

TEERA SMC Meeting - Minutes
Wednesday 16 February 2022, 6.30PM.
Community Hall, Sassafras

Meeting opened: 6.40PM

SMC Present: Andrew Miles, Felicity Perry (from 7.05PM), Mark Dunn, Trent Huxtable, Tony Purton, Kaye Mitchell, Jess Goulding, Kirstie Lockhart (from 7.00PM), Deb Wylie (from 6.50PM)

Visitors: Roger Nichols, Deb Wylie (until 6.50PM)

Apologies: Grace Huxtable

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1. Brief welcome and comments from chair

Andrew thanked everyone for their attendance and welcomed the new SMC members, Kirstie and Jess. Andrew reminded members that, when allocated portfolio responsibilities, they should be quick to seek help in managing their workload if needed.

a. Appointment of person to fill SMC casual vacancy

Deb Wylie has been suggested. Resolved by SMC to appoint her, effective immediately.

2. Election of SMC office bearers

- a. President: Andrew Miles nominated: Moved, seconded: Jess, Deb. Carried
- b. Vice President – Kaye Mitchell nominated: Moved, seconded: Andrew, Trent - Carried
- c. Secretary: Mark Dunn nominated: Moved, seconded: Trent, Deb - Carried.
- d. Treasurer: Trent Huxtable nominated: Moved, seconded: Mark, Andrew – Carried.
- e. Roger to post to website.
- f. Portfolio allocations

Membership registrar: Grace

Logbook registrar: Felicity + bank payment approval rights.

Database registrar: Jess / Trish

Social media co-ordinator, membership liaison + promo: Kirstie / Deb

CS liaison: Mark

Vet liaison: Andrew

EWS: Jess / Trish

Horse welfare: Tony

Website: Roger

Bookkeeper: Roger

AERA delegates / MC: Andrew, Kaye. Mark as MC member.

3. Ratification of minutes of last SMC meeting (19/1/22 – previously circulated):

Motion: *‘that the minutes of the SMC meeting on 19/1/22, as amended, be accepted as a true record of that meeting’.*

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Moved, seconded: Mark, Jess. Carried.

4. Matters arising

Nil not elsewhere on agenda.

5. Actions from previous meetings:

Yellow actions have been done.

- a. Mark to write to CH Adventure Weekend committee
- b. Mark to work with Roger and Surewise to generate a promotional presence for Surewise on the website and FB
- c. SMC to promote the SMC casual vacancy to members and seek EOIs
- d. Mark to write to clubs seeking EOIs for SCs – include closing date – 31 March
- e. Mark to write to clubs noting refund policy needed for new OLNS
- f. AERAspace data entry processes – Mark to write to ROCs reminding them to be diligent to both enter data and to do so accurately and completely
- g. Mark to write to Khyle, Celine inviting them to remain on AERA NVP for a further two year term – Yes, from Khyle, no response yet (10/2/22) from Celine
- h. Andrew to progress activation of the TQ25 steering committee – in progress
- i. TPRs, WWVP, First Aid, Chainsaw operators to be removed from website contact list. TPR list for review.
- j. Mark to email members (+FB, website) re new AGM and awards night date
- k. Trent to talk to NE contacts re marking a track so an additional ride might be added to the 2022 calendar

6. Matters arising

- a. TPR list on website – how to review? Suggest generate spreadsheet for review by 2 SMC (keep / remove from list).
Action: Mark to consult ROCs – outcomes to go to Andrew, Trent to further review
- b. NE ride – on agenda below

7. Correspondence

In

9/01/2022	Finance report from Roger for 15 Jan SMC meeting - forwarded to SMC, Jess, Kirstie
10/01/2022	cc'ed email from Kim Clark to Logbook reg - re change of ownership email from Debbie Grull with comments about the logbook form - replied that it will be referred to SMC
11/01/2022	Email from Roger - auditor's report

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Email from Helen Bowkett - AGM apology + query re cancelled NEEEC rides - responded

12/01/2022 Emails from Yvonne Downes, Tracy Nutting re AGM, dinner postponements - in the main just thank you notes - replied

13/01/2022 Email from Kim Moir - NVP nominations needed - replied

18/01/2022 Updated finance report from Roger - forwarded to SMC

20/01/2022 EOI from Qld vet, Sara Rhodes, to vet at a ride in Tas - replied cc Pat H, Andrew Miles

