

6. **ATTENDANCE**

Present: Alam Dastani (chairman) [7:04], Scott Davenport (chairman from [6:36]), John Howe, Noni Seagrim, Charlie Gauci, Tony Warren, April Newman, Brian Swan, Ian Dreghorn, Jolene Cole, Neil Clarkson, April Newman, Kim Stephens,

Apologies: Andrew Jonkers

In attendance: Helen Rich (Minutes), Belinda Hopley

On line attendance: Kerry Fowler-Smith, Jo Arblaster, Faith Robinson plus others Sue Todd, Jax Barlow, Karen Hocking, Christie Maxwell, Kylie Jonkers,

Charlie – we have people who are part of the SMC who are on the phone. We possibly need two setups and that way it just means two devices going. Noni said we are using a conference set up rather than phone to phone. Non SMC should just be listening in and the SMC people should be able to contribute

Those who are talking should identify themselves.

Moving to the action list at this time as Alam is on his way.

Conflicts of Interest declaration.

None at this time.

7. **Acceptance of minutes of meeting.**

MOVED John Howe, Noni Seagrim
THAT the minutes from the Meeting of 14 January 2022 be accepted.
Carried Alam Dastani, John Howe, Noni Seagrim, Tony Warren, April Newman, Kim Stephens Kerry Fowler-Smith, Kylie Jonkers

Minutes from 14 February are listed for approval tonight. Kim said these minutes had only been sent to the executive for approval. The minutes have not been sent out as it was too close to the AGM. She has one hard copy here or can just send minutes around and put up for acceptance at the next meeting. Kim sent to the old SMC and not the new SMC members. Kerry said it is usual to go to the executive. There is the open meeting and then the in camera minutes. Traditionally 'in camera' minutes go to the executive only. Noni said the in camera minutes belong only to those people who were at the meeting. Noni said under law, this is accepted practice. **Resolution** was that we would accept the general minutes at an out of meeting, meeting. Kerry said what we have always done is that the in camera minutes were ratified by the executive only but read to the rest of the SMC.

[8:21] the new SMC members left the room at this time for Kerry was to read the in camera minutes from the 14 February meeting. [8:52] all members returned to the meeting room

MOVED Neil Clarkson, Tony Warren.
THAT the minutes from the Meeting of 19 February 2022 with the required changes be accepted.
Carried Unanimous

Charlie said we voted at the meeting after the AGM, for zone delegates not to be on the executive. There are five members in this room who do not care what our members think. We are here for the members. Agreement offered but noted that it is felt by some that this is correct but for them to change that it needs to go to a special meeting to change the constitution. There was no reason why that person could not be voted onto the executive. Both are equal to do that job. Constitution over rules the governance manual. The problem is with the minutes.

Kim said she was disgusted by the way some of the members treated her at the AGM. None of you should treat any female or male like that again.

Discussion continued on the Zone delegate role discussed at the AGM. Noni said as the constitution says a zone delegate is a member of this SMC she would also like to point out that if the members are so concerned they should bring a motion to the AGM in that the members should elect the president etc. Do not presume to tell this SMC who can be on the executive.

Kerry said the accusation is levelled at her. She is taking her right of reply and would like it minuted. Minute that Kerry refutes entirely that she has dismissed the concerns of the membership, refutes that Charlie knows how she voted and one of her objectives in that nomination was a decision not to allow a zone delegate to nominate for that position. If you don't like it you need to change the Constitution.

Kim asked how the new treasurer is going to do the financial reporting using the current computer software that we are to use. The chairman said we need to summarise this. If you agree that we do what the membership wants, do we need to make changes to the Constitution? We need to move forward. The members can do this at the next AGM. Let's move on for now.

Need to look at the personal accident. \$269 in debt and this is due to event insurance. Pay \$80 for event insurance and we are not charging for it. AERA charged for 113 seniors. We are not passing this on. Another negative was horse registrations and transfers. Currently charging the same as the AERA charge us. There is a difference in the numbers charged for. This came to light because we are not making a lot of money. Generally if we make a lot of money a lot of things fly under the radar. Kim was asked to put this as a recommendation on paper.

