



Australian Endurance Riders Association Inc.

Notes of the General Meeting of Members

Date: 15th, 16th & 17th November 2013.

Venue: Ciloms Airport Lodge, 398 Melrose Drive, Tullamarine, Melbourne, Victoria.

MEETING NOTES

Meeting commenced Friday 15th November at 1.15pm until 7.55pm.

Meeting commenced Saturday 16th November 8.25am until 7.3pm.

Meeting commenced Sunday 17th November 8.15am until 2.05pm.

1. **Welcome by President, Tom McCormack.**

Tom welcomed everybody to the meeting – last one for the year. We've achieved a lot this year, particularly AeraSpace and the EA Agreement. Constitution has been circulated and tidied up. Gow Gates quote for insurance is not yet ready, but should be available in early December. Aon will be sending two people to this meeting. We must set the affiliation fees based on the Aon quote, and if Gow Gates is cheaper, we can lower the fee.

2. **Members Present.**

Tom McCormack – Chair (NSW), Trent Huxtable (Tas), Pat Hodgetts (Tas), Sandy Little (Vic), Matthew Krahn (Qld), Mark Grogan (Qld), Liz Rutherford (WA), Ieva Peters (WA), Tom Perkins (NSW), Marlee Turnbull (NSW), Melanie Scott (SA), Julie White (SA).

2.1 Visitors: Steve Swan Saturday 16th November (via Skype), Bev Wright and Scott Simmons (Aon) Friday 15th November, Linda Talian Friday 16th November.

2.3 **Delegate Interface.**

Discuss the progress of having a delegate as an interface between their state SMCs and the AERA.

2.4 **Live SMC Document.**

It is proposed that a document is created at the AERA meeting and keeps notes on what is to be distributed to the State Management Committees immediately following the meeting. Mel has this in hand. We can run through this document at the end of the meeting, and then send it straight out. Should work better.

3. **Apologies.** Fiona Hodges (Vic).

4. **Previous Meeting Minutes.**

4.1 Amendments to Minutes of the General Meeting held on 19th, 20th & 21st July 2013.

Nil.

Motion 2013.11.1. Moved Tom Perkins/Marlee Turnbull.

That the minutes of the AERA meeting held on 19th, 20th & 21st July 2013 are accepted.

Voting: Tas – yes, Vic yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

4.2 Business Arising from the Minutes (from Action Sheet).

- **Website:** Vet fees should have the word "recommended". Ieva will advise Elaine.
- **Bookkeeper:** Term ends March 2014. Tom is happy with the way Deb has been doing things. States need to make sure that AeraSpace is up to date to make things easier for Deb. AERA needs to get a credit card to pay some of the accounts to make things easier

Motion 2013.11.2. Moved: Matthew Krahn/Julie White.

That the AERA offer Deb Watson to continue as the AERA Bookkeeper for another two year term, on the same terms and current conditions as previous, with a national average CPI increase for the December quarter 2013.

Voting: Tas – yes, Vic yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried. Tom Mc will talk to Deb Watson.

- **CS/TPR/Vet Registers:** Needs to be on AeraSpace, as well. We should also write to the States with our requirements are regarding the recording of volunteers at events – needs to be recorded on AeraSpace, preferably on the day of the ride and before the ride is “verified”. Ask Steve Swan about this.
- **CS eNewsletter:** Haven’t been having a CS newsletter for a while. Sandy would like to have a contact with a State representative. CS email addresses should be in AeraSpace.
- **Review AERA Forms:** Nothing has been done, so far. Tom Mc is half way through updating the TQ manual. Pat mentioned that the IT form for vet metabolics is not listed with the other forms as it had to be changed. Needs to be put on the Aera website.
- **Appreciation Buckle/Award:** Need to be picked up. Same guy is doing the cabinet for the PS Perpetual Cup.
- **Vet Accreditation:** Pat to send the updated document around. Should go on the wip site, as well. Current one is on the website: Feb 2000.
- **AERA Lifetime Distance Awards for Riders 2015:** Notice and form is on the AERA website and on FB.
- **AERA Rider Lifetime Distance Award:** Notice on website and FB.
- **IT Forms:** Ieva has sent a reminder to the States and also asked the TQ13 committee to send their IT forms to Pat.
- **AERA Forms:** PA insurance form has been updated.
- **TQ Event Standards and TQ Manual:** no feedback received from TQ13 committee.
- **Pat Slater Cup:** Matthew organised one PS Cup to be made. Cost \$1,500 to put together. Box of parts was sent to the jeweller. The perpetual Cup will be on a timber base with spaces for about 20 years of recipients. Also need to organise a suitable replica trophy. Would go on Kerry’s list of trophy purchases.
- **Pat Slater Cup agreement document:** Ieva has done this and sent it around.
- **Tom Quilty Replica Cups:** Quoted at \$2,450 inc. GST each from Trevor Young in Queensland. Suggested that the replica cups not be gold plated, but a highly polished brass. Looks the same as gold. Gold plate could double the purchase price given the price of gold. Less maintenance. We can order one or two.

Motion 2013.11.3. Moved: Matthew Krahn/Liz Rutherford.