25/01/2022 Email from Kim Moir - nominations for TQ22 vet, CS needed

27/01/2022 Email from Carolyn Foley Jones re dinner refunds - replied

4/02/2022 Email from Sue Martin re TQ22 vet - acknowledged

4/02/2022 Email from Tara Nicklason - EOI for TQ22CS spot - acknowledged

Email from AERAspace admi - database down 7-8/2/22 - acknowledged with comment that it needs to be up by Wednesday

5/02/2022 Email from Tara Nicklason seeking approval for proposed April ride @ St Helens - circulated to SMC for approval - supported - Tara notified

6/02/2022 EOI from Mark Dunn re TQ22 CS role
EOI from Celine Lee for TQ22 vet role
Invoice from Celine Lee for consumables @ 2021 Pyengana ride

8/02/2022 EOI from Pat Lamprey for TQ22 CS role

9/02/2022 Email from Debbie Grull - request for editable version of ride entry form - was cc'ed to Roger, who replied
Email from Carolyn Foley-Jones re Dylan's name
cc'ed email from Roger to AERAspace liaison re future functionality of new system - Linda T replied
Update from AERA on new AERAspace system - forwarded to SMC - comments back from Roger
Finance report from Roger for SMC meeting

Out

12/01/2022 Email to members re postponement of AGM, dinner
Email to SMC + Jess, Kirstie - SMC meeting agenda

18/01/2022 Mark to SMC - late agenda items for 19 Jan SMC meeting

20/01/2022 Mark to members - AGM notice

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- 21/01/2022 Mark to Kim Moir - TEERA report for AERA MC meeting 6 Feb
- 21/01/2022 Mark to members - awards night notice
- 26/01/2022 Mark to SMC - draft minutes, action sheet from last SMC meeting
- 28/01/2022 Mark to SMC + JG and KL - 6 Feb AERA MC meeting agenda for comment.
- 2/02/2022 Mark to annual dinner ticket purchasers re refunds
Mark to Tas CSs - call for EOIs to attend TQ22
Mark to Khyle Stewart, Celine Lee, Isobel Collier, Sue Martin re vetting at TQ22.
- 8/02/2022 Mark to Khyle, Celine re AERA NVP - Accepted by Khyle
Mark to Kendel Sparnon, Surewise, re promotional presence on TEERA website and FB page.
Mark to John Cox declining offer to be part of central highlands adventure weekend in April
Mark to ROCs - SCs, refunds, AERAspace

8. Matters arising

- [REDACTED]
- [REDACTED]
- b. TQ22 vet – EOIs in from Celine Lee and Sue Martin. Decision: Celine appointed.
 - c. TQ22 CS – EOIs in from Andrew Miles, Tara Nicklason, Pat Lamprey, Mark Dunn. Decision: Tara Nicklason appointed.
 - d. Mark and Andrew, who had conflicts of interest, left the meeting for the relevant parts.
 - e. TQ22 yearbook – Tas contribution needed by 28 Feb. Action: Kaye Mitchell to progress.

9. Member numbers:

72 as of 10/2/22

10. AGM, end of year awards / dinner

Dinner: Brickendon – any action needed? Mark will write a letter of appreciation for their understanding of our late cancellation.

AGM: Mark to submit TEERA annual return to Tas Dept of Justice.

Awards: how did the awards go?

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Discussion: Noted that the awards night went well. Some concern has been expressed by a member about the cost of the awards as a proportion of the overall TEERA expenditure. SMC agreed that the awards are important to acknowledge good performance and that the amount spent is about right. Subsequent analysis by book-keeper Roger Nichols showed that costs have been about the same for at least the last three years.

11. Logbook application forms - email from Deb Grull

I wanted to note something worth considering at AGM or a regular meeting as appropriate.

Application for logbooks:

1. Is it possible to improve our horse logbook application forms?

The log book forms all the other states use, have a large horse markings diagram. Ours forms have a very small horse diagram and hard to get the detail on clearly.

2. In addition in the other jurisdictions (QERA, VERA NSWERA etc) have a link to the guide on how to complete a logbook application, for those who have no idea, how to complete a log book application form.

[logbookapplication2022.pdf \(qldendurance.asn.au\)](#)

[VERA horse forms](#)

[QERA horse forms](#)

[NSWERA horse forms](#)

[SAERA horse forms](#)

Discussion: Agree change is needed. Make horse diagram bigger.

