



Australian Endurance Riders Association Inc.

Minutes of the AERA Management Committee Meeting (adjourned)

Date: Commenced at 10.00 am, Sunday 31 May 2020

Venue: Web Conference

1. Welcome by Chair

Welcome everyone to the adjourned meeting of the May Management Committee meeting.

2. Attendance

2.1. Committee Members Present

Linda Tanian (VERA) (Chair); Kerry Fowler-Smith and Noni Seagrim (NSWERA); Dick Collyer and Kim Moir (QERA); Jodie Luck (SAERA); Mark Dunn (TEERA); Sarah Dumbrell (WAERA)

2.2. Apologies

Sioux Reid, Elsje Brandis

2.3. Proxy Votes

Noni Seagrim, proxy for Kerry Fowler-Smith (due to intermittent access)

2.4. Visitors

Peter Bice, Pat Hodgetts

3. Register of Pecuniary Interest and Conflict of Interest

Addressed by pre-meeting declaration or as arises during the meeting.

Committee Member	Point of Conflict	Reason
Kim Moir	Late Correspondence – TQ19 Committee re AERA Debts	Member of TQ19 Committee

4. National Ride Entry Statistics 2019 compared to 2020 to date (Source: AeraSpace.)

Division	Endurance		Intermediate		Introductory		FEI		Total	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
NSWERA	63	1220	121	666	41	667	-	34	225	2587
QERA	40	1653	152	1139	125	624	-	54	317	3470
SAERA	13	166	19	74	44	87	-		76	327
TEERA	41	388	40	281	20	97	-		101	766
VERA	-	388	40	321	43	205	-		83	914
WAERA	18	460	29	292	24	270	-	6	71	1028
Totals	175	4275	401	2773	297	1950	-	94	873	9092

Discussion

Members regarded this report as relevant to continue to receive.

5. Portfolio Reports

5.1. COVID-19 Working Group Reports

Summary from the Working Groups meeting on 14 May 2020.

- Kerry tendered her resignation from the Working Group on 26 April and it has been determined that we will wait to see if we need to fill the position
- Actions items from the last meeting were reviewed and all but one have been completed
- Kim advised that at the QHIA meeting it was indicated that 'unused' insurance coverage was being discussed federally with the Australian Insurance Council
- Kim confirmed that AERA was not eligible for the Jobseeker allowance as we do not have employees
- The Working Group will be putting together a communication to send out to the DAs and via our social media platforms on the items discussed at the meeting to keep everyone informed of the progress being made. This will also have a positive approach to re-starting competition and that AERA is cautiously optimistic that rides will be able to recommence in most states later this year.
- We discussed the negative view that members and DAs have of AERA and the services it provides – this matter will be transferred to the agenda for the MC meeting
- A discussion on the 13-month rule resulted in agreement that we need to continue to support this rule from a horse welfare perspective and no changes should be made
- Virtual meeting options would be provided to DAs and Clubs as an information service given the inability to meet currently (particularly useful if there are any clubs that need to run their AGMs)
- The swabbing targets (2% of the previous year's endurance ride entries) was discussed and this is something that we need to continue to monitor and review as some adjustments may be required dependent on when competition can recommence
- National end of year awards may be problematic in terms of having sufficient rides in all states to make the competition viable. A possible solution may be to have the state End of Year awards only. This is something that we will continue to monitor and review.
- The Working Group will prepare a checklist, similar to the Racing Queensland checklist, for distribution to DAs. It is hoped to have this ready in time for the next MC meeting.

Discussion

COVID-19 Ride Checklist has been developed by Mark with comments from other members of the Working group and Kerry. Mark has also referred to other documents including from FEI and EQ in constructing this document. This will be circulated to all members for consideration.

Report received

5.2. AERA National Registrar – Jo Bailey

Database

Still working on missing data for email requests and any other issues as they arise, getting there slowly but surely. I have no idea how long this will take and as previously mentioned I am happy to do this work for no payment, in fact I prefer it that way, giving something back. I only ask to be reimbursed for any postage of scrolls that may be sent in the post.

Quilty Scrolls

Will distance scrolls be held over until TQ next year? Could someone please advise.

Missing data form

Some years ago AERA had a form that competitors (past and present) completed and sent to me with any details of data missing from their records, I have looked for this form but cannot seem to find it.

Could a new form be designed and sent to all states for inclusion in newsletters and placed on AERA website? This form helps me to find what data is missing from Aeraspace and also allows for correction of misspelt or change of name records to be merged together, it would be great for both horse and rider.

I recently discovered that Wertaloona Lionel, who represented Australia overseas, did in fact have a record under just the name Lionel and I would not have noticed this had it not been for a member contacting me to update her record – when I do this I fix the complete ride not just the individual's record – so all competitors records get amended.