The committee needs to review the AERA personal accident insurance which includes event insurance and also look at the horse registrations and transfer fees.

Neil asked do we need an audit? Yes, we do as the AGM requested it. Charlie asked why don't we have an accountant for the Association so that the treasurer has to work with that person. The auditor cannot be the guy doing the accounts it must be a separate firm. John explained what used to happen with Lamb, Lowe & Associates. He will use a bookkeeper in Mudgee – has a quote for the work with the BASF. You need to decide if you want to go back to Lamb Lowe & Associates.

John asked what we are doing about the audit for last year. Kim has a quote for an additional cost of \$1,000 for the same accountant who would like to know how many members we have and all he wants to see is a balance sheet and a profit and loss statement.

Alam would like to use Charlie's idea. Have an accountant for the Association, no longer the choice of individual treasurers. The auditor is never your accountant. It should be an outside person. **Resolved** that the accounts for 2021 be independently audited and we seek quotes to enable this to be done.

With bookkeeping or accounting it doesn't have to be anyone near you. Kim explaining what she has learnt, she didn't charge for bookkeeping using Zero. Kim could do the bookkeeping work and send it onto John and he can present it to the meeting. Explained the time involved. Agreed that John and Kim cannot work with each other.

Kerry – we have the outgoing treasurer's report on the agenda. We have Jax on the line to give her report. Can we please pause this topic for now?

8. **Acceptance of the 2021 Treasurer's Report**

Income 164,727.05 exp 158,327.81 net profit \$6399.24. This does not include the opening balance.

MOVED Kim Stephens, Ian Dreghorn.

THAT the treasurer's report be accepted.

Carried Alam Dastani, John Howe, Noni Seagrim, Charlie Gauci, Tony Warren, April Newman, Brian Swan, Ian Dreghorn, Jolene Cole, Neil Clarkson, April Newman, Kim Stephens, Kerry Fowler-Smith, Scott Davenport. **Kylie Jonkers abstained.**

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

Minutes	Who	What
Oct 167	Jax	Timeline of tasks ongoing. Ongoing.
Nov 279	Scott	Succession planning ongoing . Tony said this was a plan about training new people to come on so they got used to the positions. Bel said Office of Sport have asked about this. It is difficult to do online. We have ideas and we get bogged down with complaints. Ongoing . Assign to Scott and Noni at this stage.
Mar 43	Brian and John	Set up Combiz account signatories for IBDs OG?
59	Tony	Dick Collyer about State of Origin. Held over to 2022
62	All/Alam	Review position descriptions! Alam to collate the updates. This is underway, anyone who has not done it yet please get to it. Charlie asked how the updated PDs going to be approved and accepted. The originals were accepted by SMC resolution. Noni has a list of what has been updated on the website.
Dec: 282	Belinda	Discussing possible child protection workshop?
288	Noni/Kerry	Tender doc for secretariat, registrar, newsletter, minutes sec done
289	Noni	Clarification on sponsorship proposal. Ongoing . Will send an email onto the committee this week. What was the consensus? Was this a good idea? Contract to be drawn up and see if we are happy with it and then sign it. In the last minutes there was something about where the marquee went? Was that resolved? This is part of the ongoing negotiations.
293	Bel	Ride capping.

10. **Action log update**

March 43. Set up Combiz account signatories for IBDs OG?

Tony said this was being worked on for two years with Kim. Changing signatures for the normal bank accounts was a problem. There were errors in names, bank make errors with account numbers. Thought they had it all right but it just didn't work. Tony visited bank four times and Kerry visited three times. In the end it didn't work. There is a CBA branch in Windsor and Brian would be happy to do the legwork to try and sort this out.

It was noted we have a lot of people on line. People talking over each other. Kerry had a family issue this afternoon and that is why she is not here in person. Kylie said she cannot hear anything. Let's talk one at a time.

