

TEERA SMC Meeting - Minutes
Tuesday 13 December 2022, 6.30PM.
Church Hall, Sassafras

Meeting opened: 6.38PM

SMC Present: Andrew Miles, Felicity Perry, Mark Dunn, Grace Huxtable (until 7.40PM), Trenton Huxtable, Deb Wylie

Visitors: Roger Nichols

Apologies: Angie Clark, Kirstie Lockhart, Jess Goulding

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1. Brief welcome from chair

Andrew thanked those present for their attendance.

2. Ratification of minutes of 22 November SMC meeting – previously circulated:

Motion: *'that the minutes of the SMC meeting on 22 November be accepted as a true record of that meetings.'*

Moved, seconded: Grace, Deb. Carried.

3. Matters arising

Nil not elsewhere on agenda.

4. Actions from previous meetings:

Actions from the November SMC meeting

- a) Mark to write to ROCs and post on FB notice re the importance of keeping good records of all TEERA financial transactions. – still to do.
- b) Mark to finalise fee schedule for signoff by SMC at December SMC meeting. – done 30/11/22
- c) Mark to prepare 2023 TEERA budget, liaising with Roger – done 4/12/22
- d) Mark to prepare AGM docs and actions – in hand.
- e) Mark to liaise with Roger re 2023 forms, including novice → endurance rider upgrade – in hand
- f) Mark to confirm 5 August date with CCER – done 8/12/22
- g) Jess to put TEERA ride dates on national calendar – in progress
- h) Deb to liaise with CFJ re Dylan's SC buckle – in hand – in progress.
- i) Deb to arrange thank you's for SC landowners – in hand, work in progress. Card and gift voucher agreed to value of \$100 each. Deb to progress. Query from Roger – has NEEEC been formally thanked? Noted that numerous thanks were expressed by various SMC at the event.
- j) Mark to investigate process re Samson's swabbing – Trent (owner) concerned he was not involved - done
- k) All SMC - Jil Bourton's Facebook post re Bronze. Silver. Gold. Platinum levels of membership – SMC to review and comment – little interest – too hard to implement, clashes with novice / endurance terminology, current system not broken.
- l) ETS training day – Tony happy to participate in this.

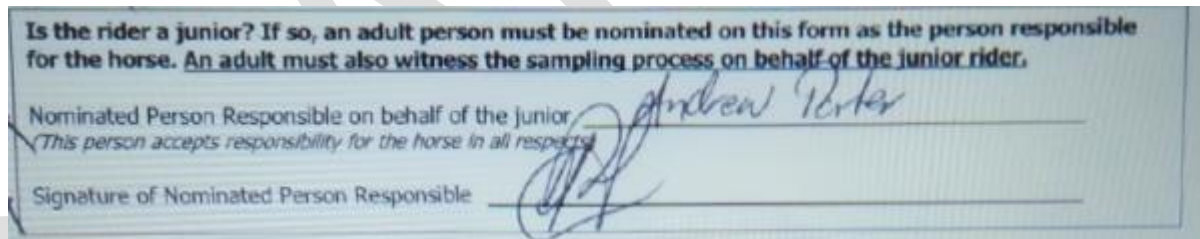
TEERA SMC Meeting - Minutes
Tuesday 13 December 2022, 6.30PM.

Church Hall, Sassafras

- m) Some trailer gear is Tony's. Needs to be replaced with TEERA gear. Tony to be asked to make list – **Felicity** to progress.
- n) Packing of ETS in ride trailer - ETS gear to be packaged in individual boxes. Will be no need to individually pack and unpack ETS components. Main antenna to be mounted on trailer. **Trenton / Andrew** to progress. In hand.
- o) AERA constitution – proposals for change? - **Nil for now.**
- p) **Andrew** to discuss XERO software and changeover with Roger. Agenda later
- q) **Trent / Deb W** to write citation for Tony P's honorary membership citation. **Deb to send to Roger for posting on website.**
- r) Barnboogle September ride – **Trenton** to investigate

5. **Matters arising**

- a) Samson's swabbing – concerns expressed by Trenton that he was not invited to attend Samson's swabbing. There is no requirement for the RP / trainer to witness the swab - only requirement is that a junior must have a responsible person with them - not necessarily the guardian or trainer. (NB Alexa Parker is shown on the database as the trainer). Screenshot of the swab form provided with meeting papers.



The screenshot shows a section of a form with the following text: "Is the rider a junior? If so, an adult person must be nominated on this form as the person responsible for the horse. An adult must also witness the sampling process on behalf of the junior rider." Below this, there are two lines for signatures. The first line is labeled "Nominated Person Responsible on behalf of the junior" and includes the subtext "This person accepts responsibility for the horse in all respects". The second line is labeled "Signature of Nominated Person Responsible". Both lines have a handwritten signature in blue ink that appears to read "Andrew Porter".