Action: Roger / Felicity to review and update. Mark to write back to Deb informing her of this.

12. Finance:

- a. Motion that: *'the previously circulated finance report be noted, the payments therein authorised and the receipts noted'*. Moved, seconded: Flick, Jess. Carried
- b. Term deposit matures shortly:

Current rates are two fifths of sod all.

1 – 3 months 0.05%

3 – 5 0.07%

5 – 6 0.10%

6 – 7 0.15%

7 – 10 0.20%

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10 – 24 0.25% approx. \$250 p.a.

24 – 60 0.30%

Discussion: little return on offer...

Action: reinvest for 3/12.

13. 2022 Calendar

Green highlighted are gaps that might be filled.

Ride nominations 2022

12-Feb	Jill Sheean
5-March	CCER
19-Mar	Kentish
2-Apr	St Helens
April 23- 25 April	20/40/80/160
7-May	STER - Hamilton
28-May	WP
June	
8-Jul	TQ22
August	
Sep-24	CCER
15-Oct	Portland Riders JG Memorial
5-Nov	Oss Foley
19-Nov	SCs?

a) STER ride confirmed for 7 May.

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- b) NE ride this year? Possible – June or August preferred. Action: Trent to liaise with Kirstie and report back.
- c) SC EOs – none received yet – agenda next meeting.

Set date for 2022 awards, dinner. Action: Dinner and awards set for 3 December. AGM date to be set at next SC meeting.

- d) 2 April and 23 April rides affiliated. Mark to ask Trish / Jess to calendar.

14. New AERA ride nomination platform:

Development proceeding – hope to see active early in 2022.

15. EWS

No change since December.

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.

16. TQ25

Discussion: Time to get started...

Action: Andrew to convene meeting of interim TQ25 ROC

17. TEERA merchandise

Update (Deb Wylie) – Discussion deferred until next meeting.

Merchandise will be offered on order – no stock held other than samples. Date to be set for initial orders. Small range of garments etc to start. Markup? Decision: Aim for 25%. New logo to be promoted.

Action: Logo is ready – to be released soon – Deb to advise (Action post meeting – scarves to be ordered with new logo).

18. Terms of reference for accessing TEERA grants

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Draft was circulated 26/8/21. Recirculated for comment 21/9/21. No comments received.

Update from Mark - remains a work in progress.

Discussion: deferred until next meeting.

19. Member consultation

Discussion: it was flagged at a previous SMC meeting that SMC needs to consult much more closely with the members on issues than has been the case in recent times.

Action: SMC endorses a policy that members should be consulted on the more important matters that affect them.

Action: SMC agrees.

20. 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.

21. Ride of the year

Discussion: Run again in 2022? Same criteria?

Action: Next meeting.

22. Helmet tagging

Just an FYI...

A school of thought is being promoted at AERA that this may not be necessary – watch this space. Next meeting

23. Denise Williams status as a chief steward

Denise's accreditation lapsed in 2018 however she has done all that is necessary to regain accreditation.

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Action: Mark to formalise re-accreditation through AERA.

24. Rule changes

The proposal from QERA to introduce a new category of introductory ride for 2-4 year olds was discussed at the recent AERA meeting. It was not progressed as some problems were identified. It is to be considered by the AERA Rulebook subcommittee along with the existing 5k category. One issue relates to the day insurance – the rider takes out day insurance but does this cover the adult pedestrian?

It will come back for consideration later this year.

The AERA Rulebook SC has a large number of matters before it at present. It is due to report on all of these to the next AERA meeting There will be ample opportunity for DAs to comment before any are implemented (or not).

...including rest orders – referred to AERA in late 2021. Outcome will be these cannot be revoked.

Noted by SMC.

25. Meetings to move between NW and N coast through 2022. Venue to be determined.

Now third Tuesday of every month.

Aim for ROC / SMC meeting mid-year. Agreed – mid year – next SMC meeting.

26. Round the table....

Felicity flagged that a formal description of how the trailer and contents, including bibs, are to be maintained is needed.

Mark reported that Trish Smith is shaken but OK after her fall at the Jill Sheean ride Relevant forms have been uploaded to AERAspace.

Noted again that ROCs must do Risk management plans, COVID plan, biosecurity plans. Noted that this still doesn't always happen – Mark to run up proposal for next meeting incorporating options for the ride affiliation process

Meeting closed: 10.05PM

Next meeting: Tuesday 15 March 6.30PM.
