



Australian Endurance Riders Association Inc.

Minutes of the Committee of Management Meeting

Date: Commenced at 10.00 am AEDT on Saturday 22 October 2022.

Venue: Webinar – this meeting was recorded.

Details to join the meeting

1. Meeting opening

Mark Dunn thanked all for their attendance.

2. Attendance

2.1. Management Committee Members Present

Mark Dunn (President & Treasurer) (TEERA), Kim Moir (Secretary) (QERA), Noni Seagrim (NSWERA), Dick Collyer (Vice President, QERA), Jil Bourton (SAERA), Natasha Ellery (WAERA).

2.2. Apologies

Belinda Hopley (NSWERA)

Rebecca Hogan (NSWERA Delegate), Ingrid Crookshanks (WAERA Delegate)

2.3. Proxy Votes

Noni Seagrim for Belinda Hopley

2.4. Visitors

AERA Delegates - Mark Norton, Kerry Fowler-Smith, Bev Turner (NSWERA); Xanthe Webb (QERA); Andrew Miles, (TEERA).

Honorary Members – Pat Hodgetts

Linda Tanian attended the meeting from 12 noon AEDT to present the AERA Database Sub-committee Report.
Sioux Reid attended the meeting from 3.00 pm AEDT to present preliminary information on TQ23 option.

3. Portfolio Allocations

No changes noted

4. Register of Pecuniary Interest

Nil recorded

5. Previous meeting minutes

5.1. Amendments to the Minutes of the Management Committee Meeting held on 3 September 2022.

No amendments noted

Motion: 2022/10/01 Moved: Dick Collyer / Kim Moir

That the minutes of the AERA Meeting held on 3 September 2022 be accepted.

Carried unanimously

5.2. Amendments to the Minutes of the Management Committee Meeting, Subsidiary Agenda, held on 3 September 2022.

Nil received

Motion: 2022/10/02 Moved: Kim Moir / Dick Collyer

That the minutes of the AERA Meeting Subsidiary Agenda held on 3 September 2022 be accepted.

Carried unanimously

6. Business arising from the minutes – refer Action Sheet

- 6.1. Invitation to go to TEERA to host Tom Quilty Gold Cup in 2025.
- 6.2. AERA website continues to be updated with profiles for our Honorary Life Members and Management Committee Members.
- 6.3. Division Associations invited to consider any changes required to the AERA Constitution, to respond by November meeting.
- 6.4. Winton to Longreach Ride is on the 2023 AERA Ride Calendar and AERA has agreed to allow the completion of the first day of this event to be accepted as a qualifying ride to do a Quilty if the ride is an elevator or the completion of the full event if not an elevator.

7. Online motions

7.1. Financial decisions

Payments from 1 September 2022					
No	Payee	Invoice No	Date	Amount	Description - comments
1	Kim Moir	Payment	31/08/2022	649.00	Secretariat honorarium
2	Chris Nichols	Payment	31/08/2022	103.00	Webmaster honorarium
3	Australia Post	1011800050	31/08/2022	31.90	postage
4	Peter Johnson	875	31/08/2022	1,683.00	AERASpace costs
5	Kerry Fowler-Smith	Reimbursement	2/09/2022	229.75	Postage of awards from TQ22
6	Louise Counsel	Reimbursement	31/08/2022	486.29	TQ22 CS travel expenses
7	Caring Country Vets	640534	6/09/2022	2,450.00	TQ22 Head Vet fee + travel expenses
8	Deb Edwards	180	31/08/2022	1,010.00	Bookkeeper - 25.25 hrs inc 10.75 ONS
9	TQ22	95	31/08/2022	3,346.15	Accommodation costs and TQ Book (1173.65)
10	SUREWiSE	S26267	13/09/2022	1,798.50	PA - Voluntary Workers
11	Chris Nichols	Payment	30/09/2022	103.00	Webmaster honorarium
12	Chris Nichols	Reimbursement	19/09/2022	8.67	Ventraip update
13	Kim Moir	Payment	30/09/2022	649.00	Secretariat honorarium
14	Kim Moir	Reimbursement	29/09/2022	14.74	Postage of plaque to I Peters
15	Peter Johnson	881	30/09/2022	965.25	AERASpace costs
16	Peter Johnson	867	15/09/2022	644.71	Postage; Azure x 3; Server x 3 mths (528.00)
17	Ash Greeves	Reimbursement	30/09/2022	300.65	TQ22 Vet - travel costs
18	Deb Edwards	181	30/09/2022	1,000.00	Bookkeeper - 25 hrs inc 14 ONS
				15,473.61	

7.2. Other on-line motions

7.2.1. AERA Database backup capacity

Extract from Report

Expansion of Backup Capacity

Our AERA Azure backup server is due for an upgrade in terms of expanding our disk size. We are collecting considerably more data now and need to increase our capacity to ensure backups are able to be stored appropriately. This will result in an increase in our current Azure plan of approximately \$5 per month (increasing from just over \$20 to just over \$25).

Moved Kim Moir Seconded Natasha Ellery

That AERA approve upgrade of the AERA Azure backup server at an additional cost of \$5 per month.

Voting: For - 6 votes; Against – 0 votes; Abstain – 0 votes; No vote - 2.

Carried by majority

Action

Advice to AERA Database Sub-committee and to AERA Bookkeeper

7.2.2. AERA Secretary Database Access

Motion

That the AERA Secretary user access to AERASpace include ability to add AERA events to the AERASpace Calendar.

Moved Kim Moir

Seconded Mark Dunn

Voting: Yes - 6 votes; Against - 0 votes; No vote - 2 .

Carried by majority

Action

Access provided by AERA Database Sub-committee

Discussion

Clarification sought about AERA Secretary’s access to add to the AERA Calendar and noted that this is to allow the addition of AERA Meetings to the Calendar or to change these if required. It is not for the purpose of adding rides which sits with DA Registrars.

8. Correspondence

8.1. Correspondence Inwards

No	Date	Correspondence Inwards	Action
1	02/09/2022	QERA re Vet Accreditation – Simon Goodwin. Processed at meeting on 03/09/22	Resolved
2		V Alrun query re AERA Distance and Points Awards via President	
3	03/09/2022	N Seagrim re proxy for AERA meeting on 3 September	Noted
4	05/09/2022	M7Europa France re horses sold	Resolved
5	11/09/2022	M Wade re purchase of replica TQ Cup for equal winners – discuss with G Bou	Resolved
6	12/09/2022	C Ros re AERASpace horse records – fwd to Registrar	Resolved
7	16/09/2022	EA re AERA MOU – fwd to AERA MC	Agenda
8	18/09/2022	C Ros re corrections to AERASpace records – fwd to Registrar	Resolved
9	19/09/2022	L Taylor re swabbing at VERA State Champs - response to be managed by VERA	Resolved
10		VentralIP x 2 - application for and noted domain registered for tomquilty.au and aera.au	Noted
11		NSW Fair Trading – new associations incorporated regulations	Fwd to Governance Sc
12	20/09/2022	M Stein – query re ONS – refer to asadmin	Resolved

13	22/09/2022	SAERA response re Online Membership Renewals	Noted
14	23/09/2022	WAERA response re Online Membership Renewals	Noted
15	24/09/2022	NSWERA response re Online Membership Renewals	Noted
16		TEERA response re Online Membership Renewals	Noted
17	26/09/2022	FEI reopened bid for Endurance championships – fwd to MC	Resolved
18	27/09/2022	C Banwell re ONS setup for event – fwd to asadmin	Resolved
19		WAERA re proxy for AERA Delegate for next meeting – advice provided	Resolved
20	28/09/2022	Azure re upgrade by Sept 2025	Noted
21	29/09/2022	TEERA re appointment of AERA Delegate	Noted
21		TEERA response to AERA Bylaw Disciplinary Action	Agenda
23		J Bourton response from SAERA re Online Membership Renewals	Noted
24	05/10/2022	V Veitch re AERC membership and ride history to support nomination as an International Rider	Noted
25	07/10/2022	QERA request for added category to Database to allow for cancellation of event after nominations	Agenda
25	08/10/2022	QERA re Horse Catastrophe – fwd to HW Sc	Agenda
26	08/10/2022	QERA re Winton to Longreach first day as Quilty Qualifier	Agenda

8.2. Correspondence Outwards

No	Date	Correspondence Outwards	Author
1	05/09/2022	Dr Simon Goodwin re vet accreditation cc QERA	KM
2	07/09/2022	M7 Europa France response to request for logbooks	KM
3	12/09/2022	DA Secretaries request for feedback on Proposal for Online Membership Renewals from Database Sc	KM
4	12/09/2022	H McAndrew response re correction to data entry ONS	KM
5	13/09/2022	DA Secretaries, MC, Delegates and Hon Members notes from meeting	KM
6	14/09/2022	F Clelland, Regional Horse News, comment re World Championships	KM/MD
7	16/09/2022	DAs seeking feedback re AERA Constitution	KM
8		I Peters re AERA Award	KM
9		ST Gower re Gobi Desert Cup	KM
10		TEERA response re query re Database finances	KM
11	19/09/2022	S Zischke re Insurance Claim	KM
12		C Ros re database discrepancies form	KM
13		DAs re AERA Budget and proposed Fees	MD
14		H Johnson re ride results	KM
15	20/09/2022	L Taylor response re swabbing concerns at VERA SC	KM
16	21/09/2022	D Grull response re TQ22 feedback	KM
17	22/09/2022	TEERA response re Bylaw Rule Changes	KM
18		DAs and others re date of AERA MC Meeting	KM
19	28/09/2022	SAERA re IT form not uploaded from TQ22	KM
20		WAERA to clarify proxy votes for MC meetings	KM
21	03/10/2022	M Wade response re purchase of second replica cup for TQ equal placings	KM

22	06/10/2022	DAs and others re spam emails	KM
23		B Hudson advice re Letters of No Objection	KM
24	07/10/2022	SAERA President re TQ24 response	KM
25		Database Sc re sponsorship	KM
26		P Johnson re sponsorship	KM
27	09/10/2022	DAs reminder to send feedback on Bylaw Disciplinary Action	KM
27	12/10/2022	C Fleming re placing plaques for equal placings at TQ22	KM

Motion: 2022/10/03 Moved: Jill Bourton / Kim Moir
That the inwards correspondence is received, and the outwards correspondence is endorsed.

8.3. Business arising from Correspondence Inwards

8.3.1. Item 11 - NSW Fair Trading – new associations incorporated regulations

8.3.1 NSW Model Rule Changes

Governance SC to look at this to ensure that the Constitution is compliant with recommended changes. This will be dependent on how this is worded – if it says that a constitution “shall address” then the model rules will apply.

Action

Governance Sub-committee to look at this to confirm that the constitution covers these changes.

8.3.2. Item 25 – QERA re recording of ride cancellation as a completion outcome in database

Noted when a ride is cancelled after pre-ride vetting has been done only option for completion status is “Not Started”. Suggestion it would be more appropriate to record that the ride was cancelled.

Discussion

This has come to our attention due to several rides cancelled after pre-ride vetting when entries have been entered and must remain in the database.

Action

Mark to look at this issue and will add to the agenda items for the AERA Database Sub-committee to advise if this can be added without any unintended consequence.

8.3.3. Item 27 – QERA re Winton to Longreach first day as Quilty Qualifier

The Winton to Longreach event is being held on 29/30th July 2023. This ride will be in conjunction with QERA. The total distance will be 240kms over a 2-day period. QERA are asking that AERA designate the completion of the first day of 165 kms as a Quilty-qualifier and consider that the wording in the Quilty manual would support this.

Discussion

The wording in the TQ manual refers to “completion” so the first day can only count if a rider completes the full two days or if the ride is run as an elevator and the first day of 165 kms is the DNE point.

It was suggested that this may attract more entrants to the event for those wishing to qualify for future Tom Quilty events, but also give competitors the option to only ride a shorter distance of 100 miles to be a part of this iconic event. Ultimately, the ride organisers will be encouraging endurance riders to complete the full distance of 240kms.

Consensus that it can be counted as a Q-qualifier if they complete the full day or complete day 1 if it is run as an elevator.

