

169. **ATTENDANCE**

Present: Alam Dastani [AD] (chairman), Noni Seagrim [NS], Neil Clarkson [NC], Kim Stephens [KS], Kerry Fowler-Smith [KFS], Belinda Hopley [BH], Annette Bailey [AB], Talea Hasko-Stewart [THS], John Howe [JH], Kylie Jonkers [KJ], Tony Warren [TW], Sharyn Coulston [SC], Duncan Satchell [DS]

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

170. **Apologies:** Duncan Satchell said he tried to apologize for his absence at last week's meeting. Stuck in traffic after a car breakdown. Apology for not attending. Andrew Jonkers is an apology for this meeting.

171. **Conflicts of Interest declaration.**

None declared at this time.

172. **Acceptance of minutes of meetings**

MOVED Belinda Hopley, Sharyn Coulston
THAT the minutes of the meeting of 24 June 2022 be accepted.
Carried Unanimous

MOVED Belinda Hopley, Sharyn Coulston
THAT the minutes of the meeting of 15 July 2022 be accepted.
Carried Unanimous

Agreement to defer the 2 August 2022 minutes to the next meeting.

173. **Business arising from last meetings (action log review)**
Action Log.

Minutes	Who	What
Oct 167	Jax	Timeline of tasks ongoing. Ongoing.
62	All/Alam	Review position descriptions. Alam to collate the updates Ongoing

NS said everything else listed on the action log has been completed. Not listing items that have been done.

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

Members for 2022 to date: Adult 332; Junior 42; Intermediate 16; Associate 12; Honorary 11. Total 413. Total as at the same date for 2021 was 432. Newsletter 125.

One new senior member, 22/7/22. Alyssa Watts from Bathurst,

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

JB reported that there was a discrepancy with the membership figures. Out by around 20. There are two lists on the database. Been using the wrong list so JB checked with Peter Johnson and this has been adjusted.

Discussing the possibility of online membership. AERA are setting it up. Hopefully will start next year via AERAonline. NS will report back to NSW ERA after the next AERA meeting regarding a time frame for commencement. There should be no fees involved except for a transaction fee.

175. **Rides for approval**

Neville meets Mt. Macquarie – 11-12th March 2023 – Saturday 20,40km Sunday – 40,80km. Hold over for now.

Shoalhaven Endurance Ride – 25-26th February 2023 – Sunday – 40,80km. **Approved**

Scenic City Amendment – 3- 4th September 2022 – add 20km. **Approved**

Mudgee ride in October cancelled. This date is now open.

Discussing information to go onto the website. BH said the rides should use the NSW ERA FB group. Anyone in the group can post on the FB Group. Things will be easier to find when the new website is complete.

NS said she has raised the idea with AERA where the AERAspace calendar might become interactive for ride information, directly uploaded by the ride organiser and we would no longer have a separate page on the NSW website. This is still in an ideas only phase.

Discussion on Central Ranges wanting to make an addition to their September ride booking. Want to add a mini marathon to run over three days. Just adding a 40k on the Friday which will make it a mini marathon over that weekend. **Approved** subject to confirmation that the RO understands and accepts the requirements for running a mini marathon.

JB signed off at this time. [7:38]

Resolved KJ rang Central Ranges and it was confirmed that they do understand what running a mini marathon involves. The ride has been approved. **Resolved** KJ to advise JB of this.

Standing Items

176. **State Champs 2022 update**

Another meeting has been held. Everything is moving forward. Merchandise orders close Sunday evening. Thank you to AB for the amazing sponsorship for the State Ride and sponsorship in general.

Resolved BH to email Lou Piddington regarding the State of Origin. Need for a bit more promotion on this aspect. Teams need to be put on the website.

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

Nil.

178. **Play by the Rules training**

Ongoing

179. **2023 AGM (place holder)**

Discussion on the 2023 AGM. KFS said she is not officially on the Zone 6 committee. Went to view Club Forster and it ticks all the boxes.

NS advised that with electronic voting people do not need to attend the AGM. Looking forward to heading to Forster.

Some reservations were expressed to holding the AGM in Forster with KFS declaring a conflict of interest when a vote was taken.

Resolved by majority vote to hold the next AGM at Club Forster.

Thanks to Zone 6 and their delegate for organising this. Consideration be given to SC arranging the AGM for 2024.

General and New Business

180. **NSW Sim Card**

Discussion on the background of this sim card. The SMC previously agreed to stay with it for the time being. Recently received an email from Faith Robinson saying the phone number has been lost. There has been no traffic in over 12 months. Costs \$120 a year. **Resolved** cancel this sim card.

