

TEERA SMC Meeting - Agenda  
Wednesday 19 January 2022, 6.30PM.  
Community Hall, Sassafras

Meeting opened: 6.31PM

SMC Present: Andrew Miles, Felicity Perry, Mark Dunn, Grace Huxtable, Trent Huxtable, Amelia Napier, Trish Smith, Tony Perry (from 7.14PM).

Visitors: Jess Goulding

Apologies: Tony Purton, Kaye Mitchell, Kirstie Lockhart

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**1. Brief welcome and comments from chair**

Andrew thanked those in attendance for coming.

**2. Ratification of minutes of last SMC meeting (15/12/21 – previously circulated):**

Motion: *'that the minutes of the SMC meeting on 15/12/21, as amended, be accepted as a true record of that meeting'*.

Moved, seconded: Trent, Grace - carried.

**3. Matters arising**

Nil not elsewhere on agenda.

**4. Actions from previous meetings:**

Yellow actions have been done prior to this meeting – others as noted

[Redacted]

c. State championship trophy. Andrew to arrange repair – in progress

d. Mark to write to NEEEC, acknowledging letter withdrawing 2022 ride nominations

e. Mark to respond to Debbie Gull re ROTY emails

[Redacted]

i. AERA / TEERA affiliation agreement – to go on AGM agenda

j. Mark to discuss logo edits with Deb Wylie

k. Mark to draft AGM docs and publish + email to members

l. Mark to amend budget to align with fee decisions from meeting

m. Mark to generate membership and related forms and post to website.

n. Mark to publicise gaps in 2022 ride calendar and invite EOIs to fill these. Special focus on Easter.

o. Grace to manage dinner ticketing

p. Amelia to co-ordinate dinner catering

q. Mark to write to Angie Clark – in/out gate procedure – finish line

r. Mark to write award citation for ROTY winners – in progress

s. Mark to write to ROCs re Easter event

t. Mark to publicise the outcome of the SMC elections

[Redacted]

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- v. ETS generator – Tony Perry – in progress
- w. Ride clocks – Tony Perry– in progress
- x. 2022 TPR course – Andrew – planning in progress
- y. **Mark to write to clubs re day member calculation**
- z. Kaye / Tony to progress getting further bios for the TEERA Hall of Fame page – in progress

**5. Matters arising**

All as noted above

**6. Correspondence**

**In**

- |            |   |
|------------|---|
| 13/12/2021 | SMC nomination from Kirstie Lockhart - acknowledged - email sent to nominators seeking confirmation<br><br>Email from [REDACTED], apologising for lack of response to letter of 4/12 - acknowledged.<br><br>SMC nominations from Grace Huxtable and Trent Huxtable. Acknowledged - emails sent to nominators seeking confirmation<br>[REDACTED] |
| 14/12/2021 | Emails from Andrew Miles, Pat Hodgetts - 2022 SMC nominations - acknowledged<br>Email from Kim Moir - ROCs need a refund policy, AERAspace data entry,<br>Email from John Cox - re central highlands adventure weekend - acknowledged that will be discussed 15/1/22  |
| 15/12/2021 | SMC nomination i Jess Goulding - acknowledged<br>Email from Mark Dunn - notice of AGM motion  |
| 16/12/2021 | Email from Pat Hodgetts - withdrawal of 2022 SMC nomination - acknowledged  |
| 17/12/2021 | Emails from Kaye Mitchell - amended (final) in/out gate procedures  |
| 20/12/2021 | Email from Kim Moir requesting Tas swab total for 2021 - provided - 10  |
| 22/12/2021 | Emails from Kim Moir - AERA meeting minutes - forwarded to SMC prior to next SMC meeting  |

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- 28/12/2021 Email from Kim Moir - 2022 Rule changes - forwarded to Tas CSs
- 1/01/2022 Financial report for AGM from Roger by email - query from Kaye, resolved  
Emails from Tracy Smee, Nicole Ford re dinner tickets
- 3/01/2022 Email from Kim Moir - notice of AERA meeting 6 Feb - call for agenda items
- 5/01/2022 Email from Kim Clark - query re annual logbook return - responded  
Email from Yvonne Downes - AGM apology  
Email from Roger - pre-audit financial report for AGM - posted to website

**Out**

- 11/12/2021 Mark to SMC - 15 December SMC meeting agenda  
Mark to Pat L and Felicity Perry re logbook correction
- 12/12/2021 Mark to SMC - draft complaints handling protocol for review
- 13/12/2021 Mark to Shannon Hill - confirming KL nomination for 2022 SMC
- 17/12/2021 Letters confirming election to SMC to Jess Goulding and Kirstie Lockhart
- 19/12 + 22/12 Mark to exec - advice sought re AGM comms to members
- 20/12/2021 Mark to exec - redacted SMC meeting minutes for review
- 23/12/2021 [REDACTED]
- 24/12/2021 Mark to all TEERA members - AGM notice + agenda
- 31/12/2021 Mark to Shannon Hill, Graham Bucknell - acknowledgement of NEEEC withdrawal of 2022 ride nominations
- 1/01/2022 [REDACTED]
- [REDACTED]
- Mark to Angie Clark - further info re finish line procedure + in/out gate procedure
- [REDACTED]
- Mark to Debbie Grull - response to ROTY emails  
Mark to TEERA 2021 award recipients - invite to awards night
- 5/01/2022 [REDACTED]
- Mark to all 2021 members re AGM, awards, dinner, 2022 memberships

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7/01/2022

Mark to ROC contacts - 2022 calendar, in/out gate procedures, day members

**7. Matters arising**

**a. Central Highlands adventure weekend**

Mark Dunn  
Secretary  
Tasmanian Equine Endurance Riders Association (TEERA)  
Via Email: [markdunn1@netspace.net.au](mailto:markdunn1@netspace.net.au)

Dear Mark,

We would like the TEERA to be part of the Central Highlands Adventure Weekend being held from April 22 to April 25, 2022.

