

TEERA SMC Meeting - Minutes
Tuesday 19 April 2022, 6.30PM.
Community Hall, Sassafras

Meeting opened: 6.35

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

Visitors:

Apologies: Trenton Huxtable

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1. Brief welcome and comments from chair

2. Ratification of minutes of last SMC meeting (15/3/22 – previously circulated):

Motion: *‘that the minutes of the SMC meeting on 15/3/22, as amended, be accepted as a true record of that meeting’.*

Moved, seconded: Tony Purton, Jess Goulding. Carried.

3. Matters arising

Nil not elsewhere on agenda.

4. Actions from previous meetings:

Yellow highlighted items are done

a) Kirstie to follow up on possible NE ride later in 2022 – done - Lebrina in June may be possible

b) Andrew to review TPR list – updated list to be uploaded to website. Provisional list to be removed from website (Mark) – Andrew – done, list to go back to Mark to review then on to Roger to action.

c) Mark to update trailer SOP – done and sent around for review – OKed by Perrys – Action → Mark to circulate to clubs. Mark to recirculate to clubs the procedure docs for in/out gates

d) Andrew to liaise with Tony Perry re ride trailer generator, clocks, battery charger – in progress

e) Mark to arrange re-imburement for Perrys for 2021 trailer transport - done

f) Mark to notify clubs re 50c/km rate for future transport. - done

g) EOIs need to be called for people willing to learn how to operate the ETS – done – one EOI.

h) Mark to draft letter to AERA re redacted complaints – to exec for comment – sent to AERA

i) Mark to club contacts – ride secretaries to upload ride results to AERAspace ASAP after events – not done – new AERA online will make this unnecessary

j) Mark to inform clubs re process for ride feedback form - done

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k) Descriptor added to AERA delegate info on TEERA website (non voting etc) - 22/3/22

5. Correspondence

In

10/03/2022 AERA AGM agenda and related docs from Kim Moir -
circulated to SMC 16/3/22

16/03/2022 Minutes of Feb AERA MC meeting from Kim Moir -
circulated to exec
EWS letters x 6 cc'ed from EWS co-ordinator
Email from Kim Moir - AERA AGM docs
Email from Glynn Williams re member name -
acknowledged

17/03/2022 Email from Tara Nicklason re fuel costs associated with St
Helens ride - circulated to SMC
Email from Kim Moir - signed TEERA - AERA affiliation
agreement

18/03/2022 Message from Raylene Garwood re dogs not allowed at
Kentish ride

20/03/2022 Second - email from Tara Nicklason re fuel costs associated
with St Helens ride - circulated to SMC - responded
26/3/22
Email from Jake Tammens re Kentish ride paperwork -
responded with a request to include RM and BioS plans

21/03/2022 Email from Kim Moir re various DA reps to various AERA
bodies - TEERA has already provided same
Account for payment from Felicity Perry - trailer transfer -
\$25

30/03/2022 Email from Jake Tammens re Kentish ride paperwork -
replied with examples of risk and biosecurity plans
Hard copy docs in mail from Kentish rides

5/04/2022 Email from Roger re non receipt of CCER ride return -
emailed Deb Wylie requesting it
Email from Deb Wylie - CCER ride return

11/04/2022 EWS report received from registrar

12/04/2022 Form 15 received from Trish Smith - is already on
AERAspace
Hard copy docs in mail from Portland ride
Email from Felicity Perry - trailer mileage account to St
Helens

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14/04/2022

Finance report from Roger for SMC meeting

Out

14/03/2022

Mark to SMC - 15/3 SMC meeting agenda, finance and web reports

16/03/2022

Mark to Surewise - query re names on policies - response received - circulated to exec

22/03/2022

Mark to SMC - draft minutes and action sheet from 15/3 SMC meeting for comment

Mark to Roger - update to website descriptor for Kaye and Andrew as AERA delegates

Mark to Tony Perry - request for bank account details for trailer transport cost reimbursement - response received 24/3 - forwarded to Roger for payment

Mark to various re ride trailer SOP update

9/04/2022

Mark to Roger, Pat H re Rules review

12/04/2022

Mark to Pat Lamprey re CS reports for Kentish, CCER rides

Mark to AERA - redacted

Mark to SMC - draft meeting agenda and associated docs

6. Matters arising

a) Dogs at ride - from Raylene Garwood:

FYA and perhaps elevation to committee. Dogs were plentiful at steamfest on the same venue last weekend. Hi Mel, my apologies for late notice however just saw that KEER ride does not permit dogs on the grounds 😞 As a single person with no family locally, my dog goes everywhere with me. Given that a short notice boarding kennel costs as much as ride entry, this is a prohibitive extra expense to even doing a 20km. Dogs were permitted last year 😞 This is my fault for not reading the ride conditions but I'm not attending a ride that won't allow well behaved dogs on leads and under control. Regards Raylene

Mark to write to Raelene explaining that it is TEERA policy that riders / visitors are encouraged to bring dogs. Mark to write to clubs to remind them of TEERA policy.

