

138. **ATTENDANCE**

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

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

139. **Apologies:** Sharyn Coulston [SC].

140. **Conflicts of Interest declaration.**

None declared at this time.

141. **Acceptance of minutes of meetings**

Resolved to refer acceptance of the minutes from the meeting of 24 June 2022 until the next meeting.

142. **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. AB to collate the updates Ongoing
24 June 122	Andrew	Quotes for pens/sleeves/stickers Ongoing AJ: Update. Prices been obtained. JB looking at stickers. Will look at this next week.
	Noni/Talea	NS - Minutes onto the website Done THS – Notices re minutes to newsletter Done THS – Set up trial Google Drive Ongoing

One Drive is up and running.

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

Members for 2022 to date: Adult 307; Junior 38; Intermediate 16; Associate 12; Honorary 11. Total 384. Total as at the same date for 2021 was 432. Newsletter 125.

144. **Rides for approval**

Mudgee 14th May 2023 – Saturday 20km, Sunday 40, 80km. **Approved**

Wingello – 27-28th May 2023 – Saturday 5,10,20,40km Sunday 20, 40/60 elevator, 80km. **Approved**

Central Ranges: A ride booking form was received from Central Ranges for 14 and 15 August. Ride goes against the three month rule. **Resolved** not to approve this ride.

Easter Carnival – Louth NSW. Looking to run all three star events plus AERA rides. There is currently no ride on the calendar for Easter. Discussion on the ride matrix, Tooraweenah ride, Google distance.

- This ride is an Easter Carnival which takes priority over other rides
- 160k rides are approved over 80k rides
- Need to contact Tooraweenah to ascertain if there would be a problem with this ride being approved.
- KJ got in touch with Tooraweenah Ride Secretary who advised they are happy for the above ride to go ahead. KJ will advise Canobolas Endurance Riders Club.

AB declared a conflict of interest when the vote was taken on whether to approve this ride. **Ride approved.**

Resolved to review the ride matrix.

Standing Items

145. **State Champs 2022 update**

Discussion on the NSW State Ride.

- Working through sponsorship.
- Merchandise available for pre order.
- Swabbing undertaken at the Quilty.
- AERA is working on adopting Equestrian Australia's swabbing process.
- EA will not do any more online courses as refreshers.

- NSWERA needs to determine who is accredited to do swabbing at rides
- No one has been asked to do the State Ride. TW will follow up on this.

Resolved

- NS to contact EA and try to get some courses running.
- NS to update the SMC after next week's meeting with AERA

146. **TQ 2022 update**

JH sent in a report via email. Some people came down with Covid at the TQ22. Estimate a profit of at least \$20,000.

Discussion on Photographers:

There were not enough photographers at the Quilty. This was a missed opportunity to promote this event to the State.

- Jo Arblaster was not there as she was flooded in.
- Bridget Maher wasn't allowed on course.
- Ellen Dugan was there but not on course. Took photos for the newsletter.
- Concerns were raised before the event regarding photographers.
- Sue Crockett was appointed months ago.
- Saran Sullivan applied to be an official photographer but was not invited.
- Prior to the running of the event Prime 7 News came and did lead in stories.
- No TV coverage of the actual event.
- There was a promotions person.
- Other people could have helped from outside the event.
- NC and JH gave all the help they could to the TQ22 committee. They were at the ride base a week early to assist. They are not privy to inside information. The Quilty committee gets too busy during the running of the event to sort problems out on the day.

Quilty photographers are on the AERA table for discussion. NS voiced her concerns about promotions or lack thereof. Went through the Quilty agreement. The Quilty is to appoint a photographer for presentations. There is nothing about photographer numbers or additional requirement for on course photography. There are very few photographs from the event so little promotional material available. Noted that there have been problems with photographers in the past and NSW SMC did ask the AERA for a policy but this was denied.

Resolved to put photographers up for discussion at AERA level.

Sarah Sullivan is coming to the NSW State ride as an official photographer.

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

Nil.

148. **Play by the Rules training**

Ongoing

149. **2023 AGM (place holder)**

18 February 2023. KFS considering the Diggers Club at Singleton and a club at Taree. Club in Taree - \$550 for the room hire, two course dinner \$41. Tea and coffee for less than \$5 a head. Some of the Zone 6 members would like to move further north. **Ongoing.**

General and New Business

150. **Financial report**

John sent in a report. Cash reserves:

Society Cheque Account	\$9.21
Cheque Account	\$98,801.33
Term deposit 1	\$15,345.20
Term deposit 2	\$21,314.86
Term deposit 3	\$12,707.59
Total Cash	\$148,178.19

Discussion

- Currently receiving 0.05% per annum on fixed deposits,
- CBA has raised interest rates on fixed deposits up to 2.5% per annum.
- Current IBD's mature 28/7, 4/8 and 3/8, respectively.
- At present, AD, JH and TW authorised to use CommBiz Dongles.
- Association credit card to be brought up to \$1,000/

- Ready for authorisation except for the \$60 fee for the teams. This money to be paid to AD.
- Payments need to be authorised by two people.
- At present AD is not authorised. Application to be completed.
- KS: Gilgandra accommodation came out of the credit card. This is why the balance is so low.
- KS wants to keep processing the invoices. This would help her with her time management.
- Website hosting discussed to avoid hosting costs not being paid

Discussion to move website hosting from Platypus Computer Services to Avon River Computer Services.
Payment of website to be placed on the timeline for payment every 2 years.