59. Dick Collyer about State of Origin. Held over to 2022

Kerry updated the meeting on this matter. In 2020 QERA came with the idea of running a special ride. It fell in a hole because of COVID. Run year about. They have a venue in Queensland where they could hold the event. Not so easy for NSW. Kerry did the initial discussions with Dick and she can continue with this. What distance do they have in mind? 120 or a 160. This idea was floated with Victoria but it did not happen. Dick is using the same idea. Three states involved. It was almost an East Coast Championship. Not just a State of Origin. Only involves Queensland and NSW. Sterling Crossing can put something on rather quickly.

Tony would like to keep this on the agenda. Suggestion it would be too much for 2022 with the Quilty and the NSW State champs. Tony to see if the proposition can be moved forward.

Dec 282. Child Protection.

Ian said Play by the Rules is a private business. It was noted that every member of this SMC should do at least one course in order for us to qualify for grants. The courses are free. Very few people are current. When you do a course you need to notify Belinda. Trying to get ROs to have at least one or two people do a course. They also have a child component and a duty of care

There are currently two grants. One for around \$6,500 and a larger one around \$40,000. The report for the previous grant is almost done. When it's complete we will get the \$6,500. One of the conditions is the SMC doing training courses, particularly child protection.

Alam arrived at the meeting at [7:05].

Tony updated Alam advising him that we have a few people on line at this time. .We have just started working through the action log. Alam took over as Chairman at this time.

288: Tenders close on 28 February.

People have to start on 1 April. When are we thinking of having a meeting in March? Need a single topic meeting one evening. Will the tenders be sent around prior to that meeting? Yes. If someone wanted to change any of the specifications on those, that would result in a delay of that meeting. If you decide to accept the proposal of the minutes, that will change the specification of how the minutes are recorded. Agreement nothing needs to be changed at this time.

289. Finalizing drawing up a contract and financing this.

Once we have a draft contract on the table, Noni will bring the meeting up to date. Noni to send information on what this is all about to everyone on the SMC regardless of whether they have received it previously or not.

293. Ride capping, policy.

Refund documents. All got done. Sent out to the ROs and finally ratified in January and sent out in January.

11. **Minutes**

Discussion on the type of minutes required at meetings. Do we want a transcript, do we want a summary? Do we need the drama? We need to ratify everything before it is sent out to the members. In camera minutes are not sent out.

The discussions on minutes lasted for quite a long time. Lots of ideas put forward on what the SMC want. Some members saying it doesn't need to be verbatim others said it does. An accurate synopsis of each target. Suggestion that meetings could be recorded so we can go back and make sure that everything is correct. We can confirm at the next meeting. Once ratified, we can put the minutes out to the public. How do you work out how we name people? . Recording of any motions must be made but not a transcript.

Charlie commented on the minutes as currently done. When we discussed this at the AGM the membership was happy for there to be a month for the minutes to be ratified and sent out to the members. This gives the secretary one month to make changes. Alam said that's what's currently happening. Charlie said no, they were becoming redacted and then five months late. Should be available at that time on line and whoever wants a written copy, pays a fee to get a written copy. It is agreed that no unapproved minutes go to the membership.

It was pointed out that there are two parts to Charlie's motion. One concerned the content and the other part the timeframe for getting the minutes to the members.

Want to allow for a professional discussion at the table. Document the agenda item. That is the issue being discussed. Sample: Minutes record around State of Origin. Then it simply moves to the motion. Put a few perspectives as to what was discussed around the table. Members expected to act in a collegial way. Shift from people to outcomes. Scott would like Ian to sign off on the minutes as the first draft. Ian and Scott can have a couple of cracks at making minutes a lot more professional. The minutes should be conveying what is the consideration and what is our decision as a group. It is not about telling people how we voted.

John said the minutes at present are ok. We have to remove anything in camera. Let's just talk about the issues in front of us and move on. Various people put forward differing opinions. At the next meeting in a month's time we will adopt the minutes minus anything discussed in camera. When accepted people can go to Ian and he can send a copy out if requested.

Ian said minutes are all recorded differently in different organisations. What is the recommendation that someone has put forward and what is the resolution? With a Zone report, all reports are given to Ian prior to the agenda going out, if the item doesn't require discussion then the Minutes simply record that the zone reports were received prior to the meeting and were duly accepted. We could do things like that. We don't need verbatim conversations. This would result in a lot less work for everyone.