Motion: that the AERA order two Tom Quilty replica cups from Trevor Young, as per quotation.

Voting: Tas – Yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

- **Logbooks:** Have received feedback from the Registrars and the vets. Order to go ahead.
- **PA Insurance:** Ieva has written to the states to ask them to make sure everything is up to date.
- **National Ride Calendar:** Ieva has written to the states to remind them to make sure their ride calendars are up to date.
- **Insurance Portfolio:** Ieva has written to Sonja. She is OK to continue.
- **Vet Fees 2014:** Ieva has sent the information to the States and it is on the AERA website.
- **Treatment Vets:** Ieva has written to the States and asked them to supply a list of their Treatment Vets. No response.
- **Vetting DVD:** Ieva has written to the NVP to ask for a budget. No response.
- **National Vet Panel:** Ieva has written to the NVP re: re-wording of Rule A13.6. No response.
- **Rest Order Forms:** Do we need to update the RO forms? Rule changes? Horse has to successfully complete x rides at novice pace – needs to be included. Need to update and get some new RO pads printed. Should they be called a non-compete order? IVT forms would need to be updated. Nothing in the rules that says that the logbook should be retained. AeraSpace should be picking up rest orders. It was decided that rest orders will not be issued. Instead, the rest order duration is completed on the IT form, copy given to the rider/owner/PR. Logbook is retained by the Horse Welfare person until the rest period has expired and the relevant vet fees have been paid.
- **Young Riders Championship:** Ieva has written to Peter Toft about reimbursing entry fee.
- **Horse Ownership Policy:** logbook pages have been updated.
- **Kilkivan Quilty:** Ieva has sent them a thank you letter.
- **Kilkivan Quilty Refund Request:** Ieva has written to Tony Purton.
- **Sponsorship:** Ieva has written to Hidez to thank them for their sponsorship of the World Youth Championships.
- **RM Document:** Tom has sent a copy of the AERA RM document to Trent/TEERA.

5. State Reports.

5.1 Queensland Report.

Matthew tabled QERA's biosecurity presentation during the Hendra discussion. Nothing to add. No further questions.

5.2 Tasmanian Report.

Pat suggested that when a horse receives a low body score, a Blue dot (sticker) could be folded on the page of the logbook for the vets to see (same as a red sticker for Rest Orders). This could also be done for lameness. Send this to the NVP for discussion and to write a criteria and interpretation for it.

6. Financial Report.

- \$45,000 profit showing at the moment.
- AERA course marking income and sales is about even.
- Quilty income has made about \$6,000 in profit and expenses.
- Buckles have been partially paid up front. Supplier still owes us 100 buckles.
- On-line ordering system has had a couple of problems, but they have been rectified.

Motion 2013.11.5. Moved Marlee Turnbull/Melanie Scott.

That the AERA Financial reports are accepted.

Voting: Tas – Yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

- Matthew would like to see some kind of levy mechanism that is related to participation to create a revenue stream for the AERA. Funds could be used for things like the 50th TQ, electronic timing, etc. Horse registration was initially to produce income for AeraSpace, which is still on-going.

- **Affiliation & Other Fees for 2014:**

Adult (\$26.50)	\$30
Junior (\$12.10)	\$15
Endurance Horse Rego Lifetime (\$55)	\$60
Endurance Horse Rego Annual (\$11)	\$25
Ownership Transfers (\$5)	\$20

Motion 2013.11.6. Moved Sandy Little/Marlee Turnbull.

That the AERA 2014 Affiliation and other Fees are increased, as per above.

Voting: Tas – no, Vic – yes, Qld – no, WA – yes, NSW – yes, SA absent. Carried.

leva to advise the States.

Schedule of AERA fees for 2014 (and past comparison)

AERA Schedule of Fees (inc. GST)	basis of charge	2014	2013	2012
<u>General</u>				
Affiliation fee - Adult riding	per person	\$30.00	\$26.50	\$26.50
Affiliation fee - Junior riding	per person	\$15.00	\$12.10	\$12.10
Endurance Horse Rego - Lifetime	per horse	\$60.00	\$55.00	\$55.00
Endurance Horse Rego - Annual	per horse	\$25.00	\$11.00	\$11.00
Ownership Transfers	per horse	\$20.00	\$5.00	\$5.00
<u>Insurances</u>				
Liability - State Association	per state	\$447.83	\$446.55	\$445.23
Liability - Clubs	per club	\$34.28	\$44.50	\$58.32
Liability - Member - riding *	per person	\$20.00	\$25.00	\$25.00

Liability - Intermediate Member**	per person	\$10.00	\$12.50	N/A
Liability - Member - non riding***	per person	\$5.00	\$5.00	\$5.00
Liability - Day Member - Training ride	per person	\$10.00	\$10.00	\$10.00
Liability - Day Member - Intro ride	per person	\$5.00	\$5.00	\$5.00
PA - Volunteers	per event	\$75.00	\$94.00	\$94.00
PA - Adult riding (optional)	per person	\$75.00	\$75.00	\$70.00
PA - Junior riding (optional)	per person	\$15.00	\$17.50	\$18.40

* adult & junior full riding members plus Honorary Life Members who ride

** the new 2013 membership category permitting unlimited Introductory & Training ride entries.

*** other membership categories including Associate and non-riding Honorary Life Members

Note: The Insurance premiums will not be locked in until Gow Gates quote is received and reviewed. Decision will be made by December 8th.