Contact Details confirmed

Discussion

Jo has asked for reinstatement of the “missing data” form which used to be available on the website and that would be completed by riders. Receipt of this form prompts an update of the rides identified on the form. Discussion about how much data remains to be done – priority had been given to complete Quilties. Kerry noted importance of Shahzada events and that most show all vet outs as pre-ride still. Previous offers of assistance have been made and Linda will further discuss with Jo what assistance can be offered, noting that records are held by Jo.

Kim noted that in the past Jo has provided a list of all riders who are eligible to apply for a 10,000 km scroll and that this had been provided to DAs to encourage their members to apply for this.

AERA Awards – it had been decided that Kerry would confirm with eligible members how they would prefer these to be presented, either at a future Quilty or at their DA AGM. Information about presentation of 2020 awards has been provided to Jo.

Action

Linda to follow up about the form and will ask Jo to provide the list of eligible riders for 10,000 scrolls. Also, to ask about opportunities for others to assist with historical data entry.

Noni to correct Jo’s contact numbers on the website and the forms.

5.3. AERA Awards

Decade team – Linda Tanian

One of the VERA members got in touch with me about their goal to make the Decade Team award. This is their last year that they need to get done and dusted to claim the award and they had the goal of competing in at least one 80km event this year. The question was raised about an extension being made to allow them to include any 2021 results if there were little or no rides this year. Any thoughts on this one? It may also be applicable to the Points and Distance Awards – we should determine what we are going to do about these if we:

- a. Don’t have any rides this year
- b. Get to have a few rides this year

We may need to give consideration to equity in terms of opportunity and what the minimum number of rides would be to have something that could be classed as a competition, i.e. 4 rides might not be enough rides to avoid the 20 equal first place winners in each division that would result.

Discussion

It was determined that this had never been an AERA Award but there was consensus that this would be included now to acknowledge the long relationship between horse and rider.

Looking at the history of this as reported in Introduction to Endurance magazines, the criteria had been at least 1 x 80 km ride per year over 10 years, but it had not been a requirement that this be completed in a 10-year period.

Suggestion that a certificate would be provided on application and that this could be presented at a TQ Event or at a DA AGM. The application should go to the National Registrar in the first instance to confirm that nominated rides were correct.

Once the criteria and process are established, this will be promoted on Facebook.

Actions

Linda to present a form and procedure for the next meeting.

5.4. Website / Webmaster

Moved to late reports.

5.5. Facebook

Moved to late reports.

5.6. Media – Linda Tanian

Following the airing of the Australia All Over radio show, hosted by Macca, a FB post was made by Meg Wade. This post highlighted a portion of the radio show in which two people had written to the show to raise the issue of the staging of the 2020 Tom Quilty event and made some incorrect statements. A response was provided to the FB post, which was gathering some interest, to indicate that a decision had now been made about the staging of the Quilty in 2020 and that any announcements would be made via AERA's social media platforms.

In addition, a post was made on AERA's social media platforms correcting the information provided on the Australia All Over show.

An email was sent to Macca updating him on the current situation with the Tom Quilty event and correcting the statements made previously. As at the time of writing this report the audio file from this week's show is not yet available, so it is uncertain whether the email was read out on air or not.

As a follow on from this event NSWERA has written to WAERA about the issue and requested action.

Report received

5.7. AeraSpace – Linda Tanian

Database SC Report

Very little work has been done over the past few months as the Database SC is keeping the belt tightened to assist AERA in reducing expenses. Peter Johnson's expenses have been reduced from approximately \$2,000 - \$3,000 per month down to the last month's invoice for just under \$150. Requests for some changes have been deferred and only critical defects have been resolved at this point. There are still maintenance activities for the Azure database and installation of security upgrades to be installed. The one change that we did implement was to provide visibility, on the ride calendar, as to which rides had been postponed and cancelled. This additional information is for the benefit of members and allows them to see what rides may still be on the calendar should we get a restart.

All state Calendar Coordinators were provided with this information but very few states have updated the calendar as yet. Hopefully, they will take the time to make the appropriate adjustments to their calendars.

A request from SAERA has been received to provide pricing on the purchase of an ETS. This request contained two elements:

1. Purchase of a brand-new system
2. Purchase of the existing AERA system on a 'second hand' basis with, hopefully, a discount for purchasing a system that is already in use.

A quote for a new system is available and will have the current pricing policy of the 10% profit margin included. I have requested information from Tom McCormack, who manages the AERA ETS to see what state it is in and how much wear and tear it has suffered. This information will be available at the meeting and a recommendation is required as to what pricing strategy we should be applying to the quote for the second-hand system.