Action

Response to QERA that we will accept the 165 one day completion as a TQ qualifier as long as they complete the whole ride or complete that one day as an elevator.
Review of manual to ensure that this situation is covered in that wording.

8.4. Business arising from Correspondence Outwards

8.4.1. Item 19 AERA to SAERA about IT forms not uploaded to database

Note the horse has not done a ride since the Quilty but forms still not uploaded as of this meeting day.

Jil noted that there had been difficulties in uploading the forms possibly because of the size of the documents.

Action

Jil to follow up to have this completed.

9. President's Report – Mark Dunn

I have little to report that isn't mentioned elsewhere in the agenda.

AERA has been busy with the usual things – TQ matters, Rule change proposals, horse welfare issues (an equine catastrophe), financial management, database activity, developing robust governance processes, liaising with our members, accrediting officials, etc - as well as responding to the usual requests for opinions - and putting out the odd bushfire.

MC members continue to put in the hard yards to make sure we do what we need to do.

President's Report received.

10. State Reports

10.1. NSWERA Report – Noni Seagrim

No report received

Belinda Hopley provided the following comment to be included on the agenda.

"It seems that all DA's seem to be doing some work towards growing their membership and reinvigorating the sport. I hope to contact the other DAs to get their ideas.

Note the recent State of Origin between NSW and QLD was retained by NSW. The visitors were impressed with the venue, the course and the welcome and friendliness of our State Champs recently held at Woodstock. They think they can come back next year and take it from us!!!"

Discussion

Noted that Belinda had provided a report that commented on a number of agenda items, and these have been dispersed through the agenda as appropriate to agenda headings.

There is no place on the agenda for general reports from MC members so how should this be management.

Consensus that the Secretary will allocate report items to the appropriate heading on the agenda.

10.2. QERA Report – Dick Collyer

Membership Still less than we would like it to be.

Finances Better than last year because of continued government grants and solid attendance at rides.

Ride Calendar

The weather continues to interrupt our ride calendar, with the second day of the Tenterfield Ride cancelled after overnight rain and a second attempt at a trial Winton Ride abandoned. Will try again early next year.

We have a comprehensive program of rides planned for 2023 already.

Chief Stewards and Vets

As reported last month, Ken Moir is now an accredited CS, and we now have five more candidates who are on the way towards accreditation.

Simon Goodwin has been accredited and we have one more vet (Alex Chick) on the threshold of accreditation – needs to do one more ride.

Concussion Policy

QERA has adopted a Concussion Policy (attached) which has been developed by Dr Allison Brown and which is based on the essential principles from both the EA and the Sports Medicine Australia policies, but which also acknowledges the much briefer TEERA policy.

Stockman's Hall of Fame

Craig Renner now has some contacts with the SHOF and I have asked him to begin a conversation with them with the plan that the endurance section is upgraded.

Website Hall of Fame

I think that the AERA Hall of Fame should be about endurance performance – ie riders and horses. The work of volunteers in management and administration should be recognised through Honorary/Life Membership both at the DA and the AERA level.

Suggested criteria for AERA Hall of Fame:

Horses:

5 Quilty buckles or 10000 kms in endurance or Individual or team Gold medallist at WEG or WEC.

Riders:

20 Quilty buckles or 20000kms in endurance or Individual or team Gold Medallist at WEG or WEC.

Discussion

Clarifying of criteria for horse and rider

- nomination would be accepted if one of the proposed criteria is met
- add to horses' criteria 5 marathons of one kind (Shahzada, FAW etc) with completions of 320 kms or above
- for riders, 15 buckles is still a significant achievement, and 20 buckles may be more difficult to achieve; also 15 marathon completions and to leave at 20,000 kms.
- AERA Hall of Fame – as national Hall of Fame the entry qualifications needs to be significant.

Consensus on criteria for AERA Hall of Fame nominees.

Horses:

1. 5 Quilty buckles
2. 10000 kms in endurance
3. Individual or team Gold medallist at WEG or WEC

4. 5 of any one marathon of 320 km or above

Riders:

1. 15 Quilty buckles
2. 20000kms in endurance
3. Individual or team Gold Medallist at WEG or WEC.
4. 15 of any one Marathon of 320 km or above

Motion: 2022/10/04 Moved: Kim Moir / Dick Collyer
That AERA Website be enhanced to include an AERA Hall of Fame option with candidates nominated by DAs according to the criteria proposed.
Carried unanimously

Hall of Fame is presented as an option for horses and riders not administrators. Administrators are recognised as Honorary Members. Suggestion that Honorary Members should also be included in the Hall of Fame but alternative view that they are separately recognised as is.

Suitable pre-amble as a heading for each category to explain what each category of recognition is about.

Action

Preambles to be written for Honorary Members and Hall of Fame nominees.

Form to be developed in similar vein to other forms – Kim to consult with Jo and then distribute to members

Post to Facebook and Website, once information and forms finalised.

10.3. SAERA Report – Jil Bourton

The SA. Endurance season will draw to a close at the end of this month with our State Championship 160km ride being a dual affiliated event at Dergholm E. Ride just over the border in Victoria's Southwest. It is hoped most of our more experienced riders will make the trip down to bunyip country to support what will be the last Dergholm event.

VERA members have also always supported this unique ride, it will be sad to see it end.

A TPR practical afternoon at Cheryl Bullock's property resulted in 2 new TPR's for us and we have two CS candidates in the system (and they are YOUNG!)

Our last three 80km events only attracted low numbers of riders but we decided " the show must go on" and both rides were thoroughly enjoyed by those who went - including a bunch of very enthusiastic newcomers.

Our AGM & awards is scheduled for December 4th, hopefully we'll get a good number of members along so we can " workshop" some ideas on the future of the sport in SA. At this stage our ride calendar for 2023 is looking pretty good.

Finances have maintained an even level throughout the season but there will undoubtedly be a bit of a drain at the tail end of the season after lower rider numbers in the last few rides and the prospect of rising AERA fees. Regarding TQ 24 - we are hoping the beginnings of a committee will be formed by this AERA meeting.

10.4. TEERA Report – Mark Dunn

Little to say since the last AERA MC meeting.

We have had one ride after our winter break with reasonable numbers. There are three more rides scheduled for this year at the time of writing.

Planning for our state championship event that will run from 18-20 November is progressing well. Sandy Little is crossing the ditch to CS the event.

Preliminary planning for TQ25 has commenced.

Final member numbers for 2022 are, disappointingly, down on previous years.

Mark Dunn

Discussion

TEERA has had to cancel its first ride in 17 years due to the main access road being cut off and some parts of track compromised. It was a last-minute decision but the right one.

Ji Bouton raised concern that we have experienced a lot of weather impact on events and do we need to have some discussion about dealing with climate change and the impact on organising rides with consideration of the viability of courses and venues. Kim Moir noted that Risk Management allows for this assessment particularly for significant event. AERA needs to be robust in asking if tracks and venues are accessible and do they have options. Kerry Fowler-Smith agreed that Risk Management processes does refer to weather events, which has significantly impacted on NSW ERA rides over the last two years. With reference to Shahzada, there are no alternate courses and this applies to many ride venues. The weather impacts that have been experienced recently have never happened before.

10.5. VERA Report – Sandy Little

No report received

10.6. WAERA Report – Natasha Ellery

No report received

DA reports received

Meeting adjourned from 11.12 am to 11.20 am AEDT

11. Treasurer's Report – Mark Dunn

Note reports to end of August 2022 were circulated to Management Committee members on 12 September. Reports to end of September 2022 are included in Google Drive Folder for this meeting on 11 October 2022

11.1 AERA September Profit & Loss Budget Analysis

11.2 AERA September Profit & Loss Budget Analysis with Year to Date

11.3 AERA September Profit & Loss with Year to Date

11.4 AERA September Balance Sheet

11.5 AERA Aged Receivables Summary as at 9 October 2022

11.6 AERA April Item List Summary as at 9 October 2022

11.7 Draft AERA Budget 2023 v6

11.8 AERA Summary of charges draft 6

11.9 Projected numbers presented to SUREWiSE

Treasurer's report for 22 October AERA MC meeting

The first part of this report is simply a repeat of comments circulated to the MC a week or so back with the September financial reports.

Where we are now

As always, if you want to look at just one document to get a sense of where we're at, it is the one named 'AERA Sept Profit Loss Budget Analysis YTD.pdf'.

In short, we are in pretty much the same position as we've been in for the last several months.

We are approx. \$45k worse off than forecast, almost entirely as a consequence of:

- lower member numbers than forecast
- lower ride / rider numbers than forecast
- less TQ income than forecast
- less income from the online nomination system forecast

Our insurance premium is based on our membership and ride(r) projections, and we do not have the ability to have the premium 'adjusted' as a result of the lower than forecast numbers. Very likely we will decide at our October meeting to ask our members, the DAs, to assist in making up the shortfall in liability insurance recovery, as we did in 2021.

The draft 2023 budget, to be considered at our 22 October meeting, takes a much more restrained view of 2023 membership and ride numbers so that, hopefully, we do not find ourselves in the same position this time next year.

While our budget shortfall is unfortunate, it is not catastrophic as we have a reasonable cash reserve. We look like heading into 2023 with approx. \$80-90k in the bank, sufficient to meet our commitments and then some.

2023 budget, fees and charges

The draft budget and proposed fees and charges, as endorsed by the MC at our last meeting (with one minor amendment – the reduction of the DA liability insurance fee), were circulated for comment to DAs on 19 September with a deadline for comment of 10 October. DA treasurers were invited to call me to discuss these. At the time of writing (9 October) no comments have been received and no calls have been received. The budget assumes about the same number of Divisional members and ride entries for 2023 that were achieved in 2022. Most other line items are based on historical data and are very likely reasonably accurate. The budget assumes that some income will be generated from AERAonline through ride entries and, potentially, membership processing. The AERAonline revenue is based on a \$2.50 per transaction fee, an increase of 50c on the 'introductory' fee imposed in 2022. The \$2.50 processing fee is lower than that charged by most or all other nomination platforms.

You will note that the proposed 2023 fees and charges represent a very significant increase on the corresponding 2022 fees and charges. This increase is caused entirely by the increase in insurance costs over the last two years – approximately 25% in 2022 and estimated to be a further 10% in 2023. It will come as no surprise to anyone that our insurance costs have increased so much as insurance costs in general have increased markedly in the last few years. The approach taken by the management committee in setting fees and charges for 2023 has been to specifically increase fees and charges that are directly related to the increased insurance costs.

AERA did not increase its fees significantly in 2022 and, as a result, the insurance costs recouped from Divisions fell short of what is required by in excess of \$20,000. In accordance with an AERA management committee decision in 2020, Divisions will very likely be billed in October, proportional to their 2021 membership, to recoup some or all of the shortfall. When this occurred in 2021, AERA absorbed approximately 40% of the shortfall and recovered the balance (approx. \$15,000) from the Divisions. The AERA management

committee will review the AERA finances in October in order to decide whether this might be possible again this year.

It is my intention to move at the 22 October meeting that the draft 2023 budget and fees and charges be formally adopted, and that DAs be advised of the 2023 fees and charges.

Mark Dunn
AERA treasurer
9/10/22

Discussion

Mark Dunn spoke to his report.

Overview report refers to financial statements to end of September. We continue to be down on income across all categories. Still not a catastrophe as we will still have a reasonable cash reserve and will end the year with about \$90k. We have recouped significantly less income to cover our PL insurance and are \$25k short in the recovery of this expense. Propose that we invoice the DAs to recover \$15k of that shortfall as per the Bylaw and the AERA resources will cover the rest.

Note that when we did this last year and all DAs paid without comment.

Fees and Charges proposed for 2023

Finance Team have taken a more conservative approach to forecast membership and rider numbers for 2023. The estimate for 2022 was 1600 hoping for a recovery after 2 years affected by COVID and weather, which did not happen. Our membership numbers for 2022 are 1350 or thereabouts and we have based next year's budget on approximately that number (1300).

Insurance premiums have gone up significantly across the board and the increase for our insurance is about 10%. Last year's increase was 25% and framed the budget accordingly and still ended up approx. \$40 down. To cover that and to provide a balanced budget we need to increase PL recovers by 40%. Insurance is the major expense item in our budget. The budget provided shows an approximate surplus of around 10% of revenue, around \$20k, and to get that for 2023 we had to increase fees and charges considerably.

