Australian Endurance Riders Association Inc.

Minutes of the Committee of Management Meeting

Date: Commenced at 10.00 am AEDT on Sunday 22 January 2023.

Venue: Webinar – please note that this meeting was recorded.

Details to join the meeting

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1. Meeting opening

Mark Dunn welcomed everyone to the meeting and thanked them for their time. Mark also asked that all comments should remain on task to allow the agenda to be dealt with efficiently.

2. Attendance

2.1. Management Committee Members Present

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

2.2. Apologies

Andrew Miles

2.3. Proxy Votes

None received

2.4. Visitors

AERA Delegates - Kerry Fowler-Smith, Mark Norton (NSWERA); Terry Sweeney (WAERA).

Honorary Members – Pat Hodgetts.

Sioux Reid was attending the meeting as a VERA representative but no proxy vote had been received.

Linda Tanian joined the meeting from 12 noon to present the AERA Database Sub-committee report.

3. Portfolio Allocations

No changes to note.

4. Register of Pecuniary Interest

Committee Member	Point of Conflict	Reason
Kim Moir	TQ23	Organising Committee

5. Previous meeting minutes

5.1. Amendments to the Minutes of the Management Committee Meeting held on 27 November 2022.

Nil received

Motion: 2023/01/01   Moved: Kim Moir / Natasha Ellery

That the minutes of the AERA Management Committee Meeting held on 27 November 2022, as amended, be accepted.

Carried

Noted that Belinda Hopley and Sioux Reid were not present at this meeting and did not vote.

5.2. Amendments to the Minutes of the Management Committee Meeting, Subsidiary Agenda, held on 27 November 2022.

Nil received

Motion: 2023/01/02   Moved: Jil Bourton/ Natasha Ellery

That the minutes of the AERA Management Committee Meeting, Subsidiary Agenda, held on 27 November 2022, as amended, be accepted.

Carried

Noted that Belinda Hopley and Sioux Reid were not present at this meeting and did not vote.

6. **Business arising from the minutes – refer Action Sheet**

   6.1. AERA Calendar for 2023 noted with 96 events listed.
   6.2. AERA Rulebook 2023 version is available on the AERA Website incorporating rule changes that have been approved for implementation from 1st January 2023.
   6.3. Integration with the Mindari app is being progressed with advice from the AERA Database on updates required to allow this to happen.
   6.4. The AERA Biosecurity Statement has been updated to align with the relevant rule changes.
   6.5. AERA has sought sponsorship from RM Williams for an amount that will contribute to the administration of all aspects of AERA objectives over a 6-year cycle.
   6.6. Accreditation process of vets and CSs

AERA has a process for accrediting endurance vets. The final parts of that process currently are that the AERA MC votes on an accreditation request from a DA and, if the motion passes, the AERA secretary writes to the vet confirming their accreditation.

Can I suggest we add to this that, when the secretary writes to the vet, they also make the appropriate entry into AERAspace?

Similarly, AERA has a process for accrediting chief stewards, the final part of which is that the AERA secretary writes to the CS confirming their accreditation. The AERA Secretary will also order a Chief Steward vest.

As above, can I suggest we add to this that, when the secretary writes to the CS, they also make the appropriate entry into AERAspace and order a vest?

Motion: 2023/01/03   Moved: Dick Collyer / Belinda Hopley

That the process as outlined for accreditation and recording of Vets and Chief Stewards is endorsed.
Carried unanimously

7. **Online motions**

   7.1. Financial decisions

No	Payee	Invoice No	Date	Amount	Description - comments
	Payments from 23 November 2022				
1	FUSION financial group	17854	22/11/2022	154.00	Business and Instalment Statement - Sept
2	ATO	884	25/11/2022	5,926.00	BAS
3	Chris Nichols	Payment	30/11/2022	103.00	Webmaster honorarium
4	Kim Moir	Payment	30/11/2022	649.00	Secretariat honorarium
5	Peter Johnson	890	30/11/2022	5,816.25	AERASpace costs