6.1 Audit 2012.

Tom has cleared a lot of the backlog and this will be tidied up shortly. 2013 will not be an issue.

6.2 Credit Card Facility.

Currently, the teleconferences are being booked to Tom's credit card. Endurance db hosting is also being paid on Tom's credit card. Tom has suggested that we get a credit card to cover these items, without having to use someone's personal card. Would be in the AERA Bookkeeper's name (Deb Watson). \$5,000 limit. Can be paid via internet transfer. Could use a Visa debit card. Could also be used to book airfares. People preferring to fly at a more expensive flight would have to pay the difference.

Motion 2013.11.7. Moved Matthew Krahn/Tom Perkins.

That the AERA investigate whether to secure a debit or credit card facility to pay incidental expenses.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

Motion 2013.11.8. Moved Matthew Krahn/Pat Hodgetts.

That the AERA bookkeeper investigate booking the airfares for the AERA delegates for the March 2014 meeting on a least cost basis, in liaison with the individual delegates requirements, and that the delegates pay the difference on more expensive flights, if they wish.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

Motion 2013.11.9. Moved Matthew Krahn/Sandy Little.

That we ask the AERA bookkeeper to investigate utilising a Frequent Flyer points system for the purposes of purchasing goods and services, the object being to reduce overall costs to the states.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

Matthew or Tom to speak with Deb Watson.

6.3 Logbooks.

Final proof has been received and sent to the delegates. Changes to logbooks: Logbook serial number, ownership transfers & disclaimer.

6.4 National Ride Standard.

Agreement was \$2500 per annum per State for 2011, 2012 and 2013. Expenditure must be utilised by 30/06/14 or be forfeited.

Delegates to advise their SMCs of funding still available and expiration date.

7. National Membership/Ride Entry Statistics.

As per agenda. AeraSpace can now mine non-members contact details that can be used for mail-outs.

8. Portfolio Reports.

8.1 AERA Registrar Report.

Jo has agreed that she will need some help in putting in the ride history. Each state is asked to find someone in their state that is familiar with computers, a lot of attention to detail and has time to assist putting in rides to get up to date. We couldn't merge endurancedb with AeraSpace – too many problems.

8.2 Webmaster Report.

The AERA website usage is trending away. It's not very dynamic. Mel suggested that an AeraSpace link should go on the front page of the AERA website.

8.3 Insurance Report.

8.3.1 Insurance Review 2014.

Bev Wright and Scott Simmons attended the meeting on Friday 15th November from 3.15pm There is an 18% reduction in the deposit premium.

Members would be covered under the EA policy 24/7 for PA insurance, and they can opt-out of the AERA PA insurance.

Matthew to get a valuation done on the Quilty gold cup perpetual trophy. Pat Slater Cup trophy needs to be valued and included on the policy – should be around \$5,000.

Buckles – currently \$38,854 cost. \$40,000 on the policy.

Buckles being sent to Quilties – Bev will check if they are covered in transit. If the cup was damaged it is covered.

Liability coverage – same as last year. Aon can commit for three years as long as the loss ratio doesn't blow out over 60%. Presently liability is about 5%.

Hard to say if PL insurance will go up or down. We can lock it in for three years once we find out. It's competitive, but don't see big reductions in liability insurance. PL is stable at the moment.

PA insurance claims are currently around 62% claim ratio. A member can take PA insurance after their membership has been paid, but the cover commences when they take out the PA insurance, not when their membership was paid.

FEI affiliated events – two riders, one in FEI one in AERA. FEI events – claim on EA policy, AERA ride – AERA policy.

Veterinarians – going to be changing the explanation to confirm that to receive the PI cover they must maintain their qualifications and registered (without conditions) with the appropriate state authority.

PL Insurance 2014 – annual \$20 per member (was \$25), half year \$10 per member, Non riding member \$5 (same as 2013), intermediate \$10 per member (same as 2013).

Associations Liability is the same premium as last year, clubs reduced slightly.

Bev recommends Associations Liability be increased.

If someone contracts Hendra it will be a public liability claim. If it's a claim due to mandating vaccinations it would come under the associations liability claim. PL is \$20 million – one event or occurrence is capped at \$20 million.

Restraint of trade would be claimed under the associations' liability which is presently capped at \$1m.

Associations Liability – AERA need to think about increasing the sum insured. Can be done at any time and pay the pro-rata costs. Associations Liability insurance was \$1 million (\$1897) increased to \$2 million (\$2166).

Volunteer sheet to have: name, address, DOB, role assigned (canteen, pencilling, etc.), medical conditions/physical limitations.

States need to keep a check on working with children and volunteers requirements i.e. blue cards, etc. Juniors can be volunteers but we need to have common sense – i.e. children not to control traffic.

Could be under supervision for some jobs. Job needs to fit the child.

