

95. **ATTENDANCE**

Present: Alam Dastani (chairman), Noni Seagrim, Neil Clarkson, Kim Stephens, Andrew Jonkers, Kerry Fowler-Smith, Belinda Hopley, Annette Bailey, Talea Hasko-Stewart, Sharyn Coulston.

In attendance: Helen Rich (Minutes), Jax Barlow (part meeting),

96. **Apologies:** John Howe, Kylie Jonkers, April Newman, Tony Warren.

97. **Conflicts of Interest declaration.**

None declared at this time.

98. **Acceptance of minutes of meetings**

Minutes from the Meeting of 19 April 2022

Defer to next meeting

Minutes from the Meeting of 6 May 2022

Defer to next meeting

99. **Business arising from last meetings (action log review)**

Action Log.

Minutes	Who	What
Oct 167	Jax	Timeline of tasks ongoing. Ongoing.
Mar 43	John	Set up Combiz account signatories for IBDs Done waiting for dongles. Kim said they were mailed on 1 June and they are called tokens. Ongoing.
62	All/Alam	Review position descriptions. Alam to collate the updates Ongoing

100. **Registrar Report and Ride Calendar (Jacky Barlow, Kylie Jonkers).**

Members for 2022 to date: Adult 306; Junior 38; Intermediate 15; Associate 9; Honorary 11. Total 379. Total as at the same date for 2021 was 432.

Newsletter 125.

DATE	FIRST NAME	LAST NAME	NUMBER	CATEGORY	ADDRESS
19-04-22	Tegana	Llkin	170254	Senior	St Ives
05-05-22	Megan	Hollins	172140	Senior	Hilltop
05-05-22	Chloe	Lockwood	172141	Senior	Jindera
16-05-22	Caroline	Schuster	172142	Intermediate	Bellmount Forest
23-05-22	Ann	Grace	172143	Senior	Gum Flat

MOVED Sharyn Coulston and Alam Dastani
THAT the new members be accepted and the names are to be published in the newsletter.
Carried Unanimous

Wingello results have not been verified as Jacque Wright is to correct a few problems with the results.

101. **Weights at Wingello.**

Email sent to the SMC previously.

Discussion on weights. Some ROs are putting in ride results where weights are not shown. Usually if this happens, the ROs have been using the default weight. In other cases they are using weights from previous rides. According to the Ride Standards, ROs should have working scales.

1. **Resolved** that Wingello ride results be approved.
2. **Resolved** BH to write to the chief stewards regarding weights advising they can use weights from a previous ride, if applicable.
3. **Resolved** to notify ROs through the Ride Standards Portfolio, that they need to have working scales and should also have a backup plan in case the usual scales fail. AJ has this portfolio and he will put a letter together advising ROs as above.
4. **Resolved:** If no weights are entered in ride results, JB is to notify the SMC before verifying the particular ride results.

102. **Rides for approval**

Scenic City Spring – 3-4th September 2022 (no Alt date) Sunday only 40,80km. No alternate date listed. KJ happy with this date. 3 and 4 September 2022. **Approved.**

Standing Items

103. **State Champs 2022 update**

AJ advised LERC having a meeting tonight and continuing on with their organisation of this event.

104. **TQ 2022 update 3/5/2022**

Budget came in from John.

NS advised that someone from the TQ22 will join the next meeting. NS to send an invitation to the TQ22 committee to attend the next NSW SMC meeting.

105. **Ratification of decisions made between meetings:**

AERAspace logins

Jacque Wright and Karen Hocking needed logins. If anyone is aware of anyone using the zone login, notify NS so she can issue a unique login.

Ride Approval

Second 40k event at Windeyer.

106. **Play by the Rules training**

Ongoing. Reminder to do it.

107. **2023 AGM (place holder)**

KFS queried the date allocated for the next AGM?

Resolved that the AGM be held on 18 February 2023.

KFS to check on potential venues. Two suggestions would be Singleton or Taree. Singleton is central.

General and New Business

108. **Tom Quilty State Team**

Discussing selection of Quilty teams. Only five riders have nominated so far. Discussing the need for a manager to be appointed.

Resolved:

- Nominations can be taken at the Quilty.
- SMC members can nominate
- Shortlist the five nominees for the State representative team and review after the next ride.