6	Sarah Pollard Williams	Payment	30/11/2022	500.00	Vet Training Coordinator
7	Deb Edwards	182	30/11/2022	970.00	Bookkeeping - 24.25hrs inc 12.25 ONS
8	Peter Johnson	880	14/12/2022	658.53	MS Azure x 4 mths; Server - Jan to Mar 23
9	Greg Garred	Payment	18/12/2022	1,000.80	AERA dispatch of sales
10	SUREWiSE	S32804	15/12/2022	300.00	2 x PA payments
11	Jo Bailey	Payment	31/12/2022	3,228.00	Registrar Honorarium 12 months
12	Chris Nichols	Payment	31/12/2022	103.00	Webmaster honorarium
13	Kim Moir	Payment	31/12/2022	649.00	Secretariat honorarium
14	Peter Johnson	896	31/12/2022	2,054.25	Memberships, reporting options
15	Sarah Pollard Williams	Payment	31/12/2022	500.00	Vet Training Coordinator
16	Australia Post	1012089423	31/12/2022	44.20	postage
17	Deb Edwards	184	31/12/2022	320.00	Bookkeeping - 8 hours
				22,976.03	

7.2. Other on-line motions

7.2.1. AERA Online Membership

On advice from the Chair of the AERA Database Sub-committee that work had continued to support online memberships to allow for necessary upgrades to happen as part of the end-of-year upgrades, an online discussion resulted in approval to budget for expenditure of up to $10,000 to pay for this upgrade. It was noted that almost $5000 had already been spent.

Motion
That AERA Management Committee approve up to $10,000 expenditure to enhance the AERA Database to support Online Membership Renewals.
Moved: Kim Moir   Seconded: Jil Bourton
Carried by majority
Voting: For – 5 votes; Against – 0 votes; No votes – 3.

8. Correspondence

8.1. Correspondence Inwards

9. No	Date	Correspondence Inwards	Action
1	11/11/22	L Marchant seeking a horse for TQ23	Responded
2	25/11/22	A Cole, NZ Rider re horse competing at TQ23	Responded
3	29/11/22	SUREWiSE re completion of NMCD form	Resolved
4	12/12/22	EA – R Ratini response re MOU	Ongoing
5	13/12/22	EA – outstanding invoice for swabbing	Resolved
6		TEERA re GST on membership receipts	Fwd to DBSC
7	15/12/22	WA DPI have your say on WA Horse Standards and Guidelines	Fwd to WAERA
8	20/12/22	J Bailey AERA Registrar Invoice	Fwd to Bookkeeper
8 a	20/12/22	A Bailey to L Tanian via R Parnell re updates to support data entry for FEI events	Agenda item 15.4
9	21/12/22	NSWERA Registrar re Ride and Tie events	Agenda 9.1

10	22/12/22	KwikKopy Christmas Card	Noted
11		SUREWiSE re Associate Payments Prelist	Noted
12	26/12/22	TQ23 Committee – Minutes of Meting on 131222	Fwd to MC
13	04/02/23	TEERA re AERASpace Database re User Access – to DBSC	Agenda 15.4
14	05/01/23	SUREWiSE request for updated AL Proposal Form	Resolved
15	06/01/23	M Scott re AERASpace Access	Responded
16	08/01/23	SAERA re TQ Head Vet information	Resolved
17	08/01/23	SAERA Ride Calendar Coordinator re AERASpace Calendar linking	Fwd DBSC
18	10/01/23	C Khamas – query re competing overseas	Responded

9.1. Correspondence Outwards

	Date	Correspondence Outwards	Author
1	28/11/22	DAs re Vet Fees for 2023	KM
2	03/12/22	DAs Minutes of AERA MC Meeting on 22/10/22	KM
3	03/12/22	L Marchant response re query about riding at TQ23	KM
4	05/12/22	DAs re swabbing targets for 2023	KM
5	06/12/22	DAs meeting notes from AERA MC Meeting on 27 November	KM
6	09/12/22	DAs re Insurance for 2023	KM
7	09/12/22	TQ23 Committee re Interim Event Agreement	KM
8	12/12/22	SUREWiSE signed NMCD	KM/MD
9	13/12/22	EA re Outstanding Invoice for Swabbing (VERA)	KM
10 - 13	17/12/22	SAERA, TEERA, VERA and WAERA re historical documents	KM
14 - 15	20/12/22	C Nichols and J Bailey re increase to Honorariums cc D Edwards	KM
16	21/12/22	Al Maghaweer Stables re Mindari app	KM
17	21/12/22	DAs re TQ23 Rep Vets and CSs and TQ Book contributions	KM
18	21/12/22	RM Williams sponsorship application and letter	JB/KM
19	22/12/22	DAs, members re AERA MC Meeting on 22 January 23	KM
20	24/12/22	AERA President greetings to DA Presidents	MD
21	24/12/22	Annette Bailey response to correspondence	KM
22	24/12/22	S Pollard Williams response to correspondence	KM
23	05/01/23	F Hasko Stewart re payment of TQ Team entry fee	KM
24	05/01/23	NVP re training and accreditation modules progress	MD
25	05/01/23	Racing Aust Laboratories re swabbing – Agenda item 15.8	MD
26	11/01/23	AERA DB to DAs and MC members re end of year update	LT
27	11/01/23	EA re swabbing outcome – Agenda item 15.8	MD
28	12/01/23	R Collyer re appointment as Head CS for TQ23	KM
29	12/01/23	Dr H Wever re appointment as Head Vet for TQ23	KM
30	12/01/23	Dr B Ros re appointment as On-course Vet for TQ23	KM
31	12/01/23	Dr D Nolan re appointment as Treatment Vet for TQ23	KM
32	12/01/23	SUREWiSE return of Proposal Form	KM
33	13/01/23	C Ros response to request for data updates cc J Bailey	KM