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- b) Kentish ride paperwork – just an FYI – secretary exchanged a couple of emails with Jake Tammens re paperwork for Kentish ride – no Biosecurity plan prepared. The need for clubs to prepare all ride documentation is on the agenda for the ROC meeting in July.

7. Member numbers:

102 as of 19/4/22.

8. Teera meeting agendas

From Trenton: I would like to move a motion that the agenda for meetings be sent out to the smc one week before the meeting date and that all "correspondence in" be attached with the agenda. This would allow the smc a little time to do some research if required on matters to be discussed and also give our members a clear deadline for their correspondence to be submitted.

Discussion: Deferred as Trenton is an apology for this meeting.

Action:

9. Aeraspace

From Trenton: I would like to look at the costings for aeraspace and have it recorded in our minutes of the actual ongoing costs of aeraspace and what it is that we are spending our money on. On the last report from Aera I counted over \$20 thousand in outgoing costs.

Discussion:

Action:

Mark to write to AERA seeking info on costings

10. AERA online:

Discussion: Was soft launched with TQ22 merchandise 10/4/22.

Use for STER ride? Will involve all people entering the ride having to register and create an account.

Mark reported that STER will use. SMC to encourage members to sign up at this weekend's WW ride.

11. Redacted

12. TEERA subsidising rides that lose money

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SMC recently discussed this in the context of a request from Portland / Suncoast to assist with travel costs for those attending their ride. It was suggested that TEERA has a 'policy' of considering requests for assistance from ROCs that lose money at their events.

Discussion: Does such a policy exist?

Action: No action for now – each proposal considered on its merits. **To go on the Longford ROC meeting agenda.**

13. Finance:

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

Deferred until next meeting as financials were inadvertently omitted from the meeting notice

14. 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
18 June	Lebrina??
8-Jul	TQ22
August	
Sep-24	CCER

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15-Oct Portland Riders
JG Memorial

5-Nov Oss Foley

19-Nov SCs?

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

Discussion: Wait until after the WW ride – next SMC meeting

The Lebrina ride was confirmed for 18 June. It is to be called the Pied Piper ride, as rides at that venue were historically known for a time. The ROC is to be the SMC with Andrew taking the ROC lead with assistance from other SMC.

Andrew mentioned that he had made good progress on identifying a track and ride base near Castra from which he hoped to stage a ride in early 2023.

15. Chief steward ride reports

- a. CCER – attached – unremarkable, noted by SMC
- b. Kentish - attached– unremarkable, noted by SMC
- c. St Helens – attached– unremarkable, noted by SMC

16. Redacted

17. Ride feedback form

Draft feedback form to JS and Kentish attached.

Discussion: SMC thought the report looked OK

Action: **Mark to send out to JS and KEER.**

18. TEERA COVID supplies

TEERA has some infection control supplies left over from those acquired via the 2020 grant – 6 x IR thermometers, a bunch (20+) of containers of hand sanitiser and a bunch of disinfectant wipes.

Discussion: What should we do with these?

Action: **SMC to think about options and consider next meeting.**

19. EWS

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Redacted

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.

Jess Goulding has assumed the role as EWS co-ordinator.

20. TEERA merchandise

Deb reported that the progression of this initiative remains a work in progress. It was noted that the development of the new TEERA logo has been finalised.

21. Round the table....

Grace – how do we amend membership form? Grace to email Mark details of what is required. Mark to liaise with Roger to amend forms as needed.

Kaye – do motions passed one year carry on forever. Is there a process for managing this? Is a register of (important?) motions needed? Mark to seek comment from AERA. Agenda next meeting

Kaye – Are delegate proxies allowed for AERA meetings? Mark - yes.

Meeting closed: 8.50PM

Next meeting: Tuesday 17 May 6.30PM at Wivenhoe and online.

Matters deferred until a future SMC meeting

1. Terms of reference for accessing TEERA grants

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

Update from Mark - remains a work in progress.

Discussion: **Longford agenda.**

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2. 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.

3. TQ25

Discussion:

Action: Andrew to convene meeting of interim TQ25 ROC.