Resolved

- JH to speak to Bob Pierce and get a figure to do the audited accounts.
- Roll over the IBDs
- Regularly check the timeline.
- Update the time line with the new billing address for the website/internet accounts
- Combine the internet accounts
- Investigate reserving www.nswera.com and www.nswera.com.au domain names
- KS to continue to do the bookkeeping
- JH to continue to work as the treasurer and pay invoices

MOVED THAT Noni Seagrim, Kerry Fowler-Smith
the website hosting be transferred from Platypus Computer Services to Avon River Computer Services
and that we authorise Avon River Computer Services to reserve on our behalf domain names
NSWERA.com.au and NSWERA.com.

Carried Unanimous

MOVED THAT Carried John Howe, Belinda Hopley
the treasurer approach the CBA to reinvest our IBDs at the best possible interest rate.
Unanimous

151. **Accounts to be paid**

Invoices for approval for payment:

\$972.30 – KwikKopy – May/ June 2022 Newsletter, Printing Packaging and Mailing
\$555.00 – Helen Rich – Minutes – 19/4, 6/5, 9/6
\$623.00 - Belinda Hopley – Monaro Workwear – TQ22 Team Uniforms
\$81.04 – Panorama Accounting – Xero Subscription Apr, May Jun 2022
\$685.39 – Registrar A/C – Registrar Expenses June 2022
\$48.00 – Kim Stephens – Platypus Websites – Domain Name to 2/7/2024
\$1,268.00 – ATO – GST for Apr, May Jun 2022
\$4,232.73 – Total of Bills to be paid

MOVED THAT Carried John Howe, Alam Dastani
the treasurer's report be accepted and the accounts as listed be paid.
Unanimous

152. **Code of Conduct**

Defer this to the next meeting.

153. **Promotions workshop - Annette Bailey**

General discussion

- Develop strategies in order to regenerate and grow the sport of endurance riding in NSW.
- The workshop is membership driven to provide direction for the SMC to achieve growth and regeneration.
- Tony Marshall to be formally invited to moderate the Workshop on behalf of NSWERA SMC.
- Tony Marshall has requested the SMC members return a SWOT Analysis emailed to them on 3rd July 2022.
- Lachlan Endurance Riders Club have been approached to help support the workshop financially by way of approx. \$1000.00 to cover hire and catering at Bathurst Panthers.
- Reply received from LERC with in principle agreement but this is still to go to a meeting.

MOVED THAT Carried Annette Bailey, Alam Dastani
NSWERA SMC hosts a Workshop to be held at Bathurst Panthers on Saturday 26th November 2022.
The concept of the workshop is to regenerate and grow endurance riding in NSW. Tony Marshall to be
formally invited to moderate this event.
Unanimous

Further Discussion

- Seek expressions of interest.
- Consider inviting specific people.
- Seek sponsorship.
- Room \$150 for the room. Basic catering is about \$15.50 per head.
- A workshop for everyone to get together. No payment involved for attendees.
- Seeking people interested in the sport. Need to be all inclusive.
- Invitation of EOI to be placed in social media advising people of the upcoming November workshop.
- Instead of 'inviting' the SMC wants to encourage all members who are interested in endurance, to attend.

Resolved

- Next meeting date 26th August for meeting with Tony Marshall at Richmond.
- JH to book Richmond Club and organise white board, butchers paper, etc
- SWOT analysis to be done by SMC
- Tony Marshall to collate the responses.
- The responses to be sent direct to Tony Marshall.

154. **State Championships EOI**

Discussion regarding the running of a 2023 NSW State ride. Seek expressions of interest. Closing date 31 October 2022. \$5,000 available to the selected RO. Noting that the Victorian Quilty will be run in October. Possibly the June long weekend would be a good choice.

Resolved

- To seek Expressions of interest from suitable qualified ROs to run the 2023 NSW State Ride. Closing date to be 31 October 2022.
- Notice to go into the newsletter, the website and all of the usual places.

155. **State of Origin team competition**

BH has spoken to Dick Collier. Would like to revitalise State of Origin which involves Vic, Qld and NSW. Spoke to President of Lachlan Endurance Riders Club who stated interest on behalf of the 2022 State Championships. Restricted team's event. NSW ERA pays and provides the prizes. JH has the trophy donated by Charlie Gauci. Consider prizes for the horse, rather than the rider. Possibly headstalls with a plaque. AD going overseas at the end of the month and may be able to source something. August a bit early for expressions of interest. Criteria document is good.

