

TEERA SMC Meeting - Agenda
Tuesday 31 January 2023, 6.30PM.
30 Main Road Wivenhoe

Meeting opened: 6.34PM

SMC Present: Andrew Miles, Mark Dunn (online), Deb Wylie, Angie Clark (online), Jess Goulding, Trent Huxtable (from 7.02PM).

Visitors: Roger Nichols (online) until 7.15PM

Apologies: Grace Huxtable, Felicity Huxtable, Kirstie Lockhart

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1. Brief welcome from chair

Andrew thanks those present for their attendance.

2. Ratification of minutes of 13 December SMC meeting – previously circulated:

Motion: *'that the minutes of the SMC meeting on 13 December be accepted as a true record of that meetings.'*

Moved, seconded: Deb Wylie, Jess Goulding. Carried.

3. Matters arising

Nil not elsewhere on agenda.

4. Actions from previous meetings:

- a) Mark to generate AGM documents and notices – in hand
- b) Mark to liaise with Roger re 2023 forms, including novice → endurance rider upgrade – in hand
- c) Jess to put TEERA ride dates on national calendar - done
- d) Deb to liaise with Carolyn Foley-Jones re Dylan's SC buckle – buckle available, engraving done. To be handed over at a ride.
- e) Deb to arrange thank you's for SC landowners – all done
- f) Flick to work with her dad to generate list of what trailer gear belongs to Tony and needs to be replaced – deferred in Flick's absence
- g) Andrew / Trent to construct boxes for ETS gear – in progress
- h) Deb to send Tony Purton's honorary membership citation to Roger for posting on website - done
- i) Barnboogle ride September 2023 – Trent to investigate with other stakeholders – deferred
- j) Andrew to progress planning for ETS training day – in progress
- k) CCER October ride return not received – Deb to follow up – paperwork to follow
- l) Jess to put CEER CATE day on national calendar (insurance) - done
- m) Mark, Tara, Roger to liaise re availability of NTARC / WICEN for 3 rides in April / May – done – all clubs could operate their rides without NTARC / WICEN if necessary. **Roger – NTARC rides in hand...**
- n) Jess to send EWS letters foreshadowed in December meeting - done
- o) Mark to write to ROCs and post on FB notice re the importance of keeping good records of all TEERA financial transactions – on hold

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- p) Mark to send third email to Sandy Little re SC cost reimbursement – done – no response

5. Matters arising

All as detailed above.

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: Andrew. Prefers previous method as suggested above. Deb, Angie agree. For discussion at next SMC meeting.

Action:

In

11/12/2022	Email from Roger - query as to why TEERA membership receipts generated by AERAspace include GST - they should not - referred to AERA for action - receipt acknowledged by AERA secretary
9/12/2022	Email from Kim Moir - info re 2023 insurance
14/12/2022	Email from Kim Moir - minutes of 27 November AERA meetings
15/12/2022	Email from Kim Moir - advice of three documents posted on the AERA website - business plan + 2 by-laws
16/12/2022	Email from Roger Nichols - notice of motion for AGM

