

# TEERA SMC Meeting - Agenda

Tuesday 4 July 2023, 6.30PM.

Sassafras

Meeting opened: 6.36PM

SMC Present: Andrew Miles, Mark Dunn (online), Deb Wylie, Angie Clark, Grace Huxtable (online), Alison Lockhart (online), Carolyn Foley-Jones (online), Kirstie Lockhart (online)

Visitors: Pat Hodgetts, Noel Lockhart (until 7.30PM), Debbie Grull (from 6.46PM until 8.18PM))

Apologies: Jess Goulding, Trent Huxtable

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## 1. Brief welcome from chair

Andrew thanked those present for their attendance.

## 2. Ratification of minutes of 16 May SMC meeting – previously circulated:

Motion: *'that the minutes of the SMC meeting on 16 May be accepted as a true record of that meeting.'*

Moved, seconded: Angie, Deb. Carried.

## 3. Matters arising

Nil not elsewhere on agenda.

## 4. Actions from previous meetings:

- a) Mark to follow up with Megan Jensen re date for NE CATE day – needs to go on national calendar – done 27/5/23 – date still a work in progress – difficulty obtaining advice from Santarena Park owners re available dates. Outcome - NB CATE day has been cancelled.
- b) Various activities need to implement implementation of XERO – Mark and Carolyn to progress. Outcome - done 22/5 ongoing
- c) Andrew to progress trial of RFID wristbands
- d) Andrew to progress acquisition of vet ring lights for trailer
- e) Andrew to progress acquisition of charging equipment for ETS batteries
- f) Mark to work with Deb W re SC budget – budget has been provided to Deb and Andrew for comment – is in the Correspondence folder.
- g) Andrew to repeat calls for EOIs to be on the TQ25 ROC
- h) Andrew to review vet and TPR lists on website to remove irrelevant names – in progress, some work done – review to continue – when final forward to Roger for actioning
- i) Deb to confirm SC invitations with Lainie and Narelle – has been done.

## 5. Matters arising

- a) SC budget – in progress, Deb now has a copy. Outcome – Deb to review and discuss with Mark / Carolyn

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- b) XERO implementation – agenda below
- c) RFID wristbands – in progress, Andrew liaising with AERA AERAspace S/C
- d) Ride trailer lights for vet ring – trialled commercial stand-alone lights at St Helens. Would need four @ \$700 + batteries. Other options still being researched by Andrew
- e) TQ25 ROC EOIs – agenda later
- f) Battery chargers – two chargers have been ordered, one of which charges three batteries independently. Other is a single charge option. Cost should be within budget – approx. \$500.

## 6. Correspondence

### In

12/05/2023	Email from Pam Shadbolt - reminder account for trailer transport reimbursement
16/05/2023	Email from Kim Moir - TQ future options paper - circulated to SMC and on June agenda
18/05/2023	Stage 1 CS exam from Trenton - accreditation request sent to AERA
18/05/2023	Email from Kim Moir - minutes of recent AERA MC meeting - June agenda
23/05/2023	Emails re establishment of XERO account
28/05/2023	CEER ride return - forwarded to treasurer for reference
29/05/2023	Email from Kim Moir - AERA meeting info, contact info for database sub-committee
29/05/2023	cc'ed email from Kim Moir to Trenton - CS accreditation
29/05/2023	Email from Kim Moir - new AERA digital user policy
4/06/2023	Several emails t/from Pat H, Andrew M and Mark D re criteria for life membership
1/06/2023	AERA overdue invoice reminder - copy requested
5/06/2023	AERA invoices x 2 - paid
6/06/2023	Email from Pat Hodgetts re life membership criteria
8/06/2023	Email from Felicity Perry - accounts for office expenses and stationery
6/06/2023	Email from Pat H - offer to digitise old TEERA records
12/06/2023	Several emails to/from Mark to AERAspace admin re issues with Krissie Chapple's AS login - her issues unresolved at this point
11/06/2023	Email from Kim Moir - reminder re TQ future options discussion at TQ23
13/05/2023	cc'ed email from Roger to various re insurance cover for NTARC / WICEN etc - covered by TEERA volunteer insurance?

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11/06/2023                      Email from AERA - April membership and affiliation invoice for payment - paid

#### Out

11/05/2023                      Mark to SMC - 16 May SMC meeting agenda

27/05/2023                      Mark to SMC - draft 19 May meeting minutes and action sheet for comment

#### Matters arising

- a) TQ23 future options workshop - discussion paper in correspondence folder. Outcome: Tas opinions were shared by most of those present at the session – event should continue to move from state to state. The ride itself is what is most important (rather than the facilities). There may be a role for a national group to do some of the organising – eg sponsorship
- b) Trent's CS accreditation has been finalised
- c) AERA digital user policy – has been implemented in a climate of increased digital risk. Issues arise at ride where multiple people enter ride data
- d) Life membership criteria

Pat H has been in touch with a number of SMC highlighting that SMC established criteria for life memberships in 2014 or thereabouts. Searches of the records have failed to locate a hard copy version of these. However, Pat has put together her best recollection of same – in correspondence folder. She has written formally to SMC about this – letter in Correspondence folder.

Does this have implications for the decision SMC made in May re life membership?

Re decision at May SMC meeting – Mark Moved, seconded by Deb W – 'That SMC revokes the decision to award Graeme Bucknell life membership at the last SMC meeting pending review of life membership criteria for consideration at the 2023 TEERA AGM.'

CFJ moved amendment – add 'within the next 30 days'. Alison seconds.

Votes: Amendment not supported (4/2)

Substantive motion: Yes – unanimous.

