

60. **ATTENDANCE**

Present: Kylie Jonkers (chairman), John Howe, Noni Seagrim, Tony Warren, Neil Clarkson, Kim Stephens, Andrew Jonkers, Kerry Fowler-Smith, Belinda Hopley, Annette Bailey, Talea Hasko-Stewart.

In attendance: Helen Rich (Minutes).

On line: Sharyn Coulston, Jax Barlow (part meeting), April Newman.

61. **Apologies:** Alam Dastani

62. **Conflicts of Interest declaration.**

None declared at this time.

Welcome to the new SMC members.

63. **Acceptance of minutes of teleconference meetings**

Minutes from the Meeting of 21 March 2022

The meeting of 21 March 2022 was held in camera. **Resolved** to hold the Minutes over and discuss at a separate meeting.

AB asked for a copy of all the minutes for this year. **Resolved** that this be done.

Minutes from the Meeting of 4 April 2022

Discussion took place re the structure of Minutes for future meetings.

- Members need to be kept informed and the minutes need to make sense.
- Meetings should be conducted in a professional manner, remove names.
- Need for details of the discussion which took place. Have the discussion and minute it.
- Minute any resolutions.

Resolved that NSW ERA needs to be proactive, the draft document to be sent out prior to a meeting and this is the time to go through the document for mistakes and corrections. The changes are then made, the document is put up for acceptance at the next SMC meeting and this is what is sent out to the members.

Anne and Stuart Lymberry on line at [7:22].

Resolved that footer with wording to be agreed, be placed on each set of Minutes, acknowledging Minutes have been approved and dated accordingly.

April Newman **[7:42]** joined the meeting.

- MOVED THAT** Kerry Fowler-Smith, Neil Clarkson.
the minutes from the Meeting of 4 April 2022 be accepted with the changes suggested by Kerry Fowler-Smith duly made
- Carried** Minutes approved by Kylie Jonkers, John Howe, Noni Seagrim, Tony Warren, Neil Clarkson, Kim Stephens, Andrew Jonkers, Kerry Fowler-Smith, Belinda Hopley.

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

Action Table

Minutes	Who	What
Oct 167	Jax	Timeline of tasks. Ongoing.
Mar 43	John	Set up Combiz account signatories for IBDs. Ongoing
59	?	Dick Collyer about State of Origin. Ongoing with Belinda.
62	Kylie	Review position descriptions. Ongoing

59. Explanation given on the concept of the State of Origin. It is a team based event with NSW and QLD involved. **Resolved** that BH will follow up on this matter.

Correspondence Table

<u>OUT</u>	<u>Status</u>	<u>IN</u>	<u>Status</u>
B. Hogan/Wingello	Done 6.4		
B. Hogan/Wingello	Done 21.4	B. Hogan/Wingello 14.4	Responded 21.4
AERA Re CS/Vet reps for TQ	Done 21.4	B. Swan 11.4	Kylie/Alam to respond

B. Locke re TQ CS	Done 21.4		
J. Howe re TQ CS	Done 21.4		
L. Counsell re TQ CS	Done 21.4		

65. Registrar Report and Ride Calendar (Jacky Barlow, Kylie).

Total membership to date is 367.

Log Book Replacement

Junior member requested a replacement logbook as old one that could not be located. JB requested approval that replacement logbook could be provided to the member. **Resolution** – that replacement logbook be provided by Secretariat

66. Rides for approval

Mudgee Endurance Riders – 22-10-2022 (no alt date) Saturday 20km, Sunday 40km 80/100km elevator. Falls between Brookvale and Falls Creek. Complies with the matrix. **Approved**

Tooraweenah – 15/16 April 2023 (alt date 22/23rd April 2023) -Saturday 7, 20km, Sunday 20, 40, 80km. No issues with this one. **Approved**

Mt Lagoon 25/26 March 2023. No alternate. **Approved**

Is there a new Zone One Delegate? Not at this stage.

