

199. **ATTENDANCE**

**Present:** Kylie Jonkers (Chair) [KJ], Noni Seagrim [NS], Kerry Fowler-Smith [KFS], Belinda Hopley [BH], Annette Bailey [AB], Talea Hasko-Stewart [THS], Tony Warren [TW], Sharyn Coulston [SC], Duncan Satchell [DS], Andrew Jonkers [AJ]

**In attendance:** Jax Barlow [JB] (part meeting),

**Minutes:** Helen Rich [HR]

200. **Apologies:** John Howe [JH]

201. **Conflicts of Interest declaration.**

None declared at this time.

202. **Executive appointments.**

Due to the resignation of AD, KJ has been acting as vice president. At this time, KJ stood aside as chair and KFS agreed to chair the meeting for the election of the president.

KJ nominated by BH and seconded by NS. As there were no other nominations and KJ accepted the nomination, she was duly elected as President until the AGM.

KJ took over as chair and called for nominations for vice president.

BH was nominated by NS. As there were no further nominations and BH accepted the nomination, she was duly elected as Vice President until the AGM.

203. **Portfolio allocations (newsletter).**

With the resignation of NC as Zone 2 delegate. We need someone to take on the newsletter portfolio. THS nominated by AB and seconded by SC. THS duly accepted the portfolio for the newsletter.

204. **Acceptance of minutes of meetings**

Minutes from the 2 August 2022 were listed for acceptance. Discussion on these minutes and the need for considerable amendments to be made before the document could be accepted. It was noted that these minutes were done by HR but the document was prepared by KS. **Resolved** to hold these minutes over until the next meeting and for KS to make the necessary amendments. **Agenda item:** 2 August 2022 minutes.

Discussing signatories to the Association bank accounts. SC needed to be put on as a signatory and she thought this had been done. Noting the differences between someone who could authorise payment of accounts and someone authorised as a signatory with the bank. The authorised signatories to the Association bank accounts should be changed to reflect the change in members of the SMC.

KFS read the motion from 2 August relating to the IBDs. JH and AD to be taken off the bank accounts with SC to be added. Kylie Ann Jonkers to be added as a signatory as well. JB to continue to have viewing rights. Discussion on the correct wording for the motion. Noted that the wording that had been previously suggested is not necessarily the correct wording. **Resolved** to hold this over and get the motion correctly worded as it is required by the bank. **Resolved** KJ to send an email to JH, KS and HR to ascertain the wording.

205. **Minutes 12 August 2022**

Prior to acceptance of minutes of the 12 August meeting, discussion took place on the proposed motion relating to payments by future Quilty committees. BH asked if those minutes were recorded. Should be able to work out what happened with the motion. NS said there were numerous mistakes in these minutes. Happy to accept the minutes provided her changes had been made.

Minutes need to be accepted as a true record of what took place at a meeting, if you want to change the facts that is something else, current minutes should reflect what took place at that particular meeting.

**MOVED** Kylie Jonkers, Belinda Hopley  
**THAT** the minutes of the meeting of 12 August 2022 be accepted.  
**Carried** Unanimous

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

**Action Log.**

Minutes	Who	What
Oct 167	Jax	Timeline of tasks ongoing. <b>Ongoing.</b>

62	All/Alam	Review position descriptions. Alam to collate the updates <b>Ongoing</b>
		Bank Signatory changes. WIP.

There are some position descriptions that have not been updated. Please get this done before the end of the year.

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

Total members for 2022 to date 422. 339 adult and 44 junior.

DATE	FIRST NAME	LAST NAME	CATEGORY	ADDRESS
16-08-22	Marina	Strode	Senior	SHOALHAVEN HEADS
24-08-22	Claire	Ashton-James	Senior	MOSMAN
26-08-22	Jordan	Piggott	Senior	BELCONNEN
20-09-22	Lauren	Kelly	Junior	BANKS
20-09-22	Madison	Kelly	Junior	BANKS

**MOVED THAT Carried** Belinda Hopley, Kylie Jonkers  
the new members are accepted and their names be published in the newsletter.  
Unanimous

**Discussion** on awards for the AGM. No trophies last year and limited ribbons. There is an AGM motion which stipulated ribbons to fifth place only. Trophies for first place.

**Discussion** on an award for the teams' event. Usually a plaque costing around \$25 each. Could be a ribbon. Agreement by majority vote to go with the plaque for this year.

