



TASMANIAN EQUINE ENDURANCE RIDERS ASSOCIATION INC

STATE MANAGEMENT COMMITTEE

Minutes GENERAL MEETING Monday 7 March, 2016 6:30 pm Uniting Church, Latrobe

1. **Present:** Dennis Foley Jnr, Allan Wyllie, Wendy Rand, Norm Thorley, Pat Lamprey, Greg Henry, Nicole Ford, Sonia Hodgetts, Sheleah Astell, Pat Hodgetts, Pam Shadbolt
Guests: Kaye Mitchell, Max Lockhart, Andrew Miles, Neil Colbeck
2. **Apologies:** Nil
3. **Minutes of previous meeting:** Change to date of minutes from 8 January to 8 February. Move minutes approved N Ford, second W Rand.
4. **Business arising:**
 - a) Committee vacancy, filled by Greg Henry:
Insurance: Greg Henry
AERA delegate: Wendy Rand, Pat Lamprey
Biosecurity: Debbie Grull
 - b) TQ18 – Pat Hodgetts emailed Quilty committee. Need minutes to come to SMC meetings, Treasurer's role is very important – suggest Greg help with this. Committee has just about finalised their incorporation. Sponsorship person should be separate from Treasurer.
 - c) BEER ride – Dennis Foley to find receipt for refreshments for reimbursement. Ongoing.
 - d) Forico – Induction course is a 4 page document. Ride organisers need to work through the document which Forico will send to them when they apply for permission. Concern raised that whoever signs on the document is totally responsible for anyone who goes on Forico property during the ride. Explained that Ride organisers will be covered by our insurance. Every Ride Organiser needs to do a Risk Assessment. Need to develop a template. Greg will continue to work with Mark Chopping at Forico to do so. Greg also asked about smoking on track – Forico don't officially have no smoking policy but be aware of risks. Ride Organisers are within their rights to state there will be no smoking. Norm asked for a copy of the template for the NTARC crew also. Pat Hodgetts to give Greg the AERA risk management template.
 - e) Put out feelers to see if Southern & North Eastern members would be interested in attending SMC meetings if they were moved to say Campbell Town every 4 months. Sheleah to advertise in newsletter.
 - f) Dinner & AGM – Presentation and dinner to be run at Penguin club, small committee prepared to organise. Have the dinner and AGM in December? Allan to discuss ideas re prizes etc and bring back to SMC.
 - g) Biosecurity document has arrived. Pat H has forwarded on to Deb Grull for review. Feedback is that it is a workable document. Committee approved D Grull as Biosecurity representative. Going to have on conditions on website for entry. Send information to Kevin for amendment to entry form.
 - h) NTARC: Request for money for next stage \$3300. Norm said that NTARC can provide information from out in the field and the AERA system will only work on ride base. Pat stressed we needed to know what NTARC planned to do and what the future technology is. Norm said he is hoping to provide a stand-alone reader at the checkpoint, but not to have totally unmanned checkpoints. Concerns noted that we need to be aware that Ride Organisers have not been given financial assistance and we need to be able to justify any large amount that we spend. Nicole suggested that NTARC consider a donation in return for services and will also get paperwork from Kentish Council in regards to grants and assistance available. TEERA is happy to support any grant applications NTARC wish to put forward.

- i) Oss Foley Ride: Did member complaint letter ever get tabled? Sandy Little's Chief Steward report – has it been sighted? Yes, tabled at a late meeting in 2015.
- j) Kevin Brewster – Web page. Need to add biosecurity – entrants will need to know their PIC numbers – need to go to council and get number. Add in insurance cost of \$5 for 20km and 5km riders on entry form. Marathon procedure needs to be published on website. Pat H to send through to Sonia. Change of ride name to marathon: NEEEC Saeed Almaktoom Endurance 66 Marathon. Add information regarding entry requirements re Trainer's Declaration.
- (i) Mandatory Rest Periods and other AERA matters
- (ii) End of agreement with EA on October 2016
Next meeting
- (iii) Mandatory rest periods – for discussion and decision will go to the AERA meeting. Questions raised about four 'consecutive' rides and a mandatory rest period. More about the rider, horse and management of a horse. Should this be assessed on a SMC level for individual cases? Question asked also regarding consistency of vetting. Should it be noted (if known) which foot horse is lame in? Horse welfare issues of running obviously lame horses out twice for a panel. Also need to be aware that it can put more pressure on the vet when making a decision to vet out a mildly lame horse, knowing that it then needs to rest for a fortnight and therefore perhaps miss out on say State Champs etc. What about horse that is lame at Best Conditioned? No disagreement with issues regarding metabolics. Vets still have the rights to issue a rest order. These points to be taken to AERA meeting.
- (iv) Constitution: lots of work gone into rewording. Put on the backburner. Management of AERA, be it by a board of directors or committee, still under discussion. AERA have consulted with constitutional lawyer and it is still a work in progress. A directive should follow after the AERA meeting. Laurie may be able to assist with interpreting the Constitution?

