

270. **ATTENDANCE**

**Present:** Kylie Jonkers (Chair) [KJ], Noni Seagrim [NS], Annette Bailey [AB], Talea Hasko-Stewart [THS], Sharyn Coulston [SC], Andrew Jonkers [AJ], Tony Warren [TW], Kim Stephens [KS] Peter Kelly [PK] (delegate for Zone 6)

**Minutes:** Helen Rich [HR]

271. **Apologies:** John Howe [JH], Helen Rich, Alam Dastani, Belinda Hopley [BH], Kerry Fowler-Smith [KFS] Duncan Satchell [DS],

Bec Hogan was due at the meeting but she currently has no internet so may not make this meeting.

272. **Conflicts of Interest declaration.**

KS – Tumut ride booking.

273. **Acceptance of minutes of meetings**

**MOVED** Andrew Jonkers, Kim Stephens  
**THAT** the minutes of the meeting of 14 October 2022 be accepted.  
**Carried** Unanimous

**MOVED** Kim Stephens, Sharyn Coulston  
**THAT** the minutes of the meeting of 20 October 2022 be accepted.  
**Carried** Unanimous

Peter Kelly rang in at this time.

274. **Secretariat Report and Ride Calendar (Jacky Barlow, Kylie).**

Report sent out previously. Nothing further to add. Total 428 members.

New members Jennifer Ord, senior from Windeyer and Arya South junior from Mudgee.

**MOVED** Tony Warren, Andrew Jonkers  
**THAT** that the new numbers be accepted and their names published in the newsletter.  
**Carried** Unanimous

Total number of 428 members for the year.

275. **Ride Calendar.**

Central Ranges – two rides applied for this same weekend. Central Ranges application received prior to Tumut. Application for 11 and 12 March. No issues. Running on both Saturday and Sunday. **Approved Central Ranges** on the basis that this was the first application received. Tumut looking for the same weekend with similar distances. No alternate dates put in by either RO.

**Discussion on Tumbarumba**

- Distance: it is just over 400k between rides and at least 5 hours driving time between the ride bases.
- Could they run on the same weekend?
- Could give the members a choice and opportunity to ride.
- Need to learn to share weekends again.

**Resolved** that KJ speak to Central Ranges and ascertain if they are happy for the rides to run on the same weekend. Will let the SMC know of the outcome.

National Capital at Kowan Forest 14 and 15 October. Their traditional dates. **Approved.**

Scenic City starter. 11 and 12 February. Saturday and Sunday various distances with ride-n-tie on the Saturday. First ride of the season. **Approved.**

Quilty qualifier ride planned. Email from Lou 160k Quilty qualifier only. Discussed with Mette Sutton from Mudgee. Agreed we can use the Mudgee date based on the proviso that Mudgee will not lose their traditional date. Ride capped at a total of 60 riders. Cannot offer smaller distances at this time. Alternate date - weekend before Wingello. Ride to be held at Canowindra.

TW had a message from Mette Sutton stating they are OK with the date and for Lou to go ahead. They would apply for a ride date in October next year.

**Resolved** KJ will speak to Mudgee and confirm their requirements. Will then update the SMC.

Further discussion on capping the 160 event and the reasons put forward. Noted that if the ride is capped, there is then nothing to prevent another ride running on the same weekend. **Resolved** to ask Mudgee if they would like to continue on with that date. They could run on the same day. Not everyone is aiming for the Quilty.

Quilty is running on the Mogendoura weekend. Try to find another weekend to run Mogendoura. KJ will see what can be done and speak to Duncan.

Currowan – normal weekend. 5 and 6 August. Mixed distances on their traditional weekend. **Approved.**

Trophies mentioned in the earlier secretariat reports. Trying to finalise the point score. Ribbons ordered

## Standing Items

### 276. **State Champs 2023**

No one has come forward as yet. Keep talking to everyone and try to find an RO to take it on. Possibly the October long weekend.

### 277. **Ratification of decisions made between meetings: Ride approvals, Membership Cards**

Kowan ride. Discussion around the Quilty, the next venue and the AERA advice. New membership cards decided on.

### 278. **Play by the Rules training**

Ongoing.

