

233. **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], Duncan Satchell [DS], Andrew Jonkers [AJ] Kim Stephens [KS]

KJ asked when members wish to speak, they put their name forward so we can try to not speak over the top of anyone.

In attendance: Jax Barlow [JB] (part meeting), Helen Rich [HR] (minutes)

234. **Apologies:** John Howe [JH], Alam Dastani [AD], Sharyn Coulston [SC],

DS advised Gavin Peacock is sitting in on the meeting.

235. **Conflicts of Interest declaration.**

None declared at this time.

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

Total members for 2022 to date 427. 344 adult and 44 junior.

New member: 26/9/2022. Helen Storey, Member number 175384. Senior from O'Connell.

MOVED Kylie Jonkers, Belinda Hopley
THAT the new member is accepted and her name will be published in the newsletter.
Carried Unanimous

237. **Rides for approval**

Shahzada Kick Starter – 19-20th August 2023 (alt 26-27th) Saturday 10, 20, 40km Sunday 20, 40, 80/120km elevator. KJ wants this put on hold for now. Will send out rides for approval when she has made a few phone calls. Apologies for not getting this done.

Kowan – written down as Brookvale. Should the name be changed? National Capital is what it should be called. Only the venue changed.

NS said on behalf of NSW SMC big thank you to LERC. No easy job to run a State Ride. KFS reiterated this.

Standing Items

238. **State Champs 2022 update**

Very lucky with the weather. No major dramas or incidents. Success rate was amazing. Few qualified for the Quilty next year. NSW kept the State of Origin Team cup.

BH said Queenslanders were very impressed with the track. Did a report for the newsletter and website. Great team.

As yet no expressions of interest to run a State ride in 2023. **Resolved** to advertise in newsletter and online.

BH State of Origin team – need to change the criteria to two middleweight riders. BH will send email with suggested changes.

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

National Capital ride approval change. Advise ROs that if they want to make a change, they need to send in a paper form with the appropriate changes. Approval is not automatic.

240. **2023 AGM**

Discussion on how an online AGM will work. .

Suggestions include:

- Everything is on line.
- The SMC nominations close seven days before the AGM.
- The election can start before the AGM starts.
- Then we know the 2023 SMC by the end of the AGM.
- Voting for Motions at the AGM open at the conclusion of the AGM.
- Voting stays open for a week after the AGM
- Results published the week after that and made public via the website.

Resolved

- NS will put suggestions down in writing for appraisal in the next few weeks and send to the SMC for input.
- KFS to consult with NS and THS.

AB asked for clarification in terms of voting at the AGM, are you thinking of not having any voting at the AGM at all? NS said no that way all members get an opportunity to vote. Query by AB as to where the incentive is for people to go to the AGM? Not everyone is on FB. Needs to be the opportunity to vote via the website and FB. People's IT skills vary considerable. Some are non-existent.

NS said elections are run through Election Buddy. Very secure. Has nothing to do with FB and every member who has a mobile phone, can vote.

This may decrease bums on seats but it is important that we give our members an opportunity to vote and we remove the stacking we have seen in the past. If we don't get a quorum up there, it is sad for the AGM, it means that issues cannot be discussed. The discussion on the floor at the AGM can change peoples' perception. AB understands how it worked for the voting for her and SC

NS advised the reason we have voting for the motions at the conclusion of the AGM, is the meeting will be live streamed and recorded. People can tune in and see the discussion that takes place either on line or in person. It is a huge change. More than half of the votes that are presented at an AGM are proxies. They are not real people in the room.

KFS said there is generally the same number of proxies as there are people in the room. There are people who have proxies purely for the purpose of vote stacking. The beauty of the electronics meeting, people will not need to give proxies. This is an opportunity for everyone to participate. This venue has good internet. People can see what is going on, on the screen. Share the screen onto the computer. We would need to have a moderator.