Motion: 2023/01/04   Moved: Natasha Ellery / Dick Collyer
That the inwards correspondence is received and the outwards correspondence is endorsed.
Carried unanimously

9.2. Business arising from Correspondence Inwards

9.2.1. Item 9 J Barlow re Ride & Tie events

Jackie had asked for advise on entry of this proposed event as she had revisited the rules and noted that riders must be full riding members but this had not been happening.

Discussion

Agreed that this be carried forward for discussion as part of the AERA Database report.

10. President's Report – Mark Dunn

AERA's activity slowed slightly over the December / January period however period however, there was significant activity in a couple of areas. I won't elaborate here but will do so in each portfolio area below.

1. Negotiations between AERA and EA continued and I thank Kim and Dick for being part of the gang of three who did most of the necessary legwork.
2. Database Subcommittee work on AERAonline (nominations and membership) progressed. There was quite a bit of liaison between (some or all) MC members and the DBSC. Access issues for some users arose (again) at the change of year.
3. Work on TQ23 is progressing well – great effort from the Stirling's Crossing folk.

For those remaining with us this year, it might be worth having another look at the 2023-25 AERA Strategic Plan . It establishes a slightly different set of Sub-Committees and assigns specific jobs to the chair of each – mainly setting a work plan for presentation back to the MC in April.

President's Report received.

11. State Reports

11.1.   NSWERA Report – Noni Seagrim

Report received as per the Subsidiary Agenda.

11.2.   QERA Report – Dick Collyer

AGM

We had a very pleasant and uneventful QERA AGM on Saturday, 10 December. There will be only one change to the State Management Committee for this year, with Craig Renner resigning as Vice President for personal family reasons, and he being replaced by Rod Strahan as a casual vacancy for this year.

Only a small number of motions were presented at the AGM, with our members currently having the opportunity to vote on these online. The total cost for this form of voting is $89AUS.

Our AGM Minutes have been emailed to all members and audited financial reports have been put on the QERA website, and also emailed to all members.

Ride Calendar

This has been tweaked to account for TQ23, with our State Championships to be now held at the end of August at Bony Mountain in SEQ.

Chief Stewards and Vets

QERA requests **that AERA gives Endurance vet accreditation to Alex Chick.** See application attached. Alex is young, enthusiastic and quite experienced with horses. She has already completed two VGIH rides and so will be eligible to be a line vet for TQ23. QERA Honorary vet, Harry Wever, recommends this accreditation.

Discussion

Application to be forwarded to MC Members but also noted that accreditation is based on the recommendation of AERA members and is supported by QERA Honorary Vet, Harry Wever.

Motion: 2023/01/05   **Moved: Dick Collyer / Kim Moir**
That Alex Chick is approved as an AERA Accredited Veterinarian
Carried Unanimously

Action
Secretary to write to Dr Alex Chick and cc to QERA Secretary.
Secretary to update database to show accreditation status.

11.3.   SAERA Report – Jil Bourton

SAERA has started 2023 with a reasonably healthy ride calendar and will kick off with two consecutive one day training rides/events in the latter part of February, which is quite early for this State considering we will still be in the middle of fire restrictions. Our fingers are crossed that no rides are cancelled due to TFB's but, as we all know that's just part of the landscape these days.

