

299. **ATTENDANCE**

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

**In attendance:** Bec Hogan [7:17] part meeting, Jennifer Sansom, Ruth Sumpner, part meeting Peter Kelly [7:58] part meeting, Jax Barlow [JB]

**Minutes:** Helen Rich [HR]

300. **Apologies:** John Howe [JH],

301. **Conflicts of Interest declaration.**  
None declared at this time.

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

Membership to date. Adult 344, junior 45, Intermediate 16, Associate 12 Honorary 11. Total 428. Total for the same time last year was 432.

**Volunteers Draw.**

JB did the draw earlier today. Neil Clarkson received the CS award. Three volunteers: Jennifer Gilbertson, Brian Kelly and Kate Pilley. JB to send the vouchers out.

JB signed off at this time [7:24].

303. **Ride for approval.**

Bushgrove Gift – 12, 13, 14th May 2023 – 40, 80, 160km. KJ to speak to Tumbarumba and possibly Mudgee to get their opinion on this ride date. If happy, the ride is **Approved**.

Watagan Mountains Endurance – 23-24th Sept 2023 – 20, 40, 80km. **Approved**

Zone 6 Intro to Endurance – March 4/5<sup>th</sup> 2023 – 10km. BH said they need to be careful with the terminology. Should use the term 'social' ride. Going to apply for government funding. **Approved**

Eldorado – 28/29<sup>th</sup> October 2023 (dual affiliated) 20, 40, 80km. No issues with approving this but a NSW ride may apply to run a ride that weekend. **Approved**. If someone applies to run a ride simply tell them we already have a dual affiliated ride approved.

304. **Bec Hogan – Wingello Ride**

This concerns the letter sent in previously by Bec Hogan [Bec].

Bec elaborated on the issues around the Wingello ride this year. Wanted to give the SMC an idea of what's involved in relation to the budget and ride numbers. Gave a history of the ride from its inception. Gave original numbers, set up costs, losses incurred. Became concerned about rider numbers as time went by. In 2011 moved to the current location. 172 riders. Made a profit that year. Put the money back into the ride base. In 2012 the ride base fees went up to \$13.20 per horse. Property owner unwilling to negotiate. That's the price. Ran the State Champs that year. At this time ride fees went up as did Forestry fees. In 2013, couldn't make the budget work. Trying for sponsorship in the Highlands but nothing was available. Decided to increase the numbers and increase profile. Did not change anything just increased the entry fees. 228 riders that year and made a small loss. Then went up to 350 riders the following year. Started to make a small profit. Put it back into purchasing equipment. In 2021 ran a one day event knowing they would make a loss. Bec underwrote the ride herself. In 2022 – the ride was owing Bec a lot of money for losses over the last few years.

The SMC needs to be aware of the effect its actions has on ROs. Wingello ride has contributed to the State over \$78,750 over the years it's been running. Their equipment has been lent to rides around the State. BH does not make a ton of money from running the ride. She has arranged the budget so that it shows fixed expenses and variables. The budget was put up on the screen for SMC members to see. Bec went through her budget in some detail. Setting out what money comes in and what goes out. Wingello needs large numbers to cover its essential expenses.

Sponsorship is an essential part of this budget. Need to make the event attractive to sponsors. Need to make it a big flashy ride. Need the trade stalls. Need 300 riders to break even. All riders share the burden of the costs. Despite the challenges in the budget they have managed to maintain the numbers. Needs to be run as a festival event. If you cut numbers, it won't work. Key message is that the income from rider entry fees does not cover the expenses.

If the SMC makes a decision that will hurt a particular ride, it is the responsibility of the SMC to mitigate the losses. If an RO comes to the SMC with something that may mitigate a decision that they made, and which the SMC can well afford, it is expected that idea will be considered and not dismissed out of hand. In her case Bec would expect to be consulted before the idea is rejected out of hand. The way the last problem was handled was very distressing.

TW apologised to Bec for how this all came about. Hopes that she continues to run the ride and hope to move forward from now on. KJ apologised for the upset that came through from all of this. Don't always get everything right but do the best we can. DS thanked Bec for a very well set out and well-presented talk. Bec left the meeting at this time. [7:48].

305. **State Champs 2023**

No one has come forward as yet.

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

Approved Tumut ride

307. **Play by the Rules training**

On going. BH to send out reminders.

308. **2022 AGM – including Dinner menu**

KFS said menu needs to be sorted. Alternate serve or buffet?