MOVED THAT Carried Annette Bailey, Alam Dastani
this mobile number cease and NSW ERA do not renew the contract
Unanimous

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

Discussion on the adoption of the proposed Code of Conduct (**the Code**).

- SC sent out a motion earlier by email.
- The Code does not cover anyone outside a meeting.
- Essentially just covers the SMC and people who attend meetings.
- By signing in, members agree to be bound by the Code.
- The Code is not a means of disciplining members.
- When it comes to a breach of the Code, it has to be very serious. This could involve the IDP process.
- The Code if accepted can be reviewed down the track. Usually 2 years for review. Date could be brought back to 12 months.

SMC members gave their views for and against the adoption of the proposed Code. SC pointed out that if it wasn't to be adopted straight away, it might just as well wait to be presented to the AGM.

Agreement to put the motion up tonight.

MOVED Sharyn Coulston, Alam Dastani

THAT The Code of Conduct for Committee Members, Delegates and Personnel (**The Code**) be adopted by the State Management Committee with a review date of two (2) years. That any NSWERA Members who register to attend the State Management Committee Meetings understand that by registering they acknowledge their obligations under The Code.
That the Acknowledgement Form for The Code be adopted and all signed copies be held by the Secretary for the term of the current Committee

Carried Neil Clarkson, Kerry Fowler-Smith, Kylie Jonkers, Annette Bailey, Belinda Hopley, Duncan Satchell, Kim Stephens, Talea Hasko-Stewart, Tony Warren, Alam Dastani, Sharyn Coulston.

Against: John Howe and Neil Clarkson.

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

Discussion on when the Code should be adopted with agreement that it be adopted from 25 August 2022.

The document needs to be sent out again to the SMC, the acknowledgment needs to be signed and returned to the secretary for safe keeping. Please return under a separate email. SC is to fill in the table at the bottom of the document prior to sending it out.

183. **Swab steward payment**

Discussion on the invoice received for swabbing. Cost a lot more than expected, included fuel and mileage. The costing was not initially fully explained, thus the difference. Also as there were fewer riders than budgeted for, the swab levy (which should cover the cost) did not entirely cover the invoice. Up for approximately \$1500 extra to be paid to Racing NSW. Questions asked on whether NSW ERA should query the account but it was agreed to just accept it.

NSW SMC should not have been involved. NS said host RO is responsible for the swabbing at the TQ.

AB commented further on the costs to the Association. Need to consider this before the next NSW Quilty.

KS detailed swab fees. Have to pay \$198 accommodation, fees \$1783.86, bloods 12 x \$161.50, \$1938 and additional \$444.16. Total \$4364.02. Get swab levy \$2790. Balance of \$1,574.02 due to be paid.

MOVED Belinda Hopley, Sharyn Coulston

THAT NSW ERA pay Bronwyn Hew for her swabbing services to the TQ22 ride

Carried Unanimous

Noted that NSW ERA has not received the money from the Quilty committee. **Resolved** SC to send an email to the TQ22 committee asking for the swab levy to be sent to NSW ERA. Agreed to send this email to Sonya Bonham.

184. **TQ 2022 Ride Fees**

Discussion on whether or not ride fees are to be paid to the NSW ERA by the TQ22 ride committee. They have to pay the ride levy, \$4 per rider to the AERA. That money comes to NSW ERA and is paid on invoice to the AERA.

- Confirming that no money had been taken out by the AERA.
- TQ22 is obligated to return 20% of the entry fee to the AERA. NS believes they have paid this.
- Ride clubs affiliated within the division pay \$34 per rider back to NSW.
- Other Quilty rides in other states do pay rider affiliation fees. NS has the breakdown of what is to be paid.

Some SMC members were of the opinion that ride affiliation fees were to be paid to NSW ERA, others were not. NC and JH advised that neither TQ15 nor the Manilla Quilty paid ride affiliation fees.

Background:

- NSW ERA makes a contribution of \$10,000 to assist with the running of a Quilty in this State and those rides are not required to pay ride fees.
- If a Quilty committee paid affiliation fees, this would almost negate the \$10,000 donation.
- The Ride committee is obliged to deal with a loss. It should be allowed to keep any profit.
- NC advised that no one on this committee questioned the budget and ride affiliation fees were not listed. He would like this noted in the minutes.
- AB said this is a lot of money we are talking about. This needs to be addressed for the next Quilty. Ride affiliation fees should have been covered.
- Question was asked if a ride makes a profit, can NSW ERA ask for the return of part of that profit? No, this would not work. The RO takes the risk and possible loss therefore it should be entitled to keep any profit.
- Suggested that NSW ERA needs to look at ride affiliation fees for future Tom Quilty rides.

Lost DS about half an hour ago. Back on line at around [8:50].