### 279. **2023 AGM**

Discussion on the upcoming AGM noting the most critical thing is that it is in Forster in the summer season. Need to book accommodation pretty quickly. Advise the general membership that they need to book. A lot of places have a two night minimum. Everything else is going OK. The main thing will be accommodation.

Discussing the process and timeframe with the nominations for the SMC? When do we put the nominations out for people to indicate their interest in running for the SMC?

The following advice was offered:

- AGM booklet goes out in January.
- Need reports before Christmas.
- The SMC to decide whether early nominations go into the booklet or we keep them all out.
- Motions must be notified to the members no less than 21 days before the AGM.
- They are published in the AGM booklet.
- SMC nominations to be received no less than 7 days prior to the meeting. Hands tied by the timeframe in the Constitution.
- KFS has all the information on the AGM and she will send this to NS over the weekend.

See 17(1)(b) which sets out the time frame for the AGM.

The aim is to get all of the AGM paperwork organised ASAP. This is to be discussed further via email.

THS was advised that we usually have AGM information in November/December newsletter. Did the AGM information and Proxy notices go into the newsletter? No it did not.

There has been some discussion on whether a decision has been made on what is going to happen on the Sunday. The on line forums were well attended, lot of people asking for more of this. Instead of running a rider forum, we could do this on line and organise a practical component of the TPR course for the Sunday. Agreement not to disadvantage Zone 6 by not having something on the Sunday.

It was noted that Zone 6 does not think a TPR course on the Sunday would be well attended. Not sure how many people would put their hands up after a night out.

**Resolved** to leave this for the time being. Look at it down the track.

## General and New Business

### 280. **Fees for 2023**

SC was asked for her input on fees. Executive meeting held last night. The working income v expenditure information with the new fees for 2023 was sent through previously.

**MOVED THAT** Sharon Coulston, Peter Kelly  
the previously tabled membership fees for 2023 are as follows: Adult: \$170; Junior: \$120; Intermediate: \$125; Associate remains the same. Family \$400.  
**Carried** Unanimous

**Resolved** that other fees for 2023 will be increased as follows: \$200 booking fee to cover insurances. Team fees \$40 per team. Logbook sales up by \$5.00.

Discussion followed on the large increase in the ride booking fee. Need to advise the membership what this covers. Obviously ride fees will need to go up.

KS: advised it covers event insurance and also volunteer insurance for each ride run. Day membership is one of the major increases. Up to \$30 whereas it was \$14. Unfortunately have to pass that on as well.

Need to bear in mind that NSW has been the cheapest ride booking fees for some time. NSW ERA cannot continue to not pass on costs that are coming from AERA.

#### **Resolved**

- The new booking fee/system will start for the 2023 season.
- Advise those ROs already booked and invoice them with the new fees
- Appropriate wording will need to go onto the relevant forms.
- Invoice will be changed to incorporate the event insurance.
- The booking fee will become \$80 which covers the volunteer's insurance, \$120 covers event insurance. Total will then be \$200
- Remove the words 'ride booking fee' from the appropriate form.
- Now called 'Ride Insurance' rather than 'ride booking fee' which will be \$200.
- NS to prepare a letter to be sent to ROs which will give an explanation as to what these fees relate to.
- This letter needs to go out before any invoice is issued by the treasurer.
- Put everything on the one invoice to be sent out after the event

That way, once the ride is run, the ROs have their cash in.

#### 281. **TQ 2022 report (Final Report still outstanding)**

We don't have any report from TQ22 as a final report. This is part of their obligations to report back to their State. **Resolved:** KJ to contact Tooraweenah with regard to this matter.

Mention of payment for the State ride buckles for Woodstock? **Resolved** that an invoice needs to be sent to LERC.

#### 282. **Online Newsletter**

NS did some research about 12 months ago. There is a software platform HTML 5. Two plans. One \$221 pa the premium \$440 pa. That platform allows us to sell by subscription on line. NS will send this information out to the SMC. Will check with the newsletter editor that it will meet her requirements. No huge rush. Payment through PayPal and that would cost a little.

Discussion took place on costs and how many subscriptions would be required to break even and to make a profit. There would be an opportunity for advertising. The more subscribers, the lower the cost. Would hope for \$2000 in advertising. Can include videos which would be helpful for someone selling a horse.