The Chairman suggested that whatever needs to go into the agenda should be in 10 days before a meeting. We cannot be adding things at the last minute.

Charlie said everything is linked. Our members can see how we all think when they are reading minutes. Proxy system sucks and it is abused so we need to find a better system. Need to change the constitution. If the members do not know how we think around this table how can we vote for them?

Kerry agrees with Charlie's definition with regard the proxy votes.

The AGM said that the un-redacted minutes be distributed. According to the motion, whatever is in the minutes needs to be published. It used to take Kerry many hours to massage the minutes into something that can be published. With the information in a summary form, without a lot of the waffle. We are either talking about un-redacted minutes as Kerry used to do or not.

Belinda noted there are people on line who are not on the SMC - do they receive a copy of the minutes? Strongly suggest that the person doing the minutes have a recorded version so that they can go back and check and record correctly. Need to make sure before we ratify that everyone is happy with the minutes, ratify and wipe the recording.

It was pointed out that Minutes are sent out to every member of the SMC. They are supposed to read the document. At a meeting people are asked if they have any changes, if they have read the minutes. We should all do our job. You accept the minutes as being correct.

Motion from the AGM was read to this meeting.

That unabridged SMC minutes as accepted with the exception of any In Camera minutes be made available to all members as soon as they are ratified at the following meeting. Members who desire full minute sets can obtain these in electronic form from the secretary or pay an appropriate fee and have a paper copy sent out.

Ian turned the conversation back to the agenda. We need to standardise the agenda. Reports in the second item after conflicts of interest would be any items on the agenda which should be held in camera. We could list these items. We could list items 1, 2, 13 etc. will be held in camera. This would be recorded in the minutes. Issue regarding someone, advice of outcome, no need for redactions. All the in camera discussions would be moved to the end of the meeting when we would switch off the camera or phone hock up and proceed with this section of the meeting. This all comes back to the basic structure of our agendas. We need to restructure the agenda.

Charlie read the in camera paragraph from the current procedures manual. This is what we have been doing. At the beginning of a meeting we decide what needs to be moved to the end. Kim said she does minutes, records the meeting, takes notes, and takes the names out and highlights only the main points. The argument is what Helen types. This is the problem.

Make an active synopsis. Good to have items in camera listed at the beginning of a meeting but it may not always work.

Mention made of what would happen in the event of a freedom of information or s52 request. All that is done is the person's name is blanked out. Name withheld. The discussion item is how are we going to do the minutes in future?

The issue is the content. Let's just have a go at doing things differently. Ian and Scott take the raw minutes from tonight, and you will make a draft of what we think they should look like. Will have a crack at doing a professional job but doing it differently. Then come back with a set of minutes.

Perhaps we have two sets. One as the Minutes Secretary prepares and one prepared by Ian and Scott. Alam said the minutes are already being changed and this is the way we are doing it now. The final set will be bought back to the table with a new format and you can decide what you want.

Ian would like to tweak the agenda. Portfolio reports can be put in well ahead of a meeting. Correspondence in can be received up until the starting time of the meeting.

Tony said this is how it works. All SMC members get the minutes as recorded. They are adopted at the next meeting, from there the summary report is prepared and this is what goes online and to the members. How the document is edited depends on whoever is doing it which is usually the secretary. Tony said nothing is going to change. What goes out is a summary report. Noted that the flavour of the summary report changes from person to person and depends on who is doing it. There is a need for a quicker turnaround. What you need to understand, the minutes are written, they come to the meeting and not much gets changed. Let's say 95% remains the same as what is presented and what is adopted. Still has all the duplication, same thing recorded in different sections.

Kerry has been taking the contentious stuff out, so everything is put in a place where it belongs and it flows. We have the whole record of all that was said and all the detailed discussion is all still on record somewhere. Helen produces the minutes and then Scott and Ian are going to prepare a summary report. Kerry has never had a complaint about the summary minutes. It's the timing that's complained about. Basically the same thing except that the summary version is going to be created by Ian and Scott, it is not the unabridged minutes being published.

