



Australian Endurance Riders Association Inc.

Minutes of the AERA Management Committee Meeting (adjourned)

Date: Commenced at 8.00 pm AEDT on Monday 29 November 2021

Venue: Webinar – [please note that this meeting is recorded.](#)

1. Meeting opening

Welcome to all

2. Attendance

2.1. Management Committee Members Present

Linda Tanian (President) (VERA), Mark Dunn (Vice President & Treasurer) (TEERA), Kim Moir (Secretary) (QERA), Noni Seagrim (NSWERA), Belinda Hopley (NSWERA), Dick Collyer (QERA), Jodie Luck (SAERA), Sarah Dumbrell (WAERA).

2.2. Apologies

None

2.3. Proxy Votes

None

2.4. Visitors

Pat Hodgetts, Honorary Member and TEERA Delegate; Jane Radny WAERA Delegate; Natasha Ellery WAERA MC Member; Jill Bourton, SAERA MC Member.

3. Register of Pecuniary Interest and Conflict of Interest

None declared.

4. Portfolio Reports

4.1. Governance and Policy

14.11.1 *Terms of Reference – AERA Awards Sub-committee*

14.11.2 *Terms of Reference – Strategic Planning Sub-committee*

14.11.3 *AERA By-law – Management Committee and Sub-committee Memberships*

14.11.4 *Affiliation Agreement edited 2 November 21_RC_MD*

Motion: 2021/12/18 Moved: Jodie Luck / Mark Dunn
That the Terms of Reference for AERA Awards Sub-committee be adopted
Carried unanimously

Motion: 2021/12/19 Moved: Kim Moir / Mark Dunn
That the Terms of Reference for Strategic Planning Sub-committee be adopted
Carried unanimously

Motion: 2021/12/20 Moved: Kim Moir / Sarah Dumbrell
That the AERA By-law – Management Committee and Sub-committee Memberships be adopted
Carried unanimously

Motion: 2021/12/21 Moved: Mark Dunn / Kim Moir
That the AERA By-law – Management Committee and Sub-committee Memberships v 2 be adopted
Carried unanimously

Action

Secretary to send Affiliation Agreement for further comment by 26 February to allow for NSWERA AGM.

Note that this may not give a lot of time for response and Noni will present to the NSWERA Management Committee to seek their feedback.

4.2. Tom Quilty Gold Cup

4.2.1. TQ21 – Collie Western Australia – done and won!

14.12.1.1 TQ21 CS Report – Mark Dunn

14.12.1.2 Report for AERA November 21 Meeting from TQ21 – Jane Radny

14.12.1.3 TQ21 Veterinary Report – Anne Barnes

14.12.1.4 TQ2021 Budget for 50 riders 28/10/21

Discussion - TQ21 CS Report

No further comments

Discussion – TQ21 Committee Report

A number of riders commented that the numbers on arrows were small and hindered their ability to navigate the course particularly in the dark, specifically difficult to distinguish between the 2 and 5. Noted that numbers are smaller than on the other arrows.

Jil Bourton who had ridden at TQ21, also noted that some of the colours were difficult to distinguish as well. Noted that it would be useful to clarify who is responsible for coordination of rescue floats with suggestion that this be under the portfolio of Course Director.

Also recommended that it be recommended that each portfolio have a 2IC.

Lessons learned – so many things that come up and can't be planned for. Found it useful to have a number of knowledgeable helpers who can be called on to do tasks that arise. Noted BC program was particularly helpful.

Action

TQ manual to include comments relevant to feedback from TQ21

Discussion – TQ Veterinary Report

Recommendation about the management of horses from areas where Hendra has occurred, that there should be a minimum of 21-days away from those areas and from any other horses from withing those areas.

Perhaps there is a minimum number of vets to allow for rest periods even with a small number of entries. There is no vet:horse ratio in the Event Standard. Pat noted that in her 26 years of attended Quilties she has never had rostered time off.

Action

Sub-committee to look at minimum number of vets required and may need to update the Event Standard.

Discussion – TQ21 Final Budget

Surplus may be a little smaller but really good sponsorship allowed this positive result.

Note that Dr Ramachandran has invoiced for a smaller amount – AERA Bookkeeper has asked him to re-submit for recommended fee.