Jax Barlow signed off at [8:02]

Standing Items

67. State Champs 2022 update

KJ gave a report. Bumbaldry has been completed. Working on the State Ride at Woodstock. Looking for additional sponsors. Will keep pushing forward with this

68. TQ 2022 update 3/5/2022

Detailed report on the progress made with TQ22.

Discussion on swabbing at the Quilty. NSW ERA pays. A swab levy has been put in place and it will be around \$15 per horse. Budgeting on 250 horses.

**69. Ratification of decisions made between meetings:
Electronic Voting**

Member participation was very good with 59% of membership voting. SMC congratulated NS on organising the online voting process.

Discussions re opportunity to use this voting system as part of future AGMs. To be further investigated.

70. Play by the Rules training

KS explained to the new SMC members how the Play by the Rules training system worked. Go to www.Playbytherules.com.au. Working with Children needs to be done by individual ROs.

Resolution – SMC members to complete Play by the Rules training modules.

Resolution - BH will send something out to ROs explaining that people need to do these courses. Working with Children needs to be done by individual ROs.

71. 2023 AGM (place holder)

Discussing where we might look at holding next year's AGM. **Resolved** Kerry will ask the Zone 6 committee if they might be interested in holding the AGM.

72. Correspondence

Jess Williams, an undergraduate Animal Science student, has approached AERA and SMC to her undertaking an Honours research project into tie-up in endurance horses. AERA approved in principle. Would like to approach members to be involved.

Resolution - SMC endorsed this project in principle to proceed.

Correspondence received by Secretary from previous SMC member, requesting copies of legal letters sent to SMC mentioning the member by name.

Discussion – previous SMC member advised verbally he would attend the meeting to read the letters in question. Member did not attend the meeting.

Legal letters were not implicating the previous SMC member and, therefore, the letters were not required to be supplied, as advised by the solicitor.

Resolved - KJ and second SMC member would telephone this member to determine if he wishes to pursue this issue.

No further correspondence.

General and New Business

73. Tom Quilty State Team

Discussing nominations for TQ22 teams for the Quilty. BH is handling this.

Resolved there be a State team, restricted team and then an unrestricted team. Riders can only be a member of one team. Four riders and one reserve for each team.

Individuals can put in teams. Need for a team manager.

Resolved - Nominations for TQ22 NSW Teams to be placed on the Website and Social Media. To be managed by BH.

MOVED Kylie Jonkers, Belinda Hopley
THAT NSW ERA call for expressions of interest for up to three teams for the TQ2022
Carried Unanimous

MOVED Kylie Jonkers, Belinda Hopley
THAT NSW ERA select three Quilty teams totalling 15 people. Each rider to receive a polo shirt, vest and cap. Each member of the State team gets an additional fuel voucher of \$150 to be provided on receipt of a TQ2022 ride report that they are to provide for the NSW ERA Newsletter
Carried Unanimous

MOVED Belinda Hopley, Tony Warren
THAT NSW ERA is seeking expressions of interest for a TQ2022 Teams Manager, such expressions to be received by 1 June 2022. The Manager to be supplied with a jacket.
Carried Unanimous

74. ETS Insurance Renewal

Need to approve payment for \$640. **Resolved** that invoice be sent to KS by JH so it can be paid.

75. New Ride Start Up Grant

Full report provided by AN.

- Requirements for New Ride Start Up grants need to be finalised as there are new rides that would like to utilise this Grant.
- Application process needs to be finalised.
- Due to miscommunications, Mogendoura missed out on the Grant for new signage. Would like to reapply.
- Applications also from Willow Vale and Falls Creek.

Discussion – plan needs to be formulated so that the motion below from the Minutes of Meeting 30th April 2021 can be published and implemented for new rides

MOVED Kerry Fowler Smith, Andrew Jonkers
THAT *The SMC will provide financial support to the value of \$350 to eligible clubs, preferably in the form of course markers or alternatively for some agreed purpose. Eligibility criteria: clubs with inadequate financial backing to hold a ride and being either a newly incorporated club, or a club reinstating a ride that hasn't been held for five years or more*
Carried Unanimous

76. TPR School

Watagan asked for a TPR school. BH to organise this.