**Resolved**

- Organise ribbons to 5<sup>th</sup> place in all divisions with first place receiving a trophy.
- Intermediate - award for first place only.
- JB to get quotes for horse heads and plaques.
- Consider looking at a fee to nominate for the teams' event.

**Agenda Item:** review prizes for the AGM and consider an entry fee for teams' event

208. **Rides for approval**

**National Capital Ride** – date amended to 22-23rd October 2022. **Approved.**

**Tumbarumba** – 6-7th May 2023 – Alternate date 20-21st May 2023. Plus 1\* FEI 100k added into this event. Saturday 5, 20, 40km – Sunday 20, 40, 100km elevator. NS abstained. **Approved for the date of 6 and 7 May 2023.**

**Tumbarumba** – amended booking form received. Change of secretary and distances for 12 and 13 November. 100k elevator. Simple amendment. **Approved.**

**Mogendoura Ride** – 23-7-2023 Alternate date 03-09-2023. Sunday only 40, 80 km. KJ to double check before approving this ride. Couple of rides may be affected. The alternate date will not work. Happy if Kiwarra is not planning on running on the same date. **ON HOLD.** Noted rides are 620k apart.

Kiwarra is planning on running on their usual date of 23 July. KJ to speak to Mogendoura to see if there is another date they could use. AB commented on the matrix. Where is the conflict? The ride fits into the matrix. KJ said she tries not to run rides on the same weekend.

## Standing Items

209. **State Champs 2022 update**

Very busy marking this week. Grounds holding up well. Some changes had to be made. Aiming for a nice dry track where possible. Lots of sponsors coming on board.

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

Zone 2 ride was approved between meetings.

211. **Play by the Rules training**

Ongoing. Takes around half an hour. SMC members need to do this. BH to send out the link to SMC members. It should also be put into the newsletter as ROs need to have at least one member of their committee who has done this work, especially Working with Children.

212. **2023 AGM**

Zone 6 happy to have the AGM in their area. December meeting, agenda item to decide on the menu. Do we want a DJ - \$400? **Resolved** to have a look at the DJ option.

## **General and New Business**

### **213. 2023 Budget and fees**

**Discussion** on the Budget. It has not been done for 2023 as yet. It was thought that this would be done for this meeting.

AB said that in considering the budget, we need to show the complete breakdown. Hard to follow the cash summary as it is currently set out. Should be broken down into the various sections. Not just memberships received.

SC agrees with AB. Currently working on a spreadsheet which will break down the various sections. Finding it hard to marry things up. .

#### **Resolved:**

- SCSC to prepare a budget for 2023 and present this to the SMC meeting.
- SC to continue on with the spreadsheet she is currently working on. Need to get this organised ASAP.
- Profit and Loss Statement to be prepared.

### **214. AGM Forum**

**Discussion** on whether or not there will be a RO forum or a riders' forum at the AGM. If going ahead, we need to advertise this. BH advised we are due to have a riders' forum next year.

Items that could be discussed include:

- ETS and sponsorship.
- Why we have to raise the fees. Need to advise members of why this has come about.
- New rules could be added to the agenda.
- Various incentives to increase memberships could be discussed.
- Ride Matrix.

Could possibly just have an information seminar. Not part of the AGM meeting itself.

**Discussion** on the AGM. Zone 6 is the venue for AGM. Will we get the attendance up there to warrant something to be held on the Sunday? Could consider a FB poll to see what we get back. Gauge the interest.

Are we going to have the AGM and AGM voting on line? If so, we could end up with a small AGM.

Providing the internet is good up there, the AGM could be streamed, it would be a major task. Lot of our members are outside of the major cities. Could be achievable for the AGM discussion but an interactive AGM is not an option at this time. Voting is ready to go on line. Easy to do the 'out streaming' but the 'in streaming' could be a problem. Agreement we need to facilitate every member. Unless we think we can do that, we need to give it more thought. Having the questions typed is easier than having people speak by microphone.

#### **Resolved**

- NS to do some more investigation into the on line voting option for the AGM.
- THS and NS to look at how interaction at the AGM would work.
- Present recommendations to the next AGM.
- Go through FB to gauge the level of interest. What would members like to see? NS and THS to move forward with this.

Are we going to have enough people at the forum to warrant having a seminar? Suggestion that having something the day after the AGM may well increase the numbers for the AGM.

### **215. Promotions Forum/Workshop**

AB previously submitted a written report on the workshop.

Put something on FB. The SMC workshop provided a focus message. Workshop will be a starting point. Ascertain how people are thinking. Better to have people in attendance. If you go down the online route, we need someone professional to manage this.

