



Australian Endurance Riders Association Inc.

Minutes of the Committee Meeting

Date: Saturday 4th April, from 10.00 am AEDT - Continuance of AERA Meeting held 21 and 22 March

Venue: Note due to travel restrictions related to Covid-19 virus this meeting was conducted through the digital platform GoToMeeting.

1. Welcome by President

Linda Tanian opened the meeting and thanked all attendees for giving up another part of their weekend. Linda also expressed the hope that everyone was well and complying with current government guidelines.

Recommendations of items to be prioritised for discussion included:

- COVID-19 – response planning
- Any further information from TQ20 and TQ21 planning
- Review of budgets
- EA Affiliation agreement
- Communication to members – website and Facebook
- Response to EVA, RSPCA
- Response to correspondents re QERA Motion No. 6

2. Members Present

2.1. AERA Delegates Present:

Linda Tanian (Chair), Peter Bice (NSWERA), Noni Seagrim (NSWERA), Dick Collyer (QERA), Leigh Ann Sample (QERA), Kim Moir (QERA), Stella Harbison (SAERA), Pat Hodgetts (TEERA), Mark Dunn (TEERA), Sioux Reid (VERA), Sarah Dumbrell (WAERA) Elsje Brandis (WAERA).

2.2. Apologies

Kerry Fowler-Smith (NSWERA), Jodie Luck (SAERA).

2.3. Proxy Votes:

***Motion: 2020/04/01 Moved; Kim Moir / Sioux Reid
That the appointment of Noni Seagrim as proxy to vote on behalf of Kerry Fowler-Smith is
accepted.
Carried unanimously.***

2.4. Visitors

Nil

3. Portfolio Allocations

Portfolios allocated – first person named is reporter and chairperson. Those highlighted in red are non-committee members

- Liaison - AERA Webmaster: Noni Seagrim (Chair), Linda Tanian
- Liaison - National Veterinary Panel: Mark Dunn
- Document Library (WIP): Linda Tanian
- CS &TPRs: Mark Dunn

- Horse Welfare: Mark Dunn (Chair), **Jo Hamilton-Branigan**, Linda Tanian
- Medication Control: **Marylou Locke (Reporter)**, Sarah Dumbrell, Sioux Reid
- Constitution: Kerry Fowler-Smith (Chair), Dick Collyer & Sioux Reid
- Database: Linda Tanian (Chair), **Anita Fortsch, Adam Garvin and Tom McCormack**
- EA-International: Leigh Ann Sample in consultation with **Louise McCormack**
- AERA Rulebook: Dick Collyer, Mark Dunn
- Strategic Plan: Noni Seagrim (Chair), Sioux Reid, Sarah Dumbrell
- Facebook: Sioux Reid, Noni Seagrim, Jodie Luck, **Jane Radny, Ieva Peters**
- Sponsorship/ grants/revenue: Sioux Reid, Kim Moir
- Quilty Advisory Panel: Pat Hodgetts, **Ieva Peters**, Peter Bice, Dick Collyer, **Tom McCormack**
- Insurance Advisor: Sioux Reid, Kim Moir
- AERA/Quilty Awards: Kerry Fowler-Smith, **Jody Smith, Ieva Peters**, Peter Bice
- AERA Distance Registrar Liaison: Linda Tanian
- Biosecurity: Linda Tanian, Pat Hodgetts, **Luke Annetts, Matthew Walker, Jo Hamilton-Branigan**, Sioux Reid, **Bill Harbison**
- EADCM Review Panel: Linda Tanian, Peter Bice, Pat Hodgetts, Mark Dunn
- Media and Publicity: Linda Tanian
- Governance: Linda Tanian, Kerry Fowler-Smith, Peter Bice
- Meeting Notes: Leigh Ann Sample

Actions

Elsje advised that WAERA had expressed concern that Ieva Peters is still listed as a member of AERA Sub-committees as her membership of WAERA has been suspended for 12 months following a breach of Social Media Engagement Rules. WAERA regarded that this had been reported to AERA by provision of minutes of meetings. Elsje to ask WAERA to write to formally advise of this.

It was agreed that when formal advice is received from WAERA, Ieva would be removed as an admin of the AERA Facebook page.

Kim Moir to confirm with all non-MC sub-committee members that they are still available to be part of the relevant sub-committee, and to confirm that they have current confidentiality agreements in place.

4. Register of Pecuniary Interest and Conflict of Interest

Addressed as arises during the meeting.

Committee Member	Point of Conflict	Reason
Kim Moir	Correspondence item 15.2.2.2	Author
Elsje Brandis	TQ20	Committee Member
Kim Moir	Review of budget	Recipient of honorarium

5. Registration of votes - noted

Based on Adult & Junior Riding Membership (AeraSpace, 31/12/2019).

Voting: NSWERA - 5; QERA - 6; SAERA - 1; TEERA - 2; VERA - 2; WAERA - 2. Total 18

6. Previous Meeting Minutes

6.1. Amendments to the minutes of the Committee Meeting held via web conference on 17 December 2019 (omitted from first agenda)

Nil amendments

Motion: 2020/04/02 Moved: Mark Dunn / Peter Bice
That the Minutes of the Committee Meeting via web conference on 17 December 2019 are accepted.
Carried unanimously

6.2. Amendments to the minutes of the Annual General Meeting held via web conference on 21 March 2020

Amendments submitted on 25 March had not yet been distributed to all MC members. Motion held over to next meeting.

6.3. Amendments to the minutes of the Committee Meeting held via web conference on 21 and 22 March 2020

It was agreed that members had had insufficient time to read these minutes and acceptance of the minutes would be held over to the next meeting.

6.4. Amendments to the minutes of meeting between WAERA, TQ20 and AERA by web conference on 25 March.

Nil amendments

Motion: 2020/04/04 Moved: Kim Moir / Peter Bice
That the minutes of the meeting between WAERA, TQ20 and AERA by web conference on 25 March are accepted.
Carried unanimously

7. Matters Arising from the Minutes –further discussion on priority items from 21/22 March and business arising from AGM Minutes

7.1. AERA response to COVID-19

Mark suggested that more time needed to be given to a “planning session” to consider what the next 6 months might hold – are we aiming to “build a bridge”. Items to consider will be budgetary decisions as we are already aware that there is major impact on income.

Decision that a working group would be formed to discuss impacts of COVID-19. Terms of Reference and Chair to be decided at first meeting.

Members to include Mark Dunn, Sioux Reid, Linda Tanian, Kerry Fowler-Smith (or Noni Seagrim if Kerry is not available), Sarah Dumbrell and Kim Moir.

7.2. Discussion of revised Budget

Two Budget Reviews were presented to advise Committee on AERA finances to end of 2020 – note all figure noted below are rounded to nearest thousand.

With no rides until August:

- Income down from \$268k to 136K
- Expenses down from \$266k to 179k
- Operational profit/loss down from \$2k to - \$43k

With no further rides during 2020:

- Income down from \$268k to \$110k
- Expenses down from \$266k to \$179k

- Operational profit/loss down from \$2k to - \$63k

Note that expenses include depreciation of \$16,000.

Treasurer spoke about managing finances so that we are able to come back to normal activity in 2021.

Our bank balance and invoices issued but still to be paid, amount to \$181k. Fixed outgoings are insurance of \$71k still to be invoiced, fee to affiliate with EA, honorariums, known expense for legal representation regarding an insurance claim – end of year awards reduced to \$3000 in budget review but unknown amount.

There have been queries from DAs re what other payments AERA may require of them.

What expenses can be trimmed?

- Insurance is based on risk association with number members and of ride entries in 2019.
- Minimal work will be done on AERASpace other than what could result in income.
- Honorariums to be considered with anticipation of less work – Kim Moir declared conflict of interest for this discussion. Others suggested that Secretary role would continue with similar work demand for now. Registrar is mainly occupied with upload of historical data which could be put on hold for now – would reduce income by 75% of registrar honorarium so saving of \$2300 approx. There are certificates to be printed for end-of-year awards.
- Meeting expenses can be significantly trimmed as no face to face meeting is scheduled for foreseeable future and new structure will result in fewer Management Committee members.
- Affiliation fee to EA – opportunity to negotiate a lesser fee; move forward with agreement to formalize that but suggest decreased amount.
- AERA Awards may be less – due to lack of rides for last three months of time allowed.
- AERASpace expenses have already been trimmed and effort will be focused on urgent defects and looking at revenue opportunities

What opportunities for income?

- Linda to look at opportunities to generate income from database – interest from several DAs in purchase of ETS.
- Anticipated support from government with recovery funding.
- Income from DAs towards recovery of PL is though DA annual amount (all paid at start of year) portion of memberships and a payment per event – approx. 50% recovered to date.
- Decision re TQ20 and TQ21 will significantly affect income.