MOVED THAT Ian Dreghorn, Jolene Cole
Ian Dreghorn and Scott Davenport work together to bring back an alternate summary of the minutes for consideration

Carried Alam Dastani, John Howe, , Noni Seagrim, Charlie Gauci, Tony Warren, April Newman, Brian Swan, Ian Dreghorn, Jolene Cole, Neil Clarkson, April Newman, Scott Davenport
Kylie Jonkers abstained. Tony Warren abstained. Against: Kim Stephens

12. **Secretariat Report & Ride Calendar: Jacky Barlow and Kylie Jonkers.**

PART 1: MEMBERSHIP NUMBERS

	2022	2021	2020	2019	2018	2017
Adult	251	344	293	352	342	399
Junior	27	59	35	49	49	49
Intermediate	11	13	13	23	34	24
Associate	5	5	9	14	13	15
Honorary	11	11	11	8	8	7
Total	304	432	361	446	446	494
Newsletter	96	145	155	195	213	226

PART 2: RATIFY NEW MEMBERS

DATE	FIRST NAME	LAST NAME	NUMBER	CATEGORY	Address
17-01-2022	Leesa	Mak	168270	Senior	Kiama downs
31-01-22	Anna	Livermore	168271	Senior	Pyree
07-02-22	Debra	McQueen	168272	Senior	Kyogle
09-02-22	Nathan	Tarlinton	169200	Senior	Warrawong
16-02-22	Kylie	Moppett	169201	Associate	Tooraweenah
16-02-22	Mary	Nicoll	169202	Intermediate	Kurrajong hills
21-02-22	Lyn	Savage	170240	Senior	Glossodia
22-02-22	Adell	Hyslop	170241	Senior	Sussex inlet
23-02-22	Kerrie	Anderson	170242	Senior	Stroud

PART 3: RIDES CONDUCTED – ENTRIES RECEIVED.

Ride Name	Date	Intro	Train	80-99km	100-119km	120-159km	TOTAL
Scenic City	30-01-22	32	48	50			130
Bullio FEI	12-02-22				10	3	13
Woodstock	12-02-22	78	72				150

PART 4: STOCKTAKE

Logbooks -69

Logbook covers- 69

PART 5: ENDURANCE HORSE REGISTRATIONS (Year to Date)

ANNUAL - 2

LIFETIME - 4

MOVED Neil Clarkson, Tony Warren
THAT the new members as listed are approved and their names will be published in the newsletter
Carried Unanimous

13. RIDES FOR APPROVAL

Eldorado dual affiliated with Victoria 30 and 31 July. Elevator. Kylie said she has no issues with this ride.
Approved.

Windeyer on 16, 17 and 18 September. Mini Marathon. Over the weekend. Kylie speaking to Shelly. Needs to clarify when the mini is running. The application also has standalone rides. Neil said as zone 2 delegate. He will contact Kylie to supply the information she needs. Approval on hold pending further information.

Willowvale – Wandandian 8 May original. Alternate 4 and 5 June is the date that they are looking at. 5, 20 and 40 on the Sunday. Amanda Allerley. Does not want to run an 80. Just for the kids. **On hold for now.** Get in touch with Wingello which is the week before. Amanda will not care if any other ride is put on at the same time. Looking at an intro weekend. **On hold for now.**

14. Correspondence

1. Courses by the AERA EA re chief steward courses. Anyone interested could click on the link.

2. Letter from Kim Moir outlining signatures.

3. Letter from AERA seeking TQ CS and vets. Outlines current vets appointed by the RO. Advises what we need to do. Advice regarding travel. Noni said in addition to head vet, treatment vet which are listed, majority of the vet team has been appointed. If there is anyone we might like to appoint we should speak to Tom McCormack. Could put a notice on FB seeking expressions of interest, Kerry said this is a letter that has gone to all the sections, if it wasn't in NSW we would be deciding on three vets. We should find out who is already going. Please talk first and find out who hasn't been invited to either vet or be a CS. Tom will know the current set up. **Resolved** Ian speaks to Matthew. Steve Brooks is doing the Quilty year book with John to write an article for NSW.