Note that Audited Statement for TQ21 is still to be received. At recent WAERA AGM it was moved that WAERA end-of-year financials

Action

Secretary to write letter to TQ21 Committee thanking them for their efforts

4.2.2. TQ24 – SAERA – time to send invite

Invite sent on 21 September requesting a response by March – note traditionally SA has hosted Quilty events in July so we should be working towards an Interim agreement to be signed by July 2022.

No acknowledgement of correspondence received.

Discussion

Has been received and expressions of interest have been called for – no responses as yet but it is in hand.

4.2.3. TQ Manual

Currently some sections of the TQ Manual have been updated and others have not. Secretary to merge the sections so one manual is available to send to TQ23.

Anomaly re top 10 rugs – discussed in first part of meeting and Annexure for Awards to be updated.

Following recent conversation on Facebook and subsequent email conversation between MC members, there was suggesting a Quilty shared between 2 DAs and what does, or should, the manual say about a DA passing its scheduled turn?

Noted there were also issues with changes of scheduling in 2008 and in 2015.

Resolved that there was no need to consider any change to manual to consider this at present.

4.2.4. Other Quilty Matters

TQ Buckles

Gerard Bou made 56 buckles this year and sent 62 to WA including 6 left over from TQ19. Jane Radny arranged for return of 37 buckles – thank you Jane and these arrived safely.

As per last meeting I have asked G to commence preparation for manufacture of 180 buckles, anticipating a 250 to 280 Quilty in 2022. G will have to order the castings now and will proceed to do this. They are not a major expense and will keep if we need to reduce numbers.

G first manufactured buckles for the TQ18 Quilty and made some minor modifications to those for the TQ19 and that is the design now used. When the concept of AERA Manufacturing its own buckles was first introduced this was because of difficulties in sourcing buckles and the cost. Our buckles in 1992 cost \$275. G committed at that time to doing this for three or so years. He is happy to continue for the next couple of years but suggests we should begin to consider who else could step into this role – should he be struck down by the elusive bus. He has one person in mind but suggested that AERA members give some consideration to who might do this. G will of course provide training and is endeavouring to make a video to record the process.

I have also asked G to confirm the number of other buckles he has in his keeping as this may vary from the numbers listed in our financial reports.

G noted that he is currently preparing to make 5 plaques including the one commissioned by AERA in memory of Brian Sheahan.

Discussion

Succession Planning – suggested that anyone taking on this task should probably be in Queensland to allow them to be apprenticed to G. Resolved that G should progress with the contact he has to sound out their interest in the first instance. AERA can request a resumé and if that person is not interested, we can revisit.

Action

Secretary to ask G to advance this conversation.

To review or develop a position description and conditions, noting that G has an understanding of the sport.

Transport of TQ Trophies and Vets Vests! – report in Subsidiary Agenda and will discuss then.

Ingrid joined the meeting at 20.46 AEDT**4.3. Rulebook and Changes****4.3.1. Report from Rulebook Sub-committee**

Three issues have arisen since our last meeting.

1. The EWS rules may need clarification to account for the situation where a horse / rider bypasses the first 'warning' threshold of 30 points by, for example, accumulating 30 points for a 'severe metabolic' vet-out or going under novice time when on 25 points and going immediately to 55 points. The same issue may arise for the 45- and 60-point thresholds. The Rulebook SC will review and report back next meeting.
2. The issue of 'severe tack' arose at and subsequent to TQ21 when a rope rig with knots on the noseband was brought to the attention of a DA with the accusation that this is inappropriate. Should we be adding to the current illegal aid armoury of 'Spurs, crops, whips and standing martingales'? This might be done by amending 57.1 *It is the responsibility of the rider to ensure that their riding tack is 'fit for the purpose', safe and that all tack and material placed on a horse fits appropriately and does not irritate the skin of the horse.*
3. The social media rules are 5 years old and need review. Again, the Rules SC will review and report back next meeting.

Discussion

Concern expressed that comments on Facebook can cause the host to be held accountable and possibly liable to action.

Actions

Rulebook Sub-committee to report back on items 1 and 3.