Discussion

Request from SAERA re option to purchase the ETS currently in use by AERA at a reduced price is not recommended by the Sub-committee as AERA still has to outlay the full cost of replacing this.

Action

Sub-committee will provide a quote for a new system.

Report received.

5.8.Chief Stewards and TPRs – Mark Dunn

A few issues have been progressed / considered since the last AERA meeting.

SA is progressing the accreditation of 'a couple of CS candidates'. The relevant documents have been provided to Mel Scott.

SA (Mel) also wrote to me expressing concern that the recently circulated catastrophe information flow protocol was not embedded in the Rules. I advised this was on the agenda for our May meeting.

AERA received one comment about whether implementing a Rule mandating particular CS / ride entry ratios was desirable following its request for comment on this, circulated earlier in 2020.

I've not had an opportunity to consider this in any detail yet however, that only one response was received suggests there is no major dissatisfaction with the existing arrangements.

It was suggested by Linda that the CS assessment process might need updating in light of the Rule (and other eg ETS) changes that have occurred in the last few years. This is on my 'to do' list.

Also suggested by Linda was that a chat group of some sort be set up for CSs. Consideration of this is also on my 'to do' list.

I wrote to DAs notifying them that TPR badges were now available and encouraged them to obtain and distribute them with some ceremony to acknowledge the important role played by volunteer TPRs. Only WA has been in touch so far and I've sent them some badges.

An updated version of the CS Ride Report form is in the process of being uploaded to the AERA website. Once done, DAs will be notified and advised to instruct CSs to use the updated form.

Discussion

Concept of a "chatgroup" on Facebook was supported and was seen as an opportunity to share experiences and learning – could include some mock exercises or some annual reviews to support knowledge of processes that may not be used often, such as horse catastrophe reporting.

Review of CS accreditation and review process - Mark is sending out an email to CSs to seek feedback on this. One of the questions posed will be whether 3 Probationary rides is enough. Suggestion that the exam include completion of an Equine Catastrophe Form as this is not often used and so people are not familiar with this. Discussion about whether a checklist would support this, but other opinion was that this is supported by the Rulebook and by the information in the forms.

Feedback to come to next meeting.

Report received.

5.9.National Veterinary Panel – Mark Dunn

Mark apologised for not providing a report but provided an update on what has occurred.

- All panel members have been appointed approximately 4 weeks ago;
- Mark has communicated with the group to welcome and to advise of things on hold in current situation;
- Advised that first meeting will include election of someone to chair meetings and to discuss how this will work. Mark will share the COVID checklist for discussion;
- Aware that there is interest in the Vet accreditation process and guidance around referral facilities and how far away these may be. Mark suggested that latter point should be considered by the AERA Management Committee first.

5.10. Horse welfare and Invasive Treatments – Mark Dunn

Mark provided a verbal report that he has not progressed with an analysis of invasive treatments. It was noted that there are still concerns about how consistent the data upload is, but that there had been some improvement in information being provided.

5.11. Medication Control

5.11.1. Swabbing Report – Marylou Locke

Advice received that there is nothing to report.

5.11.2. EADCM matters

With reference to FEI's review of the rules relating to drug use for humans and horses, it was noted that the first draft of rule changes will be published on 13 July with a deadline for comments by 31 August 2020.

The General Assemble will approve these 17 November 2020 for implementation on 1 January 2021.

Discussion

Affiliation with EA has required that AERA rules regarding use of drugs are congruent with FEI rules but at present we have no rules relating to human athletes – but would we have to comply with these rules for FEI rides?

New FEI rules to be implemented from 1 January 2020 and would AERA have to align with this scheduling.

Reflection on how current rules were implemented and at times the application of these rules has not aligned with AERA rules. Kerry noted there had been problems in applying sanctions and in processing positive results. This had resulted in an appeal process being added and amendment to another that had not worked for us.

Pat spoke about how the EADCM rules had come about and that she had been one who had supported the EA swabbing process. If FEI rides are being held, they would have to adhere to the EA/FEI rules and processes. It was important that the swabbing process remains infallible.

Kerry noted that her concern was more about the process for handling of results- the result is received by EA and forwarded to AERA for review before passing on to the relevant DA to manage. There was concern that AERA was involved when previously it had not been, and that penalties were not in line with the NSWERA constitution.

Noted that when the new FEI rules are received the Rulebook SC to consider when draft is available and request that Kerry highlight rules that are of concern.

5.12. Biosecurity

There was nothing to report from this subcommittee.

