

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

Meeting opened: 6.35PM

SMC Present: Andrew Miles, Felicity Perry, Mark Dunn (online), Tony Purton, Kaye Mitchell, Jess Goulding, Kirstie Lockhart (online), Grace Huxtable, Deb Wylie

Visitors:

Apologies: Trent Huxtable

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1. Brief welcome and comments from chair

Thanks for coming....

2. Ratification of minutes of last SMC meeting (16/2/22 – previously circulated):

Motion: *'that the minutes of the SMC meeting on 16/2/22 be accepted as a true record of that meeting'*.

Moved, seconded: Tony Purton, Deb Wylie. Carried.

3. Matters arising

Nil not elsewhere on agenda.

4. Matters arising

Nil not covered elsewhere

5. Actions from previous meetings:

Yellow items done –

- a) Mark to work with Roger and Surewise to generate a promotional presence for Surewise on the website and FB – in progress – material sent to Surewise for development
- b) Generate TPR list for circulation and review – 28/2/22
- c) **Redacted**
- d) **Notify TQ22 vet and CS of appointment and notify those unsuccessful – 17/2/22**
- e) **Kaye Mitchell to write Tas piece for TQ22 handbook – submitted to TQ22 26/2/22**
- f) **Mark to write to Brickendon – 28/2/22**
- g) **Mark to submit TEERA annual return to DOJ – 1/3/22**
- h) **Mark to write to Deb Grull re logbook forms – 28/2/22**
- i) **Roger / Felicity to review and update logbook app forms - done**
- j) **Roger to reinvest term deposit for 3 months – 17/2/22**
- k) Trent to liaise with Kirstie re NE ride later in 2022
- l) **Mark to ask Trish / Jess to update AERAspace calendar – 16/2/22**
- m) **Mark to progress formalisation of CS accreditation for Denise Williams – 28/2/22**
- n) **Mark to generate discussion paper for ride affiliation process including need to verify all relevant actions are done – 28/2/22**

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.

30 Main Road Wivenhoe

Action: Kirstie to check with Noel et al and report back next meeting or before re possible NE ride later in 2022

6. Correspondence

In

11/02/2022 EOI from Andrew Miles re CS role at TQ22
12/02/2022 Email from QLD vet Sara Rhodes re vetting in Tas in 2022

14/02/2022 Email from Kim Moir re AERA AGM and MC nomination - forwarded to exec 19/2/22 for review and possible action

15/02/2022 Email from Roger re Norm Thorley stepping back from NTARC
16/02/2022 Email from Celine Lee - acceptance of NVP role for 2022/23
17/02/2022 Phone call from CFJ to Mark re DS name
19/02/2022 Email from Kim Moir re AERA / TEERA affiliation agreement - Email actually received 6/2/22.

21/02/2022 Email from STER re ride date change
22/02/2022 Email from Kim Moir - reminder re AERA delegates and MC nominations - Tas has already done
Email from Kim Moir re EA swabbing course schedule - EOI folk emailed brief info - agenda for next SMC meeting
26/02/2022 Email from Roger re Trailer costs - responded
28/02/2022
2/03/2022 Email from Lydia Rigby re TPR list
Email from Kim Moir - AERA AFFILIATION AGREEMENT FOR SIGNING
8/03/2022 cc'ed email - Andrew to Kim Moir - signed AERA affiliation agreement - receipt acknowledged by Kim.
AERA audit report from Kim Moir
Email from Linda Tanian - new AERAspace permissions in place

Out

17/02/2022 Mark to Andrew, Pat Lamprey and Andrew Miles re TQ22 CS role

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.

30 Main Road Wivenhoe

17/02/2022 Mark to Kim Moir re AERA delegates, MC member and TQ22 vet and CS - acknowledged
Mark to Sue Martin re TQ22 vet role

19/02/2022 Mark to Kim Moir - TEERA NVP reps
Mark to Linda re AERAspace issue - resolved

20/02/2022 Mark sent SMC meeting minutes to SMC for review

26/02/2022 Mark to TQ22 Sonia Bonham - TQ22 TEERA article

28/02/2022 Mark to Tony Perry re trailer fees
Mark to Kim Moir re Denise Williams CS accreditation - receipt acknowledged - response from Dick Collyer - Denise declines re-accreditation
Mark to Debbie Grull re ride entry form
Mark to Debbie Grull re logbook app forms
Mark to Brickendon - thanks for no cancellation fee for AGM - acknowledged by them
Mark to Linda Tanian - TEERA AERAspace permissions for 2022 - acknowledged.