Proposed fees and charges that have been included in the budget and as per the document sent to DAs with increases reflective of the increase in insurance:

- DA fee to remain as previous year
- Event fee from \$85 to \$140
- Day members from \$14 to \$30
- Full riding member from \$30 to \$60
- Intermediate member from \$12 to \$24, and
- Non-riding member from \$6 to \$10

If we vary any of these proposed fees, we need to consider the impact on the budget:

- Drop event fee back to \$100 will reduce the income by approximately \$3500.
- Reduce the Day Member fee from \$30 to \$20, reduces the overall income by \$13,000
- Reduce the Riding member from \$60 to \$50 reduces the income by \$10,000

Options

Accept the budget and proposed fees as is – we could meet all costs and not have to invoice DAs next year
Run with the fees as they are and with luck will meet all costs next year and have to invoice DAs for shortfall.
Wind back on sum of those proposed increases but accept that invoicing will happen next year but may be a lesser amount.

Discussion

JB – concern that event fee is ongoing and will add to entry fees; other increases are one off so perhaps more acceptable.

NS – two hats: AERA see the need to consider this as a sound business proposal; as NSW ERA concerned that these add to a significant increase in one year; the DA has absorbed increases in previous years but can't absorb any more.

KFS – speaking from the DA perspective, wish to reinforce Noni’s comments. NSW ERA has been affected by lots of cancellations and loss of ride entries over the last few years and have also been impacted by changes to government grants. Suggest that AERA needs to find income from sources other than DAs and members. The increase to the Day Membership is of concern at a time when we are about trying to grow the sport.

DC – support the comments made by Jill and Kerry with regard to events and Day Memberships but not so concerned about the others. The best way to incentivise membership is to provide a positive experience. The budget may be ok without too much of a surplus with the prospect of a good Quilty. Times have been extraordinary, and we may still have the opportunity to recoup on memberships in 2023. Suggest we can take a more cautious approach and accept a neutral budget.

JB – noted that SAERA had increased Day Memberships to \$30 last year and didn’t seem to be a problem.

KM – Finance Team had continued to focus on a user-pay system, ie income from members. Another income stream introduced this year was the ONS with the potential to provide income next year of \$16,000 next year if take-up is stronger, noting this is money being spent anyway. We have also had big savings on meeting costs. Accepting of increase on events and also accepting a reduction in the increase to membership fees.

MD summarised discussion

Division fee	\$830
Event	\$120 – an increase of \$20 may be more palatable to DAs and reduce income by \$1500
Intermediate	\$ 24
Non-riding	\$ 10
Full Riding	\$ 50 – reduce income by \$10,000
Day Member	\$ 25 – reduce income by \$6,000

This softens the increases and will reduce the notional budget surplus of \$23,000 to approximately \$5000 and will most probably mean invoicing DAs again at end of year. Consensus that this is a more neutral budget in line with circumstances and support for the revised budget.

Motion: 2022/10/05 Moved: Dick Collyer / Noni Seagrim
That the amended increase to fees and charges for Insurance Liability be accepted. Event fee \$120; Full Rider Member \$50; Intermediate Riding Member \$24; Day Membership \$25; Non-riding member \$10.

Voting: NS – yes; NS proxy for BH – Yes; DC – yes; KM – yes; JB – yes; MD – no; NE – yes.

Voting: For – 6 votes; Against – 1 vote

Carried by majority

MD noted that he had voted against the motion on the principle that this is a less responsible budget.

Motion: 2022/010/06 Moved: Dick Collyer / Kim Moir

That the Revised budget is accepted.

Voting: NS – yes; NS proxy for BH – Yes; DC – yes; KM – yes; JB – yes; MD – no; NE – yes.

Voting: For – 6 votes; Against – 1 vote

Carried by majority

MD noted that the budget reflects an increase to the ONS fee from \$2 to \$2.50.

Motion: 2022/10/07 Moved: Natasha Ellery / Jil Bourton

That the Treasurer’s report is accepted.

Carried unanimously

12. Insurance Report

SUREWiSE Renewal Report was distributed.

We elected not to seek quotes from multiple brokers. This had been done last year and only one response was received and that was from SUREWiSE.

Previously we sought to establish a 3-year contract, 2016 – 2018, to give some stability with a provider who was familiar with the sport and needs of our members. In 2019 we accepted advise from our broker that

premiums were high and there was hope that they would come down. Events of 2020 and 2021 did not support any decrease in premiums.

Report received shows an overall increase is \$10,517 for General Liability, Association Liability and General Property

General Liability	86,282	95,711	9428
Association Liability	3,910	4,790	880
General Property	4329	4539	210

Personal Accident as best as they can predict, remains at 136 seniors and 35 for juniors.

Volunteer Personal Accident remains at 1798.

This is based on claims they have received up to this point.

Sponsorship from SUREWiSE remains at \$7500 with no requirement that this is spent in any way other than add to AERA revenue. This is paid on invoice.

Noted that premium is paid in two parts in March and July. Personal Accident premiums are recovered by AERA from members and paid to SUREWiSE at the end of each quarter.

Query whether the sponsorship can be offset against the cost to DA. KFS expressed concern that DAs were also affected drop in membership and entries so to present another bill to offset AERA’s loss does not site well.

KM commented that QERA has discussed this and accepts that shortfall in insurance has to be paid but from QERA MC there will be a suggestion that fees are not increased by as much and gamble that next year may be better, accepting that we may again be presented with a shortfall that will again be made up by DAs. Accept this is not best financial management but it may be best for members in keeping costs down for them.

DC in response to KFS comment, the DAs are the AERA and vice versa – the DAs are deciding collectively what is the best way forward. We can’t go broke and not sure there is an alternative way to do this. We have to pay for insurance and agree the quote and increase of 10% is not unreasonable.

MD commented that 2023 budget is framed to avoid this same situation next year.

Motion: 2022/10/08 Moved: Dick Collyer / Jil Bourton
That the quote from SUREWiSE for insurance cover for 2023 is accepted.
Carried unanimously

Action

Advice to SUREWiSE that we have accepted the report and the premiums quoted.

Discussed that it is good governance to seek other quotes and that this should be done regularly. There is also benefit in staying with the same provider. Noted that SUREWiSE operate as a broker, and it is their job to find the best quote for our insurance. Brokers are all approaching the same insurers and equestrian events are not popular. Resolved to call for tenders next year.

Meeting adjourned from 11.30 to 12 noon AEDT
Noted that Linda Tanian will join the meeting at that time to present the AERA Database Sub-committee report.

13. National Ride Entry Statistics

Ride entries at 12 October 2022 total 6022 compared to 5048 at 24 August 2022, with 10 rides still to happen including State Championship events for TEERA and SAERA.

Division	Endurance	Intermediate	Introductory	FEI	Total
NSWERA	925	441	397	13	1776
QERA	761	554	402	47	1764
SAERA	149	73	90	-	312
TEERA	260	142	91	-	493
VERA	519	241	184	-	944
WAERA	246	215	272	-	733
Totals	2860	1666	1436	60	6022

Ride Entry Statistics for 2021

Division	Endurance	Intermediate	Introductory	FEI	Total
NSWERA	647	541	667	19	1874
QERA	1092	835	484	15	2426
SAERA	158	81	143	-	382
TEERA	400	264	134	-	798
VERA	244	167	105	-	516
WAERA	404	207	308	-	919
Totals	2945	2095	1841	34	6915

Since the agenda went out there had been further ride cancellations – one in Tasmania and one in ACT/NSWERA so we are unlikely to reach 2021 numbers and again less income. There are still 7 rides on the calendar. This raises further cause to pay attention to our finances.

14. Portfolio Reports

14.1. AERA Registrar – Jo Bailey

Nothing of note to report, still chugging away at data entry of old rides.

I have moved house and have a new postal address:

3055 Bunnan Road, Bunnan NSW 2337, mobile phone and email address remain unchanged.

I have received quite a lot of forms with old postal address (at least 5 years old) so could any distance scroll applications please be updated with this new information. I have put a mail redirection on for 3 months only so after Christmas this year any forms sent to my old address won't get to me.

Presented for your information

Action

Update application form with address and advise DAs to use current documents.

14.2. Website / Webmaster – Chris Nichols

No report received

14.3. Social Media – Natasha Burton

No report received

14.4. AERA Database Sub-committee – Linda Tanian joined the meeting at 12.00

Report received from AERA Database Sub-committee attached as Appendix 1 to the Minutes.

Linda spoke to points from that report.

Online Nomination System – there is ongoing fine-tuning as we respond to new things and as we would expect with the level of complexity. The processing of refunds has presented some challenges and it may not be best to do a fully automated refund process. This will be looked at over the break and need to consider how many rides we have that cancel. We can spend a lot of time building in processes that are not really required. It is probably functionality that we need to build in over time because the burden of processing refunds when we have gone past the cut off point when individuals can request a refund, and this has to be processed by the bookkeeper.

The current level that we have for the payment gateway doesn't have a lot of automated processing and that was around cost when it was set up. There may be functionality available in one of the higher levels of access which means changing the connections we have built in and the interfaces which will take more work.

The Bookkeeper has noted that 90% refund level doesn't always allow for the amount being sought in refunds resulting in Ride Organisers having to repay to AERA so that refunds can be processed. This is relevant to rides with smaller entry numbers in particular.

Discussion

Suggestion that rides may delay opening nominations to reduce the risk of ride cancellations and noted that the time for opening is totally up to the Ride Organiser. They may want to open to get some idea about numbers for vets, and campsite management for example.

WA have used the ONS for all rides since it was available, and they have elected to have only one payment per week and this works well. The system they had used only allowed release of funds after the event. Funds are scheduled to be paid out on a Tuesday and a Thursday and refunds can be requested up to midnight on the Tuesday after the event. These have to be approved by the Ride Organiser and AERA aims to finalise this as soon as possible. This requires a manual process from the rider, the Ride Organiser and then the Bookkeeper.

Support options for ONS

A new help menu has been trialled and will be transferred to the live system shortly.

There are more FAQ options.

There will be short video clips on how to set up etc and more self-help options.

Also looking at some online workshops during the off season to generate some interest.

Membership renewal development

The DSc has been comparing the fees and business rules that are charged by all DAs. Most offer similar options but QERA has many more membership options, with various discounts offered – great for attracting different groups but difficult when it comes to programming. Need to consider memberships that require proof of entitlement such as pension or student discounts. Cards can be uploaded but the system can't verify so this would be a manual task. Do we seek advice from DAs about whether they would consider a more consistent approach? This also creates the option for no membership card or move to a digital card.

This complexity prohibits a 1st December or even a 1st January start. With AGMs now through to February it may be a good opportunity for this discussion to happen.

Discussion

JB - is there an option for a membership online to cover the membership component to AERA and then the DA part paid directly to the DA? LT suggested this would consider a constitutional change and would have to be agreed to by the states. This would also become complicated in confirming that both parts had been paid.

MD is there an option for DAs not to participate? LT suggest it would be all or none.

KFS - want to be clear that there is a difference between paying an admin fee to AERA and becoming a member of AERA. The advice received long ago about this was not to have DA members become members of AERA

KM – can we set up “pages” for each DA similar as was done for multi day rides. LT – the complexity comes because of different levels of memberships and rule sets eg QERA has approximately 20 membership types.

LT – we would have to be aware of what discounts apply and when they are applied - what is the cost, when does it start, is there a discount, what is the discount, when does it apply from, what are the rules around it? This could result in a massive coding effort and then extra effort in testing, reporting and education

Suggestion of a briefing paper to walk through with DA Presidents or each DA Management Committee. There is flexibility for each DA to set its own fees and these would have to be entered each year before memberships start.

MD summarised that start on 1st January is difficult to achieve. There are still things to finish for the ONS and this next phase has support, but it may be better to delay so that everything is right. Also note the workload on the Sc. There could be merit in starting this mid-year when there will be fewer transactions.