TEERA and NSWERA have asked if refunds are available. VERA's discussion is ongoing but has advised members seeking a refund that this will be given proportionally for the part of the year not used and minus any fixed costs which includes payment to AERA.

Note that insurance is negotiated by AERA as the national body to benefit from the collective bargaining of a national membership and participation.

Consensus that no further charges will be made to DAs for 2020, other than for new business, and that no refunds will be given by AERA.

Actions

Linda to discuss opportunity to put hold on work for Registrar.

Kim to write to insurers to seek consideration in light of current circumstances and reduced liability.

Kim to respond to DA queries.

7.3. TQ20 update

Buckles and Cup

Gerard can make 12 x place buckles with resources he has and that he can acquire after suggested date for decision making – mid-June. He can also make the cup after that date. He has no concerns about this work being put on hold. There are no outstanding invoices from G.

TQ20 NSWERA / TQ21

AERA made tentative enquiry to NSWERA subsequent to the previous meeting to initiate discussions about options for TQ20 to be postponed and for WAERA to still host a Quilty but one year later.

NSWERA discussed at their Management Committee meeting on 3 April and have requested via their AERA reps to receive formal correspondence providing a rationale that would support NSWERA's and TQ21's decision-making.

Specific concerns expressed about financial impacts, with NSWERA anticipating an increase in membership and income in a Quilty year being postponed until 2022.

NSWERA also suggested that information to support a decision might be better available in 4 – 6 weeks with speculation about changes in restrictions, specifically for outdoor sports, within 90 days.

WAERA / TQ20

From WAERA's perspective, the best outcome is for them to be able to host TQ21 if the event can't be held in 2020.

Some sponsors will support a postponement of 12 months, some will not.

WAERA has already outlaid \$40,000 towards hosting TQ20 and all expenditure towards the event has now been halted.

WAERA considers that this is an AERA event and given that restrictions have been imposed by AERA and governments, that have caused the cancellation of rides that would prepare riders and horses for TQ20, AERA should make an announcement as soon as possible.

WAERA cannot continue with preparation for and organisation of the event.

Committee members may be able to stay on till 2021 but not to maintain energy until 2022.

There is understanding of the financial restraints for AERA, but these are also real for WAERA.

Most current information via media sources is that current restrictions will remain in place for up to 6 months.

Discussion

People are looking for information – debate about who is to provide a statement.

AERA is in a position, based on verbal advice provided by WAERA and TQ20, to announce that TQ20 will not occur in September as scheduled but is not in a position to say much beyond that. WAERA and TQ20 believe that it is up to AERA to make the decision as TQ is the national event. AERA requires a formal proposal from WAERA / TQ20 to advise that TQ20 can't happen and that they would host TQ21 with information about how this would happen.

Immediate advice about when they absolutely must make the decision would support any statement offered by AERA.

Government request is to shut down everything for 3 – 6 months – some speculation that it may not be that long before some activities could resume – outdoor sports referenced. Any announcement made by AERA would have to be supported by current information from Commonwealth and State Governments. Also

proposed that a final decision can wait 3 – 4 weeks without severely impacting on decisions that need to be made by members.

If TQ20 can't happen in WA in September it also cannot happen later in 2020 – because venue is not available, and climate would not support much later in the year.

Consideration that the “fairest” way forward would be to allow WAERA to host TQ21 so they don't miss out but there are financial consequences to AERA. Any proposal to NSWERA would have to present consideration of the financial consequences to AERA and to the DAs concerned.

From AERA's financial position, no TQ in 2020 and a smaller TQ in 2021, as it would be in WA, would place severe stress on AERA's finances. The point was also made that WAERA saw that they had been asked to put a ride on by AERA and that AERA had cancelled rides until further notice, making it impossible for TQ20 to go ahead and there was a sense that AERA would share the responsibility. Note advice that WAERA has already expended \$40,000 towards the Quilty. WAERA Delegates suggested that AERA's decision now would say a lot to the smaller membership DAs who may feel not equally considered.

Motion: 2020/04/05 Moved: TEERA / WAERA

That AERA announce that TQ20 will not be proceeding as scheduled in September 2020.

Voting: NSWERA - no; QERA - no; SAERA - yes ; TEERA - abstain; VERA - yes: WAERA - yes.

Motion was lost. Voting: For – 5; Against – 11; Abstain – 2.

Request that WAERA members to AERA request a statement from WAERA / TQ20 about what the committee can offer in 2021, what difficulties they will face and what is in place to support a successful Quilty in 2021; there needs to be a solid proposal provided by WAERA so that AERA is able to make a decision and can present a strong rationale to NSWERA and TQ21 for postponement.

Consensus that AERA needs to make some announcement about what is happening regarding TQ events.

Motion: 2020/04/06 Moved: TEERA / QERA

That AERA communicates publicly that it is actively considering what to do with the scheduling of TQ20 in light of the current circumstances. It will make an announcement on this before the end of April.

Voting: NSWERA - yes; QERA - yes; SAERA - yes ; TEERA - yes; VERA - yes: WAERA - yes.

Carried unanimously.

Action

Elsje to take this to WAERA meeting on 5 April and ask for a prompt response.

Linda to get a notice posted on social media about the Quilty and it being under discussion

7.4. TQ21

Reference to discussion about option of TQ20 to be hosted in 2021 (as TQ21) would put NSW's hosting of TQ back by one year which would allow them to run a test event in 2021.

7.5. EA Agreement

The discussions to renew the AERA Affiliation Agreement with EA have stalled. No request to pay the fee has been made and negotiations to reduce this amount or to defer or waive the payment may be part of the ongoing discussion.

Leigh Ann to confirm activity of EAEC currently; if not this would mean they are not incurring costs.

7.6. Website / Facebook Communication strategy

AERA needs to develop a clear communication strategy to provide up to date information to members about what we are doing and give confidence to members that we are thinking clearly. At present there is no Communication Strategy and no strategy about what we are posting.

Social Media is a great resource if used correctly and we could be more active in this area.

Questions being asked on the Facebook page need to be answered correctly, with a clear and unified approach. Responses to be made as AERA not as individuals and moderators should consult on responses.

TEERA have developed a policy document about social media moderation – **Mark to share.**

7.7. Response to EVA & RSPCA

Letter received on 3 December and receipt was acknowledged and commitment was given to provide fuller response.

Points raised include suggestion that AERA has lack of respect for vets and vet organisations; concerns about horse welfare and allegations of rules not being adhered to.

Possible response is to indicate that points are taken seriously and that there are things that we are doing or could do that would demonstrate that we are seeking to rebuild the relationship with vets vet groups and other groups This includes resurrection of the National Vet Panel.

Another allegation is that we are using inexperienced vets, acknowledging strong argument against this but we can work on the accreditation and ongoing training for endurance vets.

AERA to agree in principle that we need to have better accreditation and training for vets. Vets need to do some professional development, and this could be part of that.

What does access to a referral option look like?

Implementation of post-ride audits as a means of quality control to make sure that things are done correctly but also to demonstrate that we take this seriously.

Mark to work up a proposal to send out - to work towards improving the relationship with the people writing to us.

Other side of debate

With reference to vets being inexperienced at vetting endurance horses– what evidence is there to support this – on what are we basing the suggestion that the standard of vetting has declined . Dick's observations are contrary to this.

Ongoing training – vets are professionals – most of them are doing this in their professional lives and through their experience – very few are not working with horses in their professional lives.

Post ride audit – is this not done in CS report and then those CS reports are reviewed by DA Management Committees – any issues are dealt with at that level – think this is covered.

The letters we have received are from a few and are similar – not dismissing all their concerns but not based on facts or evidence they have genuine concerns with no evidence to support – based on perception. QERA has asked for evidence that rules have been broken – identify the rides and the rules and no one has responded to that.

LAS – believe that letters come from politically motivated positions and have targeted these groups for political reasons. Aust endurance has great horse welfare and we should back ourselves – acknowledge concerns – have to do that. Re-establish NVP that is good.

Mark – don't think that what I have suggested is a lot – NVP will be re-established – have seen enough as a CS and as AERA to see that rides don't always run as they should – rides don't always tick all the boxes. Audit would be an educative process – to improve quality and we should always seek to improve quality. Vets make the point that treating a metabolically ill endurance horse is different – allow the development of a proposal to give the accreditation training more structure.

Agree to resurrect NVP and the accreditation and ongoing training would be good for them to look at – treating is not the same but think that vets realise that – they treat all horses in their practice differently depending on circumstances. Can make mistakes but that is not necessarily due to lack of experience

Re-iterate this is about relationship building – even if concerns are absent or overblown it is about engagement and responding.

Sarah – RSPCA – don't want them look

Actions

Kim to draft response to EVA

Mark to discuss training with members of NVP to put forward a proposal.