77. Anomalies with 2021 End of Year Accounts – Horse Rego/Transfer/PA

KS suggests the SMC should tell the ROs that the NSW ERA is contributing the money to cover this insurance.

78. Confidentiality Agreement / In Camera Meeting Process

Discussion took place on the email sent in by NC on the need for confidentiality agreements and what happens each year when new members are asked to sign.

- Confidentiality Agreements cause conflict with the members due to the implied need for “secrecy”.
- A confidentiality agreement is not a requirement of the Office of Sport & Recreation
- By joining the Association, members have agreed to the rules and regulations.
- A Code of Conduct would remove the confusion regarding Confidentiality Agreements and is more in keeping with Sporting associations.

Resolved – SC and AB collaborate to draft a Code of Conduct for NSWERA for submission and consideration by the SMC.

79. SMC Email Business

NC commented that business carried on outside of regular meetings by email that require a vote of SMC members, should be recorded as a standing item at SMC general meeting agenda. This is to be added to the SMC meeting's minutes.

Resolution – that all correspondence conducted by the SMC via email be added to the Agenda and recorded as Correspondence to the following Minutes. Noted that this is something that is usually on the agenda for each meeting.

80. Ride Matrix – Neil Clarkson

The recent approval of a ride through email has shown up deficiencies with the current system. During this discussion there were several interpretations on how the distance is measured between ride bases, which included the Paper Matrix, Google by shortest / direct distance, Google by the easiest way and finally distance in a straight line. I think the distance matrix policy wording needs amending to be clear on how the distance is interoperated.

The following points are offered for consideration:

- The Paper Matrix has proven to have errors and over the years ride bases have been added or locations changed.
- How do we interoperate going the easiest way?
- Going in a straight line "as the crow flies" is not a true indication of the travel distance between rides.
- That leaves us with Google by shortest / most direct route.

Last discussion on this subject concerned Wingello. There should only be one way of dealing with the Matrix. Most direct and easiest route.

Resolution BH to update the ride matrix document and when completed it is to be sent to everyone on the SMC. Ideally, should go the shortest, practical driven route using data from Google Maps.

SMC Reports

81. Alam Dastani - President, International

- Thanks to past SMC members for support during difficult times.
- Due to resignation of four members of SMC, online elections were held resulting in the appointment of Talea Hasko-Stewart, Annette Bailey and Sharyn Coulston as casual vacancies until the AGM.
- Thanks to unsuccessful nominees Kim Stephens; Gertraud Norton and Sarah Pollard-Williams.
- Looking forward to a harmonious and understanding SMC dynamics working together for the membership and the sport.

82. Kylie Jonkers - Vice President, Zone 3 Delegate, Ride Calendar, Governance, Child Protection, Vic President

Thanks to NS for organising the online voting for casual vacancies.

Ride Calendar –

- Organising new dates with ROs that had to cancel due to weather conditions
- Communicating with ROs to determine ride bookings means rides can be approved quickly at SMC meetings.

Discussion

- ROs should aim for an alternative course that is all weather and aim for a confirmed agreement with NPWS and Forestry NSW.
- Discussion indicated that NPWS and Forestry NSW keep changing their requirements, making it difficult for ROs to have a clear indication of their course.
- Watagan had approval to use the parks. Short time before the ride, received an email advising they had to cancel their event because they were going to do road works.

Resolution - ROs could be asked to try and have an alternative track just in case something goes wrong. It should not be compulsory, just a recommendation.

Zone 3 Delegate –

- Successful ride at Bumbaldry.
- Qualified 4 NSW members for the TQ22.
- Grants given to Zone rides allowed for purchasing of new water tubs.

Governance & Child Protection

Time is required to understand these portfolios.

Resolution - AB to take over International Portfolio.

Resolution – SC to take over Governance Portfolio.