Voluntary Workers Personal Accident Policy premium – same as 2013.

Members PA insurance claims are slightly down. 71% of the membership has taken out PA insurance. Opt in opt out is available for 2014. Adults \$75 (same), Juniors \$15 (was \$17.50) small reduction.

Can do a discounted travel policy with unlimited medical expenses and loss of luggage, covered whilst riding, motor vehicle excess hire – normal travel policy would be in conjunction with their policy. Can put a form on the website or a link. Policy could cover the spouse, as well. Cover remains the same. Sponsorship has been doubled to \$4,000 for 2014, plus wrist bands.

8.4 National Veterinary Panel.

From Aon re: Veterinary PI cover wording:

*"To receive the PI cover a veterinarian must maintain their veterinary accreditation and qualifications, including retired or non-practising veterinarians. All veterinarians must be **registered (without conditions)** with the appropriate State authorities."*

Wording updated to:

*"To receive the PI cover veterinarians, including retired or non-practising veterinarians, must maintain their veterinary accreditation and qualifications. All veterinarians must be **registered (without conditions)** with the appropriate State authorities."*

leva to write to the NVP.

8.4.1 National Vet Panel Minutes – Kilkivan Quilty 2013.

Motion 2013.11.10. Moved Matthew Krahn/Sandy Little.

Amended Motion from the NVP Minutes July 2013:

As part of ongoing biosecurity procedures and risk management, mandatory vaccination against Hendra virus will be phased in for all horses attending endurance rides in NSW and Qld over the next six months, and for horses attending all endurance rides throughout Australia over the next twelve months. All horses from NSW and Qld attending rides in other places must be vaccinated before being allowed to attend.

Voting: Tas – no, Vic – no, Qld – no, WA – abstain, NSW – no, SA – abstain. Motion is lost.

We have to respond to the NVP and adopt an approach and let the NVP know what that is. We need to get a collaborative approach to work with the NVP. Include a "motherhood statement". Public position is that we support vaccinations – just like other organisations. Members need to make their decision in consultation with their veterinarian. NVP should have input into RM measures required at rides.

Tom tabled the response from John Mullins – received late. The AERA can make a rule if we wish. We could do that by simply passing a rule. If the AERA chose not to, then a State Management Committee has the authority to introduce mandatory vaccination in their state. If the state chose not to introduce mandatory vaccination, then a RO could do it. State rule and RO rule – you can have a local rule as long as it doesn't contradict a national rule. If the AERA chose not to introduce mandatory vaccination, and they didn't want a state or a ride organiser to do so, then this table would have to pass a rule that stops people from doing that.

What about certain horses from endemic areas? Would suggest that the same logic applies. EA NSW has deferred their mandatory vaccinations until 1 July 2014.

The NVP may not come on board with this Management Plan. If they won't accept a biosecurity plan, and want mandatory vaccination only, they will advise vets and possibly recommend that vets not attend rides. We then have two options: let's make it mandatory; or the vets are entitled to their opinion and continue on with business as usual and ride organisers can try to get vets. The proof will be early next year when all of a sudden rides in Qld and NSW are still happening, or not. Some vets won't be available. AERA needs to make a statement supporting the vaccination of horses.

Pat would like to know who is responsible at the events: CS? Head Vet? RO?

Cranking up biosecurity: last year we looked at making health declarations mandatory around Australia. Response was that this should only apply to Qld and NSW or other states with issues. We moved the health declaration into a part of the entry form with no temperature logs. As a minimum the NVP may want a full temperature log to be implemented throughout Australia, rather than just Qld or parts of NSW. Ramping up the biosecurity and the horse health declarations – would help with the NVP.

QERA's Biosecurity Event Plan and Biosecurity Plan was tabled and distributed.

Mark suggested that we invite Chris Nichols and Kathy Webb to continue with the two documents to assist AERA.

AERA will ask Kathy and Chris to proceed with haste with the document, and we can then have a teleconference in December to adopt those biosecurity measures as a first vote. Second vote to be held in March 2014. Riders supplying their own thermometer could be included in the document. Create a subcommittee which would include one person from each state.

Motion 2013.11.11. Moved Mark Grogan/Sandy Little.

That the AERA create a subcommittee to further develop the draft biosecurity plan as tabled.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

Motion 2013.11.12. Moved Mark Grogan/Sandy Little.

That Chris Nichols is appointed as Chairperson of the subcommittee, and that the subcommittee also includes Dr. Kathy Webb. The subcommittee will include one person from each state, nominated by their State SMCs.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

Terms of Reference are required. Need a time frame: 31st January 2014. Release the draft for discussion at the AGMs, if possible. Teleconference for the first vote.

Motion 2013.11.13. Moved Tom McCormack/Mark Grogan.

That the AERA begin a process to collect the statistics on Hev vaccinated horses attending endurance events, effective January 2014.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

8.5 Hendra Virus

The Hendra Management Subcommittee report has been distributed to the AERA delegates and the State SMCs for discussion.

Recommended Hendra Management Strategy (from the report).

Motion 2013.11.14. Moved Tom McCormack/Mark Grogan.***The Full Model***

Hendra endemic areas of NSW & Queensland contained within defined zones in which all rides are vaccinated horses only, and horses that are resident in the defined zones must be vaccinated to enter events outside the zone.