4.3.2. Motions for a first vote**4.3.2.1. Rule change proposal – new rule re horse whiskers****58. Whiskers to stay put**

Horses are ineligible to participate in any event if their sensory hairs have been clipped and/or shaven or in any other way removed unless they have been removed by a veterinarian to prevent pain or discomfort for the horse.

Rationale

Vibrissae, or sensory hairs/whiskers, are the long stiff hairs growing on the chin, mouth and around the eyes and are used as organs of touch by the horse.

Equestrian Australia (EA) recently implemented a rule to ban the trimming of horse sensory hairs across all EA National Disciplines in the interests of horse welfare. The implementation followed the adoption of a similar Rule by FEI, that came into effect on 1 July. The FEI Veterinary Committee believes that the horse's sensory hairs must not be trimmed or removed as it reduces the horse's sensory ability.

The AERA Rulebook SC recommends AERA follows suit and implements the new Rule proposed above.

Note this will result in changes to rule numbering from current rule 58 onwards.

Discussion

This would be picked up by vets at pre-ride and they would need to be briefed on this change if implemented.

There has been no precedent for this and comments supported that this was not something that would be done by endurance – more of a show issue.

Noted that currently only FEI and Pony Club have mandated this and you may have horses doing show one week and then coming to an endurance event, so a problem for people doing multiple disciplines. To implement this may exclude some people from trying the sport.

Acknowledged this is a horse welfare issue but other view is that we may be jumping the gun with this, and this is not a high priority horse welfare issue. As a horse welfare issue this should be done as soon as possible. Noted that Show Society have not yet accepted this.

Noted that this is only being presented for a first vote and won't become a rule until 1 January 2023 and our rules should align with EA/FEI rules.

Craig Renner joined the meeting at 21.03 AEDT

Motion: 2021/12/22

Moved: Mark Dunn / Dick Collyer

58. Whiskers to stay put

Horses are ineligible to participate in any event if their sensory hairs have been clipped and/or shaven or in any other way removed unless they have been removed by a veterinarian to prevent pain or discomfort for the horse.

Voting: JL – yes; KM – yes; BH – yes; MD – yes; NS – no; SD – yes; DC – yes; LT – yes.

Carried for the first vote and will be considered again next meeting.

4.3.3. Motions for a second vote

4.3.3.1. Rule change proposal – Rule 34 – withdrawal and “not started”

This motion was first presented at the August 2021 AERA Management Committee Meeting.

The relevant Rule at present states:

34. WITHDRAWAL OF HORSE AND/OR RIDER

34.1 A horse and/or rider may withdraw by notifying the chief steward in the following circumstances:

a) After completion of the ride entry and before pre-ride veterinary examination.

The horse is not required to present for a veterinary inspection and the logbook shall indicate the horse as ‘Withdrawn prior to pre-ride vetting’. Any refund of the ride entry fee, in full or in part, is at the discretion of the ROC.

b) After the successful completion of the pre-ride veterinary inspection and before the official start time of the ride.

The horse is not required to present for a further veterinary inspection and the logbook shall indicate the horse as ‘Withdrawn prior to ride start’.

Supporting rationale for the rule change:

Rule change proposed by the Rulebook Sub-committee in response to a ride outcome of “not started pre-ride” earlier in 2021. The circumstances were that the rider was unwell after pre-ride vetting and could not start the ride.

AERASpace allows for this outcome but the Rulebook did not provide this as an option.

The latter (b) category would seem to apply in the circumstances cited. However, a withdrawal has the effect of preventing a rider/horse from achieving a 100% completion for any given time period and does seem to inappropriately / unfairly penalise the horse / rider.

AERASpace algorithms will need to be modified so that the completion stats are not affected in such circumstances.

The motion was passed at first voting with 4 votes for, 2 votes against and 1 abstention.

There was no further discussion and the motion was voted on for a second time

Motion: 2021/08/11 Moved: Mark Dunn / Dick Collyer

That rule 34 be amended to read

34. WITHDRAWAL / **NOT STARTED OF HORSE AND/OR RIDER**

34.1 A horse and/or rider may withdraw from a ride or be deemed to have 'not started' the ride by notifying the chief steward in the following circumstances:

a) After completion of the ride entry and before pre-ride veterinary examination.