With voting, people in the room could vote on Election Buddy. If we wanted to give paper voting slips to people in the room, make sure that they only vote once as they cannot vote electronically. The benefits of trying to bring us into the 21 century, and allows every member to direct their vote.

Kim Stephens joined the meeting at this time [7:47]

THS said the live streaming should work really well. Will provide for everyone who wants to come every year, hopefully we will still see those people attend. It could be a drawcard for people to go to the AGM, to have some sort of training session on the Sunday after the AGM. THS will get something up on FB shortly.

Thanks to NS and THS for their work on this.

Do need to have a good think about what to have on the Sunday.

241. Treasurer's report and 2023 Budget and fees

A proposed budget was sent out last night. This budget is KS's take on things. She lists her assumptions. All open to discussion. What was presented was an overall budget. See Annexure D.

Thanks offered to KS for all the work that she has done.

Discussion:

- Everyone can make changes to the spreadsheet and see what difference their changes make
- If Senior went to \$180, family would be \$360.
- Do not believe we can absorb any increases that are coming from the AERA.
- AERA cannot absorb the increases and neither can NSW.
- KS suggested we need to look at ride fees as well.
- AERA has put up Day membership to \$30
- In 2021 we had 598 day members. 2022 we have 340. Down nearly 50%.

Work out if we need to increase membership by \$10 and how many rides does the average rider do.

Jacky Barlow did a comparison a few years ago and did a list of all our costings. She did a comparison between NSW QERA and VERA. NSW is by far the cheapest. Charging 30% less than what Queensland charges for log books etc. Not making enough to cover the secretariat fees.

Things to consider when setting fees should include:

- Whoever does the most rides pays the most.
- ROs build ride affiliation fees into the entry fees.
- Need to encourage day members and work out how to subsidise \$30 increase.
- Need to get the ROs to pay event insurance.

- Campaign to increase intermediate membership.
- There is an insurance bill due to the AERA.
- Charge members to enter teams events.
- Family membership needs to increase
- Newsletter and log books fees need to increase
- Postage needs to be covered by the user

With SC away tonight we should hold further discussion over to the next meeting for the final decisions when SC is available.

Resolved that all SMC members should look at the financial reports sent out and return to the next meeting with their recommendations.

Discussion on the Newsletter

This is something that has to be workshopped on its own. Look at the online and hard newsletter costs. Needs to be incorporated into membership fee. Members pay for an online subscription that can be flexible. Need to charge for the newsletter on line.

- For the people who do not take out the online subscription, we need a levy built into the membership as a Newsletter contribution,
- Advertising \$110 for one page, same price for black and white as colour. That needs to change.
- For the newsletter, we could have a fee that if you look at it once, that's the fee, but if you want to look at it more than one, there is another fee. Totally flexible.
- Do not want to see the hard copy go.
- We do print a lot of extra hard copies. Maybe we need to only print what we need.
- New members could get to view the newsletter on line rather than get a hard copy.
- Have to make it viewable on the website to everyone.
- We need to put some of the newsletter fees into the membership fee.
- If the fee being charged is not covering the newsletter – that needs to be addressed. Need to look at what a hard copy actually costs.
- BH if it comes on line and is able to be cheaper, there will be people who will be happy to get an online subscription rather than pay for a hard copy.

Resolved: Continue to work with the Editor. Her tender stated that she had the ability to put the newsletter on line. Continue working on this. THS please get figures. Send to SC and KS to put into the budget spreadsheet.

Neil Clarkson and John Howe have said previously the figures were built in to the membership fee. Eventually we were using that money for other things. For the last five or six budgets, membership fees did not allow for inclusion of a fee for the newsletter. Neil Clarkson has said that he believes there was an amount of \$10 or \$15 that was added into the membership fee. There is more money coming in for the newsletter than it looks like.