Mark also to put forward a proposal re a post-ride audit

Discussion also occurred about earlier correspondence from RSPCA and it was resolved that no further response was required.

7.7.1.1. Luke Annetts re QERA Motions

Initial response was provided acknowledging receipt and that further response would be provided following discussion with members.

Action

Secretary to draft a response to include that we cannot determine that a rule has been broken; that the motion has been passed by a majority vote by a democratic process that is available to all members; and that matter should be resolved between QERA and its members.

Dick and Mark to review rule 16.5 with consideration to its reference in several items of correspondence so that any doubt as to its meaning and application is removed.

7.7.1.2. Pam Karner / Upper Corindi re Ride Cancellation

As above for 15.1.2.3

7.7.1.3. Mark Grogan re Endurance in Queensland

As above for 15.1.2.3

7.8. From AGM Minutes – Legal Advice Procedures – carried forward to next meeting.

Document circulated by Linda to be discussed at next meeting.

8. National Ride Entry Statistics 2019 (2018). (Source: AeraSpace.)

Data as at 31 December 2019

Division	Endurance		Intermediate		Introductory		FEI		Total	
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019
NSWERA	1015	1220	699	666	949	667	32	34	2695	2587
QERA	1277	1653	1063	1139	572	624	26	54	2938	3470
SAERA	190	166	142	74	213	87	-	-	545	327
TEERA	657	388	259	281	60	97	-	-	976	766
VERA	531	388	302	321	127	205	-	-	960	914
WAERA	378	460	302	292	384	270	8	6	1072	1028

Totals	4048	4275	2767	2773	2305	1950	66	94	9186	9092
03/2020		157		372		273			802	

Noted that ride entries for first quarter of 2020 are 802, significantly less that had been allowed for in budget.

9. Portfolio Reports

9.1.AERA Registrar Report (Jo Bailey)

Linda Tanian is liaison for this portfolio and will follow up with reference to discussions on budget for 2020.

9.2.Website (Noni Seagrim, Linda Tanian, Talea Hasko-Stewart)

Website Report

Since Talea has come on board as the AERA Webmaster we have slowly been working our way through the large number of tasks that are outstanding in terms of information updates. Talea has been processing the information update requests within an acceptable time frame and her work is pretty well error free when it is loaded making the information upload process fairly seamless.

There are some tasks, in terms of clean-up of the existing site, that are still outstanding and Talea has advised that her laptop has recently died so we're at a bit of a standstill at the moment. If there are any urgent updates, then Noni or I can post those.

Talea has asked for some further access to the website backend and Noni is working on that at the moment to ascertain if that is achievable.

The Website SC (Noni and Linda) need to start working on a more strategic approach to the website including:

- Review of whether the existing website tools are sufficient for our needs
- Improvement to the coordination between the website and the FB posts (little coordination currently)
- Achievement of a consistent market message across the social media platforms

Now that the fire situation has settled, we can start working on this.

Report Received

Discussion

Linda spoke to the report and advised that Talea has a new laptop so will be more able to update in a timely way.

Noni posted request on Facebook for more recent photographs and other documents have been updated to ensure its currency and to try to generate more use of the website by members and people interested in the sport.

Noni reported that we have lost the photos of the track marking arrows, and the form. Linda to look in the library to see if we have the form there. The form module on the website has to be paid for and it is expensive.

9.3.Facebook (Ieva Peters, Sioux Reid, Jane Radny)

Facebook Report

2019 has presented similar challenges to 2018 with FB members showing limited interest in the page and its posts according to the ratings available through the FB analysis. Anything from a few hundred to a couple of thousand.

Some of the technical posts such as the AERASpace upgrade outage and the new FEI Prohibited Substance list did well but then so too did general interest articles/links such as a photo giving thanks to our firefighters. It's a tough gig to try to engage our members to increase our visibility and popularity. We can keep ticking along as is or try a new tactic such as 'boosting' the posts, but this would require input from delegates to decide what they think may be of value to increase hits.

Predominantly the TQ is the most followed time of the year. Not only the videos of the most successful competitors but also people watching for friends to feature in general videos in the lead up to or duration of the day. It is certainly an aspect of the page that I suggest should be maintained for the upcoming TQ. Having done it for the last 2 years it can be tricky to get all the information included that people want to have quick reference to as time does not always permit attention to detail if volume of posts is to be maximised. I've found the easiest solution at the beginning is to invite people to comment on posts to highlight which riders/horses are displayed. From experience, you still can't please them all though!

Perhaps it is time for a younger member of our community to garner articles to feature and increase AERA's digital presence? I would be happy to see if this would boost our popularity in advance of spending precious funds on paying to reach people who may be ambivalent towards a more aggressive approach to marketing our image.

Sioux Reid

Report received

Discussion

Sioux has suggested that someone younger may be a better suited to this role with a view to re-energise news on Facebook.

Noni suggested Bridget – a new member to the sport and she is a “social media guru”. She is involved in PR and keen to learn about endurance.

General activity opportunity engages with members and especially important now with no rides happening.

A group has been started for youth riders linking to a UK group – again creating connections.

WAERA had posted a virtual ride; artworks have been posted related to horses.

Consensus that Noni will approach Bridget Maher to ask if she is able to take on the task of Facebook Moderator. Focus on encouraging positive interactions and sharing of good news.

9.4. AeraSpace (Linda Tanian)

Database Sub-committee Report received.

ETS

Latest Version

The newest version of the ETS has been rolled out and has had its first test run at the Scenic City event in Canberra. Tom went and help set up the system. From there Adeline Gibson ran with the entry process along with Ian Curtis. The system worked really well with the only major hiccup occurring when someone pulled the power plug!

I followed up with Adeline after the event to get her feedback and here is her response:

I found the system excellent. During pre-ride we were able to have one person setting everyone up in the system and then I could use the iPad to enter the pre ride vetting data. It prevented backlog and proved very efficient. Similarly, on the day of the ride almost all data was entered on the iPad as it was so quick. Checks were then run on the main computer to ensure everything was working smoothly. Hugely efficient and fast.

I think some users may struggle with drop down menus on a tablet / phone, it was fine for me but for some I think they might find it hard to select the right item / number. However, those users could just be on a laptop.

With this system we had all data entered as the last person finished, there was no delay. We simply needed to run reports to ensure everything had come through properly. We were able to quickly fix minor issues at the time and in fact all that slowed us down was waiting for the head vet to sign the books!

It's a huge thumbs up from me - well done to everyone involved in this innovation.

A suggestion was received from one of the data entry personnel at this ride that selection of a rider should display a list of the last 10 or 15 of horses that the rider has ridden. This will be applicable for the greater majority of riders and this minor change has been added to the system. In testing this has proved to be very efficient in terms of horse selection and a quick trial with a user external to the Database SC received glowing comments.

The ETS was also utilised at a Queensland ride recently where a couple of issues were encountered. Kim can provide some feedback directly to the meeting as she was assisting with data entry at this ride. The major issue encountered at this ride was that the tablets didn't cope with the same Bib No. allocated to riders across different rides, i.e. a rider entered into a Saturday ride with a specific Bib No. and then re-used that Bib No. for the same distance ride on the Sunday.

The tablet, when the Bib No. was entered, returned the Saturday ride details. A fix was discussed with Peter Johnson and it is now being tested to ensure that the Bib No. can be reallocated.

Possible Sales

Possible sales of the ETS that have visibility with the Database SC are:

- SAERA – In the process of raising funds for the purchase. A grant has also been obtained for \$4,000.
- TQ20 – A submission for sponsorship was put for the fund to purchase a system
- NSWERA – The Lachlan Club has provided a \$10,000 donation to NSWERA for the purchase of a system

If all these sales progress this might be the end of any revenue streams as this would mean all states have a system. There might be the possibility that individual clubs from the larger states would be interested in buying their own systems but there is probably only a small opportunity for this to occur.

Stock of Parts

Peter Johnson usually has a stock of units pre-built, but we have now exhausted that supply. We have determined that until we get a concrete request for a system no further purchases of components will be made. There is one factor that needs to be highlighted for a future request to purchase the ETS and that is the impact of the Corona Virus on Chinese manufacturers. This can only be determined once we place an order to get parts to build the system.

Hire of System

Tom has been requested to bring the ETS to the Mt Lagoon and NSW State Champs rides by the Ride Organisers. He is currently following up with them regarding the hire of the ETS. It is very possible that, if NSWERA approves the purchase of a system, the State Champs would not be subjected to a hire agreement as they would be able to utilise the ETS kit.

New ETS Screens

Scree shots have been provided to give the MC an idea of what the new ETS screens look like.

ETS Purchase Procedure

Attached is the draft version of the ETS Purchase Procedure and a copy of the current version of the ETS Kit Costing Sheet.