No notes will be sent out to those who plan on attending the November meeting. Tony Marshall thinks it best to explain to the members at the meeting, what took place at the earlier meeting. He thinks this will work best. Face to Face. Trying to keep it simple.

Other states are looking at this idea. The website needs to be updated. Workshop notice is on the website. THS has done a great job and was tremendous help to AB in getting this all organised. If doing the AGM on online, perhaps this forum could be a trial run for the AGM?

**Resolved** there is a need to promote this event both on FB and in the newsletter.

**Resolved** THS and NS to have a further look at this matter and consider the options that may be available. Come back to the next meeting with a report. Thanks expressed to AB for her work.

216. **Social Media**

AB expressed concern about the social media notice on the resignation of AD as president.

Motion proposed by AB: *THAT any statements issued in relation to governance on behalf of NSW SMC requires the approval of the entire NSW SMC prior to be placed on any public media format.*

**Discussion:**

- Why was the notice on AD's resignation sent out so quickly? Lack of consultation with some members of the SMC prior. Advice the notice was written in consultation with AD. Noted this matter was in the public domain before the entire SMC knew about AD's resignation.
- On the proposed wording of the motion suggested by AB, possibly should include other matters not just matters relating to governance.

Vote was taken on the motion proposed by AB with 4 yes, one abstain and 4 no with the chairperson having the casting vote, the motion was lost.

Discussion on the resignation of NC: No notice sent out by Zone Two. NC would appreciate it if the SMC would post a notice as he is being approached about his newsletter portfolio for which he is no longer responsible.

**Resolved**

- The SMC put up a notice on the resignation of NC from the NSW ERA SMC.
- Seek the input of NC to any statement that goes out.
- To put the motion proposed by AB on hold for now.
- Obtain some guidelines as to the wording of any motion as it goes beyond governance.
- THS to send her input to KJ and she will speak to NC and then get a vote on what is to go out.
- Get the website up and running before the end of the year

Agreement any social media notice needs to go to NS and THS.

## Committee Reports.

217. **Kylie Jonkers, Acting President, Zone 3 Delegate, Ride Calendar, Governance, Vice President, Child Protection**

No written report. Thanks to Alam Dastani for his work as president this year. Looking forward to working with AD as he has a lot to contribute.

Zone 3 – working towards the State Ride. Managed to get water tubs with government grant money. Very grateful for this.

Ride calendar done earlier in this meeting. Rest of the year is looking good. Need to have a talk with Shahzada and see what's happening there. There are ROs looking at the August dates if Shahzada is not running.

Governance – follow the documents we have signed. Need to communicate effectively with the membership.

218. **Noni Seagrim: Secretary, Public Officer, AERA MC, Website, Social Media, IDP Correspondence from AERA.**

**On line membership proposal.** Discussion on the levy proposed by the AERA. Will there be a sunset clause? NS advised that there will probably be some component of the levy to remain as ongoing.

**Resolved** that NSW SMC happy to get the online membership up and running. An added part of AERA on line. Should be up and going by the end of this year ready for next year's membership to be added.

**AERA budget and comments.**

**Discussion:**

- Insurance Policies are based on the most affordable rate to get the best coverage and value for money.

- Insurance fees have gone up. Unavoidable increases beyond AERA's control.
- NSW pays the event insurance of \$85 plus.
- NSW paying for an event to run.
- Pays PA volunteers insurance.
- NSW does not charge ROs as much as other States charge.
- Our costs have to go up.
- Consider passing some or all of these costs onto the ROs.

**Resolved** SC to look at AERA fees and all increases relating to insurance when preparing the budget.

**Resolved** to go back to the AERA asking what is the actual coverage provided.

Public Liability for NSW is \$50 million. Optional for riders to take out their own personal accident insurance. Has helped out quite a few members this year. Volunteers insurance is up to \$5,000. Best policy that we can get.

PA insurance staying the same. All member based fees have basically doubled. ROs are now going to be paying \$30 in insurance to the AERA. If NSW is not going to pay this we will have to put the day membership fees up to cover it.

Full riding member \$30 increase to \$60. In the past we have not increased membership fees but increased affiliation fees. Consider increasing the membership fees and then having the balance incorporated into a ride entry fee. We need to advise ROs of any increased fees so that they can adjust their entry fees.

Not appropriate to suddenly say that somehow the divisions are going to have to absorb all the extra costs. User pays. Somehow the AERA are going to have to have a slide rule for these costs to increase. Not just slog the riding membership. AERA making a \$23,000 operating profit after costs.