KFS reiterated that NSW Quilty committees do not pay ride affiliation fees. This is an additional level of support from NSW ERA. Ride committees should pay their debts but they take the risk and they should keep any profit. The NSW ERA has not dropped the ball on these fees.

- MOVED THAT** Belinda Hopley and Alam Dastani
all fees that are expected to be paid to NSW ERA from the NSW Tom Quilty Committee will be returned to NSWERA unless agreed to in writing at the time of signing the TQ agreement
- Carried** Passed

Discussion on the possibility of having a separate Event Agreement with NSW ERA and the Tom Quilty committee. Simply recording a motion could get lost in time.

- If there was a simple agreement between NSW ERA and a TQ committee, setting out the rules and obligations of both in a series of tick boxes, this could work.
- This is not to be part of an AERA agreement.
- Discussion on where such a document could be kept. Possibly a Quilty folder. The Governance Manual is another suggestion.

Committee Reports.

185. **Alam Dastani: President,**
Report will be sent over the weekend.
186. **Kylie Jonkers: Vice President, Zone 3 Delegate, Ride Calendar, Governance, Child Protection**
No further report. KJ left the meeting at this time.
187. **Noni Seagrim: Secretary, Public Officer, AERA MC, Website, Social Media, IDP**
Correspondence in:

<u>OUT</u>	<u>Status</u>	<u>IN</u>	<u>Status</u>
Invitation to QERA & VERA to the State of Origin	Done 5.8	Letter from B. Swan	Replied 12.8
Letter to B. Swan	Done 12.8	AERA re Meeting notes	No further action
		AERA re next meeting	No further action
		AERA re By-Law	Acknowledged
			Comment required
		AERA re correspondence to A. Kettlewell - TQ	No further action
		LERC re Promotions workshop	

188. **Sharyn Coulston - Treasurer, Merchandise, Governance, Grants**
AD asked that SC go through the financial reports. Noted there are some very large expenses listed. Need to tighten things up.
- Noted that KS is an administrator for the accounts.
- AD advised the signatories for the bank are: AD, TW and SC. We had members of the SMC who were past signatories. KS said there are signatories and there are authorizers. Two different things.
- SC needs to be put up as an administrator on Xero so she can access the accounts.
- KS said the budget isn't on Zero. KS has created that budget.
- Can we have that budget in Xero?
- BH commented on the treasurer's report. Need to look at all fees, everything that we cover, and get those costings down so this could be looked at, at the next meeting. Consider increasing these fees as appropriate. Costs to the ROs need to be increased to cover the actual costs. Make a start on working out what the fees will be for next year

Resolved

- SC, as treasurer, prepares a complete list of expenses and presents this to the September meeting.
- Consider increasing ride fees as appropriate.
- Costs to the ROs need to be increased to cover the actual costs.
- Treasurer's report needs to be at the top of the agenda not at the bottom.
- Need to set out where NSW ERA is losing money.
- SMC members to compile a list of where possible savings could be made.
- KM to arrange for SC to be set up as an administrator on Xero so she can access the accounts.

- SC as treasurer is to have complete access to all the account information. KS to arrange for this to happen.

189. **Accounts to be paid**

Current bills to be paid and approved are:

*\$1,783.86 – Bronwyn Hew - TQ22 Swabbing Steward
\$95.31 – Jacky Barlow – Phone/Internet – paid with the wrong credit card
\$77.90 – Belinda Hopley – Flowers for Andrew Jonkers
\$150 – Robert Caitlyn – TQ22 Team Newsletter article
\$150 – Kimberley Hill – TQ22 Team Newsletter article
\$500 – Kylie Anthony – NSWERA Storage*

KS advised that there was a Motion to change the bank account signatories in the Minutes from the 2 August meeting that she sent out. These minutes were not accepted at this meeting. Need to be presented again at the September meeting. Cannot have SC put on as a signatory without the appropriate motion being passed.

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

Agenda item: AERA Agreement. **Resolved** that NS send a copy of this agreement to AB.

Everyone to email AB to let her know if they are attending the August meeting. AB will confirm the booking. Richmond Club. 7:15 start.

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

No report.

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

State Of Origin proposal has been sent to QERA and VICERA.

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

No report.

194. **Neil Clarkson - Zone 2 Delegate, Newsletter**

No report

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

No report.

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

No report.

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

Sponsorship arranged with: FeedXL, Radincon, Zilco. Sponsors to be acknowledged and promoted on Social Media.

198. **Next meeting dates**

26 August 2022. Face to Face meeting with Tony Marshall.

16 September 2022. Face to Face – find a bigger room. Richmond Club.

There being no further business the meeting was closed.

These Minutes of NSWERA SMC were approved on 23 September 2022 as per Item No. 204.