**Resolved** to go with option No. 2 of the buffet option. \$40 per person. Basic Tea and coffee. SMC members to get their own lunch.

**Need to address the idea of a second meeting in Wagga.**

Letter from Caitlin Langley (23401) proposes in the interest of member participation that the AGM be hosted over two locations Forster and Wagga Wagga.

Wagga Wagga would be a remote location with Forster as the host location.

SC elaborated on this proposal. Chasing a yes or no from the SMC as to whether they would consider this to allow more attendance to the AGM. The venue is free. No cost to NSW ERA.

Peter Kelly [8:00] on line at this time. Hard to make a decision unless we know the numbers for each venue.

**General discussion.** On the pros and cons of two locations idea. The idea was simply to get members to attend the AGM that are unable to travel to Forster. Lack of affordable accommodation in Forster, cost of fuel etc. This is why the proposal has been put through.

Points noted:

- The AGM is a chance for everyone to get together. Cannot do this in two locations.
- Previous agreement to rotate around the State. Due to be back in Zone 6.
- Having an official meeting at Wagga would detract from the AGM in Forster. Going to have streaming, and on line voting.
- If some members want to get together in a separate group, that is fine.
- Only one official location and that is Forster
- Allocated time for candidates to make a speech prior to the AGM.
- Delegates need to be at the AGM.
- Lots of paperwork to be signed. This gets done after the AGM.
- Seems most of the SMC members are planning on attending the AGM at Forster.

NS setting out the plan. Making the AGM available to everyone. If people want to get together in a group that is their prerogative. Every member will have the opportunity to vote. If they want to sign in and listen to the discussion, they can do that. No benefit to having two venues.

**Resolved** that the AGM be held at Forster without an additional official venue at Wagga Wagga. SC to advise Caitlin Langley.

KFS said she is not personally dismissing the views of those members. Does not want any perception that she or Zone 6 has dismissed the views of those people with the proposal. On behalf of Zone 6 appreciated the support for remaining under the current arrangements at Forster. This decision is not ignoring the request for the second venue, likewise considering what is good for whom Forster is not an inconvenient location. Encourage the candidates to come to the AGM and introduce themselves.

**Resolved** the secretary to reply on letterhead to Caitlin Langley.

The club wants to know numbers a week before the event.

309. **Correspondence:**

Decision to discuss correspondence at this time. Will return to the AGM discussion later in the meeting.

**1. NRZ/QERA/Z6 dual affiliation - Ruth Sumpner and Peter Kelly**

Ruth Sumpner **[RS]** gave a run down on the perspective of the Kiwarra ride when it came to dual affiliation of QERA rides and it impacting on one of their rides. No consultation with them and QERA ran a ride on the same date. No input from NSW SMC. Just automatic approval by a computer. How do we make sure this doesn't happen again? How do we make it so that NSW SMC can talk to QERA? This is what is done in Queensland and how the AERA does it.

KFS gave some background on how this problem arose. KFS had discussions with Steve Swan and he advised her that AERASpace was set up to automatically approve Northern Rivers Rides would be automatically affiliated with NSW ERA and Zone 6 rides would be automatically affiliated with QERA. Second part of this didn't automatically happen. Zone 6 does not have a problem with Northern Rivers being dual affiliated. Rides should not be automatically dual affiliated.

**RS** would like to see the rides approved by the NSW SMC rather than by a computer. Happy to dual affiliate but would like the dates discussed.

KJ would like to see discussion between QERA and NSW for rides not to clash.

There is discussion between VERA and NSW ERA so why not QERA.

**Resolved** that NSW ERA try to get better communication between NSW ERA and QERA. Get a letter together and try to get things working better. NS to prepare an appropriate letter and send it around for discussion. Start with QERA and see where it goes.

**2. Letter from a Jennifer Sansom regarding sponsorship.**

NS declared a conflict of interest at this time. NS did not participate in the following discussion.

The member elaborated on her letter. Concerns a rug that was donated as sponsorship to a ride which did not go ahead. The sponsor has asked for the rug to be returned but this has not happened. The aim of the letter is to make the NSW SMC aware that this happened with the aim that plans will be put in place to ensure that this does not happen to sponsors in future.