Discussion Paper re rule 16.5 – Mark Dunn

Discussion

Mark spoke to the paper and noted that this review had eventuated from its reference in several items of correspondence and the discussion that has been ongoing about Motion 6 at the QERA AGM. It has been noted that the rule was "problematic and difficult" and discussion of this at TEERA had resulted in vigorous interest.

Dick spoke to the two options presented in the paper. Option 1 is relatively straight forward, removing a lot of what is currently in the rule as this is covered in the AERA Biosecurity Statement. Dick suggested that the referral issue is more complicated and may depend on many factors.

Responsible person can at any time say there is a risk and I accept that – the rules need to acknowledge the risk.

Dick also suggested that there has been some confusion about referral and treatment. In exceptional circumstances a horse may not receive treatment at an event, but the Treatment Vet would generally be able to provide on-site veterinary treatment.

Mark supported Dick's explanation of Option 1 which states that responsibility sits with the *person responsible* and acknowledged that the existing rule is about Hendra without saying that.

Mark suggested that this requires more work and will be brought back to the next meeting.

5.13. Equestrian Australia – Endurance Committee

Nil report received.

Action

Linda will discuss with Chris Bailey, Chair of the EAEC and will seek to improve the communication and reporting between AERA and EAEC by offering alternative methods.

5.14. Governance and Policy

5.14.1. AERA Constitution

Discussion about actions required from here

Affiliation Agreement – to be signed by DAs by 1 March of each year

By-laws to be documented – 9.1 fees; 11.1 discipline

DA Constitutions to be aligned.

Action

The Governance Sub-committee will report on these items to the next meeting.

5.14.2. Policy, Strategic Planning, Restructure

Nil report received

Discussion

Comment re funding options – funds may be available to support recovery, but most is distributed through the states. When we last sought assistance to develop a strategic plan this was quite costly. Kim suggested that all DAs look at funds that may be available that could also be applied to a targeted concept such as strategic planning, that could be applied to the national body and has a definite outcome to support the sport going forward. Note that strategic planning is relevant to long-term planning that would allow us to prepare better for situations such as COVID-19.

Another option is to look for funds that support training outcomes for volunteers, for example, that could be used to develop a webinar to train volunteers in the use of the data base and again an outcome that could be applied nationally.

Noni reported that nothing has been done in the area of strategic planning but will work towards a first meeting.

5.15. Tom Quilty Gold Cup

5.15.1. Queensland 2019

Nil report received

5.15.2. Western Australia ~~2020~~ 2021

The signing of the event agreement requires acceptance of invitation, advice on dates and the Vet Team. Note that late correspondence has been received accepting the invitation to host TQ21 in WA – other information still to be supplied.

Discussion

Started review on paperwork re TQ – will look at event agreement – what we have talked about is having an interim agreement and then a final agreement – 2 years out have the interim agreement and closer to the event there will be a final agreement

5.15.3. New South Wales 2021 2022

As with TQ21 an invitation has been sent to NSWERA and to the Tooraweenah committee inviting them to host TQ22

Action from the March meeting, having accepted their proposal in principle, was that Peter would advise them on further information that was required by AERA. This has not yet happened.

Correspondence had been sent to the Committee asking for minutes etc and providing a copy of the TQ Manual.

Test event – action from last discussion was to have NSW bring back a discussion paper – Noni to action

Date of event in 2022 will probably be the same weekend as had been proposed for 2021. Concern was raised that the Committee may be asked to do a test event and this decision should be made as soon as possible.

Action

NSWERA to provide a discussion paper on whether or not a test event was required and also to provide the CS report from the 2018 NSW State Championships that was to have been considered as the test event.

6. Rule Changes

6.1. Motions for a second vote

6.1.1. TEERA re Rule 62.5

With reference to the final AERA Equine Catastrophe Notification Protocol, as unanimously agreed to by delegates at the November AERA meeting:

In the first instance, delegates should 'endorse' it as AERA policy.

Also as unanimously agreed to by delegates at the November AERA meeting, a Rule change is in progress to incorporate it into the Rules.

Rule will now read:

62.5 a) Where a horse catastrophe occurs, the chief steward shall verbally notify both the relevant DA President or Secretary and the AERA President or Secretary within 48 hours of the horse's death.

b) Thereafter the information flow procedure shall be as described in Appendix 1 to these Rules.

Motion: 2020/03/12 Moved: TEERA / QERA

That Rule 62.5 be amended by adding a) to the first sentence, adding sentence b) and incorporating the final Protocol into the Rules as Appendix 1.

Voting: NSWERA – yes; QERA – yes; SAERA – yes; TEERA – yes; VERA – yes; WAERA – yes Carried unanimously.

Passed on first vote and will be carried forward to the AERA Meeting July 20 for a second vote.