Resolved

- Supply a t-shirt and cap and decide on an appropriate prize.
- BH to follow up on prizes.
- Closing date 19th August. BH going away end of August. This could be discussed on line before she goes away.
- Every division, QLD, VIC, NSW, needs to follow the same procedures.
- Proposed participants cannot have been part of an official team for the Quilty or the State ride.
- Call for expressions of interest for the NSW State Team.

156. **Rescue Float procedures**

Discussion on float rescue protocols. Need for rescue float volunteers to be aware of the procedure. A tired horse is not as urgent as a rider in distress or a horse with a metabolic problem.

Resolved

- Develop a policy and get an awareness campaign out to appropriate parties.
- Triage horses and riders.
- Need two people to pick up children. This should already be in the Ride Organiser Handbook. BH will add this to her paperwork.
- Need to communicate and enforce the junior rider protocol. BH to move this forward.
- Put a notice in the newsletter, web and social media. Also send out to ROs.

General Business

157. **AERA meeting**

Next AERA meeting is on Sunday. There are some proposed rule changes on the agenda. BH has not received any feedback on the rule changes from SMC members. If you have comments please send to NS.

158. **Newsletter**

Deadlines are the 10th of every alternate even month. Problem with Kiwarra and Johns River rides previews. Some confusion with the deadline dates. NS wanted to know when the information was sent. Ask the editor what happened. Need to liaise with ROs.

Discussion

- The statement regarding publication of the minutes was in the newsletter.
- Invoice from the editor hasn't been received. NS said the invoice was sent to her and she forwarded it on. KS said she hasn't received it.
- Invoice for the printing has been received.
- Problems with the formatting of the newsletter
- NS does not proof read the newsletter.
- All results can be found on AERAspace.
- NC was involved with the Quilty year book so that took up a lot of his time.
- Editor should be contacting people and getting articles.
- NC can give her advice but he cannot tell her what to do.
- NC said he needs direction from the SMC with regard to the newsletter. Need to sort this out now.

Resolved:

- JH to contact Ellen Dugan regarding invoices for the newsletter
- All invoices are to go through the treasurer
- All account entries will then go through to the bookkeeper.
- JH and TW to authorise the payment of the invoices once approved.
- Resolved the SMC is to prepare an email as to what the SMC wants regarding the newsletter. This is then to be sent on to the editor.

159. **Portfolios.**

Portfolios	
Alam Dastani	President, International
Kylie Jonkers	Vice President, Zone 3 Delegate, Ride Calendar, Governance, Child Protection No written report.
Noni Seagrim	Secretary, Public Officer, AERA MC, Website, Social Media, No written report. Email received today on possibility of Zilco sponsorship. Interested in sponsoring to partner with NSW ERA for the next six months. Possibly the State ride. Up to 500 caps. Possibly in rider entry packs. Consider how best this offer can assist the sport.
John Howe	Treasurer Nothing further
Tony Warren	Early Warning System, Horse Welfare No written report. Did one a couple of weeks ago. Database has only two people on 36 so nothing outstanding. Nothing on horse welfare, EWS on par.
Belinda Hopley	CS/TPRs, Vet Liaison, Biosecurity, AERA MC Swab cost – extra tests to return. Sent reminder to ROS advising that they are responsible for the ETS. If they want Tom McCormack to do ETS they need to get another person as a chief steward. Fuel is the responsibility of NSW ERA and accommodation is that of the ROs.
Andrew Jonkers	Ride Standards/Feedback, Merchandise Spoken to Noni about prices for pens, stickers. No ride reports.
Neil Clarkson	Zone 2 Delegate, Newsletter Nothing further to report.
Kim Stephens	Zone 4 Delegate, Volunteer Coordinator, Vet Liaison No further report.
	Zone 5 Delegate,
Kerry Fowler-Smith	Zone 6 Delegate, AERA delegate, IDP, Grants Nothing further to add.
Talea Hasko-Stewart	Website, Social Media No written report. One Drive has been done as a starting point. THS has website access now thanks to NS.
Annette Bailey	International, Promotions Working on a promotion package for a ride organizers to resource. WIP and would like to get it onto the new website when it is designed. Suggestions on pro forma letters, how to design your website – things to promote the ride and the sport in general.

Sharyn Coulston	Merchandise, Governance No further report.
Fiona Meller	Track Preservation No report.

Further discussion on Promotions

- Discussion – AB enquired regarding possibly sponsorship from a Vet Equipment company.
- NS advised a letter had been received from Radincon.
- AD discussed the offer with Radincon representative at the TQ22. Radincon were major sponsors of TQ22
- AB offered to follow up on the original Radincon letter.

Resolved

- NS to send original letter to AB plus email just received from Zilco seeking to sponsor NSWERA rides.
- KS and NS to send contact details to AB.

160. **Next meeting dates**

12 August 2022 meeting on line.

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

There being no further business the meeting closed 10.20pm.

These Minutes of NSWERA SMC were approved on 12 August 2022 as per Item No. 172.