VERA ETS

The VERA ETS has now been delivered. This was invoiced and paid for prior to delivery. Upon reconciliation of the invoice to VERA against the invoices received from Peter Johnson and Tom McCormack there was some discrepancy in what was quoted and what the end pricing, based on cost to build, was determined.

The original quote provided to VERA was insufficient to cover the cost of the system build as the quote was sent out by Steve Swan in February 2019 (prior to my involvement in the DB Sub-Committee). The build cost is based on current day costs. VERA has agreed to meet the price differential. This is currently being determined and Deb now has an updated spreadsheet with new pricing to enable an invoice to be sent to VERA.

Attached is a procedure around the quoting for the system, submission of documentation to the appropriate people and responsibility for ensuring that the system is delivered.

SC Meeting

The first SC meeting was held on 19th February. The following were the topics of discussion:

- ETS Demo – A few suggestions were provided to improve the look of the screens
- Discussion on failure of an ETS unit and the protocol that should be followed for replacement (covered in the ETS Purchase procedure)
- Review of 2020 rules to assess impact on system – no changes to the system were required

Division SMC Access to Database

An email has been sent to State Divisions, now that all AGMs have been completed, requesting details of SMC members that require access. Once this information is received it will be updated into AERASpace. This process will:

- Allow AERASpace to have the most recent information in terms of position holders on each division
- Ensure the Division SMC members have access to the information they require for their roles
- Highlight any people who no longer require access to AERASpace

Automatic Generation of EWS Notification to DAs

One of the topics that we've started to talk about is using the system to automatically generate an email notification to DAs as soon as a horse or rider enters the EWS. This notification could be sent to the DA EWS Coordinator for letter generation. This functionality would also provide some automatic recording against the horse/rider record to maintain a history of entry/exit from the EWS as there is currently no specific functionality available to record any EWS information against the horse or rider.

Additionally, AERA and the DAs have no visibility of the EWS history of a horse or rider, other than correspondence (which AERA does not have access to). There are no annual statistics available on how many horses or riders enter the EWS or how many "repeat offenders" we have.

This topic is still in its infancy, but the SC is interested in the thoughts of the delegates on the implementation of this enhancement.

Member Access to AERASpace

This topic has been raised previously and it is now on the drawing board for the Database SC. We are starting to work on the requirement set for providing Members with the ability to view and update their personal data and any appropriate data on horses that are in their ownership.

Once we have a reasonable handle on these requirements the document will be distributed to the AERA MC for further comment. If you have any suggestions on any functionality associated with this change, we'd be pleased to receive your ideas.

Generic Account Access to AERASpace

Recently a request was received from NSWERA for the Database SC to create 5 generic accounts (1NSWERA2020, 2NSWERA2020, etc.) The reason for the use of generic accounts was to assist NSWERA track the laptops at rides.

Generic accounts are those accounts where a named user is not identified, and it means that anyone (approved or unapproved) can access the AERASpace system. There is no traceability associated with this generic account so any issues that occur (such as hacking) is not able to be related to a specific person.

In the past NSWERA were given approval to set up generic accounts by Steve.

The request from NSWERA went through the Database SC's standard process for approval which is:

Request for Addition of New User

A request for the addition of a new user should come via the Division Secretary. Any request received directly from a prospective user or another division member should be referred to the Division Secretary for validation.

The application for the addition of a new user does not require a form or formal letter. A simple email request will suffice. The details to be included in the email notification are:

- Name of new user
- Role(s) to be allocated to new user
- Whether any specific training is required for the user
- Period for which access is required

Once an application for the addition of a new user has been received the AERA Database Sub-Committee will review the application to ascertain that the required information is available. If information is missing this deficiency must be resolved prior to moving to the next step in the process. If all information is available, the AERA Database Sub-Committee will determine that the application is to be processed.

The Database SC considered the application and determined that it would not support the use of generic accounts given the security risk associated. The actual responses from the individual SC members are:

- Individual logins are the better way to go so there is some accountability for what is done under the login. A generic login can't be tracked to anyone. If NSWERA wants to be able to track the laptop this should still be possible as I understand. The log should still have a 'fingerprint' of the individual laptop too. Relying on the login does not necessarily help because a different login could be used anyway.
- Preferably logins should be for the actual user and not generic. So, I would prefer no generic log-ins.
- I agree with Adam, I wouldn't think that generic logins are in the spirit of our discussions around access control and our process for issuing new logins.

NSWERA have requested that this item be discussed at the AERA meeting.

Database sub-committee report received.

Discussion

Possible sales

- SAERA still interested – Stella to request that a quote be provided to them.
- TQ20 interest in purchasing the system may be affected by current circumstances.
- NSW have requested a quote for a half and full system. Deb is ensuring that quote is consistent with costs and in line with terms and conditions. This process is in accordance with the procedure presented as part of the report.

Stock on parts – building of any new kits may be impacted as some parts are manufactured in China.

Hire of systems and new hire agreement were set up for a number of rides but not happening at the moment.

Report included screenshots of new ETS screens for information.

Question re quality of lanyards as some are being lost – only a problem for Queensland and NSW riders.

Question re use of transponders – has been reviewed but costly and not consistent with the current system. Technology is always developing.

VERA ETS was delivered – the quote provided to VERA was the costs of production only and VERA has paid the difference in these amounts.

Sub-committee has considered how database can generate a prompt when rider or horse enters the early warning system, it would automatically send an email to portfolio holder to action. Decided not to automatically generate a letter thinking it was better to have a deliberate approach to this. Also looking at a way to store information and an audit trail. Will give us annual reports and statistics on number of horses, frequent offenders etc.

Sub-committee also looking at alternative income streams and one option may be to charge non-members for access to AERASpace.

Adoption of procedure for purchase of ETS and ETS Kit Costing Sheet

Request was made by NSWERA to have generic logins for Ride Organisers using laptops provided by the DA. This was to allow NSWERA to track where computers have been used. The CS considered this, preferring individual logins which give greater accountability that contributes to better maintenance of data privacy. This had been allowed in the past but was not considered best practice.

Consensus that recommendation of the SC was accepted and no generic logins will be provided.

9.5. Chief Stewards and TPRs (Mark Dunn)

Just a few things.

The issue with the Victorian Chief Steward who is not complying with his reporting requirements is being progressed by VERA.

Since our November meeting I have had one notification from VERA and one from WA of people interested in undertaking the accreditation process and these are being progressed.

The Chief Steward Report Form has been further refined following feedback – latest version attached FYI and now posted to the AERA website.

The observation that only three Chief Stewards have officiated at the last ten TQ Gold Cups has been circulated to DAs with advice that role development of CSs should be considered when appointing CSs for major rides, such as State Championships.

Discussion

Email was sent to DAs asking that they consider the need to develop CSs to be confident to take on management of a TQ event as same 2 – 3 CSs had been used for the last 10 events.

Process to be sent to DAs for delivery of TPR badges with a recommendation of how these might be presented to people who have qualified as TPR.

There has been no progress to accredit two who had contacted Mark about becoming accredited.

Report on HW suggested that process had not been followed due to CS being too busy and this prompted discussion about whether a CS ratio to ride entries should be introduced, similar to requirement for vets. Noted that the CS Report Template suggests that there should be more than one.

Mark to provide statement to go to DAs as suggested guidelines and to invite their feedback.

9.6. National Veterinary Panel (Mark Dunn)

9.6.1. Endurance Vet Accreditation and ongoing training

Training and accreditation of veterinarians for official duties in endurance competitions is an issue that has been on the agenda of the AERA National Vet Panel for more than a decade, and the NVP has recommended to AERA that they develop a system for training and accreditation of treatment vets particularly.

Initial continuing education seminars on vetting and treatment of endurance horses were developed by Drs Bill Harbison and Jo Holt, and many vets undertook those seminars which were approved for AERA veterinary accreditation purposes. Dr Brian Sheahan then ran seminars covering both national and FEI endurance vetting, and these were presented around the country and accepted for accreditation. Over time, there has been a loss of support for such formal seminars, and concerns have been raised regarding a lack of rigorous training and mentoring for endurance vets, and particularly for treatment vets in endurance.

Effective treatment of compromised endurance horses requires advanced veterinary knowledge and training. Currently there is no approved seminar or training for treatment vets, other than that provided through the FEI, to FEI vets. Re-instituting official, formal continuing education seminars would provide standardised and optimal training for endurance veterinarians to work on the line, and as treatment veterinarians.

The most objective way to undertake this is through use of the formal FEI education process, and/or through an established third-party continuing education provider, such as through one of the university continuing education providers. This may provide options for veterinarians to receive additional qualifications, certification, and continuing education points, which could attract vets to undertake the training, increasing the pool of available expertise to endurance.

For this to be progressed, it is important that AERA agree to support such training as the means by which veterinarians would become accredited official and treatment endurance veterinarians.

I (Mark Dunn) propose AERA allocate \$5,000 in 2020 and \$5,000 in 2021 in seed funding to progress this initiative.