Attached document AERA Equine Catastrophe Notification Protocol_200321.

Discussion for second vote –

Motion: 2020/03/12 Moved: Mark Dunn / Dick Collyer

That Rule 62.5 be amended by adding a) to the first sentence, adding b) Thereafter the procedure shall be as described in Appendix 1 to these Rules.

Voting: NS – yes; KFS – yes (by proxy); DC – yes; KM – yes; JL – yes; MD- yes; LT – yes; SD – yes. Carried unanimously.

To be implemented as a rule change from 1 January 2021.

62.5 a) Where a horse catastrophe occurs, the chief steward shall verbally notify both the relevant DA President or Secretary and the AERA President or Secretary within 48 hours of the horse's death.

b) Thereafter the procedure shall be as described in Appendix 1 to these Rules.

Discussion

It was noted that the voting procedure requiring a rule change to be considered at two meetings is not recorded in any document.

Action

Governance Committee to clarify rule change process.

6.1.2. QERA re Rule 52.2Rationale

The motion for this rule change was discussed at the 2019 QERA Annual General Meeting and was subsequently voted on by members with the motion carried.

There is concern that horses being put on rest orders having competed in an endurance ride are then being entered in other disciplines.

Motion: 2020/03/xx Moved QERA/

That Rule 52.2 be amended to include the words "or any other competitive ride or race".

52.2 A rest order may require that a horse not be permitted to compete in an endurance ride **or any other competitive ride or race** for a defined period of time, up to a maximum of 12 months. The time period imposed should be sufficient for the horse to recover from its injury or stress and incorporate a period of time for the horse to recommence training and regain fitness.

Discussed at meeting March 2020 and passes on first vote.

Motion: 2020/03/12 Moved QERA/SAERA That Rule 52.2 be amended to include the words "or any other competitive ride or race".

NSWERA – abstain; QERA – yes; SAERA – yes; TEERA – no; VERA – no; WAERA – no

Carried by majority: For – 7; Against – 6; Abstain – 5

Discussion

Further discussion raised points of concern –

- how to define "any other competitive race" and what sanctions would be applied;
- how this could be implemented, as a DA would not know that a horse on a rest order was participating in another discipline;
- did we have authority to direct members participating in other events;
- other disciplines may not be as stressful as endurance training which is allowed in the current rule.

Request was put forward to defer voting so members could discuss further with their DA Management Committees.

Consensus that this rule change was deferred for second vote to the next meeting.

6.1.3. QERA re rule 4.1 Table 4***Motion: 2020/03/xx Moved QERA***

That Rule 4.1 Table 4 be amended to read "Marathon Ride - A single ride where a minimum (excluding any elevation legs) of 240 km is completed over at least 3 consecutive days".

The Rulebook currently defines a marathon as

"A single ride where a minimum (excluding any elevation legs) of at least 80 km or more is ridden each day for 3 or more consecutive days"

It is considered that this change will allow Ride Organisers to have some flexibility in planning of leg lengths over 3 – 5 days.

Discussed at meeting March 2020 and passed on first vote.

Motion: 2020/03/13 Moved QERA/ NSWERA

That Rule 4.1 Table 4 be amended to read “Marathon Ride - A single ride where a minimum (excluding any elevation legs) of 240 km is completed over at least 3 consecutive days”.

**Voting: NSWERA – yes; QERA – yes; SAERA – yes; TEERA – yes; VERA – yes; WAERA – no
Carried by majority: For – 16; Against - 2**

Discussion

Questions raised about distances allowed each day and response that this was guided by the rulebook. It was also noted that a DA has to affiliate a ride and would consider the distances proposed for each day before approving the ride application.

Request was put forward to defer voting so members could discuss further with their DA Management Committees.

Consensus that this rule change was deferred for second vote to the next meeting.

6.1.4. QERA re rule 50.1

Clause 50.2 was changes as of 1 January 2019, but the rationale put forward to change this motion had not included changes that should have been applied to other parts of the Rulebook to support the change.

Rule as per 1 Jan 2016 – version 1

50.1 A *logbook* shall only be used for the horse named and identified in the *logbook* and shall be used in all *rides* affiliated with the AERA or a DA with the exception permitted in Clause 50.2.

50.2 A horse that has been issued with a *logbook* may enter an *introductory*, *intermediate* or *micro-marathon ride* utilising a *vet card* provided the correct name of the horse and the AERA horse number as recorded in the Logbook are recorded on the Vet Card and AeraSpace.

Rule as per 1 Jan 2019 – version 2

50.1 A *logbook* shall only be used for the horse named and identified in the *logbook* and shall be used in all *rides* affiliated with the AERA or a DA **with the exception permitted in Clause 50.2.**

50.2 If a horse **that** has been issued with a *logbook*, that *logbook* must be used when that horse is entered in an affiliated *introductory*, *intermediate* or *micro-marathon ride*.