Voting: Tas - abstain, Vic – abstain, WA - abstain, Qld – no, NSW – no, SA – abstain. Motion is lost.

Motion 2013.11.15. Moved Tom McCormack/Mark Grogan.

The areas outside the defined endemic areas of NSW & Queensland and all of the other states to be managed by a 4 level system that has the flexibility to allow the Division SMCs to declare management levels by the state, region, or individual event:-

Tas - no, Vic – yes, WA - abstain, Qld – no, NSW – no, SA – abstain. Motion is lost.

Motion 2013.11.16. Moved Tom McCormack/Mark Grogan.***Recommended Implementation and Transition***

To initiate the system it is proposed that NSWERA & QERA start from 1st January 2014 with the following management levels set for the period to 30th September 2014:-

- ***A minimum 'Level One' declared state wide. (Escalating to Levels Two and/or Three when, where, and if appropriate during that period.)***
- ***All major events (State Championships, FEI 3* & 4*) declared 'level three' vaccinated horses only.***

In the period 1st January 2014 to 30th September 2014 it is anticipated that outstanding vaccine testing and export issues will be resolved and the following transitional activities concluded:-

- ***Impact study analyzing entry levels, vaccinated/unvaccinated ratios and local vaccine uptake; particularly the impact on, and assistance for rides in the proposed endemic zones.***
- ***NSWERA & QERA together with their Advisory Veterinarians define the Hendra Endemic areas in each state.***

From 1st October 2014 declare and enforce the endemic zones in NSW & Queensland.

Also on 1st October 2014, WA, SA, Vic., & Tas. enter the system at 'level zero'.

Voting for implementation and transition: Tas - no, Vic – yes, WA - abstain, Qld – no, NSW – no, SA – abstain. Motion is lost.

Motion 2013.11.17. Moved Tom McCormack/Mark Grogan.

Recommendation – Bio-security & Risk Management Protocols

The recommended Hendra Management System is designed as an extension of, and presupposes a sound foundation of general bio-security and risk management. It is therefore recommended that the basic bio-security and risk management protocols be revised and reinforced by 1st Jan, 2014.

It is also recommended that The Ride Committee appoint a Veterinary Biosecurity Official (VBO) from the Vet Panel who will be the official advisor to the RC on all Biosecurity matters. (See addendum #12 – Biosecurity Rules).

Voting: Tas – yes, Vic – yes, WA – yes, Qld – yes, NSW – yes, SA – yes. Carried.

Motion 2013.11.18. Moved Tom McCormack/Mark Grogan.

Recommendation - Zoetis Vaccination Package

Contact Zoetis after a Hendra Management Strategy has been agreed and negotiate an appropriate vaccine package. Frank Condon, EVA President, has offered to assist with these negotiations.

Voting: Tas – yes, Vic – yes, WA – yes, Qld – yes, NSW – yes, SA – yes. Carried.

Motion 2013.11.19. Moved Tom McCormack/Mark Grogan.

Recommendation - Legal review and Advice

As advised by AON, we recommend AERA obtain legal advice regarding the right to mandate vaccination in the various forms (Ride, Zone, state, or national) and the means by which the process may be established; whether by AERA or SMC resolution, member vote, or special resolution.

The HMS strongly recommends that once a Hendra Management Strategy is agreed in principle for NSW & Qld. the detail of the following key documents be put, as a set, to legal scrutiny and advice to ensure that our management package for Hendra virus complies with all of the relevant requirements of NSW and Qld. state authorities. Review in particular, the 'Volunteer association' status of the various levels of the organization under the WH&S Acts and advise the appropriate manner of engaging the Vets to ensure the best interests of the association and the vets are served:-

Proposed Hendra virus management strategy.

Updated bio-security and risk management protocols.

Correspondence between AERA& AON.

Correspondence between AERA & Qld WH&S.

Voting: Tas – yes, Vic – yes, WA – yes, Qld – yes, NSW – no, SA – yes. Carried.

Some of these things have already been done.

We need to get some clear legal advice on the status of vets and some of the volunteers.

One of the recommendations from the report is the biosecurity protocols are revised and reinforced from the 1st January 2014. Also the ride committee appoint a biosecurity officer.

The report makes some recommendations, therefore, we need to address those recommendations and either accepts them or not.

Tom asked each state to state where their position is regarding the mandatory vaccination issue.

Tas – Does not support mandatory vaccination.

Vic – same.

Qld – same.

NSW – same.

WA – abstain from voting as we haven't had an SMC meeting to discuss the issue.

SA – not a lot of response from the SMC.

8.6 FEI/International.

Non-FEI Events.

Selection panel, policy and criteria for selecting teams to represent Australia at non-FEI events.

QERA took the initiative and invited a NZL team to an event earlier this year which worked well.

Reciprocating event has been organised in NZL. Mark to ask Gerard to see if he is interested in taking on creating a policy and criteria for selection.