Like to go back to the AERA and consider an incremental increase not just a flat rate starting from 2023.

NS will take the SMC comments back to the AERA.

Lot of rides around the country have not started organising their rides yet. Our goal should be to have a surplus.

The whole purpose of AERA making a profit, 2024 likely to be a lean year. Small expensive Quilty. As to a sliding increase, this has been used in the past. Unfortunately insurance is beyond our control. NSW is going to have to increase the fees. ROs need to increase their fees as well.

### **Newsletter**

Email from the editor re newsletter feedback. What would the SMC like to see? Asking for guidance. Could SMC members please send in newsletter feedback via email.

TW signed out at this time.

**Resolved** to get Newsletter comments in via email.

### **Letter from Jenny Samson**

Letter contained ideas for a possible volunteer recognition award. A draft form was submitted. Could move this into an email discussion and then get back to Jenny. The award could be a plaque. Jenny Samson would be prepared to contribute towards the cost of this. Perhaps give her naming rights.

**Resolved**

- To get this idea up and running so it could be in place for all of 2023.
- SMC members to consider the finer details of this proposal by the next meeting.

**Agenda item for the next meeting – volunteers award.**

**In camera discussion** took place on a complaint sent to the NSW SMC by a member.

### 219. **Sharyn Coulston - Treasurer, Merchandise, Governance, Grants**

SC previously sent out spread sheets of financial information. Projected profit of \$18,500. This includes the grants. Removing the grants we have a loss of over \$17,000. Need to continue to look at ways to reduce our expenditure.

**Some big expenses include:**

Newsletter. Currently make a loss on of \$12,598.70. Newsletter is not viable. There are no subscription fees. Losing a substantial amount of money with people viewing it on line for nothing.

One option is to do away with the newsletter altogether as other states have done, or if the membership want it to continue, they have to pay a subscription for it. The newsletter editor did say putting the newsletter online was something she could do.

Previously obtained costings for getting the newsletter on line on paid subscription. Numerous platforms are available. This is an option that we could support.

Discussing the contract with the newsletter editor. It is a signed document with a two year contract. Noted the other States have got out of their contracts. No other state has newsletters because they are not viable any more.

If the membership wants a newsletter, must be on a user pays basis. An online subscription fee is the way to go. **Resolved** the SMC must look at getting the money back.

There is quite a large amount of other expenditure that is concerning to the treasurer.

Highlighted the main expenses on the spreadsheet. Some are contentious.

In addition to the newsletter, expenses that need to be looked at include:

- Face to face SMC committee meetings. \$6,930 to date.
- Telephone
- Stationery
- Quilty expenses – lost a lot of money there because we waived the affiliation fees.
- Postage – sending out logbooks etc.

### Conclusions

- Need to do something with the newsletter and need to do it soon.
- Highlighted the Secretariat and Minutes expenses.
- Offline storage.

Turning to the question on grants: we turned a profit into a loss. How was this done? Prepared a separate income and expenditure sheet without grants. This was an experimental spreadsheet to show how we are relying on the grants. Grants are not ongoing.

KFS gave an update on current grants. \$1000 to be returned because it was not used by one of the clubs. Will receive an invoice to return that money to the Office of Sport.

Difference of \$6000 in grant income. **Resolved** SC is to find out where this extra grant money is sitting on the books.

KFS gave a Shahzada update. The club has applied for a grant. Two grants available. March and June/July. These are Club based. The grant is open until June 2023. We should notify the ride clubs and zones that there are still grants available. **Resolved** NS to get this information onto the FB and website.

There is another grant for volunteers and it is also club based. Will push this out through social media.

### Resolved:

- Need to cut costs wherever possible.
- Need to look at bumping up some of the user pays fees. These are the costs NSW ERA has absorbed for years.
- Need to pass costs onto the ROs. Other States collected it in day membership fees. We have only charged cost price.
- Secretariat: Postage will need to be recouped from the membership.
- Need to increase the costs on the forms.

When the online memberships comes on line that will reduce the workload for the Secretariat. Work hours will be less. Consider reduction in the contract price. Also the paperwork should be reduced.

**MOVED** Sharyn Coulson and Belinda Hopley  
**THAT** the financial report as presented by the treasurer be accepted  
**Carried** Unanimous

Bank reconciliation should show details of income and expenditure so this is reflected in the minutes. So we can look at the minutes and see what has been paid.