Note that rule change put forward now is to remove the highlighted words in version 2 as the exception no longer exists in 50.2. There would also have to be changes to 45.2 and table 17 to remove the reference to the exception allowed in the rule version 1.

Motion:

Motion that 50.1 and 50.2, rule 45.2 and table 17 be amended as per the rationale.

The rule will now read

50.1 A *logbook* shall only be used for the horse named and identified in the *logbook* and shall be used in all *rides* affiliated with the AERA or a DA.

50.2 If a horse has been issued with a *logbook*, that *logbook* must be used when that horse is entered in an affiliated *introductory, intermediate or micro-marathon ride*.

Discussion at March 2020 and passed on first vote.

Motion: 2020/03/14 Moved: QERA/ NSWERA

Motion that 50.1 and 50.2, table 45.2 and table 17 be amended as per the rationale.

Voting: NSWERA – yes; QERA – yes; SAERA – yes; TEERA – yes; VERA – yes; WAERA – abstain

Carried by majority: For – 16; Abstain - 2

Motion: 2020/03/14 Moved: Dick Collyer / Noni Seagrim

Motion that 50.1 and 50.2, rule 45.2 and table 17 be amended as per the rationale.

Voting: NS – yes; KFS – yes (by proxy); DC – yes; KM – yes; JL – yes; MD- yes; LT – yes; SD – yes.

Carried unanimously.

To be implemented as a rule change from 1 January 2021.

6.2. Notice of motions for first voting on rule changes

6.2.1. Rule 51 – Invasive Treatments

Rule 51 deals with a number of invasive treatment related matters.

Rationale

Immediately after a 2019 event, a horse presented to an equine hospital for treatment after receiving invasive treatment at the ride base. Hospital vets were unable to determine what treatments were administered to the horse at the ride base as no hand over was given and contact details for the treatment vet at the ride were not known. It is important that vets treating horses at equine hospitals after events have access to information about treatments already administered.

A suggestion was made following a review of events at the ride that a change be made to the Rules to prevent a recurrence.

I propose the sentence below be included in Rule 51 as 51.5 and that all subsequent parts of the Rule be renumbered appropriately.

51.5 When a horse receives invasive treatment at a ride, the chief steward shall provide the person responsible with a copy of the AERA Form 4 Invasive Treatment – Veterinarian. The document may be photocopied at the Ride Secretaries office or be provided electronically.

Discussion determined that the last sentence was not required.

Motion: 2020/05/14 Moved: Mark Dunn / Dick Collyer

That rule 51 Invasive Treatment will include 51.5 When a horse receives invasive treatment at a ride, the chief steward shall provide the person responsible with a copy of the AERA Form 4 Invasive Treatment – Veterinarian and other parts will be numbers appropriately.

Voting:

NS – abstain; KFS – abstain (by proxy); DC – yes; KM – yes; JL – yes; MD- yes; LT – yes; SD – yes.

Carried by majority: For – 6 votes; Abstain – 2 votes.

Passed on first vote and carried forward to next meeting for second vote.

6.2.2. Rule 62.5 – Equine Catastrophes

Presented by Mark Dunn Rule 62.5 notes that:

Rationale

62.5 Where a horse catastrophe occurs, the chief steward shall verbally notify both the relevant DA President or Secretary and the AERA President or Secretary within 48 hours of the horse's death.

After a ride in 2019 a horse died after leaving the ride base. No notification was made to those people specified in 62.5 as the responsible person was not familiar with the process. A recommendation from the review of that catastrophe was that:

'..endurance riders nationally be provided with education about the need for equine catastrophes that occur subsequent to an endurance ride to be immediately notified to the Chief Steward of the ride and/or DA officials.'

AERA sent info to the DAs, requesting it be passed on to members. It was subsequently suggested that this concept should be embedded in the Rules.

Proposed that Rule 62.5 be amended to read as follows:

62.5 Where a horse catastrophe occurs:

62.5.1 the chief steward shall verbally notify both the relevant DA President or Secretary and the AERA President or Secretary within 48 hours of the horse's death

62.5.2 where the catastrophe occurs subsequent to the ride (ie not at the ride base), the responsible person shall notify the Chief Steward within 48 hours of the horse's death. The Chief Steward shall then verbally notify both the relevant DA President or Secretary and the AERA President or Secretary within 48 hours of receiving the notification from the responsible person.

Discussion

Concerns were raised about the timeframe for this and how long after a ride would this rule apply and also how are we going to enforce this new rule when we have no clue what happens to a horse once it gets home?