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17/12/2022	Email from Kim Moir - has qty of old TEERA newsletters and minutes - is mailing to me
20/12/2022	Email from Chris Davis re 2023 mem fee underpayment. Response provided - please remit the shortfall.
18-20/12/22	Emails from Roger to SMC re AGM motion to remove requirement for TEERA to be audited by professional auditor - advised that formal AGM motion to follow.
18/12/2022	Email from Lindsa Tanian - chair AERA database SC - seeks to set up meeting with TEERA reps re online membership platform.
21/12/2022	Email from Kim Moir re TQ23 - advice required on TEERA vet and CS. Contribution needed for TQ handbook
23/12/2022	Email from Squarespace - notification of annual renewal of account on 7 Jan. Mark agreed with Roger to change to CC details on the account to his.
22/12/2022	Email from Kim Moir - advice re timeline for submission of reports for next AERA MC meeting. Reminder received 4/1/23
28/12/2022	Email from Kaye Mitchell re timeline for SMC nominations over the festive season
30/12/2022	Email from Andrew Miles - Mark Dunn 2023 SMC nominations - acknowledged 5/1/23
31/12/2022	Email from Carolyn Foley Jones - 2023 SMC nomination - formal response sent 5/1/23
31/12/2023	Email from Kaye Mitchell - 2023 SMC nominations for Deb Wyllie and Angie Clarke - formal response sent 5/1/23
1/01/2023	Email from DOJ - notification that TEERA annual return is due. Mark to attend to it once audit is received.
Out	
7/12/2022	Mark to CCER - confirmation of affiliation of 5 August 2023 ride application Mark to SMC - agenda and associated documents for 13 December SMC meeting Mark to SMC - consultation re date for AERA database subcommittee presentation on AERAonline membership platform
17/12/2022	Mark to members - info about fees, memberships, AGM, SMC elections
18/12/2022	Roger to AERAspace admin cc Mark - query re discrepancy in AERAspace membership report numbers. Response that DB SC would look into it

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30/12/2022	Mark to TEERA members - reminder of deadline for SMC nominations.
4/01/2023	Mark to Linda Tanian re AERAspace access, cc Kim Moir - responses received
5/01/2023	Mark to Jess, Grace, Flick cc Linda Tanian re AERAspace access
6/01/2023	Mark to SMC - draft TEERA report for 22 January AERA meeting for comment
8/01/2023	Reminder email to Sandy Little re claiming costs for travel and accommodation for SCs
8/01/2023	Mark to SMC - December SMC meeting minutes, action sheet, draft Jan SMC meeting agenda

7. Matters arising

- a) TEERA membership receipts – GST should not be included

Action: No response received from query sent to AERA – Mark to follow up.

- b) TQ23 – AERA needs advice from TEERA on our representative CS and vet. Also need a handbook article. Also need to consider sponsorship.

Discussion/Action: Mark to write to CSs, vets seeking EOIs. Kaye to be asked to write the handbook piece. Agreed to allocate \$500 for one of first 10 placegetter rugs – Mark to confirm to TQ23 ROC.

- c) Email from Kaye Mitchell re timeline for SMC nominations:

‘My current experience trying to get signatures from nominees suggests that the dec 31st cut off needs to be extended. People are away on holidays and/or with family and it is not a time to disturb them.

I suggest a well publicised two week extension for this year. Next year, you might consider having the forms available prior to or at the dinner so that the process is more doable.’

Discussion: Agree to try and make the process better this year.

Action:

- d) AERAspace accesses at end of year changeover

Discussion: Jess, Flick and Grace all lost AS access on 1/1/23. Status? AERA DBSC feedback – can’t see a cause.

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e) Alice Mitchell vet accreditation.

TEERA supports application and SMC agrees to nominate.

f) Positive swab

MK to receive invoices for fine and cost as detailed in the EADM Rules.

Provisional suspension is deemed to end as on 7.20PM 31 Jan.

g) CFJ letter

No.

8. Annual general meeting, SMC election

All of the appropriate notices, emails etc have been done.

4 nominations were received for the 5 vacant spots. Of these, that of Mark Dunn was received before the published deadline for lodgement of nominations. The other three – Carolyn Foley-Jones, Angie Clarke and Deb Wyllie were all received after the published deadline but still on the nominated day and more than 30 days before the AGM date.

Motion: 'In accordance with TEERA Rule 23, which notes in part that:

23.1 Nominations of candidates for election as ordinary committee members are to be -

...

b) delivered to the secretary of the Association at least thirty days before the date fixed for the holding of the annual general meeting.

the nominations of Carolyn Foley-Jones, Angie Clarke and Deb Wyllie be accepted as lodged on time'.

Moved, seconded: Mark, Jess. Carried.