KJ advised that the person looking after sponsorship is the same person who is running the ride. Jennifer was very disappointed in how she has been treated in this matter. KJ has made contact with the RO and they are to get back to the sponsor and sort this matter out. Is there a way the SMC can ensure this sort of thing does not happen again? The SMC needs to look at this matter and work out what happened and work out a way to ensure sponsors are treated better in the future. Not just let this go. Need to look into the whole matter to find out what happened and find out if the SMC needs to do anything to ensure this does not happen again.

**Resolved** to offer thanks to the member for bringing this to the attention of the SMC. She is asked to get back to NSW ERA SMC if the rug isn't returned.

AB advised she has prepared guidelines for the treatment of sponsors and in due course this will go onto the website.

310. **Zone One report - Proposal from Brian Swan.**

Letter sent out previously.

Pretty keen to support the idea of an optimum time/ride to time proposal. . May need to have a think about how the terminology is framed for this competition. Changes with the AERA must pass two votes but divisions can make local rules so long as they don't contravene AERA rules. Run the idea past the AERA rules committee to make sure that it does not contravene any rules. Only other consideration is that the raw data will be in AERASpace to use to calculate the results but there is no infrastructure to run these reports. It would be costly to put changes in. Few hundred dollars. Results would need to be done by a manual calculation.

THS said Scenic City is keen to run the same event. Super keen following the workshop.

**Things to consider:**

- Contact DRNZ and obtain copy of their rules.
- Need to make sure that no AERA rules are contravened
- Runs under VGIH.
- Need to make sure we can vet the 'ride to time' riders, without impacting on the 80k riders.
- Staggered start.
- Endurance ride would take precedence.
- Cannot be a competitive ride. How would this be defined?

- Make sure the format is approved by the insurance company
- Speak to Tom McCormack regarding ET system
- It might need to be manual timing

**Resolved** to move forward with this idea. Contact NZ for their rules. Letter to go to Zone One advising as to the outcome of this discussion. BH offered to assist NS with this matter.

311. **AGM discussion continued [9:23].**

Query as to the short period for voting. Constitution states that the voting must be done '**at the meeting**'. Would have to update the constitution in relation to this clause down the track. NS suggests we get legal advice. That will cost but she feels it would be wise to do so.

KJ asked how does everyone feel about getting legal advice to see if we can get the voting open for a longer period of time?

General discussion on whether or not we should obtain legal advice on the time for voting. **Resolved** to leave things as they are for now.

NS said she is confident with her interpretation of the clause. We can put up a couple of special resolutions to change the wording for the following year. 12.45 The ballot will open on the day of the AGM. Everything as printed in the AGM booklet will be sent out to every member. Noted that once you cast your vote, it cannot be changed.

**Resolved**

- BH runs the usual membership raffle again at this AGM? If agreeable, can a message go into the booklet? One for \$5 and three for \$10.00.
- SMC reports to be in no later than 31 December
- Ask people to nominate before end of December so profiles can go into the AGM booklet

KFS offered thanks to NS for all her work with the AGM procedures.

## General and New Business

312. **TQ 2022 reports (Final Report/Audit still outstanding)**

NS said as far as she was aware there has been no audit of the Quilty. Does JH know anything about this? Disappointing that no final report or audit has been received. There has been a communication breakdown with Tooraweenah. AERA and NSW ERA need an audit report.

JH to provide clarity on this matter. There is a Quilty agreement which covers reports and auditing etc.

KFS said there is a lot of member's money that went into this event. Financial reporting is important. Should NSW SMC pursue it or AERA pursue it. Thinks it needs to be pursued.

CS said they should be providing NSW with an audit and financial report. They need to honour the agreement.

**Resolved** to contact the Quilty committee and seek the relevant paperwork for NSW ERA and the AERA.

JH is the liaison person and he should be instructed to sort this. **Resolved** that NS to put a letter together requesting the final report and audit report from the Tooraweenah Quilty committee.

Discussion of a team nomination not paid at the Quilty? THS said the money was paid in cash. Not sure where the confusion happened. In talks at the moment.

313. **Bookkeeping**

Proposal submitted by KS suggesting the Association appoint an ongoing bookkeeper as either a paid employee or as a volunteer.

KS gave an explanation of the reasons for putting her idea forward. She is the main authorizer of Combiz and Xero. Need to work on the term deposits. GST payments are not up and running. She has been working through the accountant. Every time we have an AGM we have executive changes. Need someone familiar with Combiz, Xero, and spreadsheets and so forth.

General discussion on the pros and cons of the idea put forward by KS. Some members thought it should be a paid position, others voluntary. Others thought that if this is to go ahead it should be put out to tender. Some said the position was not necessary. The treasurer should be responsible for the finances of the Association.