The horse is not required to present for a veterinary inspection and the logbook shall indicate the horse as 'Not started** prior to pre-ride vetting'. Any refund of the ride entry fee, in full or in part, is at the discretion of the ROC.**

b) After the successful completion of the pre-ride veterinary inspection and before the official start time of the ride.

i. The horse is not required to present for a further veterinary inspection and the logbook shall indicate the horse as 'Withdrawn prior to ride start'.

ii. Under exceptional circumstances, where 'Withdrawn prior to ride start' is not appropriate, as determined by the Chief Steward, for example if a rider falls ill and is unable to start the ride, the logbook shall indicate 'Not started prior to ride start'.

Voting: JL – yes; KM – yes; BH – no; MD – yes; NS – no; SD – yes; DC – yes; LT – yes.

Motion carried: For – 6 votes; Against – 2 votes

Carried by majority to become a new rule as of 1 January 2022

4.3.3.2. Rule change – Rider with Special Needs – QERA

The original rule change was presented at the April 2021 AERA MC Meeting and was passed for a first vote.

The proposed rule change was reconsidered at subsequent meetings and an amended version was presented at the AERA Meeting on 15 August 2021 to read:

Motion: 2021/Sub/02 Moved: Mark Dunn / Dick Collyer

That rule 27.8 be amended to read

27.8 A rider with special needs will be allowed to participate in an event provided that:

i. they do so in accordance with the Rider Rules (Chapter 5)

ii. they have consulted with the Ride Organising Committee and the Chief Steward to ensure that any special provisions, if necessary, can and have been made to ensure their safe participation in the event.

iii. any additional risk associated with their participation must be documented as a separate entry in the event Risk Management Plan.

Voting: MD- yes; BH – yes; NS – yes; JL – yes; DC – yes; KM – yes; LT – yes.

Voting outcome: For - 7 votes; Against – 0 votes.

Carried unanimously

Carried for a first vote to be presented again at November meeting.

Rationale – as provided at initial voting:

Some guidance is required for Ride Organising Committees so that when they are aware that a person with a disability is participating, the risk is assessed and managed.

Discussion

Noted that this is the responsibility of the Ride Organiser.

Motion presented for a second vote:

Motion: 2021/Sub/02 Moved: Mark Dunn / Dick Collyer

That rule 27.8 be amended to read

27.8 A rider with special needs will be allowed to participate in an event provided that:

i. they do so in accordance with the Rider Rules (Chapter 5)

ii. they have consulted with the Ride Organising Committee and the Chief Steward to ensure that any special provisions, if necessary, can and have been made to ensure their safe participation in the event.

iii. any additional risk associated with their participation must be documented as a separate entry in the event Risk Management Plan.

Voting: MD - yes; BH – yes; NS – yes; SD – yes; JL – yes; DC – yes; KM – yes; LT – yes.

Voting outcome: For - 8 votes; Against – 0 votes.

Carried unanimously to become a new rule as of 1 January 2022.

Action

Summary of rule changes to be implemented by 1 January 2022 to be distributed to DAs and posted on website.

5. General Business

5.1. Helmet Tagging

16.1.1 *Helmet Tagging instructions*

16.1.2 *Helmet Tagging Logistics*

Discussion

This has come through Equestrian Australia – they have a process to check and tag helmets to provide a visual representation that helmets are compliant with the standard. There is an intent to bring this in for FEI rides from 1 January and mandatory from 1 July. This is proposed as a rider safety issue.

Comments

- This is a quick process and can be done by a commercial provider – example of horse land in WA. Other disciplines do require this.
- If this is brought in the process could be an opportunity for someone to attend a ride and tag helmets. Could also liaise with local stores.
- Contributes to compliance and risk management. If helmets are not compliant it may create a problem getting insurance.
- Query whether the tag has an expiry date – Jane to take this query back to EAEC and will report back to AERA.
- Jane subsequently provided advice that the tag colour will change when the helmet standards are updated every 4 – 5 years.

Action

Jane to provide further information from discussions with EA.

Refer to the Rulebook Sub-committee to consider and bring back next year.

5.2. Strategic Planning – Kim Moir

Strategic planning has been on the AERA Agenda as far back as 2010, the earliest minutes available to me.