1/03/2022 Mark to Kim Moir - AGM minutes
Mark to DOJ - submission of annual return - acknowledged, receipt received

7. Matters arising

a. EA swab steward course – scheduled for 20 August in Hobart

Course is one day at TEC. We have had several EOIs. To be a swab steward, you need to be an EA member, cost approx. \$100. AERA has asked EA to waive this fee – awaiting a response

Discussion:

Action: Await outcome of request to EA for fee waiver. On next SMC meeting agenda

b. TPR list on website – a few corrections notified to secretary - will forward to Andrew and for review

Discussion:

Action: Andrew to review list – updated list to be posted to website. Probationary list to be removed.

- c. New AERAspace permissions should now be in place – noted.
- d. TQ22 article has gone to TQ22 – excellent piece from Kaye – noted.
- e. AGM minutes have gone to AERA – noted.
- f. TEERA annual return has been submitted to DOJ – noted.

8. Member numbers:

86 as of 14/3/22

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

9. Finance:

- a. Motion that: *'the previously circulated finance report be noted, the payments therein authorised and the receipts noted'*. Moved, seconded: Tony Purton, Jess Goulding. Carried.
- b. Term deposit has been re-invested for 3 months at an interest rate approaching zero - noted.

10. 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
14-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) **State championships** – no EOIs have been received

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

- b) TEERA might be able to run a ride later in 2022. Noted that clubs need to be incorporated to run affiliated rides.

11. Trailer and bib maintenance, trailer fee, ETS facilitators

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

Discussion: See attached standard operating procedure – needs updating with respect to bibs. Other updates needed re transport? Ride computer process? Tablets, iPads charged. Generator, battery charger needed.

Action: Andrew to liaise with Tony Perry re generator, clocks, battery charger

- b) \$100 per ride fee to Perrys for transporting trailer to and from rides

Discussion: Secretary sent email to Tony cc Felicity early March requesting info on number of rides needing to be reimbursed.

Action: Perrys to be reimbursed \$100 a ride for all 2021 rides less three. Mark to action. Will be 50c / km a ride in future for either the Perrys or the person who takes the trailer to the event. Mark to publicise.

- c) Need more people to be able to drive the ETS.

Discussion:

Action: Korey Stratton to be trained / encouraged. EOIs to go out – Mark to publicise.

12. Notification to AERA of CS complaints?

Complaints levelled to DAs against chief stewards are required to be notified to AERA.

Rule 10.7 Any participant at any event may lodge a written complaint to the relevant DA regarding the behaviour of a ride official at a ride. Where the ride official is a chief steward, TPR or veterinarian, the DA shall advise the AERA of the complaint and the subsequent outcome of any investigations and actions (if any) taken within 60 days of the outcome of the investigation.

Should TEERA notify AERA of the recent complaints lodged against a CS?

Discussion: AERA should be notified.

Action: Mark to write the letter and circulate to SMC for comment.

13. Setting dates for 2022 AGM, mid-year Longford meeting with clubs

At the last meeting SMC agreed to set the date for the 2022 AGM.

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.

30 Main Road Wivenhoe

Discussion: Suggest schedule AGM for immediately prior to the January 21 2023 SMC meeting. Longford – Saturday July 23? Both agreed. Logistics to be arranged later in the year. Maybe a meal associated.

Action: 2022 AGM date set for immediately before the first SMC meeting in 2023. Longford ROC / SMC meeting date set for 23 July. Kaye to book venue for meeting and for lunch.

14. Ride reports

- a. Jill Sheean – CS report unremarkable – Trish Smith fall noted, nothing else worth mentioning. 62 riders, a few less than would have been hoped for.
- b. CCER – CS report not yet received.
- c. Ride results on AERAspace – CCER not up as of 14/3/22? COVID related.