8.7 Equestrian Australia/AERA Agreement.

EA/AERA Agreement document was eventually finalised and signed on the 29 October 2013. Statement/press release went out to website, Facebook etc. Tom wrote to EA and asked them to write to the FEI regarding the situation in the Middle East. Letter was tabled. Email response from Grant was tabled. Also, there is an Endurance Forum early next year; EA will contribute \$2,000 from the funding from the annual endurance budget to send someone, and have asked the AERA to advise who we feel would be appropriate. It was agreed that the Endurance Committee would nominate someone to attend. EA has received 8 nominations from persons wanting to be on the EA Endurance Committee. Mark was excused from the meeting during this discussion. The AERA will nominate two of the applicants, EA will choose three. Seven nominations have been received.

Motion 2013.11.20. Motion: Moved Matthew Krahn/Melanie Scott.

That the AERA nominate Mark Grogan and Leigh Ann Sample as our preferred choice for the EA Endurance Committee.

Voting: Tas – yes, Vic – absent, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

Note: Mark Grogan was not present during the discussion or voting.

Participation Level Membership at EA – recommended by the AERA for 1* and 2* events. The new committee could take his on.

8.8 Veterinary Accreditation.

8.8.1 Veterinarians for Accreditation.

Motion 2013.11.21. Moved Melanie Scott/Julie White.

That Dr. Darien Jane Feary is accepted as an accredited AERA veterinarian.

Voting: Tas – yes, Vic – absent, Tas – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

8.8.2 Treatment Veterinarians.

Haven't heard back from the NVP about the proposed education program. AeraSpace is being modified to include treatment vet as a category. Brian Sheahan has been doing the courses for FEI treatment veterinarians. States could offer some kind of support to vets to attend these courses. Delegates to remind the states to do this and enter the details into AeraSpace, which can then be viewed to find a treatment vet for an event.

8.8.3 Vetting DVD.

Ieva has asked the NVP (2/8/13) to please supply a budget for the production/update of the DVD. Nothing received.

8.9 Horse Welfare & Invasive Treatments.

Pat has received IT forms from NSW only. Sandy has some to give to Pat. Still not received the IT forms from the TQ13. Matthew will chase these up. Could this go on AeraSpace – tick a box that a horse has received an IT and include the levels of IT. Also have the ability to scan in the treatment form and attach it to that horse from that ride. Pat could then just go to AeraSpace and print a report. Limited access to this area. Tom to talk to Steve Swan.

8.10 Medication Control.

There is no clause in the EA agreement about MC. Theoretically, we can do whatever we want for non-FEI events. We should continue to use EA accredited MCP. Rule book is a bit vague. EA MCP people must be members of EA. Some states reimburse EA memberships for EA MCP.

8.11 AeraSpace.

Questions from Steve Swan:

Looking forward, there are some items that need clarifying so that they can be correctly written into the program. These have already been sent to the AERA exec.

i) Harness Events

Rule A33.3 The minimum age for the driver and co-driver shall be 16 years.

Questions –

- Did this minimum age change in line with the revised Junior upper age limit. So is the age now 18?*
- Is the drivers age determined as being 16 at the time of the ride? Or is it the same as the Junior age rule where it refers to the event being in the year that the person turns 18?*

Should have changed to 18. 18 for the driver and 12 for the co-driver as a minimum. Currently, it's 16 for both. Can we enter two drivers for one horse on AeraSpace? Co-driver needs to be a day member. QERA have issued one of their members with a harness logbook. Both should be the same age.

Motion 2013.11.22. Moved Sandy Little/Pat Hodgetts.

That Rule A33.5 is amended to read:

The minimum age for the driver shall be 18 years, and the co-driver shall be a minimum age of 12 years.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried. Passed first vote.

ii) Triggers for Vet Out

In the AeraSpace Vetting Details page, a HR higher than that allowed for a leg results in an automatic vet out. Similarly with a D Overall.

Should a D for Gait have the same outcome? Ultimately this should be decided by the national vet panel.

If a horse gets a D overall and a D for gait it should be an automatic vet out. If a horse gets a D for gait, it must be a vet out. D for any parameter should be a vet out. Cap refill and skin recoil – if you get a 4 it is not a vet out. Alpha symbols – get a D and it's a vet out. Does not apply to numerical symbols. Ieva to send a note to the NVP to distribute to all the vets. Also tell Steve Swann.

iii) EWS points reduction

In section R13 of the Members Handbook it states:

13.8 Non-completion points are reduced by:

- a) 6 points on the anniversary of each penalty;*
- b) 6 points in rides up to 90kilometres;*
- c) 10 points in rides of 91 – 159kilometres;*
- d) 12 points in rides of 160 kilometres and above.*

Question: Are the anniversary points reduced on the first anniversary only, or every anniversary?

Every anniversary you get six points back for horse and rider.

Quote received from Sasha Shofay re: AeraSpace website design.

Motion 2013.11.23. Moved Liz Rutherford/Tom Perkins.

That Mark Grogan creates a technical design for a new AERA website incorporating AeraSpace.

Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried.

Mark abstained from voting.

Rider status would upgrade to “endurance” automatically. Not for the horse as there is documentation to be done, Vet ID, microchip and yellow logbook sticker needs to be done. OK to upgrade the rider automatically.