In November 2000 the concept of a Strategic Plan was mentioned as a requirement to support a funding submission and in March 2001 the minutes made reference to the formation of Sub-committees “as a result of the Strategic Plan” with each of these to have Terms of Reference and each reporting via Endurance News. So here we are in 2021 and we have Sub-committees, not necessarily the same ones as in 2000, and most (all) have Terms of Reference.

The Strategic Plan of 2001 to 2004, is a 31-page document and includes an explanation of the process by which the plan was developed. This plan was formally adopted in July 2001 after being circulated to all "State Management Committees" from the March 2001 meeting.

Focus Areas were

1. Administration and Management with 12 roles and 79 goals (roughly)
2. Sports Development with 7 roles with 19 goals
3. Marketing and Promotion with 5 roles and 19 goals.

Basically, the roles were to be incorporated into Sub-committees and there were then Action Plans for each focus area.

During the following three years of the plan's relevance there was little action taken with frequent reference in Minutes of Meetings to the need to review and update the Strategic Plan. It never was, though during 2005 the IC Strategic Plan did drive some of the goals for the AERA Strategic Plan.

In 2007, Jill B did review the now out-dated Strategic Plan and commented that many aspects of the plan had been implemented so all was not in vain. She noted that the plan "should be viewed as dynamic and as such needs to be checked off where tasks have been completed". It then basically fell off the agenda again and was put on hold in 2012 until the new constitution was finalised – this had been one of the key goals of the original Strategic Plan.

So that is the history – and as we know history is to learn from. Perhaps the motivation to develop a plan was not conducive to making it work – it was reported that AERA needed this to attract funding. I believe should have needed it to guide our planning and the ongoing administration of the sport at a national level.

So, my thinking is that any Strategic Plan should be dynamic, relevant and manageable (not so big as to become unwieldy and too much for a small group of people to pay attention to!)

As stated at the beginning of this report, the formation of Sub-committees was an outcome of the original strategic planning process. Some of those Sub-committees have fallen by the way – Merchandise, Promotions, International, Course Preservation; others have morphed into other titles and new ones have been created.

Suggestions for moving forward – each Sub-committee consider two or three key goals for the next 3 years. We collate these and circulate to DAs for discussion. It would be good to get this out to DAs before their AGMs but not sure we could do this for QERA.

I have conducted a mini straw poll of some key people to report on at the meeting hopefully.

Is this approach too simple – let's give it a go.

Discussion

The discussions with selected members, who were not on the committee, to get some feedback about what the key issues were that AERA should be looking at in Strategic Planning. There was some commonality including horse welfare, driving membership, being financially stable – nothing much different to what was in the original plan. Basically, the report given is just to let people know that the Sub-committee has looked at something and some effort will go into looking at the key things we want to achieve and some of the strategies to manage that.

Looking at improving engagement with DAs, there seems to be a lack of understanding about what AERA does, and each MC member or delegate is charged with the task of providing solid reporting to the DAs they represent so that information about what AERA does is relevant and can be referred to in feedback from the DAs.

People have to be able to use the Strategic Plan to strategise our planning. Sub-committees should focus their portfolio actions on the goals of the Strategic Plan.

Our mode of operating tends to be responding to things that are emergent and need goals that can be achieved and ticked off.

Had been suggested that we give a couple of hours to discussing this. Suggestions on how to move forward seem to be doable.

Action

To report back to next meeting pulling together the comments from the straw poll.

Sub-committees to set 2 -3 goals that they wish to achieve and reporting against those goals is done at a meeting.

5.3. Annual General Meeting

Members to step down are 1 x NSWERA; 1 x QERA; 1 x VERA; 1 x WAERA as per constitution to allow some continuation of membership.

Date set for Wednesday 16th March 2022 and Secretary will provide a timeframe for receipt of nominations.

6. Next Meeting Dates

Noted that the meeting in March is just for AGM business and the suggested schedule only allows for 5 meetings. The calendar is very congested in first half of year and difficult to find dates that are available to all.

First meeting of 2022, set for Sunday 6 February with a short meeting scheduled after the AGM to appoint Executive Members and allocate portfolios.

Other dates to be worked out later.

7. Meeting Closure

Discussion of this agenda closed at 9.34 pm AEDT and meeting moved to consider Subsidiary Agenda items.

President: Linda Tanian

Signature: 

Date: 28 February 2022