SC as the current treasurer believes this is the responsibility of the treasurer and should remain so. Very confusing having one person doing one thing and another person doing another. Should be just one person and it is the treasurer. A bookkeeper is just not necessary.

SC asked to have it noted that she is opposed to the proposal and if this proposal is accepted that the position be put to out to tender if it is a paid position or call for nominations if it is a voluntary position.

BH said there has been a problem with getting people recognised to use the bank account for years. Problem with getting signatures changed. AERA has a bookkeeper and a treasurer and this works well. Cannot see why we couldn't have a bookkeeper. She is in favour. If it goes out to tender make sure it is volunteer and then consider paying a small fee the following year.

Continued discussion on this idea took place with each SMC member being invited to vote for or against the idea and give their views on the matter.

**Resolved** that as there is a new committee coming on in two months' time, we will continue with KS as our bookkeeper and the new SMC can decide on what they want to do in the future. Thanks to KS for the work she does.

314. **Term Deposits**

KS said noted that the IBDs have not been reinvested since 2019. Currently earning 0.5%. Managed to get the term deposits onto Combiz to get them to roll over into a normal term deposit. Do we want this to go ahead and reinvest?

AJ asked why we didn't run these term deposits for a longer term. No one has moved forward with this because no one else has done anything since 2019.

KFS said JH recommended that they would be reinvested on a monthly basis. KS advised she asked JH to roll them over because he had access to the bank but he never did anything. SC came up with a sheet of interest rates but the SMC never decided on anything.

**Resolved** SC as treasurer obtain the various options for the investment of the IBDs. Need the options first. Can do through an email trail then invest the money.

315. **Newsletter advertising fees**

NS said the fees have been the same for a long time. Need to review. KS put this up for discussion and she was asked if she had any costings. No. We could raise by CPI.

Need to consider an increase. Currently same price for black and white as colour. Noted that if on line it would all be in colour anyway. **Resolved:** SC to come back with suggested costings.

## Committee Reports.

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

We are still looking for a committee to take on the NSW State ride for 2023.

Hopefully by the end of this meeting we will have a 160km qualifying ride on the calendar for all people hoping to make the 2023 Quilty.

Zone 3 AGM will be held on Saturday January 21st at Cowra Bowling club at 1.30. All welcome to come & be a part of zone 3.

Zone 3 had three rides this year including 2 x 160km events and has two on the calendar for next year, with another possible.

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

Ride report for Windeyer sent to the SMC.

BH currently organising a TPR course and the Starting Endurance Riding Forum for next year.

In the process of updating the Maxxis and Newcomers docs with the new rules.

Louise Cairns has achieved her entry voucher for her first 80k ride!!

South Coast having a Zone competition. Details forthcoming soon.

Updating TPR, vets and CS for next year.

Ladies previously did rides in 2017 and 2019. 120 and 140. Then had a year off. In 2021 both did rides and then did an 80k. Did not commence their program before 2020. BH would like to see them reimbursed their first 80k entry fee of \$125 as they have stepped up. BH could ask for their bank details.

**MOVED** Belinda Hopley, Tony Warren  
**THAT** NSW ERA reimburse Louise Cairns, Kerry Anderson and Amelia Heafey their step up entry fee of \$125  
**Carried** Unanimous



Prior to voting on the motion THS asked that the committee be aware that people might see that we are perhaps setting a precedent. Be aware of that. Not against the motion as such.

318. **Noni Seagrim: Secretary, Public Officer, AERA MC, Website, Social Media, IDP**

AERA - **Swabbing** targets, Meeting minutes & notes

Letter to ROs draft will be distributed for comment soon - just waiting on some final information from AERA.

Website - haven't had much time to progress this in the last couple of weeks but 95% of the forms are updated and refreshed, photos are being sourced and Talea and I are working together on layout, content etc.

Letter from Fiona Meller - Endurance Riders Consent Letter Wards Track 2023

319. **Sharyn Coulston - Treasurer, Merchandise, Governance, Grants**

The full 12 month budget for 2023 has been updated for review and sent to the SMC previously. This now includes the four (4) new rides approved as the last meeting to reflect the income. This is a working budget and will change as income and expenditure become known. Recommendation that the forwarded working budget for 2023 be presented at the 2023 AGM for the new SMC elect.