Discussion: Trent expressed the view that the trainer / owner should be present when a swab is done. Believes a positive swab result may not stand up in court. Counter view put that the existing process does allow for trainer / owner to be sanctioned in the event of a positive swab.

Noted that the paperwork shows that Alexa Parker was the trainer.

Action: NFA

- b) ETS training day?

Discussion: To happen.

Action: **Andrew to progress.**

- c) AERA constitution – any proposals from TEERA for AERA March 2023 AGM? – **Nil for now**

- d) Bronze / silver / gold / platinum levels of endurance rider

TEERA SMC Meeting - Minutes
Tuesday 13 December 2022, 6.30PM.

Church Hall, Sassafras

This informal proposal follows observations that people doing shorter rides need to be better encouraged. Part of this may be the acknowledgement that by doing (even a) 20k ride makes them 'an endurance rider'. 200+ comments on FB about this, largely supportive.

Discussion: View is 'interesting idea but unnecessary'. Too hard to implement, clashes with novice / endurance terminology, current system not broken.

Action: NFA

e) Xero

Discussion: Roger – what do we want to achieve? Deb – make it easier for Roger. Roger – why? Cost - \$59/month. Has lots of functionality TEERA doesn't need. Receipts not needed now as bank records suffice. Rule change may follow (Roger).

Roger is 78 – need backup – one solution is a commercial package.

Action: Moved, seconded: Mark, Deb. Carried. Resolved to rescind decision to move to Xero.

Agenda for early in 2023.

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

TEERA SMC Meeting - Minutes
Tuesday 13 December 2022, 6.30PM.
Church Hall, Sassafras

14/11/2022	Email from Kim Moir - invite to TEERA to run TQ25 - acknowledged by Andrew
22/11/2022	Email from Roger re comms failure at SCs - rider withdrawal not notified to NTARC who remained on course unnecessarily late on Saturday night - response provided by Andrew - procedure will be addressed and remedial action taken
22/11/2022	Emails x 2 from Lydia Rigby re COC for 2023 Kentish ride - reply provided, COC form sent
22/11/2022	Email from Pat Hodgetts - account for swab postage - forwarded to Roger for payment
24/11/2022	Email from Roger re request for use of his SC photos
24/11/2022	Email from Kim Moir - notice of pending meeting between AERA database SC and SMC re online membership proposal - forwarded to SMC
27/11/2022	Email from Kim Moir - vet fees for 2023
	Emails from Linda Tanian - request to meet with SMC to discuss proposed online membership management platform - forwarded to Andrew, Trenton for advice
3/12/2022	Email from Kim Moir - four sets of AERA meeting minutes
5/12/2022	Email from Kim Moir - advice re 2023 swabbing targets -
	Email from Debbie Grull - Oss Foley ride return - acknowledged with request to deliver rest of ride paperwork in due course.
7/12/2022	Email from Roger - capabilities of TEERA website
	Email from Kim Moir - notes from last AERA MC meeting
	Out
17/11/2022	22 November SMC meeting docs to SMC - from Mark
28/11/2022	Mark to Roger - advice to pay NTARC for SCs
29/11/2022	Mark to Alice Mitchell - info re endurance vet accreditation
30/11/2022	Mark to SMC - draft November SMC meeting minutes and action sheet
	Mark to AERAspace admin - query re swabbing re Samson of Glendhu at TEERA SCs
30/11/2022	Mark to Sandy Little - reminder to send along travel and accommodation receipts for reimbursement

TEERA SMC Meeting - Minutes
Tuesday 13 December 2022, 6.30PM.
Church Hall, Sassafras

3/12/2022

Mark to SMC - draft agenda and call for agenda items for
13 December meeting

7. Matters arising

- Notes from 26 November AERA meeting – comments?
- TQ25 - formal invitation to run TQ25 received with supporting documents – response required by March 2023.
- NTARC people remained on course late Sat night at SCs – not notified of a rider who had vetted out – CS role to ensure this doesn't happen
- Sandy Little costs for SCs – no request for reimbursement received despite two requests. Action? MD - Suggest another reminder – MD to send

8. Annual general meeting

We need to set a date. Once the date is set, there is a standard process and timeline to follow with respect to providing members with notice of meeting, calling for agenda items, calling for SMC nominations etc

Discussion:

Action: Talk to Pat re OK to run? Agreed - Friday 3 Feb 7PM. Mark to progress the AGM logistics – notice of meeting, SMC nominations, call for agenda items etc

SMC – up for election are: Angie, Mark, Felicity, Deb

One year still to run – Grace, Jess, Kirstie, Trent, Andrew

Returning officer – Greg Burford if needed

9. Member numbers

For noting, as of 4/12/2022, see below.

Unofficial advice from AERA – number of TEERA voting members has dropped below 100, resulting in TEERA having only ONE delegate to AERA in 2023. There is no practical consequence to the loss of one delegate UNLESS a major AERA constitutional issue arises. We retain one vote on the AERA management committee.