Discussion took place on the editing and contents of the newsletter. General content, photographs, need to contact people for articles.

**Resolved** we need to keep moving forward and get the newsletter on line. NS will continue to confer with the editor and get the information out in a more informative version ASAP.

#### 283. **The Challenge**

Discussion on the Challenge. Information sent out previously.

In brief:

- Problems in the past associated with competitions involving prizes.
- Consider that there is a general lack of detail supplied
- Not sure how prizes will be drawn.

AB: sent this application/letter to the SMC on 30 August. Talking about the competition as it was then. Points noted include:

- Supporting sponsors as well as new members.
- Need to up our profile.
- Need to get sponsors involved.
- Provide a 12 month membership or even provide a NSW uniform or something like that.
- Something that boosts the prize list.
- Very brave concept from the people involved.
- From social media point of view it would be really easy to put a disclaimer on it.

- Idea of the Challenge is good.
- Potentially bringing endurance into other spheres of the horse world.
- Could be mutually beneficial.
- Step up program. May conflict.
- The more options we have to grow our sport the better.

None of the other States have jumped on board as yet. Bridget was hoping for support on social media and the website from NSW SMC.

**Resolved** by the majority present at this meeting to promote the event on social media and on our website. NS will send the appropriate reply to Bridget.

### **Correspondence procedure.**

Lengthy discussion took place on the correct process for contacting the NSW SMC. A member contacted a portfolio holder who in turn replied who then received a rebuke from the secretary who stated that all correspondence must go through official channels, as in the secretary.

Question was asked: where does the idea that all correspondence has to be sent to the secretary come from.

Considerable discussion on correspondence protocol ensued. There is nothing set in concrete. Generally respected that the secretary is the official point of contact. The secretary does the agenda. Just makes life easier for everyone as the secretary does the correspondence in and correspondence out. Everything then goes into the secretarial files. Noted there is nothing in any procedures manual relating to correspondence protocol.

Bridget spoke to AB who asked her to put a formal proposal in to the NSW SMC. The proposal was not sent to the Secretary but to AB. NS stated she was very disappointed that our members were not using official channels which is to contact the secretary in these matters.

Noted that is not up to the SMC to tell members what to write and who to write it to. If they want to send something to anyone on the SMC it's not appropriate to tell them where to send it. If Bridget wants to send her proposal to someone other than the secretary. It was not up to the SMC to tell her where to send it.

The only reason AB was contacted was because she was the promotions person. Certainly not out of any desire to not follow procedures. We need to update the governance manual with procedures so that something similar doesn't occur in the future.

## **Committee Reports.**

284. **Kylie Jonkers, Acting President, Zone 3 Delegate, Ride Calendar, Governance, Child Protection**  
No report. Jax getting the points scores organised. Hope plenty of members nominate for the SMC next year. Looking forward to the workshop. Zone 3 few rides happening for next year. AGM coming up. Discussion on having Zone 3 championships.
285. **Noni Seagrim: Secretary, Public Officer, AERA MC, Website, Social Media, IDP**  
Will get the AGM information updated. Please get AGM reports in. Disciplinary letters almost ready to go out. Will be sent to SMC for approval. Spent four hours on the new website. Need a few more links and photos from Sarah Sullivan. Will get it out for preview and comment when it comes out. AERA meeting on Sunday week. Had an AERA subcommittee data base meeting. The membership applications are testing well. Not too far off being able to launch.  
Received advice from Jennifer Sansom that she is withdrawing her prize for initiative for volunteers.
286. **Sharyn Coulston - Treasurer, Merchandise, Governance, Grants**  
Report sent out earlier. Kim sent out finance report.  
The following accounts are submitted for approval.  
\$370.00 – Helen Rich – Minutes for 14 & 20 October 2022  
\$195.00 – John Howe – State Ride buckle engraving  
\$225.52 – Registrar A/C – Expenses for Oct 22  
\$1347.82 – AERA - % of line vet cost for TQ22 \$4347 x 0.31  
\$4650.00 – AERA - % of extra Public Liability Insurance \$15000 x 0.31  
\$848.00 – AERA – Affiliation & Horse regos  
\$195.00 – AERA – Liability & PA Insurance  
\$1200.00 – Ellen Dungar – Newsletter production Nov / Dec 2022

Did a budget for 2023. Listing the new fees. It is a working budget and will fluctuate as we get new rides.

