

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

Meeting opened: 6.35PM

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

Visitors:

Apologies: Jess Goulding

--

1. Brief welcome and comments from chair

2. AERA meeting

Agenda circulated to DAs 14/5/22. Provided to SMC 16/5/22. Trent - not enough notice given for matters on the agenda, particularly rule changes. Mark to move motion at AERA meeting that Rule changes be deferred until the next AERA MC meeting – needs to not happen again. Rule changes to be on the agenda for next SMC meeting + members to encouraged to attend.

Action: Agenda for next meeting – AERA rule change mechanism.

3. Ratification of minutes of last SMC meeting (19/4/22 – previously circulated):

Motion: *‘that the minutes of the SMC meeting on 19/4/22, as amended, be accepted as a true record of that meeting’.*

Moved, seconded: Kaye, Deb. Carried.

4. Matters arising

Nil not elsewhere on agenda.

5. Actions from previous meetings:

Yellow highlighted items are done

- a) Mark to write to AERA seeking info on AERAspace costings
- b) Mark to write to Raelene Garwood explaining that it is TEERA policy that riders / visitors are encouraged to bring dogs.
- c) Mark to write to clubs to remind them of that TEERA policy.
- d) Mark to send JS and KEER ride feedback forms out – St Helens has gone out to them now too
- e) Mark to call Pat L to discuss rider fall at JS ride
- f) Mark to seek comment from AERA on the management of motions over time

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

- g) Redacted
- h) Mark to circulate to clubs updated ride trailer SOP and in/out gate procedure
- i) Andrew to research ride trailer generator, clocks, battery charger

6. Matters arising

- a. Two items of info to go to clubs held pending the addition of further items from this meeting. Ride trailer SOP and in/out gate procedure provided to WW and STER.
- b. Rider fall at JS ride – Mark to report on conversation with Pat Lamprey → Concussion protocol discussed with Pat. There was some discussion amongst SMC as to whether the published concussion protocol still applies if an ambulance is called.

7. Correspondence

In

13/04/2022	Email from Roger - example promo video for review
17/04/2022	cc'ed email from Roger to Grace - query re AERAspace membership records
18/04/2022	Email from Jess Williams re research project - responded after the WW event
20/04/2021	Concussion clearance email received from Trish Smith - receipt acknowledged. cc'ed email from Roger to Deb re CCER ride return, TEERA scarves
21/04/2022	cc'ed email from Roger to Grace re membership queries
23/04/2022	Email from Kim Moir - notice of AERA MC meeting - circulated to exec for review
4/05/2022	Email from Trish Smith - PIC numbers
6/05/2022	Email from Carolyn Foley Jones re Dylan - acknowledged
7/05/2022	Email from Roger - term deposit maturing
8/05/2022	Email from Roger re AERAspace and day rider anomalies Redacted
10/05/2022	Redacted National Horse Traceability System (NHTS) Survey Acknowledgement of receipt from AERA of PL complaint letter

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

cc'ed emails from Roger to Felicity re member query

Out

16/04/2021 Final SMC meeting agenda and referenced docs to SMC from Mark

19/04/2022 Mark to exec re Jess Williams research project

20/04/2022 Mark to AERA seeking info on AERAspace costings - response 4/5/22 seeking rationale for request - follow up email sent 5/5/22

21/04/2022 Draft meeting minutes. Action sheet to SMC for review.
Mark to Raylene Garwood re dogs at rides

25/04/2022 Mark to AERA re Jess Goulding AERAspace access as ride secretary - acknowledged by AERA

1/05/2022 Mark to members - info on AERAonline

5/05/2022 Mark to Linda Tanian re AERAspace costings - response received - reason for request?

6/05/2022 Mark to Surewise - COC request for Longford ROC meeting - COC received same day
Mark to Kim Moir - TEERA report for AERA 21 May MC meeting
Mark to Jake Tammens re Kentish ride return - response received.

10/05/2022 Mark to various re Kentish ride return
Mark to Kim Moir - advice sought on how to track motions - response received - AERA has no system
Mark to STER, WW - Trailer SOP and in/out gate procedures

8. Matters arising

a. Redacted

b. Tracking motions – AERA does not have a process for this

Action: Mark to work up a spreadsheet as a means of keeping a record of 'significant' motions

i. Day rider numbers on ride returns – TEERA received an email from Roger expressing frustration that the

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

number of day riders listed on ride returns rarely matches exactly the number generated by AERAspace reports and AERA accounts. He seeks advice on this, noting that it is his intention to stop trying to reconcile these discrepancies and this is very time consuming.

Mark suggests: **Where day rider numbers on the ride return are below those noted in AERAspace, that the relevant club be informed of this and asked to make up the difference. Agreed.** As AERA treasurer, I spent a considerable amount of time last year looking at this and am convinced that what DAs are billed for this is correct, at least based on the AERAspace data which, of course, contains errors because the data is entered by humans.... Clubs were asked last year to contact the registrar to get the day rider number but this advice hasn't been heeded.

Discussion: As above

Action: **As above, notify clubs.**

b) Member numbers:

105 showing on AERAspace as of 10/5/22. Mark - membership numbers are down nationally this year.

Andrew to order another 10 x 80k bibs

c) 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.

Kaye → Motion: In the week prior to the SMC meeting, the agenda be circulated to the SMC with key documents attached. These documents include relevant financial statements, previous meeting's minutes and correspondence in and out.

Rationale: this would allow members to find all relevant information in one email. Further, unless an emergency, no circulation of correspondence would be required until the week prior to the meeting.