MOVED Annette Bailey Neil Clarkson

THAT Belinda Hopley is nominated to be the team manager for the NSW ERA at the 2022 TQ ride

Carried Unanimous

Resolved: KFS, BH and Andrew Bailey will be the selectors for the teams at the Quilty. If Annette Bailey nominates, Andrew Bailey would stand aside and KFS and BH would make the decisions

109. **Minutes**

Discussing suggested changes in the way the minutes are taken. AB had previously sent in recommendations on how she thought the SMC should move forward. Remove all the 'he said she said'. The Minutes do not need to be a transcript. Just record a summary of the discussion and a resolution as a result of that discussion. Refer by initials and use full name of non committee members, not just Christen name. BH wants the minutes recorded. When BH does her ride reports these are virtually verbatim of what is written in the reports.

THS would prefer emails to be in one file rather than a heap of separate emails. THS has created a dummy share drive. Can go online to 'my documents' upload and then people can go to the one spot and everything is there.

NS: happy to put reports together but NSW ERA is not AERA, there are no massive reports, but reports need to be in on time. Not sure everyone is technical enough to upload their files. Email is easier. Emails, where the subject matter is changed, but not the title, are very confusing. Make sure you name an email appropriately.

Resolved:

- Trial going forward with emails
- Reports to be sent as Word documents
- All reports are to be sent to the secretary no less than 48 hours before a meeting.
- Reports to be forwarded on to SMC members and the Minutes Secretary.
- Reports will then be taken as read for the purpose of the minutes.

- Repots should have a title, the date of the meeting to which it refers and an author.
- SMC reports can be an appendix to the online minutes. Attached to the same PDF file that goes onto the website.

Resolved that anyone who has amendments to the May minutes should send them in so that we can get this document accepted at the next meeting.

110. **Draft Code of Conduct for Committee Members, Delegates & Personnel**

Document sent out prior to the meeting

Sharyn sent this out earlier. KFS and THS wrote back. Happy to hold over until the meeting on 24th June.

111. **Draft Code of Conduct Acknowledgment Form**

Document sent out prior to the meeting.

Hold over to the next meeting. AB congratulated SC on the document.

112. **Newsletter**

19th April – send copy of the minutes to KFS.

Discussion on problems encountered with the current newsletter. NC has spoken to the editor. Newsletter is with the printer. There have been some formatting problems. The editor should not upload the document to the Internet. Minutes are in this newsletter. Will there be a fee for a newsletter on line? Pleased with the electronic voting and putting a document on a website is relatively easy.

Resolved

- Notice to go into the next newsletter advising that the newsletter is now going to be used as a promotional tool for NSW ERA and in order to allow space for more information SMC minutes will no longer be included.
- Advise members where they can find the minutes on line.
- THS prepare a statement for the newsletter concerning the minutes.
- A member may ask the secretary for a hard copy of the minutes for a fee. If done by the printer, it could cost around \$10.00 a copy. Fee yet to be decided.
- Neil to contact the editor and advise her of the discussion that has taken place with the SMC members

113. **Miscellaneous**

- THS has obtained the passwords from Jacque Wright for the Youtube and Gmail account.
- The Quilty will be doing a video of the ride.
- AD to look into live streaming but it isn't working right now.
- Suggestion of satellite internet. AD and NS to collaborate on this.

114. **Promotions**

Discussing ideas for promotions that are to be worked through at the next meeting. How was the agenda to be set up? KFS agreed this would be a promotions workshop. AB put in a report with some suggestions for a workshop for promotions.

Resolved

- That a promotions meeting take place after the 2022 Quilty.
- Invite Faith Robinson, Louise Piddington and Bec Hogan.
- SMC members to put ideas for promotions in writing in preparation for that meeting.

115. **Next meeting dates**

Resolved to wear masks at the next meeting. Also members should do a RAT test in the morning prior to the meeting. Anyone with symptoms please do not come.

Friday - June – 24 general meeting at Richmond

15 July - face to face meeting at Richmond.

There being no further business the meeting closed 8:15.

These Minutes of NSWERA SMC of 9 June were approved on 24 June 2022 as per Item No. 119.