Discussion

Mark spoke to report and noted that a more formal and consistent accreditation process will support a higher level of accountability. Support in principle given for this to be a topic of discussion for the newly formed National Vet Panel, with cautionary note that running endurance events is more than just vets and more than just a small group of vets and that too many requirements may hinder the process.

Terms of Reference – not clear where this document was approved by AERA. It had been distributed to all committee members for comment in December 2019 and forwarded to DAs in January. Linda will forward her comments to Mark to consider as amendments to the document.

Most DAs have advised names of vets nominated to be members of the NVP. Kim to provide info re all nominated vets to Mark who will follow up with nominees to commence process.

9.6.2. AERA Veterinary Accreditation

9.6.2.1. Accreditation of Vets

Motion: 2020/04/07 Moved QERA/TEERA

That Nick Page, New Zealand, be accredited as an AERA Head Vet.

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

Motion: 2020/04/08 Moved QERA/TEERA

That Prawit Butudom, Malaysia, be accredited as an AERA Head Vet.

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

Action

Letters to both advising of accreditation and also reminding of requirement to be registered in Australia to officiate as a line vet.

Noted that most State Veterinary Boards offer a short term (or temporary registration) for "line vets" and that most State Veterinary Boards require full registration for a Treatment Vet.

9.7. Horse welfare and Invasive Treatments (Mark Dunn)

Correspondence has been received by AERA regarding horse welfare considerations in Qld with most /all of it circulated to delegates. At the time of writing the matters raised, to greater or lesser extent, are unresolved. They have been discussed by delegates in the leadup to this meeting and likely will be again at the meeting and subsequently.

Follow up to the HWSC review of the equine catastrophe at the Fernvale ride in June 2019 has concluded. QERA declined to accept AERA's recommendation that it initiates disciplinary proceedings against a QERA member in relation to this. AERA wrote to QERA expressing disappointment at this and highlighted its own focus on horse welfare. HWSC believes consideration of this matter has now concluded.

HWSC has reviewed a second equine catastrophe in Qld in 2019. The report of this review has been circulated to delegates in the agenda for this meeting. I can speak to this if asked. HWSC would like to express its appreciation of the excellent material provided to it by QERA to allow it to conduct its review. At the time of writing HWSC is awaiting the provision of further information to allow it to finalise its review of an endurance related equine catastrophe in NSW in May 2019. If it receives this material and can conclude its review, I can speak to the report at the meeting.

Further development of the AERA Horse Welfare Position Statement has not progressed since our last meeting.

Mark Dunn 2/3/20

Report received

Discussion

Noted that "unresolved matters" related to correspondence still to be addressed.

9.7.1. AERA Equine Catastrophe Notification Protocol

AERA Equine Catastrophe Notification Protocol

Upon receipt of a notification of an equine catastrophe per Rule 62.5, the AERA President/Secretary shall notify, within 48 hours, the AERA Management Committee of the full details as provided by the Chief Steward.

The DA in which the catastrophe occurs shall provide to the AERA Horse Welfare Sub-committee, through the AERA Secretary, a detailed progress report on the catastrophe investigation no more than 28 days after the catastrophe occurs. This progress report shall include:

- Investigations completed to date
- Any associated reports (Invasive Treatment, Chief Steward, Treatment Vet, etc.)
- Any eyewitness statements where appropriate
- Actions taken by the DA
- Outstanding items/investigations yet to be completed

The AERA Horse Welfare Sub-Committee, through the AERA Secretary, will provide a preliminary report to the AERA Management Committee on findings from the progress report within 28 days of receipt of the report from the DA.

The DA shall provide to the AERA Horse Welfare Sub-Committee, through the AERA Secretary, a final report once its investigation is complete that includes:

- Full details of the equine catastrophe
- All relevant documentation
- DA actions taken
- A summary from the DA Horse Welfare Officer.

The final report shall be reviewed by the AERA Horse Welfare Sub-Committee with the aim of identifying any horse welfare issues and/or rule breaches that arise. The AERA Horse Welfare Sub-Committee may undertake further investigation into the equine catastrophe if deemed necessary to provide clarification or any missing information.

The AERA Horse Welfare Sub-Committee will report back on its findings to AERA and, through the AERA Secretary, to the notifying DA within 28 days of receiving the final report from the DA. Where appropriate, its report will contain recommendations for remedial actions aimed at preventing future equine misadventure.

Protocol accepted; to be circulated to DAs.

9.7.2. Review of Equine Catastrophe, Mt Eerwah Silver Mariner at the Lake Manchester Ride, Kholo Qld, 30/06/2019

Summary

Horse Mt Eerwah Silver Mariner was euthanised on 1 July 2019 after developing colic at the Lake Manchester ride held on 30 June 2019 at Kholo, Qld. The post-mortem showed a caeco-colic intussusception, a surgical lesion associated with a poor prognosis.

QERA provided the HWSC with an excellent summary of events as well as all relevant forms from and subsequent to the ride. All of these were in order and were appropriately uploaded to AERAspace. These were examined by the HWSC with reference to the HWSC vet liaison. As the HWSC vet liaison had an association with the ride, further advice was sought from another experienced and respected endurance vet, Dr Pat Hodgetts.

Horse Mt Eerwah Silver Mariner, a grey Arabian gelding, 22.5 years old with an extensive history of endurance participation, was euthanised on 1 July 2019 after developing colic at the Lake Manchester ride held on 30 June 2019 at Kholo, Qld.

The horse had successfully completed a 40k ride with post ride vetting showing a heart rate of 34 with all As and 1s for the metabolics except for a B for gut sounds. About 90 minutes after finishing the ride the horse started to display symptoms of colic and was represented to the vets for assessment. A tentative diagnosis of 'faecolith' was made and treatment '*from a very competent vet*' (Dr Frank Low) commenced with fluids and pain relief. About three hours after treatment was commenced, little improvement was evidenced, and the final decision was made to refer the horse to Westvets Vet Clinic for further assessment and treatment. Packing up and preparing the horse for transport took between one and two hours and the horse arrived at Westvets at about 5PM.

Dr Low departed for the clinic before the horse and was there when it arrived. He did the follow up scans and diagnostic procedures and '*was exemplary in his dealings with the owners*'.

Further treatment was provided (fluids and pain relief) however, the horse continued to deteriorate, and the owner was given the option of surgery or euthanasia. The horse was euthanised on 1 July with the post-mortem showing a caeco-colic intussusception, a surgical lesion associated with a poor prognosis.

Notification of the catastrophe was provided to the QERA President by the Chief Steward of the ride on 1 July and he notified AERA, through the AERA secretary, on the same day.

The QERA SMC considered that the horse was ridden appropriately by the rider and received appropriate treatment both at and after the ride.

The HWSC agrees.

HWSC has no recommendations to make following this catastrophe.

Discussion

Report accepted.

Noted that reports from QERA were excellent and provided in a timely way to support the review by the Horse Welfare Sub-Committee.

Discussion re inclusion of opinions that are perhaps not best placed in a document that should be a factual account of events; noted for next time.

9.7.3. Review of Equine Catastrophe Tequila Sheila, Mudgee Ride, New South Wales, 05/2019

AERA Horse Welfare Sub-Committee (HWSC)

Review of equine catastrophe, Tequila Sheila at the Mudgee ride, 11/5/2019.

Summary

Tequila Sheila coliced towards the end of an 80k ride near Mudgee in May 2019, received fluids and pain relief at the ride base, was released by the treatment vet at about 4.30PM but symptoms recurred and she was taken to Scone Vet clinic, arriving at about 9PM on the same night. She was treated intensively overnight but, as she deteriorated overnight despite treatment, a decision was made to euthanise. The review identified a number of procedural shortcomings subsequent to these events and has made relevant recommendations.

Tequila Sheila was a 7-year-old stock horse mare that had done 3 x 40 km rides, two 80 km ride (3 x 40 km in 2017; 2 x 80 km rides in 2018). The Mudgee ride in May 2019 was its third 80k ride. The rider Ross Pead has the same ride history in the data base.

The horse completed Leg 1 (40K) in approximately 3.5 hours and, according to the rider, it was travelling well. Pre-ride vetting parameters were all As and 1s as were the vetting parameters at the end of Leg 1. Heart rate at the end of Leg 1 was 40.

At about the 32k mark on Leg 2, the horse began to display symptoms of colic (kicking at its belly). The rider decided to withdraw. As his phone was flat and he couldn't call for the rescue float he decided to walk in the last 8k.

The horse was presented to the vet (Dr Darien Feary) at 3PM with symptoms of colic – the diagnosis on the IT form was 'colic due to ileus post ride'. It was treated with fluids and pain relief and colic symptoms declined.