83. Noni Seagrim - Secretary, Public Officer, AERA MC, Website, Social Media

- AERA Delegate – next meeting 21st May 2022
- Trying to make time for Website and Facebook update.
- Pressure of having to respond to correspondence immediately causing difficulties.

Discussion – that understanding be given if response to correspondence does not occur immediately.

Resolved that THS will take over Social Media Portfolio.

Resolved to allocate some time at the next SMC meeting for discussing promotions ideas.

84. John Howe - Treasurer

- User pays system of Event Liability Cover @ \$85 per event and Volunteers Liability Cover @\$80 per event paid by each ride. This is absorbed by the NSWERA and not passed onto ROs.
- Financially anomaly – Secretariat received 6 months and 6 weeks Job Keeper allowance paid to the NSWERA. Secretariat costs are embedded in membership fees. This has resulted in a financial gain for NSWERA.
- JH has paperwork to be signed by new signatories for CBA Bank Accounts.

\$254,000 in government grants have been received over the past few years.

We currently have a balance of \$139,873.13

85. Tony Warren Early Warning System, Horse Welfare

Early Warning System –

- 2 x horses on 25 points. Both retired and will remain on the list for monitoring.
- 4 x riders on 25 points and above -
 - 2 x riders on 36 points. Appropriate letters sent and will be monitored.
 - 1 x rider on 26 points – Appropriate letter to be sent advising to be aware of points accumulating.
 - 1 x rider on 28 points – Appropriate letter to be sent advising to be aware of points accumulating.

Horse Welfare – IVTs needs to be updated onto AERAspace ASAP.

Discussion – NSW ERA has 10 x swab kits. Only one Swabbing steward in NSW. Possible assistance from a person from Qld. Need to approach Equestrian Australia and AERA regarding the need to train more swabbing stewards.

86. Belinda Hopley - AERA MC, CS/TPRs, Vet Liaison, Biosecurity

- Form attached to report sent to SMC Members for Teams Event in the NSW Point Score
 - Form attached to report sent to SMC Members for EOIs for the TQ22 Team and TQ22 Team Coordinator, uniforms, vouchers and Managers. Discussed point 73.
 - Ride Matrix – in the process of being updated. Shortest and most practical distance needs to be considered.
 - Office of Sport health survey – noted as having sound organizational health.
 - Radios need to be sent to rides with Electronic Timing System. Approach Tom McCormack to ask if he would take the radio to rides with the ETS
 - Rules for inclusion in next Newsletter are: Vet Inspections; Gait Assessment; Rest Orders.
- Query as to who is taking over track preservation from Charlie and Fiona.

87. Andrew Jonkers - Ride Standards/Feedback, Merchandise

Discussion re Online Ride Feedback forms.

- Form is complex and will need to be pared back to prevent incurring costs with website designer.
- Should the form be a tick box format to make it more user friendly and cost effective?
- Shorten the form, no additional fee. Keep it simple.

Merchandise

Discussion re best places to source merchandising product.

- NS has a list of items from an online questionnaire that members suggested.
- Mr Embroidery is one of the best in Cowra. There is a good place in Orange.
- Items also need to be sourced for TQ22 Team members.
- Possibility of another SMC member helping with the Merchandise portfolio – to be discussed.

SH offered to help AJ with the Merchandise portfolio.

88. Neil Clarkson Zone 2 Delegate, Newsletter

Zone 2

- Held two successful rides this year. Mudgee about to become the third.
- Zone 2 has had two very successful endurance events so far this year with Mudgee about to become our third event for the year.
- Central Ranges Endurance Ride (Windeyer) on the 26-03-2022 put on an event with two weeks' notice. Well supported. Windeyer Club should be congratulated on putting on this event at short notice.
- Tooraweenah also put on a very successful event. Great showcase for the Quilty.
- Zone 2 meeting elected their committee for the year.
- Sonia Bonham provided an update on the Quilty.