No recollection of any newsletter contribution being set aside. It may have been included but not set aside. People say the newsletter loses money but it does not lose as much as some people say. There was allowance for the newsletter built into the membership fees. Money needs to be taken out of the membership fees and set aside for the newsletter.

If there was a line showing newsletter fees in the membership fees, people can then see that part of their membership fees is a contribution towards the cost of the newsletter.

AJ agrees there is a need to increase membership fees. Look at the increases in insurance; we have been living on grants. A lot of costs will now have to be passed on in full. Fees in other sports are much higher than in ours.

Look at the online and hard newsletter costs. Needs to be incorporated into membership fee. Members pay for an online subscription that can be flexible. Some members still want a hard copy. Put on website later.

242. **Secretary's report and correspondence in.** **In camera discussion took place at this time.**

Resolved that appropriate letters be written concerning the in camera matter discussed.

Main correspondence which was emailed out previously came from Karen Hocking – contains ideas for promotions. Only non confidential correspondence NS received since the last meeting.

NS received an email from Office of Sport. SC will be doing the work looking like \$6,500 grant will continue. With any luck we might get this money again. Not definite.

243. **November workshop update. Annette Bailey**

For the purpose of inclusion in the Minutes, I have reattached to my Report, documents sent via email to the SMC on 4th October 2022 -

- Summary Workshop program (*Annexure A*)
- Projected Income & Expenses for Workshop (*Annexure B*)
- Terms of Reference for Promotions Sub Committee to be formed at the November Workshop. (*Annexure C*)

AB advised the meeting that support for the sponsors has been given on NSWERA social media as well as club and zone social Media. All these postings were shared to other endurance sites. There has also been advertising in the Newsletter and in the NSW State Champs ride booklet."

It was suggested that for the future, in order to meet the needs of the sponsors, it needs to be ensured that adequate allocations on social media is achieved and set out in a timetable to achieve best algorithms.

AB advised she has organised telephone discussions once the ride calendar is complete, with the three sponsors to make sure that their needs, and the needs of the ride organisers were adequately met and to determine their level of commitment for 2023. This was the first time this sort of promotional campaign had been attempted, so it has been a learning exercise to see what works and what doesn't"

NS advised that for a small cost (approx. \$20-30) an App can be purchased that allows an SMS to be sent to all Members' mobile phones to determine attendance at the November Workshop. AB agreed that this was a good idea, as *long* as there are no privacy issues accessing this information. Resolved NS to investigate this App further."

Discussion on the idea of having an SMC representative on the Subcommittee to be formed at the November Workshop. AB said she will change the Terms of Reference for the Sub Committee to include an SMC representative. She will email out the revised Terms of Reference to the SMC for their scrutiny. AB advised that she would be happy to represent the SMC on the subcommittee, if formed.

NS would strongly advise that we have an SMC person on the committee. They could answer questions that may arise from the subcommittee. Tony – suggested BH would be a good person for this role.

Resolved there was no need for a final decision on an SMC representative this evening. Need to think about who is going to have the best knowledge to pass on at the time.

244. **Meeting Adjournment date**

Do we have our minutes ratified for the year? Need to go through and sort this out. BH said the membership wants to get the minutes out in a timely manner. Hold a quick meeting next Thursday night just to ratify the minutes.

Resolved to hold a meeting 20 October 2022 to start at 7:30. Portfolio reports, ride bookings and approval of minutes for 23 September and 2 August up for approval.

Next meeting: Friday 18 November 2022. Apologies: DS, HR, JH and . KFS is an apology also. She will try to get Peter Kelly to attend on her behalf. Start time 7:30.

Meeting closed at 10:26 pm.

There being no further business the meeting closed at about 10.26pm.

These Minutes of NSWERA SMC were approved on 18 November 2022 as per Item No. 273.