Mark acknowledged that these points were relevant, but the further rationale was that if it is in the rule book it is more likely to happen. He also stated that an equine catastrophe is the most serious things that can happen in our discipline and we need to be aware of any catastrophes that occur so we can respond to them.

Motion: 2020/05/15 Moved: Mark Dunn / Dick Collyer

That Rule 62.5 be amended to read as follows:

62.5 a) Where a horse catastrophe occurs, the chief steward shall verbally notify both the relevant DA President or Secretary and the AERA President or Secretary within 48 hours of the horse's death

62.5 b) Where the catastrophe occurs subsequent to the ride (ie not at the ride base) and as a result of events at the ride, the responsible person shall notify the Chief Steward within 48 hours of the horse's death. The Chief Steward shall then verbally notify both the relevant DA President or Secretary and the AERA President or Secretary within 48 hours of receiving the notification from the responsible person.

Voting: NS – no; KFS – no (by proxy); DC – yes; KM – yes; JL – yes; MD- yes; LT – yes; SD – yes.

Carried by majority: For – 6 votes; against – 2 votes.

Passed on first vote and carried forward to next meeting for second vote.

The meeting was adjourned for lunch from 12.10 to 12.40

7. General Business

7.1. Data Usage Agreement

The Data Use Agreement had been circulated for comment.

Discussion

The Privacy Act referenced in the document is not applicable to us – removed.

Clarification that document will be used to negotiate – will be completed, considered and signed off or sent back for review to reach a point of mutual acceptance. It can be amended if the need arises

Data can be kept till the project is concluded – it should not be used for any other purpose and “recording” refers to what is in public arena. There will be a reference to data being destroyed once project is concluded.

Query whether AERA could decide not to allow publication – to consider a change to the wording.

All persons who may access the data should be named with qualifications and any changes or additions of personnel would have to come back to AERA for approval.

Option to include advice about other information that has been referenced eg what is available in the public domain.

Control of data is with regard to the source data not the report. Consideration that data collated could be stored for comparison with a later project but if there was a comparative study that data could be pulled again.

Can this be time-defined and project-defined?

Transmission of data to others could be more clearly written, so that it is clear that others involved are held to the same conditions as provided in the agreement.

Overview

The intent is to have something as a starting point for negotiation which is much better than has been available to date.

Action

Linda to re-send document with changes as discussed for acceptance.

8. Late Reports

8.1. Horse Welfare Sub-Committee

Not a lot of activity since the ‘March’ meetings, which seem like only yesterday....

The HWSC has:

- Considered the Rule 16.5 options paper
- Circulated to DAs a Hendra virus winter update from the Qld Chief Vet
- It is our intention to prepare a discussion paper on whether a Rule should be implemented around what is an acceptable distance to a referral clinic from an event.

Report received.

8.2. Website

The website team have been slowly working our way through the website, updating information and correcting some typos.

We called for some member photos via Facebook and had an over whelming response, as a result the website is looking much more colourful and we have a good stockpile of photos from riders of every level around the country.

We will be working further to expand the gallery to include some photos of Quilty winners throughout the years. Talea has been able to post all media statements fairly quickly over the past few weeks to help keep members informed.

Discussion

It was noted that it is good to see the website more active and that AERA has more of a face on social media platforms.

Report received.

8.3. Facebook/Instagram

Facebook has been our main communication channel with our members over the past few weeks and we have seen good engagement as we waded through the uncertain waters of COVID-19.

The AERA page is a “member” of every States official FB group excepting WA which means that I (or other FB moderator) have to share to that group privately rather than the most direct and official method of sharing directly as the page. Something to look at in the future perhaps.

Instagram has now been re-activated and I have begun with a “walk down memory lane” of past Quilty winners. I will continue to work through this and will gather some other content.

Discussion

Noni commented that she welcomes ideas from others about future content.

There is still work to be done to build up a following. Currently we are posting to Instagram and then to the AERA Facebook page but has not yet shared to other DA Facebook pages.

Noni is currently the only one with access to Instagram but can provide the password to others if they want to contribute.

8.4. Late Correspondence Inwards

Date	Correspondence Inwards	Action
Correspondence received since agenda was circulated		
20/05/20	L Annetts – query re posting of minutes	Responded
21/05/20	QERA re members to AERA Management Committee	Noted
	TQ19 Committee re AERA Debts – fwd to members	Agenda
22/05/20	A Bailey re Database Development – acknowledged – fwd to members	Agenda
	QERA response to correspondence re member complaint – fwd to members	Received
	Debbie Roe via I Peters re replacement buckle -fwd to delegates	Agenda
	NSWERA re members to AERA Management Committee and queries re appointment of AERA MC Office Bearers	Noted
	SAERA M Scott re membership refund	Agenda
	SAERA re AERA MC Members	Noted

8.5. Business Arising from Correspondence

8.5.1. Luke Annetts

Luke enquired about when minutes would be posted on the website.