Newsletter report

- Ellen Dunger is the new newsletter editor.
- Thanks to Helen Rich for her many years of service in supplying us with our newsletter.
- Liaising with Ellen and advising her of our printers contact details and deadlines also the print file formats required.
- Supplied her with NSW ERA logo and AERA logo

Discussing what the SMC wants to go into the newsletter.

- Ride results.
- TPR list.
- Chief Stewards.
- Ride Booking procedures.
- Vet list.
- Ride results.
- Accredited Vets, TPR and Chief Stewards listings
- Ride Booking procedures
- Some forms can be removed. Note advising location of all forms on www.nswera.asn.au.
- Advise location of Logbook identification procedures at www.nswera.asn.au
- Advise location of Distance scroll.
- Ride calendar – include blank line for weekends that are available.
- Remove the form showing weekends available.
- KJ to send the ride calendar through this week.

Advised Newsletter Editor by mistake that the first newsletter was due on 1 June instead of 1 May 2022.

Resolved that Newsletter get back on track with May/June edition and then produce a small newsletter for July/August.

Resolved to put a notice on the website explaining why the newsletter would be late.

Approved Minutes to go to NS for the web.

89. Kim Stephens Zone 4 Delegate, Volunteer Coordinator, Vet Liaison

Snowy Zone One Horse One Rider competition to include 3 x 80km rides, 3 x Intermediate Rides and 3 x introductory rides.

Discussion on volunteers. AB, Linda Jonkers and Georgie Pankhurst formed a sub-committee after the 2020 AGM to make suggestions re attracting volunteers. Report provided to BH. Move volunteer coordinator to the think tank. Ask Faith Robertson to this meeting.

90. April Newman Zone 5 Delegate, Promotions

Zone 5

- Shoalhaven, Willow Vale and Mogendoura had to cancel due to the weather.
- Willow Vale/Wingello incentive prizes to encourage riders to step up from one distance to the next will be held over until next year.
- New ride Falls Creek to run in November.
- Four clubs in Zone 5 were eligible for the Covid recovery grant from the Office of Sport.
- Thank you to KFS for securing grant money.

Promotion

Currently forming a subcommittee of Faith Robertson and Cody Holloway and possibly Bec Hogan. These ladies have good experience in promoting their rides and promotional resources that may be able to be shared with ROs, particularly in sourcing volunteers and sponsorship.

Resolved to allocate some time at the next SMC meeting for discussing promotions ideas.

Resolved that AB will assist AN in the Promotions Portfolio.

**91. Kerry Fowler-Smith Zone 6 Delegate, AERA delegate, IDP, Grants
Zone 6**

- Cancellation of John's River Ride for the third time.
- Watagan Mountains cancelled from 30 April and reschedule to 4th June.
- Zone 6 Kiwarra and Watagan Mountains clubs have benefited from the Office of Sport Grassroots Covid recovery funding from Office of Sport

Grants:

- No current grants open. Grassroots COVID recovery program is complete.
- Will need to return \$1000 which was unclaimed to Office of Sport when they request it.
- BH has completed the Office of Sport Organisational Health Survey and thanks to BH for doing this.

IDP

No current IDP matters.

AERA

Next meeting is 21 May. KFS hopes to attend as a delegate observer.

AERA awards for presentation at the Quilty being organised. Congratulations to NSWERA members on their lifetime distance achievements.

**92. Fiona Meller Track Preservation
No report.**

93. Action Items

- TH-S to be removed from IDP list now she is a member of SMC.
- Add THS to social media and website Portfolios
- AB to do international and assist with promotions portfolios
- Remove International from KJ.
- SC will assist AJ with Merchandising
- Remove KJ from Merchandising.
- SC to take over Governance Portfolio

94. Next meeting dates

9 June for tele conference.

Friday - June – 24 general meeting at Richmond

15 July - face to face meeting at Richmond.

There being no further business the meeting closed 12:20am.

These Minutes of NSWERA SMC of 6th May were approved on 24 June 2022 as per Item 119.