The horse was released by the vet at about 4.30PM with instructions to take it home but to take it to either Scone or Agnes Banks clinics if symptoms re-appeared. The horse displayed further symptoms at the ride base at approximately 7PM and was taken to Scone Vet Clinic, arriving at about 9.00PM.

The treatment vet told me that, **with the benefit of hindsight**, she would have liked to stay longer with the horse to monitor it but, at the time, the horse appeared to be responding well to treatment and it was appropriate to release it with guidance provided to the owner about what to do if the horse did not continue to improve.

She expressed regret that no formal mechanism is in place at rides to ensure that vets at referral facilities can contact treatment vets at rides, when horses are referred to and treated at such clinics. The clinic at Scone had no contact with Dr Feary so was unaware of what treatment had been provided. Similarly, Dr Feary was unaware that the horse had gone to the referral clinic and had been euthanised until about a week after the ride.

At the clinic further diagnostic procedures were carried out and treatment provided however the horse continued to deteriorate overnight and a decision was made to euthanise in the morning. The review panel was provided with a copy of the treatment report, which contains all the details, from the Scone Clinic.

No necropsy was performed.

Subsequent correspondence received by AERA from NSWERA said that the NSWERA SMC was satisfied that this incident was not due to any fault of the rider.

The review panel agrees and also believes that the treatments provided to the horse were appropriate and optimal.

Shortcomings in the reporting of this catastrophe were identified by the panel.

At the time of writing a member of the review panel has been in touch with NSWERA, through its President and Secretary and has also spoken to the event Chief Steward, the treatment vet and the rider of the horse.

Formal notification to AERA of the catastrophe was not provided until 22 May 2019 - 10 days after the event - in the form of an email from the NSWERA President to the AERA President. Some AERA delegates were made 'unofficially' aware of the incident a few days before this through one delegate hearing about it on a private, endurance related chat group and raising the issue with other AERA delegates.

Formal notification of the catastrophe should have been lodged with AERA within 48 hours of the catastrophe (Rule 62.5).

The review panel was provided with a copy of the logbook page relevant to the ride. While it was signed off by the head vet, it was not signed by the ride secretary.

When I spoke to the Chief Steward, Neil Clarkson, in February 2020 to gather information about the catastrophe, he told me he was unaware it had occurred. He added that he was the sole CS at the ride and that it was a busy ride (175 entries) and that he could not recall the events relating to the horse on the day. Consequently, none of the forms the Chief Steward is required to provide to the DA were provided to it nor was the logbook (ref Equine Catastrophe Explanatory Notes).

Also, at the time of first writing (2/3/20), the equine catastrophe forms had not been uploaded to AERAspace. After an enquiry from the review panel to NSWERA the Veterinary catastrophe forms were completed by vet Darien Feary on 2 March 2020 and subsequently uploaded to AERAspace a few days later.

No Chief Steward catastrophe form has been uploaded to AERAspace. The panel believes it has not been completed.

No necropsy was performed.

Comments and recommendations

The review panel found no evidence to suggest the treatment provided to the horse at the ride base and at the referral clinic was anything other than appropriate and optimal.

The review panel identified a number of procedural failings in the aftermath of the catastrophe in the form of incorrectly completed or absent documentation.

Formal notification of the catastrophe was not provided to either the NSWERA or AERA Presidents or Secretaries within 48 hours, as required by Rule 62.5.

The Chief Steward at the ride says he was unaware of the catastrophe until interviewed by a member of the review panel in February 2020. As some of the follow up to a catastrophe should be done by the Chief Steward, he should have been informed of the catastrophe at the earliest opportunity, ideally before or immediately after it occurred.

The recent adoption by AERA and DAs of a formal information flow protocol regarding catastrophes should reduce the risk of some of the procedural shortcomings identified being repeated.

The panel recommends 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.

The panel recommends that when horses receive invasive treatment at rides and are subsequently released from care at the ride, connections are provided with contact details for the treatment vet so that, if further care is needed after the ride, the treatment vet can be contacted by the vet providing the ongoing care.

The panel recommends Chief Stewards nationally be provided with education about the process to be followed when an equine catastrophe occurs at or subsequent to an endurance ride.

Mark Dunn, Linda Tanian, Jo Hamilton-Branigan
18/3/2020

Discussion

Report accepted.

Note that there were no concerns with the treatment provided to the horse but many of the processes were wrong.

Recommendations from the report will be progressed by Mark.

- Remind CS – about reporting requirements
- Remind members about their responsibilities to us and to their DA
- Contact details of treatment vet being given to riders/persons responsible so that further treating vets are clear about what has been done to the horse at field hospital.

9.8. Medication Control (Marylou Locke)

9.8.1. AERA Equine Anti-Doping and Controlled Medication (EADCM) Report

Coordinator new to position and nothing to report.

Discussion

Note from Secretary – QERA has had success in re-accrediting a swabbing steward so now has two. Steward had completed required update but this had not been processed by EA.

9.9. Biosecurity Committee (Linda Tanian (Co-ordinator), Pat Hodgetts, Sioux Reid, Luke Annetts, Matthew Walker, Jo Hamilton-Branigan, Bill Harbison.)

Document 13.10 AERA Biosecurity for Endurance Events 2019 Review Version 6

Biosecurity SC Report

The Biosecurity Document, as agreed by the MC following the last distributed version, has now been submitted to the Biosecurity Committee. There has been some debate about the document and the discussions are, as expected, mostly focussed on the Hendra situation. These discussions are ongoing and not all members of the Biosecurity SC have responded at this stage.

The recommendation is to adopt the document as is – there is one minor change that has been made. There was a change made to a statement inserted into the document from the Queensland Biosecurity website to insert the word “potentially”. As we have stated previously, we are utilising government advice as the baseline for this document and the insertion of this word was not in accordance with the advice provided so it has been removed.

Once this document is adopted, we can then provide it to TQ20 although they are preparing their event biosecurity document independently of the AERA document.

I will continue to negotiate with the SC to see what changes they would like to implement. To this end I have advised them that wholesale changes will not be acceptable nor will re-insertion of removed information.

Discussion

Note from Secretary – Horse Health Declaration were modified to capture PIC for property of return for horses.

Committee members have had many discussions
Need to get the document out and will continue the discussion with the rest of the panel to make adjustments.

Motion: 2020/04_2/09 Moved: QERA / NSWERA

That the AERA Biosecurity Statement version 6 is adopted.

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

Action

Biosecurity document to be posted on website

9.10. Equestrian Australia – Endurance Committee (Leigh Ann Sample)

After sending EA our thoughts, attached is the following response from EA. While it has answered a few of the questions and concerns outlined in our correspondence, not much has changed in what they are proposing. In addition, they have flat out refused our idea of charging for certificates to cover costs, with the reason being basically that it is their prerogative.

While this is frustrating, somehow, we need to make an affiliation agreement work. Firstly, we need to have a platform for riders that would like to compete internationally to do so, no matter how small the number. Secondly, it allows us to be part of an international community that has a responsibility to work together to create the best international endurance riding platform possible. Without this, the Middle East will create their own community and Australian riders that wish to compete internationally will have no choice but to participate in the alternative if we are not part of the FEI.

The committee will need to make a decision at this meeting if we wish to remain part of the FEI this year.

9.10.1. EA Agreement

Document 13.11.1 AERA Updated MOU_DRAFT-clean

Discussion

Not much going on now – to follow up with what is happening on the Endurance Committee QERA reported that EQ asked if for support of a nomination – we said yes, and they were going to pass on to EA

9.11. Insurance Advisor (Report provided by Sioux Reid)

Document 13.12 SUREWiSE Insurance OS Claims ALL as at 4.3.20 (Numbers in brackets show 2019 figures)

AERA PA Numbers 2020				
<i>Jan 1 2020 to 19 March 2020</i>				
	Seniors	Juniors	Voluntary	Total
NSWERA	73	11		84 (62)
QERA	122	17		139 (160)
SAERA	12	0		12 (11)
TEERA	18	2		20 (24)
VERA	21	2		23 (23)
WAERA	39	3		42 (46)
Total	285	35	0	320 (326)

SUREWiSE Insurance Report 2020

Having secured our brokers for 2020 at the November 2019 meeting, there is not much to report for the March meeting.

A current claims report has been forwarded to the AERA Secretary to be de-identified, but the two claims already mentioned have not changed in their status.

One claim is awaiting further information, as requested by the claims hearing and the lawyers acting on our behalf. Regardless of the final outcome, the \$2,500 excess will still be invoiced to AERA as there has been costs associated with the claim to date. Should the case continue in the courts the same excess will apply with no further costs' payable by AERA owing.

The second 'claim' has still not been fully lodged and as such there is no further action/report to date.

There have been a few questions in the last few months of interest to our DA's to guide them in the coming year. I will attempt to paraphrase them here but encourage all DA members to contact SUREWiSE should they require further assistance or individual advice.