Our new SMC hit the trail at a full trot at our first meeting on January 7 with portfolios being allocated willingly and much enthusiasm in related discussions. We have a close to full quota of committee members at 9 positions filled (from a maximum of 10) with several "new/old" faces harnessing up again. The level of experience across this SMC will be a great advantage going forward and we are confident of a good season ahead and being able to grow the sport here in SA into the future, especially with this being a "pre" Quilty year.

Speaking of which, our TQ24 committee is rolling its sleeves up with two rides on the calendar, including this year's Championships, booked at the Quilty venue at Wirrina on our magnificent gulf coast and Fleurier Peninsula. It is anticipated Lachlan Cameron, our new honorary vet with be Head Vet TQ24, to be confirmed shortly.

Generally an imminent TQ event will ensure a growth in a state's membership and the SMC is keen to embark on some early promotion of this prestigious event to ensure we have a good number of South Aussie riders lining up for the "ride of their lives" in October next year.

We are relieved to report none of our members have been impacted by River Murray flooding. It's very much a slow moving, yet beautiful monster in this the driest state and although some folk have been adversely affected in various ways I think most South Aussies are quietly in awe of the "Mighty Murray"! The only casualty for SAERA so far is having to postpone our very popular Waikerie Ride in May, as what the landscape will look like after waters a-bait is anyone's guess but it's likely to be some time before things return to "normal".

ONWARD AND UPWARD
Jil Bourton 5070

Discussion
Jil reported on new SAERA Office Bearers
- Cheryl Bullock stepped up from VP to President
- Jil Bourton - Vice President
- Erin Short – Secretary
- Treasurer

Correspondence received by SAERA from Melanie Scott as secretary of TQ24 and Jil to report further on this but noted that this is moving along.
Cheryl Bullock was appointed as the SAERA Representative CS for TQ23.

11.4.   TEERA Report – Mark Dunn

Since the last meeting, TEERA has held its awards night. It was a very successful and well attended night and saw the appointment of a new honorary member – Tony Purton.

The 2023 calendar has come together well – there are 12 events confirmed and 2-3 more 'hopeful'.

Discussion / planning for TQ25 continues apace – there is lots of enthusiasm from SMC and others.

Our AGM is scheduled for 3 February.

<u>Discussion</u>
Mark noted that Tony Purton was elected as an Honorary Member of TEERA.
The calendar is shaping up quite well and the AGM is still to come.

11.5.   VERA Report – Sandy Little
No report received

11.6.   WAERA Report – Terry Sweeney

A new season has arrived and WAERA is looking forward to a great year of riding.

WAERA held its AGM and Presentation on the 26th November. Three of the SMC Executive remain the same members. The outgoing Treasurer has completed a three-year term and decided not to run again. Our new Treasurer Lyn Summerfield was elected unanimously, we welcome Lyn to the Executive. Four members of the Committee will all be staying on with Richard Summerfield nominated and accepted unanimously.

SMC Executive for 2023:
President: Terry Sweeney; Vice President: Cuz Brian Pullin, Treasurer: Lyn Summerfield; Secretary: Denise Darlow.
Committee Members: Dr Anne Barnes (Honorary Vet); Emma Swarbrick (Calendar Liaison); Karen Karlovsky (Merchandise); Caitlin Liebmann (Volunteer Liaison); Kym Crook; Richard Summerfield.

WAERA also had the great pleasure to inducted Richard and Lyn Summerfields as Life Members to the Association. It was well deserved for all the work they have put into WAERA over many years and still putting their hand up and giving many years of knowledge back into the sport.

WAERA 2023 calendar has commenced with 16 rides for the year thanks to Emma. The SMC has decided to try a couple of new events on the 2023 calendar. We will be holding a Twilight ride at Collie of one leg 40 km intermediate ride and sausage sizzle at the presentation, which will be two weeks before our first main ride at Wilga. We are holding the ride for members to see how their horse are going and get all their floats and tack ready. We will also be holding an Introduction to Endurance Clinic including a short ride to encourage new members into Endurance. This will be held over one day before the start of the ride season at Yarloop Pony Club on the18th March 2023.
To Complete Is to Win

<u>Discussion</u>
AGM went well with all positions filled and two new life members, Richard and Lyn Summerfield.