Up to date FEI information in AeraSpace

At some point we need to coincide our FEI star rating along with the people and horses that are already star rated. There is not a list of star ratings of horses and riders, but there is a list of FEI officials. You have to look on the FEI website and work it out for yourself. There is now an on-line entering system. Steve would like to get a list of FEI horses and riders that is current and enter it into AeraSpace. Tom suggested that someone from the new EA Endurance Committee should have a look at this. Mark will liaise with Steve to see if he can get that data.

Steve from 3.35pm Saturday 16th November 2013.

AeraSpace – Budget for 2014

The figures are broken down into 4 sections.

Development

Additions. Included in these are - adding to and fine tuning the PA reporting; fine tuning the EWS; fine tuning invoicing; fine tuning ride management; implementing the Electronic Timing System; addition of further reports; other things as per the Additions 2.12 sheet already submitted. We think that from now that will take 4 or 5 months, and cost \$20K to \$25K.

Maintenance

As we test the system, get feedback from users, or see a better way to structure something, there can be small amounts of work involved, probably averaging 3 (Peter) hours a week. This would total to \$15.5K for a year.

Fixed Costs

The fixed costs that Peter gets for the server won't change, so at \$160 + gst per month adds up to \$2112 per year. I'm just renewing our online backup service which will cost \$255.99 for 3 years, so about \$85 per year. Also my honorarium \$1500 per year. Total for year is \$3957.

Electronic Timing

Getting this up and running and interfaced with AeraSpace is included in the Development plans and costs, apart from any extra hardware that may be needed. We are planning to have it operational early in the new year.

Summary

Foreseeable annual expense is \$40K to \$45K.

Steve Swan

leva recommended that we have another AeraSpace training day early next year to see how we are all going and to make sure that we are all doing the same things in each state.

8.11.1 AeraSpace – ownership.

Letter received from a solicitor that Steve has spoken to. Steve to get a document relating to the IP around AeraSpace. The AERA had paid for this particular piece of software. The program is ours. AERA were to be given access to the database forever at no cost. Tom would like to get some legal advice regarding an agreement.

8.12 Tom Quilty Gold Cup.

8.12.1 2013, Kilkivan, Queensland.

Made a profit of \$18,000-ish eventually.

8.12.1.2 Kilkivan Head Veterinarian's Report.

Disappointed with the lack of detail.

8.12.2 2014, Wagin, Western Australia.

Julie thought the venue was sensational, whole event was terrific and well run. The course can be technical if the going changes. Course expectations will always vary.

Tom Mc – the oval is more than adequate. Infrastructure everywhere and it's a great venue.

The TQ14 committee would need to know about Hendra vaccinations by around Feb 2014. Hendra biosecurity report/document is due at the end of January 2014.

8.12.3 2015, Hawkesbury, New South Wales.

Some parts of the course have had fires through recently, and already there is new growth. 31st January they will start taking bookings for the NSWERA State Champs accommodation. Quilty accommodation bookings will open later in the year. Vet hospital area will be cleared out – stables and half of the area

behind it which is currently being used as a machinery workshop. There is Wi-Fi and mobile phone reception. Are the number of entries going to be capped? Campsite survey needs to be done first. Can accommodate around 300 horses. Would be on a first in, best dressed basis. Are we going to change the qualification process? Ballot systems may have to be used. Council are aware of the volume of horses and riders that will be at the event. There will be no dogs allowed at the State Champs and the Quilty – not flexible in this matter.

There needs to be line drawn regarding any profits from the event? Tom Mc: the AERA set up the celebration subcommittee to do the celebrations so that the TQ committee didn't have to. One of the items that was a concern was the coffee table book. The TQ15 committee were concerned that merchandise could suffer. The coffee table book is a joint project with TQ15 and the profits sit with the TQ15 committee. The TQ15 will manage the coffee table book. From the AERAs perspective there are the usual income avenues, plus the celebration committee which we are responsible for.

Motion 2013.11.25. Moved Mark Grogan/Trent Huxtable.

That the AERA underwrite the TQ15 Celebratory Committee for the amount of \$15,000.

Amendment to the motion: Moved Sandy Little/Julie White

That the AERA underwrite the TQ15 Celebratory Committee for the amount of \$10,000.

Voting will be individual.

Voting on the amendment: 3 yes, 8 no. One Abstain. Amendment is lost.

Voting on the original motion: 10 yes, 1 abstain. Motion is passed - \$15,000.

Ideally their goal is for their activities to be cost neutral; however, the AERA will underwrite their activities to a maximum of \$15,000.

8.12.3.1 TQ50th Celebration Committee.

Linda attended the meeting from 7.15pm Friday.

Sponsorship document has been compiled. Big screen is on the wish list and has great potential. Need a sponsor. Around \$27,000 - \$36,000. Transport and accommodation for Gabriel Stetcher has been researched.

Security is required for the memorabilia items that will be on display. Windows will be blacked out.

Trevor Knight is writing a new Quilty song. \$3,000 is the cost of his band.