**MOVED** Sharyn Coulston, Kylie Jonkers  
**THAT** the finance reports and the accounts as presented be paid.  
**Carried** Unanimous

SC's report sent in previously, and as requested is set out below.

### **GRANT REPORT**

*The financial situation of NSW ERA moving forward is quite dire, as you are all quite aware.*

*A grant application will go into the NSW State Government for the Organisation Support Program 2022/23 for a total of \$6500.*

*The proposed key deliverables for this funding are:*

<i>Key Deliverables</i>	<i>Expenditure</i>
<i>1. Provide support for associations/clubs in regards to impacts by adverse weather events</i>	<i>\$2000</i>
<i>1. First Aid Course for each Zone</i>	<i>\$500</i>
<i>2. Update Risk Management Plan</i>	<i>\$500</i>
<i>3. Provide a boot camp for junior participants which promotes not only the sport but encourages comradery with in the sport and encourages new junior members to join the sport of endurance</i>	<i>\$1500</i>
<i>4. Provide a platform where all information is available for all associations and clubs</i>	<i>\$500</i>
<i>5. Provide support for the organisation for items such as website hosting, online meeting platforms and general organisational function</i>	<i>\$1500</i>

*Naturally the Committee may wish to change the Key Deliverable or the amount we allocate to each.*

*The submission date for this grant is 30 November 2022.*

*There have been a number of grant opportunities which have been sent through to me to review; unfortunately we as the SMC are unable to apply for these grants however I have forwarded the links onto Noni & Talea to be put up on our social media platform to alert our clubs to these opportunities.*

*These grants were as follows:*

- Strategic Plan Funding through Local Sport Grant Program*
- Flood Assistance Grant for NSW Clubs*
- Develop Centres of Excellence*
- NSW Infrastructure Grants*

### **MERCHANDISE REPORT**

*I will contact Bridget Mahar again from ALPHA Endurance in regards to design and pricing for merchandise. This was put on hold until after the TQ and NSW State Championships.*

*Once we have a copy of the proto-type I would like to put it out to the membership for feedback. I don't see much point in doing up merchandise that the members don't like and therefore won't purchase.*

### **GOVERNANCE**

*The new Association Regulation 2022 came into effect as of 1<sup>st</sup> September this means that we will need to update the existing Constitution so that the clauses in the Constitution match the Regulations.*

*This does not mean that we completely re-write the Constitution just update to reflect the changes in the Regulations.*

*There is an opportunity at this time to review the constitution. Any changes to the Constitution must be adopted at the AGM.*

*The SMC Strategic Business Plan requires updating. This could be updated in conjunction with the Workshop that is being held on the 26<sup>th</sup> November 2022.*

*The SMC Business Plan is also in need of review. This business plan is quite good but just needs reviewing and updating to reflect Endurance in NSW going into the future.*

*Both these documents*

*The Risk Management Plan also requires reviewing.*



*The reasoning is to ensure the plans are current to our sport in 2022 and going into the future.*

*As part of the grant application a question was raised in regards to a Sun Safe Policy and Hazardous Air Policy and if our Organisation had a current Policy.*

*There may be a requirement for the SMC to look into creating such policies going into the future.*

Discussion on the financial report follows:

**Grants:** Working with KFS on the \$6,500 possible government grant. There are key deliverables. This is what we have to report back on. Listed what we are going to provide. If the SMC members want to have input on changing the figures, please do this ASAP as the form needs to be sent in sooner rather than later.

**Merchandise.** Looking at merchandise and designs. Bridget sent a mock-up which will be sent through to the SMC for consideration. When and if we agree, would like to put it out and get membership feedback. No point in doing up merchandise that the members don't like and therefore won't purchase. KS to find a card for merchandise that she saw at the jumping event and pass it on to SC.

**Governance** – new regulations came into effect on 1 September 2022. Need to update the constitution to comply with the new regulations. SC to work with KFS on this matter. Changes need to be done at the AGM. Business plan needs to be updated. Tom Perkins did the original plan. Risk Management Plan needs reviewing.