6. Correspondence In/Out

IN		
7/3	Member correspondence	Protest over incident at Kentish ride. Letter to be sent to two riders who have contravened horse welfare issues.
7/3	P Lamprey	Chief stewards report, BEER Wynyard, BEER Takone, Oss Foley No Frills ride, Kentish,
6/3	M Dunn	STER ride nomination 17/9 - approved Horse Trainer Declaration form
4/3	I Peters	AERA AGM Agenda, Constitution, Distance Scrolls, Swabbing forms
26/2	Y Maxwell	NTARC Radio equipment
24/2	D Grull	Oss Foley paperwork
24/2	I Peters	AERA form 36 – Junior Rider Consent Form, Stat Dec form 30
24/2	M Dunn	STER contacts
18/2	T Nicklason	Portland contacts
18/2	M Jensen	NEEEC contacts and ride name change
18/2	D Grull	TPR List
17/2	I Peters	AERA biosecurity
16/2	S Ruprecht	Insurance form
12/2	G Henry	SMC Nomination

OUT		
17/2	G Henry	Insurance form
11/2	K Brewster	New SMC contacts, TPR list, Portland, STER and NEEEC contacts, AERA matter for discussion
11/2	M Chopping, Forico	Request for induction for reps from all RO. Followed up with two phone calls. No response as yet. (Greg Henry can update)
10/2	S Ruprecht	Request for new insurance form.

7. Reports

- a) Membership: 168
- b) AERA report:
- c) Treasurer's Report: tabled. W Rand, second D Foley.
- d) Early warning horse/rider update

8. General Business:

- a) Jill Sheean change of date – 10 September, ok.
- b) TPR & Chief steward Registrar – responsible for updating, remind RO to get information from the website once it's updated.
- c) New rule books. Keep tally of books issued.
- d) Ride return forms – still need Master Copies with AERASPACE? Also how long do we keep ride records for? Have TEERA cabinet with rides from late 1990s.
- e) Member asked to come to SMC table regarding a horse's metabolic collapse last year. Member gave their side of the story. SMC to send letter.
- f) Horse Trainer Declaration form – on AERA form it states that Trainer must be a full membership. On membership form we need to have a category for Trainer.
- g) Junior Rider – parent/guardian declaration. Should this also have 'responsible adult'.
- h) Reports from land owners at Kentish regarding riders respecting gates – shut if they are shut, open if they are open. Concern also regarding train and the gun club.
- (i) Rule to submit \$20 for a protest is to be dismissed. All protests need to be in writing and submitted to the Chief Steward no later than half an hour.
- (j) Day membership required for 20km and 5k riders? P Hodgetts has spoken to Tom McCormack and we can create a day membership for \$5 for those riders to cover AERA. This needs to be paid to TEERA.

9. Date of next meeting: 4/4/16

10. Meeting closure: 10.18pm

Action List

Action	Person responsible
Oss Foley Chief Steward report and resulting letter	Trent
Incorporation numbers to be forwarded onto insurer	Sonia/Sheleah – ongoing.
TQ2018 – terms of reference, to follow up with Greg Burford	
Forico – Risk Assessment template - Greg to work with Mark Chopping on this. Ride organisers to give feedback on template, Norm to get copy. Pat Hodgetts to forward AERA risk management.	Greg
A motion was carried "Written notices via electronic correspondence to be accepted as per the Constitution 13.1, section 25.2" Moved Pat Hodgetts, 2 nd Pat Lamprey. This is to be taken to a Special Meeting.	Ongoing
Information distributed to Southern and NE members re SMC meetings at Campbell Town	Sheleah to distribute in newsletter.
Letter stating outcome of member discipline	Sonia
Biosecurity information to be sent to Kevin	Pat H/Sonia
AERA: Mandatory rest period discussion to be sent Pat H, Pat L & Wendy R Junior form – add in 'responsible adult'.	Sonia
Change membership form to add in category of Trainer	Sonia/Pam
Letter to two riders regarding conduct	Sonia