Action: Ride secretaries to be asked to upload unverified results to AERAspace ASAP after rides. Mark to action.

15. Ride feedback form

Trialled with JS.

Discussion: Sent out late. Minimal response.

Action: Deb to schedule promos for all rides going forward. Names to be required to fill on the form. Feedback form to be reviewed by SMC (to ensure no inappropriate content) then to go to ROCs with names of contributors unredacted.

16. EWS

No report received.

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.

17. Ride documentation

- a) As mentioned at the last SMC meeting by Mark, not all clubs are generating the required documentation for a ride (Risk management, Biosecurity, COVIDsafe plans). Also mentioned is that some DAs require these documents to be provided to the SMC prior to the ride as a check that they have been prepared. Mark's concern is that, if a ROC does not do this, they may not have insurance cover in the event of an incident.

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.
30 Main Road Wivenhoe

- b) In the short term, Mark proposes that he writes to all CSs reminding them of the need to receive these docs from ROCs and, also, writes similarly (again) to all ROCs.
- c) Longer term, Mark suggests we include those docs in the ride return form so that they are returned to TEERA with the rest of the ride documentation.

Discussion/Action: on agenda for Longford club meeting. Actions above to be considered by SMC after that meeting.

18. AERA constitution

From Kaye - For discussion...some questions about the new 2020 AERA constitution. Responses from TEERA / AERA management committee member, Mark Dunn.

- a) Do the states have proportional representation on AERA Management Committee (on the basis of memberships)? **Yes**
- b) Are the other “delegates” from states proportionally represented (on basis of membership)? **Yes**
- c) Is it “normal” that in any given year, AERA holds zero general meetings, as opposed to Management Committee meetings? How many were held in 2021? **SGMs are unusual - none held in recent memory**
- d) What sorts of things might be dealt with at a General Meeting as opposed to a Management Committee meeting? **Constitutional changes + any matter brought to the meeting by members (who are the Division Associations, eg TEERA). DAs are free to call an SGM at any time in accordance with the AERA constitution.**
- e) In the past two years what items of business have been addressed at an AERA General Meeting? **Just the usual AGM matters – officer’s reports, financials. 2020 AGM adopted a new constitution.**
- f) How are items decided on at a General Meeting progressed? **Actioned by AERA management committee.**
- g) What are the rules governing the composition of AERA sub committees? **There is an AERA By-law that details this. In short, anyone with the relevant skillset can be invited to be a member.**
- h) When and how was the new AERA constitution shared with the TEERA membership? **Reviewed at past TEERA AGM(s), including 2020, and SMC meetings.**
- i) Motion: On the TEERA website, TEERA delegates to AERA be noted “as non-voting except at General Meetings held by AERA. In 2022 there are scheduled zero General Meetings except for the AGM”.

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.

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Rationale: TEERA member should understand that Andrew and Kaye have no voting opportunities in 2022. Mark can vote at all Management Committee meetings. These are the only meetings scheduled in 2022. It is important that we are transparent. Without this statement a member would likely assume that Andrew and Kaye can represent their views by voting.

Moved: Kaye, Mark: Carried. Mark to action.

19. Redacted

a) Redacted

Discussion: Way too much SMC time taken up with dealing with interpersonal disputes and petty complaints.

Redacted

Kaye commented that: it is *"high time people got on with the business of riding their horse and minding their own business, rather than making snide remarks and accusations about other people."*

Action: General promo to be drafted by Andrew / Deb – 'be nice to each other'. To be circulated for comment first.

20. TEERA merchandise

Update on logo – Deb

Amendments progressing...

21. Ride of the year

Discussion: Run again in 2022? Same criteria?

Action: Agreed to run again. On agenda for club meeting in July.

22. Denise Williams status as a chief steward

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

Action: Mark to formalise re-accreditation through AERA.

Outcome: Was progressed however Denise has declined to be re-accredited

23. Round the table....

Kirstie: can't make the 23 July ROC meeting

TEERA SMC Meeting - Minutes
Tuesday 15 March 2022, 6.30PM.
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Kaye: hall of fame bios progressing

Meeting closed: 9.46PM

Next meeting: Tuesday 19 April 6.30PM at Sassafras and online.

DRAFT