LT there are conversations to have with DAs and the SC would seek assistance with that from AERA to talk about ability to rationalise – eg need consistency around approach to set fees

Action

Start a consultation with DAs re membership structures and timelines.

Support for Online Voting

KM – recently QERA had to ask for a list of voting members. With electronic voting becoming more used, it would be better if this report was accessible each year.

Action

LT to check on this.

User Access Policy

QERA had developed this policy to provide some guidance to those members who have access to the data base.

Action

To forward to Database Sc for review to roll out when we do end-of-year updates of uses access.

Cyber Cover

This has been discussed previously and because our system is custom built, we can't access cyber insurance cover. We gather enough information to warrant being hacked and we have no control over all the laptops where the database is installed. Usually data entry would occur via a website front end rather than by installing a database on to every user's device. One thing that may save us is that we are so obscure.

Official Accreditation forms

MD – uploading forms is restricted to specifically named forms and is there capacity to upload a generic form to allow for upload of paperwork relating to accreditation of officials for example. LT – this can be done but the issue is in allowing people to name and there would have to be consistency of naming to recover documents.

Action

To send names of forms to Linda.

Access to declarations for rides that have closed – Linda to check

14.5. Chief Stewards and TPRs – Mark Dunn

I received the usual few queries from CS liaisons around the country:

- Do the CS accreditation requirements need to be done in the order specified or is there some wriggle room? Response was that some flexibility could be allowed in specific circumstances.
- Does a Chief Steward need to be a full riding member or just a non-riding Member? Response was that any class of membership will do.
- Received advice that QERA had two new CS candidates. Clarification of AERA's role in accreditation provided - AERA has no role until the final Stage 2 oral exam.
- One query about a lapsed accreditation – hadn't elapsed – last ride was within two years.

Discussion

Clarify that a CS has to be a member – if they are not a rider non-riding membership of the DA is acceptable and this is about their being accountable.

14.6. National Vet Panel – Mark Dunn, NVP Liaison

The NVP was due to meet on 19 October to consider several Rule changes. I will provide feedback on its members' thoughts verbally during the discussion on the rule changes.

Also on the agenda is vet to horse ratio, hot weather policy, temperature reading microchips and discussion on whether an NVP member should be formally involved in AERA review of endurance related horse fatalities. I may be able to report on these matters verbally.

The new training and accreditation program for endurance vets is progressing. Sarah Pollard Williams was recently appointed as co-ordinator. Unfortunately, one of the content developers had to withdraw because of a perceived conflict of interest. A replacement has been identified.

The working group revisited the financial model after feedback from the AERA MC following its last meeting. The plan now is to strongly 'encourage' but not mandate new vets to do the first module (free of charge) prior to vetting at an event for the first time but to mandate completion of Modules 1 & 2 prior to their second ride and that a \$100 fee be attached to this, perhaps to be paid by either the Division or the ROC. As now, such vets will not need to do any formal training for their first ride but can be mentored by the head vet and encouraged to progress through the training and accreditation program. The working group is hopeful the program will, in due course, be formally accredited for vet CPD – this would provide a significant incentive for vets to do the full course. How to manage the status of vets who are not accredited but have vetted in the past is still being considered.

The target launch date of 1 January remains in place.

Mark Dunn
AERA NVP liaison

Discussion

The NVP did discuss the proposed rule changes and their comments will be noted as we discuss rule changes. Vet training is in progress with aim to start on 1 January still expected. Sarah Pollard-Williams has been appointed as Coordinator and has starter

Albert Sole Guitart withdrew his offer to do module on gait assessment because there was a sense that that may conflict with his position with the EVA. This module has been picked up by Bruno Ros. There is a full complement of people working on the modules. The EVA is still concerned about the management of Hendra, and it may be worth establishing a new conversation with the group.

Equine Catastrophe – Mark notified the chair of the NVP that there had been a horse death, and this was discussed at the meeting. It was agreed that the HWSC membership should include an endurance vet, this

being the group that reviews equine catastrophes. Noni noted that there has always been a vet on any review panel into a horse death and that the HWSC would refer to the NVP if the group felt it was required.

Discussed the use of microchips that reads temperatures. We should raise awareness that they are there but still need to take rectal temperatures to satisfy the biosecurity requirement. If the NVP are supportive of this and the rulebook committee will look at a rule change, based on feedback. Bruno has offered to look at the data to report back to the group. Pat there have been a few surveys whether they correlate or not. This would be a long-term change so nothing immediate but maybe make people aware that this is an option to begin to work towards. This would reduce risk of injury in pre-ride vetting and there have been comments that this may be more accurate than anal temperatures.

Suggestion that TPR do not need to record Respiration ask NVP what needs to be done to replace this. Pat suggested that this could be noted as elevated or reduced and this would have to be vet parameter as it required a judgement.

Action

Terms of Reference for the HWSC are to be updated to note that an endurance vet is to be included as a member. Document to be reviewed and circulated for endorsement.

Meeting adjourned 1.45 to 2.00 pm

14.7. Horse Welfare and Invasive Treatments – Belinda Hopley

14.7.1. General report – Belinda Hopley

No report received

14.7.2. Report on horse catastrophes

14.7.2.1 Mt Larcom Horse Catastrophe Report Summary

14.7.2.2 CS Report Equine Catastrophe Form 24

14.7.2.3 CS – Equine Catastrophe Mt Larcom

14.7.2.4 Equine Catastrophe Mt Larcom Vet Report

14.7.2.5 IVT Vet Report Mt Larcom

14.7.2.6 Treatment Vt Clinical Timeline

14.7.2.7 Treatment Record Mt Larcom

Reports from QERA relating to horse catastrophe at Mt Larcom Ride were distributed to Horse Welfare Subcommittee on 9 October 2022.

Mark noted that there is a formal process for the management of an equine catastrophe regarding notification and reporting within a specific timeframe. The process is within that period.

Dick Collyer, QERA President, commented that reports should provide all the information. No necropsy was done as horse was transported home, only a short distance away, and was euthanised there. Vets agreed there were no concerns that would require a necropsy and the environment was not suited to doing an autopsy. The thinking was that the horse's failure to respond to pain relief suggested a possible ruptured ulcer or something along those lines. There may have been other reasons. QERA's conclusion was that there was no fault attributed to the rider.

This will be reported on at the next meeting.

14.8. Medication control

14.8.1. Swabbing Report – Marylou Locke

Report as follows

TEERA	22nd -24th April 3 bloods all clear
TEERA	18th June 2 bloods all clear

NSW Quilty	no paperwork cannot confirm
WERA State champs	23rd -25th Sept 4 bloods results are not available
VERA state champs	9th sept 3 bloods results not available

No other testing done
Marylou Locke

Discussion

Note that TQ paperwork had been provided to Marylou and we have since reported on the outcomes when they were made public on the EA website.

KM noted that 19 tests have been done for QERA rides and the lack of information was indicative of the lack of communication between DA Portfolio holders and EADCM Coordinator which may need to be managed more proactively.

To be discussed as part of the review of the position.

14.8.2. EADCM Matters – AERA President

Nil to report

14.9. Biosecurity – Dick Collyer

Dick noted that there has been no issue raised with this Sub-committee.

Note that there was correspondence received from Sarah Pollard-Williams as late correspondence.

14.10. EA Endurance Committee – Sonya Ryan / Dick Collyer

Dick provided a verbal report that the MOU is with EA and has been distributed to AERA MC members.

Last advice that EA would have their team look at this and then arrange a meeting.

The one issue with the MOU is that the payment we make has not been adequately justified. Originally it been based on AERA Members being able to enter FEI 1* and 2* rides without being an EA member and the horse didn't need a passport. That situation ended approximately 10 years ago. Justification from EA for the fee is based on them doing tasks for AERA members and seemed to be mainly checking on records for horses that were sold overseas. Dick had pointed out that this is not AERA business, and they should be charging members for this task.

What EA is doing is service to their members and should not be considered relevant to the need for the MOU.

The other issue has been to "re-shape" our logbook to accommodate the information required in an EA Passport. This may require major changes but is still being discussed.

The WEC has been cancelled and call has been made for this it be re-scheduled. FEI rides are on the calendar for 2023.

14.11. Governance and Policy

14.11.1 AERA Bylaw – Disciplining of Division Associations

14.11.2 AERA Bylaw – Sponsorship and Donations DRAFT

14.11.3 Concussion policy – QERA DRAFT

14.11.4 TEERA Concussion Statement 2022

14.11.5 NSW SMA concussion in sport policy

14.11.6 EA National Concussion in Sport ET-01 Material V1.3 22.03.2021 FINAL

Discussion

14.11.1. AERA Bylaw – Disciplining of Division Associations was discussed at the September meeting and then distributed to all DAs for comment.

Only TEERA provided a formal response to this noting its support of this Bylaw with the comment

“It notes that the By-law focuses on consultation, negotiation and mediation which it considers to be an appropriate approach.”

There was no further comment.

Motion: 2022/10/09 Moved: Dick Collyer / Jil Bourton
That the AERA Bylaw Discipling of Division Associations is endorsed.
Carried unanimously

14.11.2 AERA Bylaw – Sponsorship and Donations

This came about because of the sponsorship that had been offered for the ONS and it has been thought that this was something we should clarify.

The thrust of the bylaw is to ensure that the AERA Management Committee is aware of any offers of sponsorship or donations and must accept them. Noted that the identity of the donor may decide to maintain some confidentiality of the identity of the sponsor if considered to be in the best interest of the sport.

MD queried the last sentence which requires DAs to apply the same principles, of consistency and transparency, and whether it is our role to require this. Considered that this is covered in the Affiliation Agreement.

Motion: 2022/10/10 Moved: Dick Collyer / Noni Seagrim
That the AERA Bylaw Discipling of Division Associations is endorsed.
Carried unanimously

14.11.3 Concussion Policy – QERA DRAFT with comment from Dick Collyer's report

"QERA has adopted a Concussion Policy (attached) which has been developed by Dr Allison Brown and which is based on the essential principles from both the EA and the Sports Medicine Australia policies, but which also acknowledges the much briefer TEERA policy."

Discussion

AERA to decide whether it is appropriate for its members, the DAs to have their separate policies on Concussion or a national policy. DC acknowledged that his view was that it is good to have a national policy but not necessary.

Noted that all DAs have one, but WA may not.

KFS noted that it is a condition of the funding that NSWERA received that they have a policy that is consistent with ASIC.

Note the QERA draft policy is there and note that each DA has its own policy except for WAERA and recommend that they should have something.

14.11.1. Strategic planning

14.11.1.1. AERA Business Plan 2023 – 2025 – Mark Dunn

14.11.1.1 AERA Business Plan 2023 – 2025

Secretary Note

This was to have been distributed to DAs as an action from the previous meeting but was missed. This has been sent now.

To bring back to the November meeting.

14.11.1.2. Endurance Ride Categories – Jill Bourton

14.11.1.2 Strategic Planning Endurance Ride Categories

Document had been presented at the October meeting and was left for further consideration to bring back to this meeting.

Any further discussion on introducing the rider category system ie Bronze/ Silver/Gold/Platinum riders. (Also I think the same could be applied to horses)

From my reading through rules & the constitution it doesn't conflict with anything we have in place already but obviously would need to be a sanctioned add/on to the horse/rider qualification rules. These categories in no way change the novice to open horse/rider process at it stands.

Discussion

JB did look at rules and couldn't see any conflicts and the categorising did not detract from that. The main reason was to encourage people to come into the sport as an endurance rider of some kind, giving some kudos and encouragement.

MD noted that the idea has merit but still has reservations about how it will interface with novice / endurance levels. Can see the benefit of someone completing a 20 km ride and getting a certificate acknowledging they are a bronze level endurance rider.

JB would like to put it to the SAERA AGM and would seek to implement it next year on a trial basis and see how it is received.

MD - if it was adopted on a national basis would this come from AERA.

JB - possibly a certificate from AERA that could be downloaded by any DA who would present.

Noted that certificates are given for 20km completions.

JB to present at SAERA level and test this out.

Action

Document to be distributed to DAs for comment.

14.12. Tom Quilty Gold Cup

14.12.1. TQ 22 – TQ22 wrap up report – Sonia Bonham

Hi everyone

Apologies for not remembering the last meeting. I came down with covid the day after the event and took 3 weeks to feel half human again.