4. Email from the AERA secretary. There is a spreadsheet of everyone who has access to the data base. We need to provide an update of who we want added or subtracted from the list. Ian suggests we nominate a couple of people who can help with this. Tony suggested Ian work with Kerry on this matter.

5. Email from Charlie. Subject Friday's meeting. Not entitled to in camera minutes and the things he is entitled to, will be sent to Charlie.

6. Letter by email from Kerry. Came from Chris Bailey. Assume this has been read. Can we resolve this tonight or discuss later on. It could involve a lengthy discussion. Ian tabled the letter and read it out. Letter concerns a complaint about non approval of their ride. Upset about the whole thing. Says there is a conflict of interest. Made mention of the ride matrix. Thinks this involves protection of other rides. Upsetting to see the dreams of those involved, not being taken into consideration. Gone to a lot of effort to support other ride clubs. Extremely disappointed as the outcome.

This ride was offered Bumbaldry dates as a possible FEI ride date and Kylie would like it noted that the way she was spoken to was absolutely appalling. Very upset by the verbal abuse that was hurled at her. Some of the things set out in the letter are not reflective of the conversation Kylie had with the letter writer.

What was the reason for this letter? Vets were discussed. Very close to rides already on the calendar. Also the matrix and other things as well. No one rang the vets to see if they would have been available. Did anyone talk to the vets? No, no one did. There were a number of rides around this time. There wasn't a written response. Kylie rang the person involved to discuss the SMC decision. This was not well received. Thus the heated discussion with Kylie. Noted that we have a ride matrix in place, we also have a three month booking rule which it doesn't comply with and the other reason was the vets. It was not just about vets. Possibly we need to make a concerted effort to get more FEI rides into the sport. Jolene declares a conflict of interest and says it is very hard to pre organise FEI rides. Explanation given as to why the particular date was chosen.

Kerry, said there are a series of FEI rides in Queensland. She is going to work at one or two of those rides. If people want to reaccredit they can do the same. This ride was knocked back because it didn't meet the matrix, or fit in with the other ride dates. Not only the vet situation. Tooraweenah ride date was booked last year.

Can we write back to Chris and say that as a group, we are not anti FEI rides. Agreement to include the positive suggestions set out below.

- If FEI cannot work with our rules then we need to revisit them. These are the rules we are currently working with, perhaps we need to revise our criteria.
- World Championships are in September in Italy. The only weekend empty is the Easter weekend. It's a long weekend and not being used and that is why Chris asked for it.
- No one on the SMC is anti FEI, some of the SMC have worked at FEI rides and some have run FEI rides.
- Their ride secretary needs to work with the rules. There are a few empty weekends in May.
- Add we appreciate your hard work in supporting endurance. Include something about them not shooting the messenger
- Keen to emphasis with Chris that we want to see FEI rides happening and we want to work with him to see that this happens.

Kerry said we need to try and work this out. FEI must be affiliated with NSW. What is the response? What can we do to make FEI work in the future? The rules for running FEI rides have changed as a result of Covid. Rides can be put on with as little as seven days' notice. No to the current request however we are getting a subcommittee of Jolene, Kylie and Belinda to see what can be done in future to enable the running of FEI rides. .

Kylie [10:37] left the meeting.

Email from Clare Feary. Late correspondence. Concerns Shoalhaven ride. Mention of an endurance horse that died. Equine Corona Virus. Not the same as the human virus. Talk to Darien Feary and come up with some kind of a statement that the RO could use. Need for vet input. There was a later letter in which Clare said she had spoken to Darien. Seeking a statement for our letterhead. Top priority. On next weekend but the ride base is pretty wet.

Email from Fia. Tabled and read. Concerns ride results. Times for the 20 k rides were not entered. Explained why. Seems to think this really doesn't matter. Gave a solution. Didn't record any times in AERAspace in the social rides. Fia has replied that she cannot contact all the riders to get the information. Timing was unable to be used on Saturday and not been entered into the data base. Kim read from the previous minutes relating to general problems with the Scenic City rides.

We tie up these loose ends so we can move on. Kerry votes that we write to Fia, stating that if you sign up to run a ride you need to provide the data. Talking about withholding all of it, yes we do have that resolution, won't verify any of the events.