Action:

9. Finance:

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

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b. 2023 budget

(Slightly) updated budget circulated for information with this agenda

c. Ride returns

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

10. AERA online membership renewal proposal

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

Discussion: NFA.

Action:

11. Dinner / awards night

Discussion: Need master list of awards and what criteria are needed to assess.

Action: Deferred.

12. Grants – Tas govt?

All state governments offer a range of grants for community organisations for a range of things, in the main capital improvements. It has been suggested that TEERA should research opportunities and apply where possible.

Here is an example:

https://www.sportrec.tas.gov.au/grants_and_funding_programs

There are others.

Discussion: Deferred.

Action:

13. Website

The TEERA website is dated but still does pretty much what we need it to do. Roger believes we may not be using it to its potential:

'Just a heads up. The web site has capabilities beyond those currently used (which we are paying for).

I've set up the NTARC site to provide for NTARC membership renewals. About half the membership use it. Although capable of accepting payments via the web site, we are not utilising. Direct debits are the primary subs payment method used.

The current system is similar to the old TEERA ride entry routine. An on line form submits it's contents to a Google spreadsheet which the Membership Officer balances against payments. The spreadsheet becomes the membership register.

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No long term benefit if AERA to provide this service.

There is a "Commerce" (and separate Marketing) facility which could be used for e.g. annual dinner, merchandise sales. Info here -

<https://support.squarespace.com/hc/en-us/categories/200290338>

An example 'shop' <https://thomasheaton.co.uk/shop/>

Note: the Squarespace annual payment is due on 7 January @ US\$252.00 @ whatever the exchange rate is plus GST. I budgeted AUS\$450. With the removal of ride entry/nominations, I'm not sure we are getting value for that amount. It has the major advantage of needing little technical knowledge to use parts of it (but needs oversight).

Most members of the NTARC committee personally use their web site (same cost as TEERA) where useful in their particular roles. NTARC does not use Facebook, for several reasons.

I use Squarespace for my personal website, at a cost of AUS\$192 + GST. It does not include eCommerce at that price.

Discussion: Deferred.

Action:

14. 2023 calendar

4/2/2023	Jill Sheean	confirmed, notified
18/2/2023	CCER	requested - TBC
4/3/2023	WW	confirmed, notified
25/3/2023	Kentish	confirmed, notified
8/04/2023 (Easter)	STER	2 x 80k and others confirmed, notified
22/4/2023	Pyengana	confirmed, notified
6/5/2023	Castra	Confirmed, notified
20/5/2023	Suncoast	confirmed, notified

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10/6/2023	Gap to fill?	
25/6/2023	TQ23	Stirlings Crossing, Imbil, Qld
July	Gap to fill?	
29/7/2023	Winton to Longreach	
	Gap to fill?	
26/8/2023	NEEEC	confirmed, notified
16/9/2023	Barnboogle?	
7/10/2023	CCER	Requested - TBC
29/10/2023	Oss Foley	or 4 November
18/11/2023	SCs	proposed

Discussion:

Action:

State Championships

In the past TEERA has had a discreet SC committee whose job it was to run the SCs and, sometimes, a fundraising ride through the year. Should this be reinstated?

Discussion: Does it need to be separate from SMC? SMC agrees not – others can be co-opted as needed.

Action:

15. EWS

No changes since December.

Letters x 2 foreshadowed in December have been sent

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.

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- 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. **Round the table....**

Andrew – CATE report. 20 attendees. No incidents. 14k loop. Simple ride. Usual format. Education over and after lunch. All good. 10-12 newbies. 7 or so keen to progress to actual competition.

Trent - Spit roast in hand for AGM. Free to attendees. Deb W to promote

Ride from a base near Baker's Beach? Trent investigating.

Angie: couple of rugs left over from last year's awards. Need to order early – tight getting them ready at the end of the year. Next SMC.... Andrew suggests ride reports with photos – link to next ride?

Mark – commented on finance report, both current and 2022 summary.

Meeting closed:

Next meeting: 8.09PM. 21/2/23. Sassafra.