Annexure A

TERMS OF REFERENCE – NSWERA INC PROMOTIONS SUB COMMITTEE

FORMED FROM THE FLOOR OF WORKSHOP - 26TH NOVEMBER 2022

1. PURPOSE

- 1.1 To develop an initial plan to implement Top 5 Opportunities developed from Workshop of 26th November 2022 for growth and development of endurance riding.
 - 1.1.1 The initial plan will form the basis for the NSWERA State Management Committee (SMC) to move forward to promote and grow endurance riding in NSW.
- 1.2 For the term of its existence, this sub committee is to be known as the NSWERA Inc Promotions Sub Committee (sub committee).
- 1.3 Timeframe for the purpose of this sub-committee is 3 weeks from 26th November 2022 or as determined in consultation with the SMC and the sub-committee.

2. DELEGATIONS

- 2.1 Members of the sub committee will be nominated from the floor of the Workshop, 26th November 2022.
 - 2.1.1 Members of the sub committee will not include any members of the NSWERA SMC.
- 2.2 Sub Committee Chairperson co-ordinates and moderates initial strategies developed through this sub committee.
 - 2.2.1 Sub committee chairperson will be chosen from the members nominated by the members of the sub committee.
 - 2.2.2 Sub committee members can delegate and invite appropriate people as may benefit the Objectives and functionality of this sub committee
 - 2.2.2.1 Sub Committee Chairperson will advise the SMC Secretary via email/in writing of any additional people invited to join the sub committee.
 - 2.2.2.2 SMC has the option to either accept or reject any people invited to join the sub committee if their behaviour is in breach of the Code of Conduct for Committee Members, Delegates and Personnel.

3. OBJECTIVES

- 3.1 To identify an initial plan of implementation of Top 5 Opportunities to grow and develop the sport of endurance riding.
- 3.2 To provide a direction for these strategies in terms of growth and development of the sport for the SMC.
 - 3.2.1 The long term objectives of these identifiable directions are to enhance and provide further strategies for the sport to develop over the next 4 years.

4. RESPONSIBILITIES

- 4.1 To ensure key strategies are in keeping with the policies and constitution of the NSWERA Inc.
- 4.2 To ensure key strategies are in keeping with the fundamental tenants of endurance riding in NSW, ie. "Fit to Continue" and to "Complete is to Win"
- 4.3 To liaise with the current SMC from time to time for clarification and reassurance of objectives.

5. REPORTING

- 5.1 Sub-committee will nominate a person to take Minutes of meetings of the sub-committee.
 - 5.1.1 These Minutes will be provided to the SMC Secretary, no later than 1 week after sub committee meetings take place to table at the next SMC general meeting.
- 5.2 Chairperson of the sub-committee provides a report, or attends via online medium, each SMC meeting until the sub-committee disbands.

6. MEETINGS

- 6.1 Online Meetings to take place at times deemed convenient for the majority of the sub-committee.
- 6.2 A quorum for a sub committee meeting would be considered a majority of the members.

7. BUDGET

- 7.1 Meeting Costs are expected to be kept to a minimum as all meetings are to be online.

- 7.2 As an estimate, cost to cover possible stationary costs and telephone costs to be approx. \$300.00 for the term of the sub committee until the 2022 NSWERA Inc AGM.
- 7.2.1 A tax invoice is to be provided by the sub committee to the SMC Treasurer for approval for payment by SMC.
- 7.3 Consultation with SMC will be undertaken by the Chairperson if costs are expect to exceed \$300.00 for the term of the sub committee until the 2022 AGM.

8. GOVERNANCE

- 8.1 As per NSWERA Inc Constitution
- 8.2 Terms of Reference to be renegotiated or accepted in principle with the next and subsequent SMCs if the sub committee is asked to continue.