DA Reports received

12. Treasurer's Report – Mark Dunn

11.1 AERA November Profit & Loss Budget Analysis

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

11.3 AERA November Profit & Loss with Year to Date

11.4 AERA November Balance Sheet

11.5 AERA Aged Receivables Summary as at 8 December 2022

11.6 AERA Item List Summary as at 8 December 2022

11.7 AERA November Category Profit and Loss Statement

11.8 AERA Budget version 9

Financial reports for November were distributed to MC Members on 12 December with the following comments.

No change to the advice provided over the last few months. We're well down on where we'd hoped to be for the reasons previously detailed – lower DA member numbers than forecast, lower ride(r) numbers than anticipated, less TQ22 income than forecast and a blowout in the AERAspace budget - I will be sending around another email about this. Again, as previously advised, AERA's budgetary position is unfortunate but not catastrophic – it retains a strong balance sheet and is well placed to meet its commitments into 2023.

Just for noting, the Aged receivables contains a 90+ day owing amount from Fia Hasko-Stewart of $60 – this is a teams' entry at TQ22. Fia has disputed that the fee wasn't paid at the time. The finance SC believes the chances of convincing Fia that she is mistaken are low and that the most appropriate approach to this is to write off the debt. Deb has done this.

12.1. Treasurer's Report

We ended 2022 a little better than we thought we would, some $25k under budget. The principal reasons for the deficit were reported in numerous treasurer's reports through 2022:

- Fewer rides and riders than projected
- Poorer take-up of membership than projected
- Less TQ22 income than projected
- Less AERAspace income and greater costs than projected

All of this was taken into account in framing the 2023 budget

We start 2023 with approximately $130k in the bank – enough to meet our commitments and remain solvent.

For noting, one adjustment has been made recently to the budget we approved late in 2022 - $5k has been added to the AERAspace expenditure line item for the membership platform in line with the motion passed early in January.

Also for noting, late in 2022 the finance SC agreed to write off a disputed debt of $60. This was for an unpaid TQ22 teams' entry which the team representative claimed had been paid, a claim (as the TQ teams event manager) I do not accept.

As of 31 December, AERA had no other tardy payers – all outstanding accounts had been paid.

Bottom line – I am comfortable with our financial situation and am hopeful that our membership projections for 2023 are there or thereabouts and that no rides are cancelled due to 'acts of god'.

Discussion
Mark spoke to his report highlighting reasons for lesser income but not as bad as had been anticipated.
A new Budget was included with meeting documents which has been adjusted to allow for an additional $5000 to be spent AERA Online as per motions moved online.
Noted an amount that was written off.

13. Insurance Report

All paperwork has been completed to allow our policy for 2023 to be enacted.

A request to add "Ride and Tie" to the activities listed on the policy and SUREWiSE have asked some questions – confirmation of the insured's experience in running these events and that suitable health and safety measures are in place, how many horses, riders and runners in each event and is there a maximum number of entries allowed.

To be considered when this issue is discussed as part of Database Sub-committee report.

Discussion
Kerry Fowler Smith noted that Ride and Tie events were run at Rosemont in the early 2000's and that the rulebook prior to 2016 version allowed for them.

14. National Ride Entry Statistics

Total ride entries at 31 December 2022 (end of year data) resulted in 508 ride entries less than in 2021, with best numbers in endurance events, which were only down by 162.

Division	Endurance	Intermediate	Introductory	FEI	Total
NSWERA	965	451	402	13	1831
QERA	845	593	415	63	1916
SAERA	161	79	96	-	336
TEERA	337	155	101	-	593
VERA	553	253	192	-	998
WAERA	246	215	272	-	733
Totals	3107	1746	1478	76	6407

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

Discussion
Noted the number of rides that had been cancelled.

Natasha Ellery also noted that WA was in a post-Quilty year that normally has shown a drop in numbers.

15. Portfolio Reports

15.1. AERA Registrar – Jo Bailey
Secretary note
Advice was sought from Jo and Kerry about cut-off date for AERA Awards and suggested 23 March. Jo has responded that information should go out sooner and that we need to stress that applications must be received by the set date to be presented at the Quilty in June 2023.
Forms have been updated on the AERA website for all awards.
Forms were also shared for Hall of Fame nominations and have been approved, ready to add to the website.