[10:51] Brian Swan left the meeting at this time.

Standing Items

15. **TQ2022: update**

At a phone hook-up on 22 February the NSW SMC executive decided they would organise a meeting with the executive of TQ22. Rang and spoke to Sonia Bonham. Happy with the way things are. Offered to print TQ22 brochure for the sponsorship to go out with our newsletter. Offered use of Shahzada radio. Alam apologised for not inviting Kylie Jonkers to the meeting, just the executives, he said he should have invited her as she is on that committee. Great to have a relationship with TQ22 in NSW and we need to assist to make this an exemplary event. The TQ22 committee would like the SMC to visit the ride at Tooraweenah in April, to offer them help. Happy to receive feedback.

We have a budget from TQ22. Alam has some questions on the budget. Need to discuss this towards the end of the meeting when the visitors have left.

Laying out roads, getting toilets, marquee booked. Sonia mentioned on 20 February they received \$10,000 big thank you for that.

Do they have event insurance? No. Very expensive. As for rain, it depends on where the rain is measured from. The big suppliers will accept a small cancellation fee. Event insurance is almost impossible to get. Have they tried Newmarket? Yes. What insurance did we have at TQ15? This was with AON and the cost was around \$600. Had event insurance for the State Ride and FEI ride. If the ride gets cancelled, then NSW ERA has to pay for it, not the Tooraweenah ride committee.

Alam tabled the invoice for the printing for the flyers for the sponsorship. \$442. Get an advertising plan for FB. The 2015 event \$125,000 cost 2.17% for insurance premium. \$2,600 premium. **Resolved** to get the flyers printed and send out with the newsletter.

Noni noted there are minutes of the TQ meeting that are sent to the AERA. NSW SMC need to be kept informed of everything that's happening. Need a copy of the minutes to be sent to the NSW SMC on an

ongoing basis. They are a subcommittee of the NSW ERA. We need someone from the TQ committee to attend the NSW SMC meetings. Sonia could ring in or attend in person. **Resolved** that Ian be asked to send an email to the TQ22 committee asking that one of their committee, either attend in person or attend on line at future NSW SMC meetings. Ring in at **[8:00]**

Requested that anyone receiving emails from members of the SMC please hit reply all.

Email from Faith regarding the sim for her phone. Should she keep it? Account is in her name, happy to keep it on. \$12 a month. We got the number for the television adds. What do we want to do? **Faith left the meeting at [11:18]**. Should we reinvigorate this? Advise that this is the mentor's number. **Resolved** to leave this as it is for now.

16. TQ2022: Final ride agreement

John read out the TQ22 budget. Hoping for sponsorship from Inland Rail. To try to bring that sponsorship up to \$14,000.

We need to ask the AERA if the sponsorship of four saddles for the TQ22 is approved. Letter to be sent to the AERA seeking approval under rule 24(a). Alan Mackinder has offered four saddles.

Considerable discussion on the Tom Quilty ride took place. The budget was gone through in great detail. If we don't sign the Quilty agreement, what is the alternative? Some SMC members were not happy with the budget. Others sought more clarification. There are things left out of the budget. What happens if things go wrong? Consider people going up to Tooraweenah to discuss these matters. Hook up a phone call advising of our concerns. Discussing financing of the vet hospital. There are levies to be paid by riders. There appears to be anomalies in the budget. This is a joint project between the TQ22 committee and the NSW ERA. Need to stick with the people who have been talking to the TQ22 committee, possibly Neil and Alam would be the best choice. **Resolved** that Alam ring Sonia and organise a meeting. Need to sign the document.

After the meeting with the TQ22 committee, Alam to send around an email setting out the details of his conversation.

17. State Champs 2022

Kylie gave the report earlier in the meeting. Things are moving along. Good to go come October. One survey from Woodstock ride saying everything was excellent.

18. Ratification of decisions made between meetings.

None noted

19. Play by the rules training

Ongoing.

20. Ride Organizers' Panel (Charlie Gauci convener).

Nothing

21. Grants

Finished the process to apply for \$45,000. \$6,500 arrive fairly soon. Let Tooraweenah know that Kerry will be in touch with them to see if we can get them \$1,000. Will be in touch in the near future and try and work that out.