Annexure B

PROGRAM BRAINSTORM WORKSHOP GROWTH & REGENERATION OF ENDURANCE RIDING IN NSW SATURDAY 26TH NOVEMBER 2022 - COMMENCING 9.30AM BATHURST PANTHERS, BATHURST

Supported by Lachlan Endurance Riders Club Inc.
An Initiative of NSWERA SMC Inc.
Moderated by Tony Marshall

FOCUS MESSAGE DETERMINED AT SMC WORKSHOP 26TH AUGUST 2022

Growth and Regeneration of Membership for NSW Endurance Riding - that the SMC works collaboratively with the membership to grow and rejuvenate our sport of endurance riding in NSW.

1. Introduction to Workshop & Explanation of how the Brainstorm Workshop will function - Tony Marshall
2. Summary of Opportunities for Growth & Regeneration determined at the NSWERA SMC workshop on 26 th August 2022
3. Brainstorm Opportunities for Growth & Regeneration from those attending this brainstorm workshop
MORNING TEA
4. Workshop the most important Opportunities determined from the NSWERA SMC workshop (2) and the Brainstorm (3) combined
5. Brainstorm the common denominators (opportunities that are linked/shared) from 4. above
6. Prioritise into the Top 5 Opportunities from 5 above.
LUNCH
7. Small group workshop the Top 5 Opportunities (6) to determine how to make them work (strategies) to grow the sport.
8. Brainstorm the small group findings to determine the best strategies to implement these Top 5 Opportunities
9. Explanation & Summary of Terms of Reference of forming a NSWERA Promotions Sub Committee.
10. Form a NSWERA Promotions Sub Committee from those attending the Workshop (excluding all SMC Members).
WORKSHOP CLOSED

Annexure C

PROJECTED INCOME & EXPENDITURE

BRAINSTORM WORKSHOP – SATURDAY 26TH NOVEMBER 2022

Income

Lachlan Endurance Riders Club Inc Sponsorship	\$500.00
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Expenditure

Cost of Room Hire – Bathurst Panthers	\$150.00	
Catering @ \$15.50 per head x 40 people	\$620.00	
Photocopying/Printing	<u>\$100.00</u>	<u>\$870.00</u>
 COST TO NSWERA INC		 (\$370.00)

Annexure D

WORKING INCOME vs EXPENDITURE

ASSUMPTIONS

	Income	Expenditure	Balance		Numbers	Old Fee	New Fee	To NSWERA	To AERA
<u>Membership</u>	64,030.00			MEMBERSHIP	2021				
AERA Affiliation Fees		11,712.00		Adult	339	150	\$170.00	57,630.00	
AERA Liability		23,484.00		Junior	44	100	\$100.00	4,400.00	
Secretariat		27,604.00		Intermediate	16	110	\$110.00	1,760.00	
Secretarial/ Misc Exp		18,934.35		Associate	12	20	\$20.00	240.00	
			-	TOTAL	411			64,030.00	
BALANCE	64,030.00	81,734.35	17,704.35	Adult M/S to AERA =					
				\$92					
				AFFILIATION					
<u>Ride Fees</u>	57,540.00			Adult	339	32	\$32.00		10,848.00
Ride Booking Fees	90.00			Junior	44	16	\$16.00		704.00
Day Membership	17,940.00	17,940.00		Intermediate	16	10	\$10.00		160.00
AERA Rider Entry Fee		8,228.00		TOTAL	399				11,712.00
BALANCE	75,570.00	26,168.00	49,402.00	LIABILITY					
				Snr + Jnr	383	30	\$60.00		22,980.00
<u>Horse Registration Fees &</u>	3,400.00			Intermediate	16	12	\$24.00		384.00
<u>Owner Transfers</u>				Associate	12	6	\$10.00		120.00
AERA Horse Regos & O/Trans		2,740.00		TOTAL	411				23,484.00
BALANCE	3,400.00	2,740.00	660.00	AERA DAY					
				MEMBERSHIP	598	14	\$30.00		17,940.00
<u>Other AERA Fees</u>				2021 D/M=598 2022					
Division Liability Insurance		830.00		D/M=340					
Event Liability Insurance		2,800.00		AERA RIDER ENTRY					
Volunteer PA Insurance		1,600.00		FEE	2057	4	\$4.00		8,228.00
				HORSE REGOS & TRANSFERS					