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Action: Mark to convey decision to Tara. SMC SC to be formed to establish life membership criteria

- e) Pat H has offered to digitise old TEERA records – ref to old positive swabs / disciplinary action? Outcome: SMC supports
- f) NTARC / WICEN insurance – covered by TEERA volunteer insurance? Outcome – covered only if all radio folk sign the Volunteer register. Mark to advise Roger.

#### 7. Finance:

- a. Treasurer's report – in correspondence folder

Carolyn spoke briefly to her report.

Report noted by SMC.

CFJ has now arranged access to Westpac accounts

Noted that further work needed on what info SMC needs.

- b. Implementation of XERO

Progressing well.

- c. Honorariums for logbook registrar etc

It has been TEERA practice in recent years to cover 'office expenses' for registrars / book-keepers in the form of a regular honorarium. Is this still appropriate? If yes, for whom?

SMC resolved to cease payment of honorariums noting that actual costs incurred would be reimbursed, as is standard practice

Andrew to discuss with Flick, the only person still receiving an honorarium.

#### 8. 2023 calendar

4/2/2023	Jill Sheean	confirmed, notified
18/2/2023	CCER	requested - notified
4/3/2023	WW	confirmed, notified
25/3/2023	Kentish	confirmed, notified
8/04/2023 (Easter)	STER	2 x 80k and others confirmed, notified

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6/5/2023	Castra	Confirmed, notified
20/5/2023	Suncoast	confirmed, notified
3/6/2023	Pyengana	confirmed, notified
25/6/2023	TQ23	Stirling's Crossing, Imbil, Qld
29/7/2023	Winton to Longreach	
29/7/2023	Lebrina	Confirmed
26/8/2023	NEEEC	confirmed, notified
16/9/2023	Baker's Beach	Confirmed, notified
7/10/2023	CCER	confirmed, notified
29/10/2023	Oss Foley	Confirmed, notified
18/11/2023	SCs	confirmed

### State Championships

Planning in progress – all under control. Deb to discuss budget with Mark / CFJ.

### SMC Lebrina ride July

Name? Lockhart Challenge? Decided it is to be called 'State Championship Fundraiser'.

Completion prizes or not? Donations from corporates? Brushes, hoof picks?

Resolved that donations would be sought to be used as completion prizes – Carolyn / Debbie Grull

Fees agreed per budget - \$30/\$45/\$85

Raffle to be done – CFJ to co-ordinate

Mark to do budget, insurance, RM and BS plans (and CS the ride?).

Pony club will do the canteen.

Vets are Organised – Kyle / Colleen / Cdeline - pre-ride

Jess – nominations – Mark to communicate info Jess.

Permits? Andrew to liaise with Mark.

Rescue float / water: Alison to arrange

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#### **Baker's Beach**

Access to beach? NO – declined by National Parks

20/40k teams events – criteria – Mark to seek advice from AERA re application of Rule 21.3 (intermediate comp criteria).

Sponsorship was requested by the BB ROC for some prizes. Perhaps intermediate memberships? Final decision deferred for 2/52 – ie to 18 July meeting. SMC has committed to support to the approximate value of \$300. Mark to inform Lydia.

#### **9. Defib signs**

A member has suggested that there should be signs on the trailer signalling that it contains a defib. Suitable stickers are approx. \$30.

Discussion: Has the defib been checked recently – battery etc. Flick used to do this.

Action: Mark to get signs x 2 + Andrew / Mark to check batteries / maintenance etc at the Lebrina ride

#### **10. Member survey re ride schedule**

Discussion: Deferred.

Action:

#### **11. 40km time limits**

In days gone by a 4-5 hour time limit was routinely set for 40km rides. In recent years, this has not been done – either longer times have been set or no times at all.

There are good arguments for each approach.

Should TEERA have a policy on this?

Discussion: Deferred

Action:

#### **12. Scales**

A few years back, TEERA purchased scales for clubs. No that we have the trailer, it is probably not necessary for each club to have its own set.

Discussion: Deferred

Action:

#### **13. Anything for the next AERA meeting?**

Would TEERA like to agenda anything for the next AERA meeting?

Discussion: Deferred

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**14. TQ25**

Core group established. First meeting is 15/7/23

Deb Wyllie  
Mark Wyllie  
Angie Clark  
Trent Huxtable  
Grace Huxtable  
Kirsty Lockhart  
Celine Lee  
Mark Dunn  
Andrew Miles  
Angela Hawkes  
Amelia Napier

NW area preferred for venue.

**15. Ride reports**

St Helens, Pyengana CS reports in Correspondence folder

Both reports in documents folder.

Rides well commented on by those in attendance.

Goodish numbers at both rides

Pyengana ride unremarkable – nothing significant to report.

Noted that St Helens did not offer completion prizes – has been followed up already by Tara.

Noted that four riders were over time at St Helens.

Discussion: Noted

Action:

**16. Member numbers as of 10/6/23 – FYI**

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**Adult & Junior Riding Membership**

	2019	2020	2021	2022	2023
<b>NSWERA</b>	432	352	429	416	354
<b>QERA</b>	509	423	401	378	358
<b>SAERA</b>	60	67	84	93	87
<b>TEERA</b>	183	135	136	117	100
<b>VERA</b>	186	118	157	158	126
<b>WAERA</b>	198	191	187	175	161
<b>Total</b>	1568	1286	1394	1337	1186

**17. EWS**

30 point EWS letters have been sent to a rider and horse since the last meeting.

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.

**18. Vet/horse Rule change proposal**

Discussion: Deferred

Action:

**19. Round the table....**

CFJ foreshadowed some issues for next meeting.

Meeting closed: 9.02PM

Next meeting: 18 July, Wivenhoe



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DRAFT