General and New Business

22. Outgoing Treasure's report and handover (Kim)

Kim asked when the SMC expenses for tonight will be paid. She has offered to continue to pay the bills until the change-over is achieved.

Kerry – at some point in time they will be handing back the CBA dongles, she cannot do that if we are to function and continue on being operational. Kerry asks if you want Kim and me to keep doing it this way can you formally recognise that this is what is going to happen.

MOVED Noni Seagrim, Ian Dreghorn

THAT the NSW ERA SMC authorises the current signatories of the working bank account to continue in their role making appropriate payments until the transfer of signatories to the new office bearers is completed

Carried Noni Seagrim, Charlie Gauci, Tony Warren, April Newman, Brian Swan, Ian Dreghorn, Jolene Cole, Neil Clarkson, April Newman, Kim Stephens, Scott Davenport. **John Howe abstained**

23. ETS Coordinator (Bel)

Belinda to follow up with Mary Lou Locke.

24. Confidentiality agreements

Hold over to next meeting.

25. Email addresses for office bearers and protocols

Official emails have been scammed. Is there a way around this? Noni to see what can be done.

26. Delegation of some roles to non SMC elected sub committees

If the SMC have portfolios, can people who are not on the SMC assist? Yes, this is already in place.

27. Portfolio alignment and allocations (see attachment regarding this issue)

Hold over.

Tony asked what happens with the current portfolio allocations. Swabbing, horse welfare, early warning.
Resolved that Tony continue on with this portfolio for the time being.

Chief Stewards – Belinda can keep on with this for the time being.

Scott to talk to Brian to ask what his intentions are with being on the SMC.

Kerry sought clarification regarding portfolio allocations. She would seek to continue on with grants. Had the portfolio before so would wish to continue on with it. Agreed she keep on with this for the time being.

Scott said there could be two tasks re assessment of portfolio allocations. We should have a think about whether the portfolio allocations can be reassessed. Can we make efficiencies and changes? Not interviews, just a chance to talk to people. More in confidence talk. Noni said she would love to have a backup person for the internet stuff if she is too busy to get things done.

28. AERA

At the AGM we have a fees and charges by-law which is up for adoption. The purpose is to identify fees to be charged and how fees are to be structured. Just putting in writing what is already happening.

Affiliation agreement with AERA. It needs to be signed by Noni and Scott.

Website – continuing on with its development. Will try and fix the spamming and will get all the emails transferred across to the new people. Kerry offered to send an email to Noni. Wants it on the record that Kerry had approached Ian about changing the email addresses but that email didn't go, it was sitting in Ian's draft box. So, this is why the emails hadn't been changed over.

Ride calendar to stay with Kylie. Just hang onto the portfolios you have.

Charlie: turning to the updating of the motions register that got passed. Need to decide how we are going to update our motions register. Helen is happy to update the motions register. \$250 for a year to see how long it takes. Suggestion this could go out to tender. At this time Kim offered to do this work for nothing.

MOVED Charlie Gauci, Neil Clarkson
THAT Kim Stephens agrees to do the update of the Motions Register for nil money.
Carried Unanimous

Put the past minutes on a thumb drive for Kim. Kim said she could start in the present time rather than starting from part of the way through 2010. Charlie asked if she would be able to reorder the years? The work is to be done in Excel not as a Word document. It should use the current format and should state what section a motion should be allocated to. Allocate the motions to a particular event to make searching easier. Eg. AGM, financial, Quilty etc. Need to be able to sort in date order as well.

Committee Reports

29. Venue and date for future meetings

8 March 2022 - Tuesday night - tele conference. 7:30 start. Discuss Tenders in camera.

Noted we need to get Jacky Barlow's report moved up the agenda so that it is discussed early in the meeting.

21 March 2022 Monday - tele conference for portfolio allocations. Start 7:30.

Reports should be as Word documents and Ian could convert to PDF.

There being no further business the meeting closed **1:15am**.

These Minutes of NSWERA SMC of 25 February 2022 were approved at the SMC meeting held on 19 April 2022 item No. 54