SC advised she asked KS to provide a list of payments to be put up for acceptance tonight but this wasn't done. Not sure if KS is away. SC to follow this up with KS during the week. CS advised she had been given approval to use Xero.



**Resolved** SC to provide a bank reconciliation statement for future meetings.

**Merchandise**

Been in touch with Bridget Maher. KFS sent an email for another company that does merchandise as well. . Getting costs comparison. Bridget excited to come on board and bring merchandise into the 21<sup>st</sup> century. SC looking at this after the State ride. Will get some samples done and bring to the SMC.

220. **Tony Warren - Early Warning System, Horse Welfare**

No report.

221. **Belinda Hopley: CS/TPRs, Vet Liaison, Biosecurity, Zone 5 delegate, AERA MC**

Report sent previously.

- \$125 to be paid out on the step up program. Bank details to be sent to SC by BH.
- Ride reports – all good.
- Updated CS and active TPR list.
- Can we please record all the SMC meetings.
- State teams up on FB.

Consideration of rule change CI 51.3.

If invasive treatment is administered to a horse whilst under veterinary control:

a) before the horse has completed the final veterinary inspection for the ride, the horse shall (**change to MAY**) be eliminated by the head or treatment veterinarian.

b) after the horse has successfully completed the ride, the horse may be eliminated, if the head or AERA treatment veterinarian consider the invasive treatment was necessary to ensure the immediate welfare of the horse.

Discussing the proposed rule change detailed above. Vote taken and the SMC is in agreement with the proposed changes to the wording relating to a withdrawn horse. **Resolved** to take this to the AERA.

Discussion on chief stewards that are sent to the Quilty each year. AERA pays for them and then gets the money back from the Divisions. There were quite a few chief stewards who claimed a lot of money for attending the Quilty this year. BH to ask AERA for the costs that the CSs have been paid for the past seven Quilties. Is there a pro rata payment that could be used? Based on distance rather than pay all of their costs in getting there. We should have some input into how we pay chief stewards.

Changed the wording of the TQ Expression of Interest form.

***“All fees and levies that are expected to be paid to NSW unless alternative arrangements are agreed to and documented in the NSW Tom Quilty agreement.”***

BH to check the wording shown here and send it out to the SMC for feedback. **Resolved** the document and the motion to be sent out via email.

222. **Andrew Jonkers – AERA Delegate, merchandise**

Email sent to ROs on housekeeping with the database. Need to accurately fill out the online sections.

223. **Alam Dastani – International**

No report.

224. **Accounts to be paid**

No accounts listed.

225. **Kim Stephens:, Snowy Zone delegate, Volunteer Coordinator, Vet Liaison**

No report.

226. **Kerry Fowler-Smith: Zone 6 Delegate, AERA delegate**

Johns River was run and everyone was happy with it. Last ride for the year. Looking to book Watagan ASAP.

227. **Talea Hasko-Stewart- website and social media**

No report.

228. **Annette Bailey – International and Promotions**

Synopsis of the report sent previously to the SMC.

- Included a couple of documents that AB has been working on.
- Seeks to explain to ROs how to go about promoting their event.
- How to support their sponsors and how to promote themselves within their community.

- Second document on how to secure a sponsorship package.
- Would like to see these documents on the website

Website needs updating.

- Under forms we have 'ride organisers'.
- Could possibly create a section for sponsors.
- The Ride Organisers handbook needs updating.
- If they could click on the ROs button it would make things a bit easier to find.
- We have to appreciate that we are not dealing with IT savvy people,
- Need to design it to the lowest common denominator.

New website is being worked on. To get the new one up and running is a better idea than using the old website. Need suggestions on how we want it set it up. The new one is a whole lot easier to navigate and a lot nicer to look at.

Suggestions include:

- Would be great to have incorporated into the website a question and answer section where members could put up a question that could be answered possibly by our mentors.
- Could have a mentor page.
- We can have a section for commonly asked questions and answers.

Draft link will be sent around in the next couple of weeks. If you have questions and suggestions, please send through to NS.

AB hoping to have a Zoom session with each of the sponsors seeking feedback and will ask THS to come on board with this as she has put their promotions up on the website. Ask what worked for them, what didn't work for us in the hope of moving forward next year.

229. **Duncan Satchell – Zone One.**

No report from Zone One

230. **John Howe**

No report

231. **Fiona Meller – Track Preservation**

No report

232. **Next meeting dates**

14 October 2022 online at 7pm.

There being no further business the meeting closed at about 12.30am.

**These Minutes of NSWERA SMC were approved on 20 October 2022 as per Item No. 248.**