This event is activity based, not an information only display and will involve organisations willing to run activities that showcase the types of pastimes or practical skills that can be found in the Central Highlands. It is also an opportunity for TEERA to recruit new participants, members or customers, as well as promote their activity to a broader cross section of the community.

The weekend will involve individual organisation and community activities from Friday to Monday. There will be dinner and entertainment on the Saturday night and opportunities to relax with your participants and other activity organisations at BBQ's and drinks throughout the weekend.

The Central Highlands Adventure Weekend is the initiative of the Great Lake Community Centre (GLCC) to develop awareness of what the Central Highlands has to offer and to raise funds to support their activities throughout the year. The marketing and partner collaboration for the event will be undertaken by the GLCC. Consultation with each participating organisation will be also be undertaken to assist in the planning of their activity or activities in and around the local area.

This type of event has the potential to grow over time and we would love you to be part of that journey in and around the wonderful Central Highlands. Initially some ideas we have for your participation include;

- Conducting introduction ride for new members
- Coordinating an overnight ride for existing members

One of our organising team members will give you a call in the next couple of days to discuss, however if you wish to register your interest before their call, then please send an email to [greatlakecommunitycentre@gmail.com](mailto:greatlakecommunitycentre@gmail.com) with the best contact person and their details.

Yours sincerely,

John Cox  
Event Organiser  
Great Lake Community Centre Committee

Discussion: Logistics are difficult. Such events mostly don't convert attendees to endurance.

Action: Mark to write to them, politely declining.

- b. AERA meeting 6 February – call for agenda items – deadline 23 Jan. TEERA report approved. Affiliation agreement previously endorsed by SMC. No further agenda items.
- c. AERA →
- i. ROC refund policy – needed from ROCs for all events for new AERA online nomination system. Mark to inform ROCs.

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- ii. AERAspace data entry processes – Mark to write to ROCs reminding them to be diligent to both enter data and to do so accurately and completely
- iii. SUREwise sponsorship – TEERA to promote their services to members?

Discussion: SMC endorses a presence on the website and FB.

Action: Mark to liaise with Roger for website. Mark to generate suitable promotional material – liaise with Surewise to use their material.

**8. Member numbers:**

21 on AERAspace as of 19/1/21, 6PM.

**9. AGM, end of year awards / dinner**

2021 AGM and awards to be presented at Jill Sheean ride, 11 Feb.

AGM 7PM, awards 7.30 on.

Action

- a) Mark to promote, email members agenda.
- b) AGM and awards night dates to be put on calendar ASAP for future years - for next SMC agenda.

**10. SMC elections - Casual vacancy**

Discussion: A few members have been canvassed by Andrew – Deb Wylie is prepared to accept the position it is offered

Action: SMC to promote the vacancy to members and seek EOIs.

**11. Finance:**

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

**12. 2022 Calendar**

Draft event calendar has been posted to the TEERA website.

Green highlighted are gaps that might be filled.

**Ride nominations 2022**

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12-Feb Jill Sheean

5-March CCER

19-Mar Kentish

April  
15/16/17 Easter. Marathon, 160k?

8-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?

Discussion: STER ride confirmed. Trent to continue to progress planning for the possible Easter event.

Trent to sound out contacts in the NE about marking a track somewhere for a 2022 ride.

SCs – EOIs – Mark to write to ROCs – to note closing date.

TQ22 → AERA need advice on TEERA nominated vet and CS - EOIs to be sent to appropriately qualified CSs and vets.

AERA National Vet Panel – existing people (Khyle, Celine) to be invited to continue in the role. Mark to write to them.

**13. New AERA ride nomination platform:**

Development proceeding – hope to see active early in 2022.

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**14. EWS**

No change since December.

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.

**15. TQ25**

A second email went to clubs and a second promo was posted to FB seeking expressions of interest to host TQ25 and for EOIs to join the steering committee.

EOI's now received from:

Kirstie Lockhart, Andrew Miles, Graham Bucknell, Trent Huxtable, Grace Huxtable, Deb Wylie, Pat Hodgetts

Discussion: Group to meet?

Action: Andrew to progress.

**16. TEERA Rules (constitution)**

Need to be reviewed? Aging, some anomalies – eg notices must go to members in writing to their address (no email).

Roger is prepared to be part of a working group to redo from scratch with reference to the Tas Model Rules. Clearly a lengthy job....

A motion has been proposed for the AGM.

Discussion: Brief discussion from SMC members. Points made in favour and against.

Action: For the AGM....

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**18. TEERA merchandise**

Update (Deb Wylie) – Discussion deferred until next meeting.

**19. 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 deferred until next meeting.

**20. Website contacts page**

WWVP, First Aid, Chainsaw – needed?

TPRs – needs an update – needed?

Action: TPRs, WWVP, First Aid, Chainsaw operators to be removed. TPR list for review.

**21. 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.

**22. TEERA complaints handling protocol**

Draft circulated to SMC for comment.

Action: To be used as a guideline.



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23. **Round the table....**

Meeting closed

Next meeting: 16 Feb 6.30PM.

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DRAFT