Trivia Night – low cost option about \$300. Year Book would be high quality and it is envisaged to break even. Cost around \$14,000. Leather bound volume could go to the Quilty winner. AERA would own the intellectual property. Sharon Myers is keen to put it together.

Rider distance awards will have quite a few people. The ones with the higher distance could be at the buckle presentations. Erica Williams book update. Jo HB will be interested in helping Erica out.

Previous winners and multiple buckle holders to do presentations have been included.

Bus tour of the old Quilty track has also been suggested. Gill Stevenson also has a wealth of memorabilia and experience and is keen to be involved.

TQ Celebratory committee will need some more volunteers.

Coffee table book could be pre-ordered prior to the event and hopefully not have an impact on the sales of merchandise.

Commemorative buckle? AERA to pay the difference between the costs. Use a timber stand with a plaque that commemorates the TQ50th. Most people would like to see a special buckle. We did different buckles for the 2005 Quilty in Tasmania – so it's doable. Commemorative buckles could be ordered, and then other riders that receive buckles could swap them for a commemorative buckle after the event.

8.13 AHSA Rug Sponsorship.

For the first ten successful from the combined MW and HW divisions arranged by the AERA – currently sponsored by the AHSA. We need to make sure of the quality of the AHSA sponsored rugs.

8.13.1 AERA Rider Lifetime Distance Award.

A form has been designed and a notice has gone up on the AERA website, Facebook, etc.

At some stage next year we need to consider what kind of awards we want to give.

8.13.2 Correspondence received from NSWERA relating to the Northern Rivers Zone.

Tom P: Last resolution was that anybody within 200km of the Qld border can choose to join either QERA or NSWERA and belong to the Northern Rivers Zone. The NSWERA would not endorse a boundary change. If we went to the members it would include a change in the constitution and probably wouldn't be passed. NSWERA are suggesting that NSWERA acknowledge the map submitted by QERA where we agree that the members have the choice to join the association that they want to. NSW would like the people in the Northern Rivers Zone to have a choice to either join NSW or Qld. Every other state has a border, except this section. A member living in northern Victoria was forced to take out a VERA membership a few years ago when it was discovered that she was a member of NSWERA. The constitution has brought this matter to this table. QERA supports the people in this zone. NSW is only asking that the people in the Northern Rivers Zone have the option to join either state. There doesn't seem to be a ratified map, it's just a verbal history. If a ride is conducted in the defined Northern Rivers zone, the primary affiliate for that ride must be QERA? NSW and Qld to go back and negotiate with Northern Rivers and let the AERA know what's going on.

9 Rule Changes.**9.1 Rule Changes – Motions for Second Vote.**

From the NSWERA SMC, that rule A5.3 which currently states;

A5.3 - A 'cut-off' time may be applied where a ride consists of 3 legs or more, after which, riders will not be allowed to commence the last leg of the event. This 'cut-off' time will be calculated so as to allow the rider to ride the last leg at a pace of not more than 10 kph.

Be amended to read:-

A5.3 - A 'cut-off' time may be applied where a ride consists of 3 legs or more, after which, riders will not be allowed to commence the last leg of the event. This 'cut-off' time will be calculated so as to allow the rider to ride all legs at a pace of not more than 10 kph.

Motion 2013.11.26. Moved: NSWERA/WAERA.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried. New Rule 2014.

9.2 Rule Changes – Motions for Discussion and First Vote.

Motion 2013.11.27 Moved: NSWERA/QERA

A11 Ride Committee Responsibilities

11.3m) for the purpose of watering horses, water that is easily accessible must be available at least every 10 kilometres, and if this water is in drums these drums must be filled as necessary. ~~Leg 2 and those subsequent in an endurance ride MUST have water provided at least every 5 kilometres.~~

For the second and subsequent legs, the first water point must be available between 3km and 5km of the ride base.

Voting: Tas – yes, Vic – yes, Qld – yes, WA – yes, NSW – yes, SA – yes. Carried. Passed first vote.

10. General Business.**10.1 Restricting Access to Events.**

Motion from the last meeting:

That the AERA will obtain a quote to clarify the legal position of rider organisers restricting access to members and non-members on public and private property.

Ongoing. Tom Mc to talk with John Mullins.

10.2 From SAERA - Discussion Item: possible rule change/amendment or interpretation issue regarding the obligation to identify riders by weight division. Quilty is an example.

Discussion: AeraSpace allows the ride organisers to hand out the numbers as the riders nominate, and then displays them in weight division. It can be a burden on the ride organisers to allocate numbers by weight division, especially at larger events. Yes, indicate the difference between endurance, training and social riders – this can be done by giving the CS a start list which indicates which riders are novice in 80km+ events, or by other means. Start lists are available at rides. It is up to the riders to find out who is in their division. Endurance riders are all the same colour. VERA hand out the bibs to the riders and they have stripes on them to distinguish between weight divisions.

11. Meeting Dates 2014.

14, 15 & 16 March 2014.

18, 19 & 20 July 2014.

7, 8 & 9 November 2014 – **to be confirmed.** Ieva is going Equitana, so the AERA meeting would be the weekend before. Date could change.

Meeting closed Sunday, 17th November 2013 at 2.05pm.