Tooraweenah Club has now fully recovered from the event and are looking forward to a quiet rest of the year.

Thanks so much to AERA for supporting the event and being present for assistance and presentations throughout the week.

The AERAOnline platform was great for its first major event and Tom Mc Cormack was absolutely amazing supporting any queries etc for this to run smoothly. The online camping was new for most which was great and saved having someone allocate sites etc and made it an unbiased procedure.

The rain did cause some issues with camping sites and track changes, but we did our best in the circumstances and problem solved on the spot. Some vehicle required towing into camp and also moving from different spots, this caused some issues and complaints.

Approx 198 riders with 68% success rate which was awesome, we had hardly any horses through the vet hospital and no casualty. The SES and first aid officers did not have to assist any riders or visitors over the weekend!! WoW this was amazing.

The CS and electronic timing team were amazing and this all flowed well, strapping area was large and had enough room for all horses with hot water etc available.

We had great response for sponsorship, with a lot of small amounts and amazing products for prizes with 4 Mackinder handmade saddles worth \$16000 dollars which is above and beyond. Plus other major sponsors in Radincon, Inland rail, Isuzu trucks, Osso, Bullio endurance, AERA, NSWERA, Tooraweenah Prime Lambs, IRT. Plus many other smaller contributions.

We still have some outstanding accounts that we are waiting to pay but we have approx. \$35,000 profit and have booked a date to get books audited once finalized with invoices etc.

The club has decided to put \$25,000 towards a PA system at the Show grounds which will cover camp area and main showground, so we can use it for future events, we have already donated \$2000 to the NSW state champs and Windeyer clubs.

We as a club are really happy with what we have achieved and provided a fully catered dinner last week for all the local Volunteers and landowners. We have designed a calendar as a gift to the major sponsors and landowners to say thanks and let them know what they do does not go unnoticed.

We have approx. \$10,000 of ALFA merchandise that did not sell, and we are trying to move it on at a reduced price. This was one of the negatives as it was really hard to pre order this product 2 months prior so it could arrive and be sold. Most other merchandise is now sold which was great.

In all honesty we had 5 families running the ride but had the whole community supporting and volunteering, we are very fortunate to have this and are very proud of where we live.

Discussion

MD NVP did have a discussion about gait assessments and some rule changes have been developed. KM noted that the community had given a lot to the running of the event but that the event may also have been run as a fundraiser for the local showgrounds with \$25,000 being given to install a PA system. This was not what had been stated in discussions about how surplus funds would be used. The business model for the running of a TQ needs to be more robust so the money raised is used in the sport.

NS - the event was also costly for NSW ERA with a donation of \$10,000 and costs associated with swabbing and officials. The negotiation to pay affiliation fees to NSW ERA had also been foregone. Agree that it is disappointing that endurance money is not returned to the sport.

JB – since first SA Quilty surplus funds have gone into a Quilty fund. They gave \$1000 to TEERA to support their first TQ. There is an amount of money specifically to support the TQ every 6 years.

KM – noted that TQ18 gave money to subsequent events. WA raised significant funds which are retained by WAERA and may be used to subsidise the sport there. This was money raised through sponsorship but raised under the banner of AERA and the Tom Quilty Gold Cup.

DC – one aspect is that you are seeking support from the local community and the selling point is that this will be good for you.

MD – summarised that there is concern about where surplus funds go and does this require a review of the business model?

DC – the Quilty model changed in 2005 with the idea that AERA would be more involved in the management of the Quilty, and the affiliation fee was doubled and AERA would be more involved in appointment of personnel. Do we have financials for the last 6 years.

A six-year cycle document was presented in 2017 and showed that AERA made a small profit over the 6-year average – around \$8. AERA has fixed expenses and different amounts of profit. Kim to look at documents available.

The event is run as an endurance event and that the way that surplus funds may be distributed is focussed on benefit to the sport. Community benefit can be about what is spent in services and retailers.

Maybe event agreement needs to be more specific in how surplus funds are distributed.

KFS suggested that the 20% fee was in place in 1997. After 2005 there was more oversight by AERA about officials and that led to AERA paying for those officials. There was capacity for two CSs, one paid by AERA and one paid by the DAs. The amount paid by AERA is less now as DAs pay for DA representative officials now.

MD – what do we need to do to ensure planning is on schedule.

KM – we work with a small body of people and there are suggestions that we need to be more involved. AERA accepted a committee for TQ23 that had minimal people on the committee with experience of running rides. The Standard says how planning should happen and we don't enforce that.

JB – looking across the board it is getting harder to get people to organise rides.

MD – if we were being told now that VERA did not have someone to do this, what would have happened? TEERA might have put in a bid. DC – QERA may have two possibilities.

KFS – would be disappointed if my state was not given every opportunity to host the Quilty and believe that there will be an offer from Sioux.

KM – we need to apply the Standard or change it. There is a process for inviting, reporting etc.

Action from TQ22

Still to received final audited financial reports from TQ22.

General Action

Is this an opportunity to have a meeting with DAs to discuss how this is reviewed. Can we pull together a proposal to support review of the way Quilties are managed. Jill to look at this after the SAERA State Champs and to liaise with Kim and Mark.

14.12.2. TQ 23

14.12.2 CS Report Vic TQ Test Event

The CS Report for the TQ23 Test Event covered all aspects of the running of the event and raised concerns about the committee's capacity to host a Tom Quilty event in 2023.

An interim report from the TQ23 Committee received on 27 September advised that they were seeking support from the membership to host this event. They called for responses via Facebook to be given by 16 October and those response would determine if they were able to proceed.

Formal advice was subsequently given that they were withdrawing their bid to host TQ23. VERA were invited to provide a follow up by today on the prospects of VERA hosting TQ23 and had advised that Sioux Reid would present on their behalf.

Sioux Reid joined the meeting to discuss the possibility of an alternative TQ23 in Victoria

VERA President had contact Sioux to ask if she would be interested in hosting TQ23 and Sioux reported that she had spent the intervening 4 days discussing this idea with other parties, noting that details were still to be confirmed to say with confidence that we can do this as it should be as the national event. Sioux noted the following points that would support their bid:

- Have run rides for 11 years including a number of State Champs event.
- Good team to work towards this, including a very strong working relationship with SES
- Tracks are undulating but may not be the degree of difficulty seen at other Quilties – it's a lot of bush tracks with a lot of red dirt roads.
- Ride base is the local Recreation Reserve, which is in the middle of Moyston with one general store and Ararat is 20 minutes away
- Airport is 2.5 hours away; access points from different directions discussed.
- Nearest vet hospital is 1.5 hours away – Ballarat Racing Facility.

- Local council has been very positive about the support they would offer including sponsorship, finding grant options, service support, media support for the event would need a media person who understands the sport.
- Good internet at Moyston but still may need to bring in a tower to enable the extra load on the system. There is a festival here annually with 10,000 attendees and they bring in a tower.
- Spoke to Tom McCormack and will need to tweak the flow and allow a good strapping area and have the finish line nearer to the vet ring.
- Spoke to Sandy Little and he is on board – stie meeting this week
- Marquees available for meetings, presentations and vet hospital. There are club rooms available that could be used for the AERA Meeting and the Dinner-Dance.
- Officials – Narelle Cribb has confirmed she is still available as Head Vet and has noted that she would like Anne Barnes as Treatment Vet.
- Committee – Louise Matthews will continue as sponsorship, Kerrie Gabb as Treasurer, Mark Gabb will do website
- Waiting on quote for toilets and showers
- Merchandise – Bec Nugent has offered to take this on and this will require further discussion
- Haven't contacted known teams who sponsor to minimise premature discussion
- Emphasis is on keeping it in Victoria.
- Note it would be a quick track and would need floats on track to ensure prompt recovery
- Supportive community – Netball association, Primary School also look at Lions for volunteer
- Will provide all this as a document soon

Discussion

Date – would be looking to the last week of October because grounds can get wet and would just give a bit of extra drying time. This is not in fire season and not in footy season and cricket so suggesting 23 – 30 October.

Vetting area – Sandy Little is to discuss with the caretaker at a site meeting later this week. Budget would have to include some reparation in the event of wet weather.

Expression of Interest to be provided by Friday

Thanks to Sioux for the effort in preparing thus far and offers of assistance from members of the AERA MC.

Action

Facebook Announcement – to advise that the committee that was to host TQ23 has withdrawn their offer and that AERA is in discussion with VERA about the event still being hosted in Victoria.

Kim to write something and forward for posting on AERA Facebook

Convene a short evening meeting to discuss the proposal when that comes in.

14.12.3. TQ 24

Letter sent 7 October prompting for a response.

Response noted in late correspondence.

Proposed to host TQ24 at Wirrina on 18 – 20 October 2024. This date was offered with consideration of feedback received after TQ17 regarding weather.

Committee members and their roles were listed – some still to be confirmed.

They had not provided information on Head Vet or CS as they did not believe this should be part of the EOI. They were also concerned about the availability of line vets and the cost of bring vets in from other states.

Secretary note – a response was provided regarding the need to name the Head Vet and CS as these personnel would be expected to attend TQ23; also noted that 6 DA representative Vets have costs covered by AERA and recovered from the DAs.

The facilities nearby were referenced and Equine Hospital facility still to be confirmed.

The track had been tested in 2016 and 2017.

KM – we may accept the proposal in principle requiring further information. This is two-years out from this event so by our next meeting we should receive a budget, the Interim Event Agreement, advice re Senior Vet Team and Event Director. JB noted that they were looking at a professional Event Director. There was concern expressed about this with a need to have someone who understands the sport. The Event Director hands over to the CS Team on the day.

Motion: 2022/10/11 Moved: Dick Collyer / Jil Bourton

**That AERA accept the preliminary proposal in principle and that we will require reports as discussed.
Carried unanimously**

Action

Letter to be written as discussed

Meeting adjourned at 3.45 to 4.00 pm AEDT

14.12.4. TQ Manual – Belinda Hopley

The updated version has been received from Linda. Tom Mc Cormack has made some suggestions to be added regarding the ETS. KM requested that information be added about the process of sending the invitation and how this should be responded to and also the process about how we would manage going to tender and how that would affect the scheduling of the event.

PH – keen to get this done for the November meeting.

Action

These suggestions to be forwarded to the Sub-committee.

14.12.5. TQ Buckles and Cup

TQ23 Cup – Gerard Bou has advised that he will make this cup for \$2000 so no increase on previous years. G has also agreed to make a second replica cup for Meg Wade and he will make this at the same time as he makes the cup for TQ23.

Discussion

Suggestion to purchase two cups now one to on-sell one if there is an equal placing again. This will cater for this possibility or will be retained for TQ24.

Motion: 2022/10/12 Moved: Kim Moir / Dick Collyer

That AERA accept the quote of \$2000 for manufacture of the TQ replica cup for TQ23 and request that two are made.

Carried unanimously

TQ Buckles for 2023 – Gerard has suggested an increase in the cost of buckles for next year to \$180.

Motion: 2022/10/13 Moved: Kim Moir / Dick Collyer

That the cost of buckles to TQ23 is \$330.

Carried unanimously

14.12.6. Engraving Machine Repairs

In lead up to TQ22, the engraving machine purchase by AERA in 2017 failed and G sourced a second machine that functioned well to make the buckles.

We need to decide what to do with the first one.

The problem is the mother board; the first one failed after 20 hours, was replaced and failed again after one hour. The machine had not been used during the warranty period for the second mother board so no guarantee.

It has been suggested that the problem is circuitry and not mechanical and may be due to a small fragment of silver stuck somewhere.

Option 1 – repair at cost of \$1200, immediately run the machine for 10 hours or so to test it while still under warranty.

Option 2 – keep original machine as spare parts.

***Motion: 2022/10/14 Moved: Kim Moir / Dick Collyer
That the engraving machine is repaired at a cost of \$1200.
Carried unanimously***

14.13. TQ Sponsorship – the future – thoughts from Jil Bourton

14.13 Proposed Sponsorship Letter

I have been concerned for some time about the future of our Tom Quilty event (like for years) and with what appears to be crunch time looming, exacerbated by the problems facing the next event in Victoria, I feel it's future needs to be addressed by the MC as soon as possible (next meeting).