TEERA SMC Meeting - Minutes
Tuesday 13 December 2022, 6.30PM.
Church Hall, Sassafras

Adult & Junior Riding Membership

	2018	2019	2020	2021	2022
NSWERA	431	432	352	429	415
QERA	480	509	423	401	378
SAERA	84	60	67	84	93
TEERA	229	183	135	136	117
VERA	193	186	118	157	158
WAERA	198	198	191	187	175
Total	1615	1568	1286	1394	1336

10. Finance:

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

Moved that aged receivables (\$75) written off. Mark, Felicity: Carried

- b. 2023 fees and charges

A revised set of fees and charges was circulated with the meeting papers. A number of changes were made to line items that do not contribute significantly to revenue – eg half yearly memberships. The changes were to reduce some of the proposed increases in non-critical categories so they better aligned with the critical categories.

Discussion:

Action: Moved to accept: Mark, Trent. Carried

- c. 2023 budget

The first draft 2023 budget was circulated with the meeting papers.

Discussion:

Action: Motion to accept. Mark, Trent. Carried.

- d) Ride returns

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

Action: Deb to follow up.

11. AERA online membership renewal proposal

TEERA SMC Meeting - Minutes
Tuesday 13 December 2022, 6.30PM.
Church Hall, Sassafras

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

Mark – for SMC member's info, the membership management platform has received in principle support from all DAs and is proceeding. Some work has already been done. The proposed launch date is somewhere in 2023 – after most DA memberships have been renewed.

Mark: reported on current status as above.

12. 2023 Forms

Roger has kindly agreed to generate these. MD to liaise with him to progress.

2023 membership form to go up ASAP – Mark and Roger to progress.

13. Dinner / awards night

Financial summary circulated with agenda.

Discussion: excellent event. Andrew - Need master list of awards and what criteria are needed to assess.

Action: Agenda for early 2023. Roger thanked for photos - FB.

14. 2023 calendar

Deb – CCEF to move from August to Sept / Oct.

- a.** Season opener 2023 – 20/40k + intro to endurance? CEER CATE day - date? 21/1/23 – impetus and opportunity. Basics...

Discussion:

Action: Andrew to progress. Needs to go on calendar. Jess to put on national calendar.

CASTRA ride will be a fund raiser for RAW

- b.** Roger has raised concerns about the ability of NTARC / WICEN to cover the two NE rides and the STER ride in April / May.

'I realise there are many factors to be considered in putting together the rides calendar. I have concerns from a checkpoint/tracking perspective that there are three 'distant' and/or extended (in STER case) rides within approximately one month. The three concerned, STER Easter, Pyengana and Suncoast, are traditionally serviced by NTARC or WICEN, or a combination of the two organisations. For reasons we've discussed previously, I expect it will be difficult to obtain commitments to attending all three in the time-frame.'

Discussion: STER looks OK. Suncoast Looks OK. Portland?

Action: Mar / Tara / Roger to liase.

TEERA SMC Meeting - Minutes
 Tuesday 13 December 2022, 6.30PM.
 Church Hall, Sassafras

- c. **Barnboogle** – MD advice from a local is that tracks aren't easily accessible from ride base without significant common road.

Discussion: All long rides have common tracks.

Reassurance from other SMC that the tracks are actually there.

Action:

4/2/2022	Jill Sheean	confirmed, notified
		Gap to fill?
4/3/2022	WW	confirmed, notified
25/3/2022	Kentish	confirmed, notified
8/04/2022 (Easter)	STER	2 x 80k and others confirmed, notified
22/4/2023	Pyengana	confirmed, notified
6/5/2022	Castra	Confirmed, notified
20/5/2022	Suncoast	confirmed, notified
10/6/2022		Gap to fill?
25/6/2022	TQ23	Stirlings Crossing, Imbil, Qld
July		Gap to fill?
29/7/2022	Winton to Longreach	
5/8/2022	CCER	confirmed, notified
26/8/2022	NEEEC	confirmed, notified
September		Gap to fill?
	Barnboogle?	
October		Gap to fill?
29/10/2022	Oss Foley	or 4 November

TEERA SMC Meeting - Minutes
Tuesday 13 December 2022, 6.30PM.
Church Hall, Sassafras

18/11/2023

SCs

proposed

Discussion:

Action: Further liaison to be done to progress calendar further.

15. Chief stewards

Trenton has one ride to go as a probationary CS to complete his accreditation. His final oral exam was conducted at the SCs by Sandy Little. Sandy reported verbally to me (Mark D) that Trent had passed the exam however I have nothing in writing to confirm that. I suggest I seek approval from the AERA MC to approve his accreditation on the basis of the verbal advice. (NB I am still to receive the stage 1 written exam from Trenton – this needs to happen before beforehand).

16. EWS

One rider has just reached 42 points and a horse has reached 30 points. Both will receive the appropriate letters.

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.

17. Round the table....

Andrew: encourages SMC to encourage folk to nominate.

Meeting closed:

Next meeting: 6.30PM. 17/2/22. Burnie.