There was a question from QERA (via Dick Collyer) regarding the inclusion at rides of members with disabilities. As our sport is conducted on weekends and does not always have advanced knowledge of participants individual needs it is impossible to forewarn insurers of a subsequent change in individual ride requirements.

In this instance it has been agreed with SUREWiSE that we will nominate the likelihood of 10-20 riders with disabilities for the year nationally attending any ride with no responsibility required by ride organisers to alert the insurers to any particular individual circumstances of disability. Australia has a policy of inclusion

for all and this is the only option that seems acceptable to AERA. Should these numbers increase it is incumbent for AERA to inform SUREWiSE so they can adapt our policy accordingly. As such, this becomes the responsibility of the DA's to keep AERA informed.

TEERA (via Mark Dunn) has enquired whether rides of 5, 10 & 20km are still covered under AERA's insurance policy. The short answer is these rides are covered. Should they be the only rides being conducted on the day (as they can be interpreted as a social ride) there is no insurance ruling that a Veterinarian must be in attendance. It is the responsibility of the RO to assess whether the attendance of a Vet is required and that will refer back to the Risk Management assessment that every ride must undertake. Please check the insurance restrictions that day members have on claiming prior to an incident occurring and ensure that participants are adequately informed, prior to attendance where possible.

Kendel Sparnon has remained an active part of our insurance portfolio even though she is still officially on paternity leave. AERA is thankful for her experienced and active part in our insurance requirements and look forward to her continued participation and guidance.

Discussion

Query from TEERA about a vet for a social ride – entered in a day calendar – Mark to follow up with SUREWiSE.

9.12. Governance and Policy (Linda Tanian)

Standing Orders Meetings v 2

Document provided prior to meeting and aims to standardise some processes for how meetings will be conducted.

Discussion re voting – agreement to remove explanation of when voting is as DA or individual as this is clearer in the new constitution.

Remove requirement for motion on Correspondence.

Agenda – National Ride Standard under review and may remove from agenda.

Motion: 2020/04_2/10 Moved: Peter Bice / Kim Moir

That the Standing Orders Meetings is adopted with amendments as agreed.

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

Procedure On-line motions

Discussion re keeping email to topic and remove item 7 re non votes and ensuring a quorum is always responding to motions.

Motion: 2020/04_2/11 Moved: Mark Dunn / Noni Seagrim

That the Procedure On-line Motions is adopted with amendments as agreed.

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

Action

Linda to update documents and send a clean copy to delegates.

Governance Sub-Committee

There hasn't been much activity with the Governance SC as Kerry (along with others) has been heavily involved in getting the new Constitution up and running.

The following documents/process suggestions have been provided to the Committee in the past and are now submitted formally for consideration, amendment where required and adoption:

1. Online Motions
2. Standing Orders – Meetings v 2

Comments re National Ride Standard – some in TQ Manual

9.12.1.1. Child Protection Policy

Note that all DAs have a Child Protection Policy in place

9.13. National Ride Standard

Action

Kim to seek advice from Tom McCormack about this agenda item and whether this is still a reportable item.

9.14. Tom Quilty Gold Cup

9.14.1. 2019 – Queensland

Verbal report provided by Kim Moir

Final financial report is not available yet and the account is still active. Some tidy up of some costs still to occur with relevance to CS accommodation and travel. No Chief Steward's Report received as yet

TQ19 still to respond to correspondence from AERA.

9.14.2.

9.14.3. 2021 – New South Wales – dealt with at meeting of 21 /22 March

Discussion is ongoing about TQ20's options to postpone their event until 2021.

Noted that if TQ21 is delayed until 2022, the RO Committee would have to schedule a test event for 2021 as the event relied on now, ie 2018 NSW State Champs would be outside the timeframe.

9.14.4. Tom Quilty Manual

9.14.4.1. TQM 4.1 The Event Standard Draft March 2019

The Event Standard marked-up has been provided to delegates including feedback from Ieva Peters (March 2019), Pat Hodgetts, Linda Tanian, Dick Collyer and Kim Moir.

Action

Linda, Dick and Pat to review this document and to bring back to delegates for discussion.

10. Correspondence Inwards

10.1. Correspondence Inwards

10.1.1.1.

1. Date	Correspondence Inwards	Action
19/11/19	Quality Inn – invoice for November AERA Meeting	Bookkeeper
24/11/19	S Swan re QERA AGM 2019 motions – addressed to all delegates	Responded
	K Sulaiman re horse history	Responded
25/11/19	C Gurtner re horse history	Responded

	TQ20 Committee – minutes of meeting 24/11/19	Fwd to Delegates
	Charles Webb – everyday horse first aid presentation	Fwd to NSWERA
27/11/19	SAERA re Letter of No Objection	Responded
29/11/19	MS Azure - invoice	Bookkeeper
02/12/19	Dr A Barnes response to AERA Correspondence – fwd to delegates	Responded KM
03/12/19	EVA (Dr Sam Nugent) via J Wilkinson	Acknowledged
	TQ20 request to forward pay TQ20 accommodation costs plus invoices	Teleconference
04/12/19	Dr A Barnes - response	Fwd to delegates
08/12/19	Petals invoice re L Nicolle	Bookkeeper
09/12/19	TEERA – minutes and financial reports 8/10/19	Fwd to Delegates
10/12/19	WAERA query re vet payments and insurance	Responded
16/12/19	QERA re horse catastrophe Brookleigh Delaware	Fwd to delegate
17/12/19	VERA re CS IDP process	Responded
18/12/19	D Somerville response to AERA re financials	Fwd to delegates
	TEERA (Mark Dunn and Roger Nichols) re Database issues	AERASpace SC
	NSWERA response to correspondence re horse welfare matter	Fwd to HW SC
22/12/19	QERA re Vet Accreditation	Fwd to delegates
24/12/19	K Howie re SA member loss of TQ buckle -fwd to delegates on 07/02/20	Responded
30/12/19	QERA response to AERA re Horse Catastrophe Mt Eerwah Silver Mariner	Fwd to HWSC
04/01/20	WAERA re PA insurance forms	Responded
06/01/20	WAERA – minutes of meeting 08/12/19	Fwd to Delegates
07/01/20	QERA response to AERA re Brookleigh Delaware	Fwd to delegates
09/01/20	WAERA query re insurance policy details	Fwd to Treasurer
13/01/20	WAERA – letter of complaint re correspondence from AERA Secretary to member	Responded
14/01/20	TQ20 Minutes of meeting	
15/01/20	Distance Riding NZ re members affected by fires	Facebook
19/01/20	B Hopley re EADCM Coordinator	Fwd to panel
21/01/20	M Locke re EADCM Coordinator	Fwd to panel
	WAERA re Insurance Certificate	Responded
26/01/20	TQ20 seeking AERA sponsorship	Agenda
	Shane Griffiths – update re insurance claim – attachment from Duncan Basheer Hannon	Agenda
03/02/20	TEERA minutes of meeting 19/12/19	Fwd to delegates
04/02/20	WAERA – minutes of meeting 18/01/20	Fwd to delegates
06/02/20	WAERA re AERA forms – rest order	Responded
10/02/20	L Annetts re QERA motions – acknowledgement and response provided	Agenda
	Upper Corindi Club re cancellation of event – acknowledged and response	Agenda
11/02/20	TQ20 re info for TQ Yearbook	To complete
12/02/20	VERA re AERA Delegate Nomination x1	AGM agenda
	MD re AGM paperwork	AGM agenda
13/02/20	TEERA re AERA Delegate nomination x 2	AGM agenda
	QERA to EA re EADCM Stewards – cc-ed AERA	Noted
	QERA – AERA Delegate nominations x 3	AGM Agenda
14/02/20	TQ20 re TQ Winner photographs	Responded
	H Waldrop Helen Smith re research project	Agenda
17/02/20	TQ20 Minutes of meeting 15 February 2020	Fwd to delegates
	M Grogan re Endurance in Queensland (sent to Peter Bice and Mark Dunn) – acknowledged and responded	Agenda
	Hall & Wilcox confirmed receipt of documents	Ongoing
18/02/20	P Karner re Upper Corindi Club	Acknowledged
	G Sermon, TQ20 – request for AERA logos	Responded
19/02/20	TEERA re Honorary Vets	To MD
20/02/20	WAERA – query re National Championship code	Responded
21/02/20	NSWERA – nominee for Honorary Membership, T McCormack	AGM Agenda
	QERA re vet accreditation – N Page	Agenda
	QERA re constitution - supported	Fwd to SC
	QERA re rule change	Agenda

22/02/20	M Locke – AERA Confidentiality Agreement	Noted
24/02/20	TEERA re Honorary Vets, Audited Financial Report and report	Fwd to delegates
	TQ20 – update on Biosecurity Plan development	Fwd to delegates
25/02/20	WAERA re AERA Delegates x 2	AGM Agenda
	TEERA – query re insurance cover for “fun/intro” days	Treasurer
	NSWERA – response re horse catastrophe	Ongoing/agenda
	M Walker – research project	Fwd to delegates
27/02/20	VERA – Audited Financial Reports and advice re Honorary Vets	Fwd to delegates
	VERA re NVP Protocols - supported	Noted
28/02/20	NSWERA – AERA Delegate nominations x 3	AGM Agenda
	SAERA – AERA Delegate x 1	AGM Agenda
02/03.20	WAERA – AGM Minutes and Finances	
	S Wright (gr 12 student) request to post survey on Facebook	To Exec
03/03/20	SAERA – AERA Delegate late nomination x 1	AGM agenda
04/03/20	Jewel Azaria Tan – research project re asthma in horses – survey	Fwd to delegates

10.1.2. Correspondence Inwards – discussion items

10.1.2.1. Equestrian Veterinarian Association re Loss of Confidence in AERA

10.1.2.2. Hayley Waldrop & Helen Smith – research

Email received requesting that survey be sent to members and that project was pending ethics approval. This was to have been provided in a follow-up email along with approved survey – not yet received.