BALANCE	0.00	5,230.00	-5,230.00
<u>Personal Accident</u>	19,049.00		
AERA Personal Accident		19,049.00	
BALANCE	19,049.00	19,049.00	0.00
<u>Logbooks</u>	7,045.00		
AERA Logbooks & Covers		3,190.00	
AERA Yellow Covers		25.00	
Vet Cards		175.00	
AERA Awards		10.50	
BALANCE	7,045.00	3,400.50	3,644.50
<u>Newsletter</u>			
N/L Editorial		7,200.00	
N/L Online Sales 250 x \$25	6,250.00		
Newsletter Advertising	1,683.00		
BALANCE	7,933.00	7,200.00	733.00
<u>Advertising & Promotion</u>			
New Rides		2,000.00	
BALANCE	0.00	2,000.00	-2,000.00
<u>AGM & Point Score</u>			
AGM Dinner & Raffle	2,335.00		
AGM Booklet Printing		856.34	
AGM Caterfing, Hire, DJ		2,550.00	
Point Score Awards & Trophies		1,500.00	
BALANCE	2,335.00	4,906.34	-2,571.34

Annual	12	25	\$35.00	420.00	300.00
Lifetime	34	60	\$70.00	2,380.00	2,040.00
Transfers	20	20	\$30.00	600.00	400.00
TOTAL				3,400.00	2,740.00

OTHER AERA FEES

Division Liability Ins		830.00	\$830.00		830.00
Event Liability Ins x 20 rides		85.00	\$140.00		2,800.00
Volunteer PA Ins x 20 rides		80.00	\$80.00		1,600.00
TOTAL					5,230.00

PA INSURANCE

Adult	122	150	\$150.00		18,300.00
Junior	19	39	\$39.00		741.00

LOGBOOK/ VET CARD Purchases

Novice Logbook & Cover	200	15.75	\$15.95		3,190.00
Yellow Logbook	40		\$0.65		26.00
Vet Cards	1000	0.175	\$0.18		175.00

LOGBOOK Sales

Novice Logbook & Cover	175	25	\$25.00	4,375.00	
Yellow Logbook	80	15	\$15.00	1,200.00	
Replacement Logbook	49	30	\$30.00	1,470.00	
TOTAL				7,045.00	

NEWSLETTER

Online Sales	250		\$25.00	6,250.00	
Advertising 1 pg B&W	1	\$110.00		110.00	
Advertising 1 pg Colour	1	\$110.00		110.00	

RIDES

Swabbing		4,000.00	
State Ride		6,000.00	
			-
BALANCE	0.00	10,000.00	10,000.00
GST		3,361.00	-3,361.00
<u>TOTAL</u>	<u>358,724.00</u>	<u>328,217.38</u>	<u>30,506.62</u>

Secretarial / Misc Expenses

Bank Interest	322.05		
Accounting & Auditor Fees		2,783.00	
Bank/ Merchant Fees		943.40	
Chief Steward, TPR, Volunteer		557.50	
Computer Exps		3,847.01	
ETS Exps		202.65	
Insurance on Eqpt		630.00	
Meeting Costs		2,430.46	
Minutes Taking		2,220.00	
Office Storage		500.00	
Postage		2,565.43	
Postage Income	80.00		
Seminars		310.00	
Stationery		475.28	
Subscriptions		299.00	
Telephone/ Website		1,572.67	
			-
BALANCE	402.05	19,336.40	18,934.35

RIDE FEES

Adults	960	34	\$39.00	37,440.00
Juniors	103	20	\$25.00	2,575.00
Intermediate	523	20	\$20.00	10,460.00
Introductory	471	15	\$15.00	7,065.00
TOTAL	2057			57,540.00