To this end I have been working for some time on an appropriate letter seeking National long-term sponsorship that I would like you all to consider and provide comment. I believe the company we should target (first of all) is R.M. Williams P/L.

This iconic company is now totally Australian owned, purchased by the Tattarang Group, owned by Andrew & Nicola Forrest, in 2020 for \$190 million.

The name R.M. Williams is synonymous with the TQ Gold Cup ride as is presented in my letter.

Add to this the fact that Tattarang also purchased the late Tom Quilty's Springvale properties in the East Kimberly as recently as March this year, I feel now is a good time to pursue a meaningful sponsorship for our "one in a million Event".

The Forrest's are all about Australian owned and made, sustainability of Aussie resources & expertise and basically Nation building so I thought why not see if we can appeal to those sentiments and lift our Event to another level.

A good friend who is a retired accountant and has been successful in raising meaningful sponsorship from none other than the Bill Gates Foundation, has helped me with this project and feels it has a lot of merit.

I know the success of our annual TQ is not just about money, appropriate and willing people need to be involved but we have to move on from little committees re-inventing the wheel each year and spending vast amounts of time and effort in trying to pull together a hotch-potch of local sponsorship to get their event across the line – our TQ should be bigger than that.

So have a read and hopefully we can have some useful discussion with resolutions with which to go forward on the 22nd. Incidentally we decided a photo of R.M. actually competing in the TQ included with the sponsorship proposal would be a must I just need some help in locating one...

Discussion

Noting that the amount suggested is to request \$1million over 6 years.

MD commended the letter written by Jil Bourton and noted that this sponsorship is a great fit for the TQ event. KFS noted that the annual awards are named the RM Williams awards and this is acknowledged each year. JB – the letter is really aimed at celebrating the Australian-ism of the event. Consensus that this concept is supported and Kim and Jil will advance this. KM – we need to see how this fits with the information in the TQ Manual and be clear about how this money would be distributed. We may choose to use this sponsorship to cover the Sponsors night. JB – note the points in the letter about how to use the sponsorship sought.

15. Rule Book

15.1. Rulebook Sub-committee report – Mark Dunn

There has been no activity for the SC since our last MC meeting.

15.2. Proposed rule changes to come to the table for a first vote

15.2.1. Presentation of current DA membership card

Current Rule says:

27.4 The presentation of a current DA membership card shall prima facie be proof of membership. If a rider cannot produce a current DA membership card for whatever reason, the ride secretary may validate the membership through AeraSpace. If no membership card is produced and the membership cannot be validated through AeraSpace for whatever reason, the rider cannot enter a ride requiring such membership. At every ride, riders should show their current membership card to the ride secretary and must have their membership number recorded on the ride entry form.

The Rule is about validating membership when it is required to enter an event.

In light of the development of AERAOnline something like this might do:

27.4 The presentation of a current DA membership card shall prima facie be proof of membership. If a rider cannot produce a current DA membership card for whatever reason, the ride secretary may validate the membership through AeraSpace. If no membership card is produced and the membership cannot be validated through AeraSpace for whatever reason, the rider cannot enter a ride requiring such membership.

Rationale

This emerged from an email conversation and the option of no longer having a membership card. The final sentence seems to be contradictory to the earlier part and it is recommended to remove that final sentence.

NE – noting that online nomination flags the issue and steps can be taken to correct this before the ride.

KFS – urged caution in removing this and referred to a situation in NSW where a rider was able to enter a ride that they were not entitled to.

KM – most nominations are done ahead of time and most data entry is done ahead of time. It is still the rider's responsibility to know their rider status and that of their horse. Also note the potential move to digital cards.

JB – note that first sentence covers this point.

Moved: 2022/10/15

Moved: Mark Dunn / Natasha Ellery

That Rule 27.4 is amended by removing the final sentence to read:

27.4 The presentation of a current DA membership card shall prima facie be proof of membership. If a rider cannot produce a current DA membership card for whatever reason, the ride secretary may validate the membership through AeraSpace. If no membership card is produced and the membership cannot be validated through AeraSpace for whatever reason, the rider cannot enter a ride requiring such membership.

Voting: NS – no; BH (proxy NS) – no; DC – yes; TE – yes; KM - yes; DC – yes; MD – yes.

Voting: For – 5 votes; Against – 2 votes

Carried by majority

Rule change passed for a first vote.

15.2.2. Proposed change to Rule 51.3 – Horse Welfare Sub-committee

51.3 If *invasive treatment* is administered to a horse whilst under *veterinary control*:

- a) before the horse has completed the final veterinary inspection for the ride, the horse ~~shall~~ **may** be eliminated by the head or treatment veterinarian.
- b) after the horse has successfully completed the ride, the horse may be eliminated, if the head or treatment veterinarian consider the *invasive treatment* was necessary to ensure the immediate welfare of the horse.

Rationale

We have removed the 2-hour rule to encourage people to seek more timely help for their horse. If the horse has already been withdrawn and the rider is concerned for the comfort of the horse for the return trip home, then seeking assistance to aid the horse should not be penalised (note that if the horse is WD, then REWS and HEWS points are not applied). Having to wait until your logbook is signed off is a de facto 2 hr rule. Also, if the horse is no longer under veterinary control, can the status be overridden?

Discussion

MD – the rule as is does not allow for a withdrawal when treatment is subsequently treated. The change allows for some discretion.

KFS – is this with reference to a withdrawal.

DC – not happy with the rationale.

NS – agree with the principle with reference to withdrawal

Rule change needs to come back with further thought and should consider reference to Rule 34 Withdrawal.

15.3. Motions for rule changes – second vote

15.3.1. Rule 52 Rest Order

Motion that Rule 52 be amended to include clause 52.6 **Once imposed a rest order cannot be revoked** was first presented in July 2022.

At that meeting the rule change was amended to include the clause **52.6 Once imposed a rest order cannot be revoked** **except on the recommendation of the NVP.**

Moved: 2022/07/16 Moved: Dick Collyer / Belinda Hopley

That a rest order can't be revoked except on a recommendation of the NVP.

Voting: SL – yes; TE - yes; KM – yes; NS – yes; DC – yes; JW – abstain; BH – yes; MD – yes.

Voting result: For – 5 votes; Against – 2 votes; Abstain – 1 vote

At the AERA MC Meeting on 3 September 2022 the final voting on this rule change was held over so that consultation could be had with the NVP.

Mark Dunn advised that the NVP considered this and believe it is unworkable in this format and believe that once a rest order is in place it cannot be revoked. NVP have volunteered to put together a document that will provide guidelines on rest order.

Motion: 2022/10/16 Moved: Mark Dunn / Dick Collyer

That the rule change passed for a first vote be amended to “Add the clause 52.6 Once imposed a rest order cannot be revoked”

Voting: NS – yes; BH (proxy NS) – yes; DC – yes; TE – yes; KM - yes; DC – yes; MD – yes.

Voting: For – 7 votes; Against – 02 votes

Carried by majority

Motion: 2022/10/17 Moved: Mark Dunn / Dick Collyer

That Rule 52 REST Order be changed to include the clause “ 52.6 Once imposed a rest order cannot be revoked”

Voting: NS – yes; BH (proxy NS) – yes; DC – yes; TE – yes; KM - yes; DC – yes; MD – yes.

Voting: For – 7 votes; Against – 0 votes

Carried by majority

Rule change passed for a first vote.

15.3.2. Rule 50 Use of Logbooks

15.3.2 Correspondence from J Barlow with reference to this rule change.

Recommendation that the previously discussed change to Rule 50 is brought back for further discussion

Motion: 2021/08/14 Moved: Mark Dunn / Dick Collyer

That a new clause be added to Rule 50 LOGBOOKS as

50.3 If a horse has been issued with a logbook, and that logbook cannot be presented at a ride for legitimate reasons, as determined by the officiating CS, the details of the ride may be entered on a day card and must be transcribed to the logbook before the next ride entered. The CS must check the horse’s history on AERASpace to ensure it is eligible to nominate for the ride. ~~If this is the first ride for the horse as an open ride, it should enter as novice.~~ The Vet Card shall be retained by the ride CS and delivered to the DA Registrar. The logbook must be forwarded to the DA Registrar and the Registrar must transcribe the ride details from the day card to the logbook, prior to the horse entering any subsequent event. It should be noted in the logbook that the details have been transcribed from a day card.

The amended rule would be

50. USE OF LOGBOOKS

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

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

50.3 If a horse has been issued with a *logbook*, and that *logbook* cannot be presented at a ride for legitimate reasons, as determined by the officiating CS, the details of the ride may be entered on a day card and must be transcribed to the *logbook* before the next ride entered. The CS must check the horse’s history on AERASpace to ensure it is eligible to nominate for the ride. If this is the first ride for the horse as an open ride, it should enter as novice. The Vet Card shall be retained by the ride CS and delivered to the DA Registrar. The *logbook* must be forwarded to the DA Registrar and the Registrar must transcribe the ride details from the day card to the *logbook*, prior to the horse entering any subsequent event. It should be noted in the *logbook* that the details have been transcribed from a day card.

50.4 It shall be an infringement of this Rulebook to use a *logbook* in a ride not affiliated with the AERA or a DA. Such use shall:

- a) invalidate the *logbook* for future use at *rides* affiliated with the AERA or a DA and
- b) a DA shall not issue a replacement *logbook* until a period of 6 months has elapsed from the date of the infringement.

50.5 Information, except entry details, can only be entered onto the page of the *logbook* designated for that *ride*, by a *ride* veterinarian, chief steward or other nominated *ride official*.

50.6 Any required alterations to rectify incorrect *ride* information in a *logbook* can only be made by the ride veterinarian, chief steward or other nominated *ride official*. The incorrect information should be crossed out yet be still readable and the correct information placed alongside and initialled by the person making the change. No information shall be altered using correction fluid or a similar substance.

Motion: 2022/07/19 **Moved Dick Collyer /Julie White**
That a new clause 50.3 be added to Rule 50 LOGBOOKS as noted in red.
Voting: SL – no; NE - yes; KM – yes; NS – no; DC – yes; JW – yes; BH – no; MD – yes.
Voting result: For – 5 votes; Against – 3 votes; Abstain – 0 votes
Carried by majority and passed for first vote.

Discussion resulted in final voting on this rule change being held over to the next AERA MC Meeting to allow members to consider correspondence that had been submitted by NSWERA Registrar, Jax Barlow.

Discussion

Belinda Hopley who was unable to attend this meeting had asked that her comment on this rule change be included in the agenda.

“ Re Logbook discussions - As a CS looking at blue books there is often not very much info about the horse ID or if the microchip does not work and there is not a lot of identifying bits in a yellow book. When we get the new logbooks to deal with EA requirements, are they going to be allowed a day card? And if they can't then neither should AERA.”

Correspondence from NSW ERA Registrar that this may create an issue about confirming the identity of the horse; it was also suggested that AERASpace be amended to include the feature that “not logbook was presented”; and also that a fee of \$40 as a disincentive be applied.

MD – these are procedural issues that may be implemented if the rule change goes ahead.

DC – QERA does not consider that any of those changes are required and that these add a level of red tape to a situation that does not happen often. I understand what is being suggested but not necessary at this time.

JB – don't think the rule needs to change and if the book is forgotten they have to ride a lesser distance ride.

NS – NSW ERA's position on this is not to allow this change. Challenge to know that it is followed up.

KM – if this is recorded in the CS report does this suffice to alert the Registrar to the issue. Don't think it needs to be too complicated.

KFS – how is the horse id-ed?

Motion: 2022/10/18 **Moved Dick Collyer /Julie White**
That a new clause 50.3 be added to Rule 50 LOGBOOKS as noted in red.
Voting: NS – no; BH (proxy NS) – no; JB – yes; DC – yes; TE – no; KM - yes; MD – no.
Voting result: For – 3 votes; Against – 4 votes; Abstain – 0 votes
The motion was lost

15.3.3. Proposed rule change to Rule 63.9.1

At its July 2022 meeting the AERA MC considered a request from the AERA NVP to incorporate into the Rules when / whether 'kinesio tape' may be used at an event. The MC's view is that it should be permitted at all times, except in the vet ring. To action this, the Rulebook SC proposes that the words 'kinesio tape' be added to existing Rule 63.9.1:

63.9 At each veterinary inspection:

63.9.1 each horse shall be presented unsaddled, without any tack, bandages, **kinesio tape**, hoods or leg protection.