Discussion: **Deferred until next meeting**

Action:

d) Aeraspace

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

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: Mark → business case spreadsheet attached. This is highly confidential and commercial in confidence. To state the obvious, it should not be shown to any non SMC and the details should not be discussed with any non SMC.

Action: **Deferred until next meeting**

e) AERA online:

This was used for the STER ride. Member support was provided by Trish Smith and Mark Dunn. At the time of writing 55 nominations had been lodged and paid for. 'Help desk' use has been minimal and largely confined to one or two system glitches – overwhelmingly people have managed to register, nominate and pay without assistance. STER had close support from the AERA development team during the two weeks leading up to the ride. Only one request was lodged for payment at the ride – the help desk reply was that this was not STER's preferred option but *'if you are unable to pay online we can take cash on the day if you bring the correct money.'* This person subsequently paid online....

About 10 refunds were requested and actioned, apparently without any drama. These were caused by incorrect / changed initial entries and a few late withdrawals.

There were a couple of issues caused by members not being able to enter 80k rides because they were showing on AERAspace as non-members. These issues were resolved in consultation with Grace.

The platform requires clubs to specify their refund policy.

Discussion: Leave this to clubs or specify a particular policy (as a condition of ride affiliation)?

Kaye → Motion: TEERA requires that ROCs refund policy be clearly stated in the online portal information.

Action: Motion withdrawn – is a requirement

Phone entries

Discussion: STER did not specifically state that 'phone entries can be lodged by phoning ...etc'. Rather they repeatedly promoted that anyone needing help should phone the help desk. As above, overwhelmingly, people managed to enter without issues.

As above, leave to clubs or mandate a form of words as a condition of ride affiliation?

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

Kaye → Motion 1: TEERA requires that ROCs provide a phone option for nominating for a ride. This option is made clear to members with the statement "If required phone entries can be made to xxx on xxx", included in the online portal information.

Moved Kaye, Tony. Mark abstains. Motion carried.

Kaye → Motion 2: TEERA requires that ROCs provide ride entrants with the option to pay their entry with cash when they arrive at the ride base and that this information is included in the online portal information.

Moved: Kaye, Tony: Carried.

Rationale (Kaye): TEERA are the governing body overseeing the sport, and the fact that it is posted on TEERA's website, I think it is very clear that we have the right and ability to request that any posts for rides includes at the very least the basic wording. It is not a massive request that the information be made clear and available.

Action: Mark to communicate to ROCs that phone entries and cash payments on the day to be allowed and that refund policy needs to be stated. Mark to write to AERA – Paypal would be useful addition to the payment gateway.

Property Identification Codes (PICs)

AERAonline requires the input of a PIC code. This has been a mandatory part of people entering rides in some mainland states but not in Tasmania. STER used a 'hack' to get around this – 'aaa'. I believe the PIC field will remain mandatory. It is easy to get one (form attached). It may soon be mandatory for other reasons.

Discussion: It may be possible to get the entry form modified so it will note that people can enter the PIC if they know it or, perhaps, 'Tas' in our case, if not. Mark → suggest we post the form with comment that 'it's a good idea to get this as it may be mandatory at some point'. SMC Agreed.

Action: Make PIC non mandatory on AERAonline entry portal? Mark to ask AERA

Members to be encouraged to register for PICs

f) Finance:

a. Motion that: *'the two previously circulated finance reports be noted, the payments therein authorised and the receipts noted'*. Moved, seconded: Mark, Kaye: carried.

b. The TEERA term deposit is about to mature – 25 May - \$100,798.24 plus interest on maturity. Advertised business rates as at 7 May (will advise if change)

3 months 0.07% p.a.

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

5	0.10%
6	0.15%
7	0.20%
10	0.25%
24	0.30%

Discussion:

Action: **Three months – agreed. Mark to ask Roger to action.**

g) 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
15-Oct	Portland Riders JG Memorial

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

5-Nov Oss Foley

19-Nov SCs?

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

From Roger: 'Potential conflict with an Amateur Radio event of state-wide significance at Miena (on Sunday 19 November) which would normally be attended by all those usually involved with endurance ride support.'

Discussion: Lebrina – Andrew - planning well underway. Some discussion about the logistics of the Lebrina ride. Mark – STER considering late August ride

Action: Mark to put up FB post encouraging clubs to lodge EOI for state championships. Email to clubs also (note 19 November out).

h) **Chief steward ride reports**

Wattlewood: Attached – sorry about the poor format – three pages. One rider suffered a suspected concussion. Chief Steward followed the concussion protocol (on TEERA website) perfectly and contacted the rider in the week following the event to check on her recovery. Rider, who is fine, is aware medical clearance is needed before she can enter another ride.

i) **Ride feedback form**

Wattlewood April ride feedback attached.

Discussion:

Action: To be passed on to WW.

j) **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: In progress.

k) **EWS**

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

No change requiring any notification to members.

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.

l) 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.

In progress. Planning progresses. Interest is underwhelming....

m) Round the table....

Mark – TQ25 will be at the top of the next agenda.

Andrew – a few queries to Kirstie re Lebrina ride.

Kirstie – potential for SCs to be in the north east?

Meeting closed: 8.55

Next meeting: Tuesday 21 June 6.30PM at Sassafra 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.**

2. TEERA Hall of fame

TEERA SMC Meeting - Minutes
Tuesday 17 May 2022, 6.30PM.
30 Main Road Wivenhoe

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: