charges to TEERA needs to be publicized.

Andrew: informed SMC of a new vet at Devonport ex Kimberley region interested in assisting Mark in response to Trent – apologise if I caused anyone offense. Not directed at you personally.

Tara spoke to the situation of the Portland riders – Jill Lowth unwell. Mark Green unwell. Pat Green has had a family bereavement. Other committee members also unwell – no frills ride at Pyengana this year.

27. Next meeting 8/1/20.

Meeting closed 8.55PM