Action

Secretary to follow up re ethics approval and survey to be sent out.

Motion: 20/04_02/12 Moved: Mark Dunn / Dick Collyer

That we accept this pending ethics approval.

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

10.1.2.3. Matthew Walker – research project request

Reference to late agenda item - document re Data Usage Agreement that needs to be given consideration before correspondence requesting access is discussed.

Item carried forward to meeting on 15/04/20

10.1.2.4. Jewel Azaria Tan – research project request

Further information was requested but has not been received.

Action

Secretary to follow up whether this is still going to happen.

10.2. Late Correspondence Inwards

Date	Late Correspondence Inwards	Action
06/03/20	M Denton query re aged horses	Responded
09/03/20	K Pascoe	
10/03/20	QERA response to AERA re motion 6	Agenda
12/03/20	C Richardson re rider history	Responded
13/03/20	K Moir & M Williams research project request	Agenda

	TEERA minutes of February meeting	Fwd to delegates
16/03/20	D Somerville re QERA AGM	Agenda
19/03/20	SAERA – J Luck – leave of absence till 20/05/20	Noted
20/03/20	G Bou – information video re 1000-mile buckle	Agenda

10.2.1. QERA response to AERA re motion 6

Discussed with relevance to correspondence inwards items 15.1.2.3, 15.1.2.4 and 15.1.2.5.

Noted that similar issues have been raised by NSW members, that DAs have right to self-determine.

10.2.2. K Moir and M Williams request for research project – carried forward to next meeting

10.2.3. D Sommerville re QERA AGM – carried forward to next meeting

10.3. Correspondence Outwards

Date	Correspondence Outwards	Author
19/11/19	WAERA re Child Protection Policy	KM
24/11/19	TQ20 re Biosecurity plan- cc AERA Delegates	KM
25/11/19	T Hasko-Stewart	KM
26/11/19	S Little request for CS Reports TQ19 and others	KM/MD
	VERA re CS Compliance	KM
	TQ20 re sale of Coffee Table Books	KM
27/11/19	AERA Delegates – Financial Reports to 31 October	DE/KM
01/12/19	DA Secretaries – notes from AERA November meeting	LAS
02/12/19	C Gurtner re horse history	KM
	K Sulaiman re horse history	KM
04/12/19	R Jego response from meeting	KM
	DA secretaries re Vet fees	KM
	I Peters response from meeting	KM
	A Barnes – response to email of 02/12/19	KM
06/12/19	D Colja – thank you letter	KM
08/12/19	EVA via J Wilkinson – AERA response	KM
10/12/19	DA Secretaries re AERA Fees and charges	KM
11/12/19	QERA re Horse Welfare	MD /HWSC
	DA Secretaries – minutes of AERA meeting 16/17 November	KM
13/12/19	WAERA – response re vet fees and insurance	KM
14/12/19	S Swan – AERA request for further information	KM
	DAs update of AERA Rulebook and summary of rule changes	KM
15/12/19	G Bucknell / TQ18 thank you letter	KM
18/12/19	NSWERA re horse catastrophe	MD/HWSC
	QERA re horse catastrophe	MD/HWSC
	S Swan response re QERA AGM	KM
	D Somerville response re financial reporting	KM
	M Scott – fwd letter from S Swan	KM
19/12/19	EA re AERA Affiliation Agreement	KM
	G Bou re TQ buckles, cup etc	KM
	QERA re Horse Catastrophe – further information re Fernvale	MD/HWSC
21/12/19	S Swan response re Qld State Championships	KM
22/12/19	TQ20 Committee - various	KM
23/12/19	DA Secretaries and AERA Delegates re AGM	KM
	M Walker – response re Research Project	KM
	S Swan – response re IT reports	KM
	VERA re CS Compliance	KM/MD
09/01/20	DA Secretaries – Terms of Reference for NVP	MD
26/02/20	WAERA – response re complaint	LT
05/02/20	DA Secretaries re appointment of EADCM Coordinator	KM
	Dorte Colja re appointment of EADCM Coordinator	KM

07/02/20	Delegates and DA Secretaries – Notice of Meeting AGM and scheduling	KM
10/02/20	Dr S Rodes re Head Vet accreditation	KM
	QERA response to letter ref Brookleigh Delaware	MD/HWSC
12/02/20	K Howie re Bob Gurr's loss of TQ buckle	KM
13/02/19	EA – contact details for EADCM Coordinator	KM
	Hall and Wilcox re insurance matter	KM
	Invoice to TQ19 re WA Vet accommodation	LT
14/02/20	K Moir response re research request	LT
17/02/20	QERA re Horse Catastrophe - Fernvale	
18/02/19	QERA – response to correspondence re Brookleigh Delaware dated 11/02/19	MD (HWSC)
21/02/19	AERA members re notice to present a special resolution	KFS
	DA Secretaries re notice to present a special resolution	KFS
22/02/20	NSWERA – reminder re correspondence re equine catastrophe sent on 18/12/20	MD
	DA Chief Steward Liaison – request for updates	MD
28/02/20	QERA re correspondence re QERA AGM Motions and impact on ROs	PB
02/03/20	DA Secretaries to update AERASpace users	LT
03/03/19	P Karner, Luke Annetts and Mark Grogan – response to correspondence	PB

10.4. Late Correspondence Outwards

	LATE CORRESPONDENCE OUTWARD:	
13/03/20	Quality Inn – confirmation of event orders	KM
16/03/20	Quality Inn – cancellation of event booking – acknowledged and accepted	KM

10.5. Business Arising from late correspondence

Quality Inn accepted late cancellation of our booking at no cost.

11. General Business

11.1. Letters on No Objection

Discussion about need for Letters of No Objections and who these should come from.

Clarification from EA was that Letters of No Objection are provided by EA to current members of state branches on application if members are intending to compete overseas in FEI events. This allows the athlete to compete at both National and FEI level. To be granted this letter athlete must be of good standing with EA but their representative advised that they do not consult with AERA.

LNOs have been provided by DAs for people competing overseas in national events but often these requests have come to AERA Secretary who may not have access to the information that a DA has about their members. It was noted that this is not always required for overseas competition, but it was identified that about 6 LNOs had been requested by NSWERA members in the last year for members competing in Europe. Leigh Ann is to include this in discussions with EA re the Affiliation Agreement to ask that they do seek advice from AERA as to a person's eligibility for an LNO.

Note that AERA rulebook does require riders from overseas to show evidence of membership of a national federation and an LNO when entering an AERA affiliated endurance ride (Rule 32.2). AERASpace does prompt for riders to be entered as International competitors if there is no AERA number but there is no requirement to submit any documents as evidence of eligibility to compete. Suggested that this would normally be confirmed by the Chief Steward and question whether this is captured in the database.

Difficult to police members riding overseas and acceptance that that is up to the overseas ride organisers to police. For AERA rides the rule covers this and at minimum gives recourse if the rule is not followed; we can only oversight what happens at our events.

Motion: 2020/04_2/13 Moved: Kim Moir / Noni Seagrim
That if a Letter of No Objection is required for Australian Riders competing overseas, they must apply to the DA of which they are a member.
Voting: QERA – yes; NSWERA – yes; SAERA – yes; TEERA – yes; VERA – yes; WAERA – yes.
Carried unanimously.

Action

Leigh Ann to follow up with EA.

12. Late Reports

12.1. EADCM Report received 7 March 2020 – moved to body of agenda and dealt with 04/04/20

13. Meeting Closed

The meeting was adjourned at 5.00pm

14. Meeting Dates

Meeting to be continued on date to be determined.

Next scheduled meeting – 18/19 July 2020 - tbc