Accounts submitted for approval for payment:

\$958.30 – Kwikkopy – Sep/ Oct 22 Newsletter printing and postage

\$1007.70 – Kwikkopy – Nov/ Dec 22 Newsletter printing and postage

\$797.50 – AERA – 50 x Logbooks & covers

\$237.00 – AERA – Liability and PA

\$252.00 – AERA – Affiliation

\$289.37 – Registrar A/C Expenditure Nov 22

\$214.14 – Annette Bailey - photocopying, thank you gift – T. Marshall, hand sanitisers.

\$770.00 – Bathurst Panthers

**MOVED** Sharyn Coulston, Kylie Jonkers

**THAT** the accounts as presented be paid and the financial reports as presented be accepted.

**Carried** Unanimous

The Grassroots grant of \$20,000 was fully expended except for \$1,000 which needs to be returned to the government

The grant application for the NSW State Government for the Organisation Support Program for \$6500 was submitted on the 25th November.

Some discussion took place on the \$1,000 grant money not claimed. SC said this money could have been reallocated within the time frame.

In response to the comment that it's unfortunate that the SMC did not see it feasible to reallocate the funds or seek advice from the Grants Unit as to further options: In January the SMC signed an agreement to accept grassroots funding for up to 21 clubs assessed as likely to be eligible under the funding guidelines. The agreement was a maximum of \$1000 per club subject to the clubs' applying successfully, with unclaimed funds to be returned in compliance with the funding agreement. Contact was recently made with Office of Sport seeking to use the \$1000 elsewhere; the timeframe under which we would become in breach of the agreement did not permit waiting for a response. Noted there were no other clubs to which funds could be allocated.

## **MERCHANDISE REPORT**

I have been in contact with ALFA Equestrian in regards to merchandise and I have attached a copy of the mock up and the prices in the table below. The mock up was a design that Andrew and myself discussed some time ago.

I also have two other contacts for merchandise however I have been pressed for time and have not reached out to these outlets.

I feel that it would be best for the new committee elect to deal with the decision on and approval of who provides the merchandise for 2023.

I think it would be opportunistic to put a survey out to the membership with the chosen design and outlet to gather their thoughts on whether they would actually buy the product. If the membership are not interested in purchasing NSWERA merchandise then it's pointless actually having any in stock for a just in case scenario.

There is also the pre-order option similar to the Quilty & State Champs.

## **Governance**

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

SC still in the process of working through this. KFS has advised that she will send SC a Word document to work on. Still waiting on this document.

### **Motions Register**

In the minutes dated 25 February 2022 Pt 28 it states that Kim S would update the motions register free of charge which would allow for any procedures passed at a meeting to be accessed. Can I ask where this register is & is it up to date?

### **SMC Business Plan**

The SMC Business Plan should be an item on the Agenda for the SMC. The business plan is an integral part of the SMC governing the sport. The current business plan is not on the website. Instead there is a document dating from 2013.

**This could be an option that is adopted by the new SMC elect in 2023 and therefore only information for the future committee as part of this report.**

### **Meeting length, Information & process**

The SMC has some in-depth items to be discussed.

### **Ideas to speed up meetings.**

- Once an item on the agenda has been discussed it is closed off and it is not addressed again in the meeting.
- If an item cannot be resolved then it is added as an action item for the next meeting
- All information such as agenda, minutes, associated reports etc. are sent out to committee members at least 7 days prior to the meeting with a calendar invite being sent out at least 14 days prior to the meeting.
- All relevant reports are sent to the secretary for collaboration into one document and then forwarded out as amended attachments to the calendar invite.

**This could be an option that is adopted by the new SMC elect in 2023 and therefore is only information for the future committee as part of this report.**

#### **320. Tony Warren - Early Warning System, Horse Welfare**

Nothing to report on the Horse Welfare.

The Early Warning System has thrown up a few shocks this month. One of the horses has accumulated 56 points which causes a few issues.

We have two horses register on the Early Warning System this month. Letters have been sent to both owners.

We have one rider register on the Early Warning system this month.

#### **321. Andrew Jonkers – AERA Delegate, merchandise**

No ride feedback.

#### **322. Alam Dastani – International**

No report.

#### **323. Kim Stephens:, Zone 4 delegate, Volunteer Coordinator, Vet Liaison**

No report.

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

AGM in March. Having discussions with Renee Kirk with a view to having new events.