Action

All finalised versions of minutes to be forwarded to Linda – Kim.

8.5.2. Stirling’s Crossing Endurance Club (SCEC)

SCEC responded to AERA letter requesting repayment of travel expenses for Vets and Chief Stewards. Letter acknowledged errors made in processing invoices and encouraged a review of the manual. The letter also noted that advice provided to the club about arranging vets and advice re the payment of expenses had been sought but not responded to.

SCEC expressed disappointment that what had been a successful event, that had raised significant funds, had ended in a debate about what was a relatively small amount of money. It was also considered by the club that some of the advice they had received had complicated this process and that they had sought to achieve a vet team that was representative of all DAs though this had not been supported by all DAs.

Discussion

It was noted that the amount of money gained by AERA from TQ19 was not as much as suggested due to expenses that AERA had responsibility for in supporting a TQ event. It was noted that an audited financial report has not yet been received.

Kim noted that the financial reporting is complicated because the event covered two financial periods. The club's finances have been audited to the end of June and discussions are ongoing with the finance team to extract the information from the two years covered and have this audited.

Action

Acknowledge the letter, state AERA's disappointment also at the final outcome of this event and advise that comments regarding the review of the TQ Manual have been considered.

8.5.3. Annette Bailey ref database

Annette's letter was an enquiry about how AERA is proceeding with ongoing development of the database to support online processes such as memberships and renewals, membership data and entries.

Linda reported that all of these are on the enhancement list for the AERASpace Sub-committee but that everything had been put on hold to work within the no-income budget.

Query re how much this would cost, \$2000 or \$20000? – Linda suggested towards the higher end of the scale but depends on the approach taken. The recommended option from the Sub-committee is to build this level by level, so will start with changes to horse and rider information, then online access to members. There is no definite timeline for these and smaller changes can be done in 3 weeks while more major changes can take up to 2 months but it is not recommended to do too many changes at once.

Next meeting of Sub-committee is in two weeks and will look at progressing this.

Action

Letter to Annette with above response.

8.5.4. Debbie Roe

Letter to ask if a replacement buckle can be purchased for Lorraine Riches whose buckle achieved in WA in 2001 was lost due to a home invasion.

Discussion

Buckles in current use are selling for \$320. There are some older buckles in stock.

Action

Kim to check on buckles available and provide response.

8.5.5. SAERA re Membership refund

Correspondence from SAERA advising that a member has asked for full refund of membership for 2020 and Personal Accident Insurance.

Linda had discussed with Mel Scott advising that AERA would not refund as the part of the membership fee has already been used. Also advised how VERA was managing similar requests and to discuss insurance matters directly with SUREWiSE.

No response required.

8.5.6. WAERA

Letter received from WAERA accepted invitation to host TQ21; it did not contain information confirming Senior Vet Team as was noted in the agenda.

8.5.7. NSWERA correspondence re date of TQ

Letter was received on 29 May and had not been included in late correspondence. It was discussed due to its bearing on ongoing discussions about TQ21 in Western Australia.

Linda noted that she has had conversations with WA and TQ20 committees and they are aware of this issue.

Letter received from NSWERA concerned that dates for TQ21 may impact on the Shahzada event that has traditionally been held during the last weekend of August. Concern that if these events are scheduled too close together this could impact on the numbers attending both events

Action

Letter from AERA to WAERA and TQ21 Committees consider the date of TQ21 with regard to the established date of the Shahzada in New South Wales.

9. Next Meeting Dates

Meeting is scheduled for weekend of 18/19 July.

Discussion

Standing orders state that agenda must be out 1 month before the date set for the next meeting which is 18 days thence. Agreed that Standing Orders could be varied given more frequent meetings.

Agreement also that agenda would be provided 14 days prior to meeting; there will only be one agenda with a Subsidiary Agenda to be provided with any late items.

Question whether we need to have "adjourned meetings" and whether a better option is just to end one meeting with any unfinished business carried forward to the next scheduled meeting. Concern that as rides go back on the agenda and there is more time between meetings this could result in a delay in actioning agenda items.

Action

Consideration to be given to whether carrying forward agenda items to a new meeting is in line with the constitution. Linda to provide feedback to next meeting.

10. Meeting Closed 2.16 pm AEST

Linda stated appreciation of everyone's efforts in attending and participating in the meeting noting that this meeting was concluded over 2 days compared to the March meeting that took 4 meetings.