Do we have a sun safety policy and hazardous air policy? This is mentioned in the grant application. Also mentioned is a child safety program. May need to look at this in the future.

**MOVED THAT Carried** Sharyn Coulston and Andrew Jonkers.  
the grant for the Organisational Support program of \$6,500 with the key deliverables be submitted.  
Unanimous

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

288. Tony left the meeting at this time. Will email through a report.

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

BH's sent in an earlier report.

Report on the NSWERA State Champs, Woodstock, 1st Oct, 160k and 80k was tabled.

A TPR course will be run early next year with the theory session online. The practical sessions will be held in the following weeks around the State. Intend to have dates and locations organised before Christmas with one on the Sunday after the AGM.

BH would also like to re-run the Starting Endurance Riding forums again in late January.

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

No ride standard feedback.

291. **Alam Dastani – International**

No report.

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

Nothing to report from Snowy Zone.

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

Report given by Peter Kelly. Last meeting looked at the rides that they hope to run. Only run two rides. Minor problems with each one. Like to run early in the year would be similar to Windeyer – an introductory weekend for new people to the sport. Mainly education and a 10k walk trot, explanation of vetting. Windeyer running one in March. . Would like to run round 4 or 5 March. Wondering what level of approval is needed?

KJ reported on Faith Robinson's ride. Thinks there was a ride application sent in to help with insurance. Noted PK would need to put in a ride booking form so the insurance company can approve. Also you need a CS but you don't need any vets. Have people to run the event.

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

Nothing further to add.

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

Report sent in previously. 30 nominated for the workshop not including the SMC. PK advised he will be unable to attend in person but would like to attend part of the day on line. Contact NS and she will send the link.

AB would like to nominate to be the NSW representative on the promotions committee. SC supported AB as being on the subcommittee. NS advised this would be best done at the workshop.

Drafted a proposal to go to ROs to explain what the proposal is and asking whether they want to accept or not. Have to let the secretary know once it comes back from Zilco. When accepted the secretary will sign it and it will be returned to Zilco. Happy to table it to the SMC. If no amendments AB will send to the SMC for approval. Drafting something for the other two companies.

Also drafted a questionnaire – very basic – to send to the ROs to ascertain how they felt about the sponsorship that has occurred. The ROs have learnt how to support their sponsors.

JB forwarded on some correspondence she had received regarding jodhpurs endurance tights.

AB advised that we need to be mindful that we have a responsibility to look after businesses such as Alfa Equestrian Endurance who support many rides and riders and have a great promotional campaign happening that benefits NSWERA and the sport nationally.

It is the prerogative of *Bequine* to contact ride organisers as an independent company seeking support, however, Not comfortable undermining Alfa Equestrian's strong support of endurance riding by giving endorsement from NSWERA SMC. This is the personal opinion of AB.

Zilco wanted to do discounting. Need to remember that we have other sponsors who supply Zilco so we said we are looking after these people. AB believes that the above is in the same vein. We need to continue to support our ongoing sponsors. People like Alfa can contact individual ROs and go from there.

NS sees this lady as someone who just wants to come along and set up a stall at a ride. This lady should approach individual ROs and do her own negotiations. All new businesses should be welcome to approach ROs with regard to stalls or sponsorship.

We could direct this sponsor to the website and suggest she contact the secretary and go from there. Contact details for the ride organisers are on the website. She can contact them direct with regard to sponsorship or sales ideas.

Noted that a lot of advertisers are fairly regional. If someone wants to come to an event and sell their gear, they should be encouraged and made welcome.

Discussing the best approach in replying to this lady. KJ could reply and direct her to the website. Since the approach was to the secretariat, the secretariat could reply.

**Resolved** that the proposed advertiser should approach the individual ride organisers direct. Direct her to the website, look at what rides she can get to, contact the organiser and let her take it from there.

296. **Duncan Satchell – Zone One.**

No report.

297. **John Howe**

No report

298. **Next meeting dates**

Friday - 9 December 2022. Alternate is 16 December. Final decision to be made via email.

There being no further business the meeting closed at about 11pm

**These Minutes of NSWERA SMC were approved at the SMC Meeting on 13 January 2023 as per Item No. 346.**