Motion: 2022/09/07 Moved: Mark Dunn / Sandy Little

That rule 63.9.1 is changed to read

“63.9.1 each horse shall be presented unsaddled, without any tack, bandages, **kinesio tape, hoods or leg protection.”**

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried by majority and passed for first vote.

Discussion

There was no further discussion on this rule change and proceeded to a second vote.

Motion: 2022/10/19 Moved: Natasha Ellery / Kim Moir

That rule 63.9.1 is changed to read

“63.9.1 each horse shall be presented unsaddled, without any tack, bandages, **kinesio tape, hoods or leg protection.”**

Voting: NS – yes; BH (proxy NS) – yes; JB – yes; DC – yes; TE – yes; KM - yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried unanimously and passed for second vote to be implemented from 1st January 2023.

15.3.4. Definition of “event”

Also at the request of the NVP at its July 2022 meeting, the MC discussed whether the word 'event' needed to be better defined in the Rules to align with EADCM Rules, which note that swabbing can be done 'at an event'. The issue put was 'when does an event begin and end?'. The MC suggested a better approach might be to change the EADCM Rules such that swabbing can be done while 'under veterinary control' rather than 'at an event'. The Rulebook SC agrees and proposes that in EADCM Rules 19.1.1, 19.1.2.b, 19.1.3, 19.2.1 and 19.2.2, the words 'during an Event' be replaced with 'while under veterinary control at an Event'.

For example, in 19.1.1:

*19.1.1 It is each person responsible's personal duty to ensure that no controlled medication substance is present in the horse's body ~~during an Event~~ **while under veterinary control at an Event** without a valid appropriate AERA Form 6 and/or 7.*

Note: the corresponding FEI / EA rule makes no reference to 'event' in which case I believe what we propose does not conflict with any EA / FEI rule.

The outcome of the MC's consideration of this proposal will need to go back to the NVP for comment before a second vote.

Discussion

This means that the swabbing rules would not start until pre-ride vetting starts for the horse and would no longer apply once the logbook has been returned.

Motion: 2022/09/08 Moved: Mark Dunn / Belinda Hopley

That the EADCM Rules 19.1.1, 19.1.2.b, 19.1.3, 19.2.1 and 19.2.2, are changed so that the words 'during an Event' are replaced with 'while under veterinary control at an Event'.

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried by majority and passed for first vote.

Action

Mark to advise NVP of this outcome so they may make further comment.

Discussion

Mark Dunn advised that the NVP had considered this rule change and were satisfied. There was no further discussion on this rule change and proceeded to a second vote.

Motion: 2022/10/20 Moved: Dick Collyer / Noni Seagrim
That the EADCM Rules 19.1.1, 19.1.2.b, 19.1.3, 19.2.1 and 19.2.2, are changed so that the words 'during an Event' are replaced with 'while under veterinary control at an Event'.

Voting: NS – yes; BH (proxy NS) – yes; JB – yes; DC – yes; TE – yes; KM - yes; MD – yes.
Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried unanimously and passed for second vote to be implemented from 1st January 2023

15.3.5. Definition of Social Ride – Table 2 Definitions

At the 24 July AERA MC meeting, MC members discussed the current definition of 'social ride' as there was uncertainty about the meaning of 'in conjunction with an affiliated endurance event'. The Rulebook SC proposes that the phrase 'in conjunction with' be replaced with 'on the same day as and at the same location as' be added to the definition as below.

'A recreational trail, educational or social ride for DA members and non-members, hosted by a club, and affiliated by Divisions in the usual way, that is less than 20km and is not held ~~in conjunction with~~ on the same day as and at the same location as an affiliated endurance event. Social rides are non-competitive with no placings. Completion awards are not required. Distance completed is not entered in AERASpace and is not included in the National or State distance score. Horses are not subject to veterinary controls. Subject to a risk assessment, vets are not required to be in attendance at social rides. Where this is the case, arrangements should be made to have an on-call vet available to attend if required. Social rides must comply with Appendix 2: Supplementary Rules for social rides / Introductory Days / Clinics.'

Discussion

The proposed change is to make the separation of social rides and events clear and that they cannot occur on the same day.

Motion; 2022/09/09 Moved: Mark Dunn / Sandy Little
That the definition of Social Ride in Table 2 Definitions be changed to read
'A recreational trail, educational or social ride for DA members and non-members, hosted by a club, and affiliated by Divisions in the usual way, that is less than 20km and is not held ~~in conjunction with~~ on the same day as and at the same location as an affiliated endurance event. Social rides are non-competitive with no placings. Completion awards are not required. Distance completed is not entered in AERASpace and is not included in the National or State distance score. Horses are not subject to veterinary controls. Subject to a risk assessment, vets are not required to be in attendance at social rides. Where this is the case, arrangements should be made to have an on-call vet available to attend if required. Social rides must comply with Appendix 2: Supplementary Rules for social rides / Introductory Days / Clinics.'

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried by majority and passed for first vote.

Discussion

There was no further discussion on this rule change and proceeded to a second vote.

Motion: 2022/10/21 Moved: Noni Seagrim / Jil Bourton
That the definition of Social Ride in Table 2 Definitions be changed to read
'A recreational trail, educational or social ride for DA members and non-members, hosted by a club, and affiliated by Divisions in the usual way, that is less than 20km and is not held in conjunction with on the same day as and at the same location as an affiliated endurance event. Social rides are non-competitive with no placings. Completion awards are not required. Distance completed is not entered in AERASpace and is not included in the National or State distance score. Horses are not subject to veterinary controls. Subject to a risk assessment, vets are not required to be in attendance at social rides. Where this is the case, arrangements should be made to have an on-call vet available to attend if required. Social rides must comply with Appendix 2: Supplementary Rules for social rides / Introductory Days / Clinics.'

Voting: NS – yes; BH (proxy NS) – yes; JB – yes; DC – yes; TE – yes; KM - yes; MD – yes.
Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes
Carried unanimously and passed for second vote to be implemented from 1st January 2023

15.3.6. Rule 67 Appealing a Veterinary Decision

As MC members know, there was controversy over a rider appeal on gait lodged at the final vet inspection at TQ22. The general interpretation of the Rules has been that the horse cannot leave the vet ring until an appeal is decided however, this is not what the current Rule says.

The Rulebook SC proposes changes to 67.5 and 67.6 to make it clear that a horse may not leave the vet ring until any appeal is decided.

The existing 67.5 is:

67.5 When a horse is eliminated by a sole veterinarian, the handler has the right to verbally appeal (through the chief steward) to the head veterinarian for a review of the decision provided that the horse had not left the designated vet ring since the initial decision was made. The head veterinarian shall assess the horse and confirm or overturn the elimination and the decision shall be final.

The proposed changes are highlighted below.

67.5 When a horse is eliminated by a sole veterinarian, the handler has the right to verbally appeal (through the chief steward) to the head veterinarian for a review of the decision provided that the horse has not left the designated vet ring **from the time** the initial decision was made. **The horse is not permitted to leave the vet ring until the appeal is decided.** The head veterinarian shall re-assess the horse and confirm or overturn the elimination and the decision shall be final.

Similarly, 67.6 says at present:

67.6 When a horse is eliminated by a voting panel, there is no appeal available, except when the horse was eliminated for irregular gait on the final leg of a ride and where the horse had only 1 trot up for the voting panel. In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, provided that the horse had not left the designated vet ring since the initial decision was announced.

The proposed changes are highlighted below.

67.6 When a horse is eliminated by a voting panel, there is no appeal available, except when the horse **has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up.** In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, provided that the horse has not left the designated vet ring since the initial decision was announced. **The horse is not permitted to leave the vet ring until the appeal is decided.**

The SC has also proposed another change that has the effect of limiting the number of trot-outs a horse can have to 4 (currently 5, at least...). See proposal for 67.12.1 below.

67.12.1 When a decision is made by a single vet, the horse may be trotted up a maximum of two times after which a decision must be made by the line veterinarian pursuant to Clause 64.2 or 65.2 respectively. When a panel is used, the line veterinarian may allow a maximum of ~~3~~ **two** trot ups before requesting a panel. A panel member may request an additional trot up in accordance with clause 67.3.3.

The outcome of the MC's consideration of these proposals will need to go to the NVP for comment before a second vote.

Discussion

The Rulebook Sub-committee considered that the intent of the rule had been that the horse would not leave the vet ring until any appeal had been determined and have suggested the following rule changes.

Motion: 2022/09/10 **Moved: Mark Dunn / Belinda Hopley**
That rule 67.5 be changed to read (changes noted in red)
67.5 When a horse is eliminated by a sole veterinarian, the handler has the right to verbally appeal (through the chief steward) to the head veterinarian for a review of the decision provided that the horse has not left the designated vet ring from the time the initial decision was made. The horse is not permitted to leave the vet ring until the appeal is decided. The head veterinarian shall re-assess the horse and confirm or overturn the elimination and the decision shall be final.

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – yes.

Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes

Carried by majority and passed for first vote.

Motion: 2022/09/11 **Moved: Mark Dunn / Kim Moir**
That Rule 67.6 be changed to read (changes noted in red)
When a horse is eliminated by a voting panel, there is no appeal available, except when the horse has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up. In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, provided that the horse has not left the designated vet ring since the initial decision was announced. The horse is not permitted to leave the vet ring until the appeal is decided.

Discussion

Jil suggested that there should be included somewhere in this clause that there should be reference to the same panel of vets assessing the second trot out.

Mark noted that this may be a separate issue and the make-up of the panel is the province of the Head Vet. This had occurred at TQ22, that the rider requested a different panel, and this was allowed, thus leading to all second trot outs being done in front of a different panel.

Kim suggested that this could only probably be at an event such as a TQ that there would be capacity to offer this.

Jil felt it was important in maintaining the confidence in vets.

Sandy noted that this will only happen at rides where the final trot out is done in front of a panel.

An amendment to the motion was put.

Motion: 2022/09/12 **Moved: Jil Bourton / Sandy Little**
That the proposed change to Rule 67.6 be amended to read (amendment in blue)

When a horse is eliminated by a voting panel, there is no appeal available, except when the horse has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up. In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, which must be in front of the same panel, provided that the horse has not left the designated vet ring since the initial decision was announced. The horse is not permitted to leave the vet ring until the appeal is decided.

Discussion

Noted that the amendment was in conflict with the second part of the rule that stated that the make-up of the second panel was to be decided by the Head Vet or their delegate. A further amendment was put with a sentence removed.

Motion: 2022/09/13 Moved: Jil Bourton / Sandy Little

That the proposed change to Rule 67.6 be amended to read (amendment in blue)

When a horse is eliminated by a voting panel, there is no appeal available, except when the horse has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up. In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, which must be in front of the same panel, provided that the horse has not left the designated vet ring since the initial decision was announced. The horse is not permitted to leave the vet ring until the appeal is decided.

~~The veterinarians that constitute the voting panel for an (appealed) second trot up shall be decided by the head veterinarian or his delegate. The outcome of the second trot up shall confirm or overturn the elimination and the decision shall be final.~~

Discussion

Mark spoke against this amendment as he would prefer to leave this to the discretion of the Head Vet to allow for any contingency

Voting: SL – yes; NE - yes; KM – no; JB – yes; BH – yes; BH proxy for NS – yes; MD – no.

Voting result: For – 5 votes; Against – 2 votes; Abstain – 0 votes

Carried by majority and the amended rule change to be voted on.

Motion: 2022/09/14 Moved: Jil Bourton / Belinda Hopley

That Rule 67.6 be changed to read (amendment in blue)

When a horse is eliminated by a voting panel, there is no appeal available, except when the horse has had only one trot up to demonstrate its gait. This situation can only arise when a panel is utilised for the first trot up. In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, which must be in front of the same panel, provided that the horse has not left the designated vet ring since the initial decision was announced. The horse is not permitted to leave the vet ring until the appeal is decided.