#### **325. Talea Hasko-Stewart- website and social media, Newsletter**

Newsletter – did receive feedback from Renee Kirk – she would like minutes reinstated in the newsletter. She will put together a motion for the AGM. Delay with the minutes going on line and feels the newsletter would be quicker.

Doing some work on the website. Putting together some guidelines for social media for the new SMC.

NS and THS said they need a little more time to work on the website. A week or two then they could send a more complete version to the subcommittee for comment.

**Resolved** to get some more work done on the website before sending it out to the subcommittee for comment.

#### **326. Annette Bailey – International and Promotions**

Report is as sent out. Summary of the workshop. Asked if Gertraud Norton is able to access the backend of AERAspace to obtain some good data. She did this when she was secretary of the SMC. Would be to obtain addresses of people

Seeking permission to access this data.

NS said this is a relatively regular request from Mrs Norton. Short answer is no. Private and confidential information and identity information that she is requesting.

The way around this would be to survey these people; email list can be drawn up from the data base for that survey to be issued to people.

In order to protect everyone's information, the access to this hard core information is heavily restricted. If you want to use the data for research purposes, this can be applied for. NS could get the appropriate forms together. Set up a survey monkey and get that out to people.

Turning to the proposal from Zilco.

Discussions took place re clarification of how the role of the Promotions portfolio provided feedback to the SMC.

AB suggested that it is very difficult to negotiate proposals with sponsors if there is the constant need to keep going back to the SMC for clarification.

The proposal with Zilco was negotiated with the condition that it was to be accepted by the SMC and signed off by the Secretary. AB explained that the proposal itself was developed after much discussion between Zilco and AB with TH-S input throughout. It was what the sponsor wanted in terms of how it was going to spend its promotions dollars in the sport. TH-S also supported this by stating that the proposal was reached after lengthy discussions and that this was the best outcome reached.

TH-S also stated that although the document was polished in its presentation, it still remained a working document that was required to be accepted before being signed off by the SMC Secretary, which was on the front page of the proposal.

AB stated she did not agree with an "Opt in/Opt Out option for ROs and believed that if rides did not want to take up an offer, then it be passed to others that would benefit from the extra support.

Also, AB felt that any sponsorship support for the State Champs should form part of the State Championship agreement and in reality, should be used as an incentive for committees to run the State Championships with a ready-made start to obtaining sponsorship.

AB stated that she did not feel confident to negotiate further with any other sponsor unless she was secure in knowing she had the support of the SMC to do so. AB also suggested that the SMC invite Linda Henley (NSWERA Promotions Sub Committee) to address the SMC with a presentation of what is necessary to secure sponsorship for NSWERA.

**Resolved** - the SMC indicated confidence that AB contact Zilco to finalise their participation in sponsoring NSWERA in 2023. AB agreed to go back to Zilco to determine if they were happy with the amended proposal made on 29<sup>th</sup> November and to move forward to have the document signed off by SMC Secretary if acceptable to Zilco. AB said she would determine if other sponsors would also like to enter into negotiations with NSWERA SMC to support rides on the 2023 NSW Calendar.

**General discussion** on how the current SMC require letters to be written. Noted the entire SMC is responsible for what goes out. So just need to do our homework. Need to make sure that we are communicating back to the SMC. Needs a little more information in the writing up of any letters.

327. **Duncan Satchell – Zone One.**

Letter from Brian Swan regarding approval for 'Ride to Time' event for Mt Lagoon.

Text from Brian Swan – asked for a progress for an update of the governance manual. KS had offered to do this. SC asked what this was all about. NS explained that this related to the motions register. Would have to check with KS and bringing it up to date. KS said yes, she is up to date to last three meetings. Got two meetings to enter in and then the third meeting is still to be produced

Belinda – in regards to governance, we were updating position statements. There are a few that are outstanding.

NS to email those who have not updated the governance manual, requesting that this be done prior to the AGM and for the new website.



328. **John Howe**

No report

329. **General Business**

In camera discussion concerning correspondence received in reply to an earlier 'please explain' letter in relation to an incident that occurred at the NSW State ride. The secretary is to reply thanking the member for her letter and noting that a record of the incident will be kept in the IDP file.

THS has spoken to a head vet asking them to provide information to new vets. Georgia Ladmore was already putting together an information sheet for new vets and head vets. She is keen to be involved.

KFS has located an older DVD on 'how to be a vet at an endurance ride', if anyone wants it.

330. **Next meeting dates**

Look at dates for January. Deal with this in emails.

There being no further business the meeting closed at 12:30

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