~~The veterinarians that constitute the voting panel for an (appealed) second trot up shall be decided by the head veterinarian or his delegate. The outcome of the second trot up shall confirm or overturn the elimination and the decision shall be final.~~

Voting: SL – yes; NE - yes; KM – yes; JB – yes; BH – yes; BH proxy for NS – yes; MD – no.

Voting result: For – 6 votes; Against – 1 vote; Abstain – 0 votes

Carried by majority and passed for first vote.

The proposed change to Rule 67.12.1 was withdrawn as the change is what is already in the rule book with reference to a maximum of 2 trot ups before a panel is requested.

Motion: 2022/10/22

Moved: Dick Collyer / Noni Seagrim

That rule 67.5 be changed to read (changes noted in red)

67.5 When a horse is eliminated by a sole veterinarian, the handler has the right to verbally appeal (through the chief steward) to the head veterinarian for a review of the decision provided that the horse has not left the designated vet ring ~~from the time~~ the initial decision was made. ~~The horse is not permitted to leave the vet ring until the appeal is decided.~~ The head veterinarian shall re-assess the horse and confirm or overturn the elimination and the decision shall be final.

**Voting: NS – yes; BH (proxy NS) – yes; JB – yes; DC – yes; TE – yes; KM - yes; MD – yes.
Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes**

Carried unanimously and passed for second vote to be implemented from 1st January 2023

Discussion re change to rule 67.6

Minor amendment suggested to use “gait assessment” instead of “trot up”. There had been some discussion about what constitutes a trot up with the example about a vet asking for a review of initial trot up and the technically second trot up results in a vet out. Resolved that no assessment of gait occurred of the first trot up and so the rider may ask for a second gait assessment. Resolved that this change was not substantive, and this amendment could still be considered for a second vote.

Motion: 2022/10/23

Moved: Dick Collyer /Jil Bourton

That an amendment to the proposed change to Rule 67.6 be made to read (amendment in green) When a horse is eliminated by a voting panel, there is no appeal available, except when the horse ~~has had only one gait assessment~~ ~~trot up to demonstrate its gait.~~ ~~This situation can only arise when a panel is utilised for the first gait assessment~~ ~~trot up.~~ In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, ~~which must be in front of the same panel~~, provided that the horse has not left the designated vet ring since the initial decision was announced. ~~The horse is not permitted to leave the vet ring until the appeal is decided.~~

~~The veterinarians that constitute the voting panel for an (appealed) second trot up shall be decided by the head veterinarian or his delegate. The outcome of the ~~gait assessment~~ second trot up shall confirm or overturn the elimination and the decision shall be final.~~

**Voting: NS – yes; BH (proxy NS) – yes; JB – yes; DC – yes; TE – yes; KM - yes; MD – yes.
Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes**

Amendment accepted

Motion: 2022/10/24

Moved: Dick Collyer /Jil Bourton

That Rule 67.6 be changed to read (changes in red)

When a horse is eliminated by a voting panel, there is no appeal available, except when the horse ~~has had only one gait assessment~~ ~~trot up to demonstrate its gait.~~ ~~This situation can only arise when a panel is utilised for the first gait assessment~~ ~~trot up.~~ In such an instance, the handler has the right to verbally appeal (through the chief steward) for a second trot up and a second vote, ~~which must be in front of the same panel~~, provided that the horse has not left the designated vet ring since the initial decision was announced. ~~The horse is not permitted to leave the vet ring until the appeal is decided.~~

~~The veterinarians that constitute the voting panel for an (appealed) second trot up shall be decided by the head veterinarian or his delegate. The outcome of the ~~gait assessment~~ second trot up shall confirm or overturn the elimination and the decision shall be final.~~

**Voting: NS – yes; BH (proxy NS) – yes; JB – yes; DC – yes; TE – yes; KM - yes; MD – yes.
Voting result: For – 7 votes; Against – 0 votes; Abstain – 0 votes**

Carried unanimously and passed for second vote to be implemented from 1st January 2023

16. General Business

No further business


17. Next meeting dates

27 November 2022

18. Meeting closure

This meeting was declared closed at 5.03 pm AEDT

President: Mark Dunn

Signature:  _____

Date: 30/11/22

Appendix 1 Database SC Report – October 2022

As usual our Database SC is hard at work on a variety of tasks and developments.

Online Nomination System

We continue to make incremental changes in functionality to improve the usability of the Online Nomination System. The Database SC recently spent quite some time gathering requirements from Deb on aspects of her interactions with the system that required further attention now that the volume of rides is increasing.

We also continue to support the new ROs as they set up their rides

These changes included:

- Improving the Process Refunds screen to assist Deb in easily identifying the refunds that need to be processed
- Include the ride name and order by refund request date on the Refunds screen
- Providing a filter on the Reconciliation report to only include active rides
- Including additional totals on reports
- Remove the incidence of Update Database processes to only upon initial entry into the ONS screens and on closure only doing an update when a change has been made.

Deb had asked for a new report to be created giving her specific information, but we will be able to incorporate the requested changes into an existing report, thereby reducing the effort of the change (and the cost). This will be done as part of the end of year upgrade given the impact of the changes.

A new version has been provided to Deb to test and she is quite happy with the changes.

Deb has just raised the issue of whether the 90% limit that we have for the amount disbursed to the RO is sufficient on smaller rides. For larger rides this is more than adequate to cover the refunds requested. This will be an item for discussion at our next meeting.

Our discussions on the security aspect, where Ride Secretaries were creating Online Nomination access for rides, they were not associated with has expanded to cover a few more aspects.

We have considered the introduction of an online Ride Application process. A digital form would be completed and sent digitally to the respective DAs. This form would include the information that we gather as part of the start-up process. The information could be entered into the Ride Calendar and Ride Club screens once the ride application is approved. We would then be able to restrict access to a ride to the nominated people.

We need to do a bit more work on this to ensure we cover off all scenarios before we are ready to submit this one to the MC for consideration and approval.

Bulk Refunds

With the recent weather events impacting on rides and forcing cancellations we have come across a scenario that we have previously discussed and decided on a wait and see approach before implementing any specific functionality.

We've had a couple of rides now that have requested full refunds to participants when the full ride or a couple of rides at the event have been cancelled. One of these rides has requested that all monies be refunded except for the day membership and excluding those people who have decided to donate their entry fees to the ROC. The second ride has asked the riders to submit a request for refund as the ride was cancelled before the close of nominations.

Both these present a bit of a challenge as we can't implement a blanket refund approach to all riders, and it will require some work to script up an automated process so that Deb is not required to enter in each refund manually.

We are going to speak with Westpac Merchant support to see what alternatives we have available via their software. This may require the implementation of a different type of payment gateway. An update will be provided to the MC once we have a better understanding of the options.

Support for Online Voting

We are going to develop a report that will provide an extract of membership details that can be used for upload into an online voting platform. QERA has utilised this approach for a couple of years now, NSWERA are keen to go with this and so is VERA. We have been extracting a file manually but need to implement a more automated approach.

The file will contain limited information:

- First name and surname
- Membership No. (Unique ID)
- Email address

This information is sufficient to generate the notification to members that voting will be conducted online. This development is relatively minor (5-7 hours) and will achieve a better level of autonomy for the DAs.

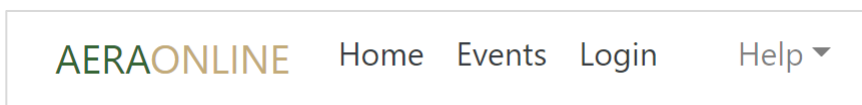
Support Options – AERA Online

We have commenced work on providing support options for AERA Online. These include the following elements:

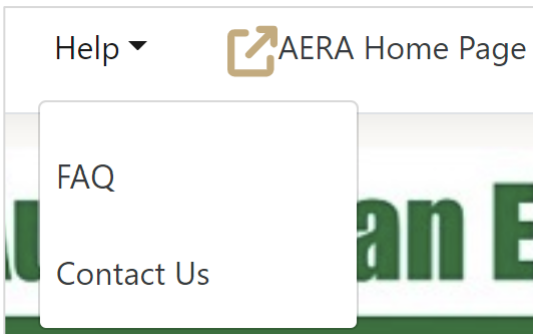
- A new Help menu containing the following:
 - The first FAQ article
 - An online Contact Us digital form

A new AERA branded email address for support queries is being provided by Chris Nichols and will be displayed throughout the AERA Online web pages.

The Help menu (from the AERA Online Test site) is displayed as follows:



The options available from this menu item are:



When the Contact Us option is selected the following web page is displayed, allowing the user to enter in the details of their issue.

A screenshot of the 'Contact Us' page on the AERA website. The page has a light beige background. At the top, there is a navigation bar with 'AERAONLINE' and links for 'Home', 'Events', 'Login', 'Help', 'AERA Home Page', and 'AERASpace'. The main heading is 'Contact Us'. Below the heading is a form with the following fields: 'Name:' with a text input box; 'Phone: *' with a text input box; 'Email: *' with a text input box; 'Ride' with a dropdown menu showing '--OPTIONAL--'; a text area for the message with the instruction 'Your message - please be as specific as possible.'; and a CAPTCHA question 'What is 2 + 4? *' with a text input box. At the bottom left of the form is a blue 'Send Message' button.

The last field is to ensure that the message is legitimate and is generated by a human.

We have planned the following activities to occur to promote the use of the system by ROs and to make the system less dependent on the presence of the SC members:

- Creation of more FAQ pages for riders, trainers and ROs
- Development of some short video clips for ROs to assist in the set-up process

- Come and try sessions where we will run online workshops for ROs to have a look at the system during the season break
- Finalisation of the user manuals that we commenced some time ago
- Promotional campaign targeting DAs and ROs

Membership Renewal Development

The SC met again on Friday, 14 October, to continue the requirements review process. We have ironed out most of the sticky issues now and are in a good place to commence development.

One of the challenges that we face in this development, which will probably preclude us from meeting the 1 December deadline requested by AERA, is the variability of discounts and rules associated with the membership options offered by the various states.

Currently we have:

- Full time student discounts
- Pension discounts
- Gold membership discounts
- Early bird discounts
- Family Gold Membership discounts on two tiers

Variation in business rules include things like:

- Half yearly memberships not all being actual half year with some commencing 1 July and others commencing 1 August
- Family membership may be defined either as:
 - 1 or 2 adults and 2 children (under 18) who must all live at the same address
 - 2 adults and 2 children with no restriction about where they live
- Intermediate membership may be a single charge regardless of who the person is taking out the membership or 4 different categories of intermediate membership attracting a separate fee per category

These challenges are not insurmountable, but they will take a longer time frame than AERA has imposed. Given that only 5% of the membership complete their renewal in December an extension on the delivery date to 1 January will not negatively affect a large portion of the membership.

It means that we can get this new functionality implemented with a higher degree of confidence relative to the quality of the development and the suitability of the functionality. It also means that AERA will see additional revenue in the 2023 year rather than delaying the rollout to 2024.

It would be great if we could achieve some consistency in how memberships are handled, e.g., half yearly memberships all commence on 1 July and membership renewals commence 1 January, as this will reduce the cost and the complexity of the development. Given the complexity of some of the charging structures (QERA has nearly 20 different levels) it would be great if we could go back to the DAs to see if they can take the time to review their membership structures to simplify things.

Some of the approaches to discounts are easy to handle, i.e., the early bird function is fairly simple to achieve as you set a date and a \$/% discount to be applied if memberships are paid in the time frame. Some are not so easy

as there is a manual checking component to see if a pension has expired or the person remains a full-time student.

It would be appreciated if AERA could discuss this request for extension and make a determination if they are happy to proceed with the development and have it in place for 2023 or not.

AERA had requested the following: "It is noted that any membership increases may not be known until each DA has their AGM so there has to be capacity to manage increases that may be decided after the system goes live."

Once again, this is a variation from a standard business rule set that imposes additional development cost and time as well as adding complexity to the coding. If there is only one state for which this change needs to be imposed, it is suggested that a discussion is held to find alternative ways to dealing with this requirement.