15.2. Website / Webmaster – Chris Nichols via Kim Moir
Chris has commenced thinking about tasks in hand:
- Hall of Fame still to be set up; but forms have been approved by the MC members and the AERA Awards Sub-committee to be posted once Chris has formatted the website to launch this.
- Tom Quilty – tomquilty.com.au emails have been set up for key positions on the TQ23 Committee and these emails will be available for future committees.

Discussion
Mark noted that Chris has also been doing some work for the National Vet Panel.

15.3. Social Media – Natasha Ellery

No report received

Secretary Note – Since our last meeting there have been two posts:

The AERA Awards close date was shared to all DA Facebook pages ad to Endurance Chatter but did not show significant engagement – this probably needs to be re-posted as a reminder in February.

The Christmas Greeting from the President was liked by 44 on the AERA Fb and shared to all DAs and to Enduroz and Endurance Chatter.

<u>Discussion</u>

Identified need to get more traffic to the Facebook group – still to post the one about preparing a novice horse to be eligible to enter TQ23 and we will post an annual report about swabbing.

Suggestion that we need to maintain a flow of communication to support member engagement by having a calendar of topics to post. This is also relevant to engaging with sponsors.

Meetings could also be noted as people may not register them on the calendar.

Noted that this may come from the implementation of the Strategic Plan and that one of the sub-committees proposed is a Promotional Sub-committee.

15.4. AERA Database Sub-committee – Linda Tanian

Late report received and attached as Appendix 1.

Discussion to determine what should be referred to the MC noting that all work will cost something.

This was prompted by advice received that an email had been sent directly to the Database Chair requesting that enhancements be made to the database to support the reporting of FEI events. This raised the question of whether this should have been noted as correspondence and when does a request to the database require input form the MC.

Discussion about when requests should be noted as correspondence or referred to the MC and suggestions put forward were:

- There is a request for an addition to the data stored and reports available
- Any fix that will cost more than $200
- Any request from a third party – eg AHSA, EA, Mindari
- Any correspondence that includes a complaint
- Others

<u>Discussion</u>

Consensus on three points
1. That any Sub-committee is a reportee to AERA
2. that any correspondence to or from a Sub-committee is correspondence to or from AERA, and should be forwarded even if just for information and / or recording.
3. that AERA must approve any expenditure.

Having a report on the number of requests made for fixes or assistance would give us the ability to report on improvement and / or better service.

Guidelines as to what should be reported to AERA will reduce the risk of being inundated with routine requests.

<u>Action</u>
Progress this after the meeting by circulation of an email with suggested protocol as a formal document.

Linda Tanian joined the meeting at 12 noon to present the DBSC report.

Linda spoke to the report
Linda highlighted the value of being able to present this report to the committee and to get immediate feedback on the work that is being undertaken by the Sub-committee.

Ride and Tie rides
Understand that these rides have been run but they have not been entered into the database to record the data and that it may just have been entered as a standard training ride.
Does MC want this added into the system? This would require some work – not just a couple of fields to add. We would need some guidance about who accumulates points and distances.

MC Response
Ride and Tie rides require further discussion and consideration of the rules as they are now.
AERA Database Sub-committee is not to undertake any work on this until further discussion has happened.

Communication between the AERA Management Committee and the AERA DBSC
Linda noted that this lack of communication has come about since she has no longer been on the AERA MC.
Linda provided a couple of examples where things have not been aligned with MC expectations but stressed that the Sub-committee was working towards achieving a best product that is the best in meeting the needs of the sport.
Mark Dunn agreed that this issue has occurred since Linda left the MC.

KM – need to be more robust in identifying actions from our discussions to report back to DBSC. And we have had discussions about what the DBSC need to consult with the MC about regarding work to be undertaken and what it may cost us. MC need to improve our understanding of what a request from us may require from DBSC – what seems to be a small change for MC can translate into a multiple level task for DBSC.

LT – acknowledges that most on MC don't have an understanding of what work needs to be done to make rule changes work. Example of International riders and issue for online nomination – rule allows an international rider to participate over a specific period of time. Day membership for an International Rider has not been considered in setting up the online nomination system. A request from MC should elicit advice from the DBSC to advise on the cost of any request and the level of work.

JB – would it be helpful if there was a standard monthly update from DBSC of questions asked.
LT – reporting does cause a thought process about what has been happening. There is a feedback loop from Mark and Kim.
KM – we know there is negativity from a small number of members about the database and if we are aware of the requests being made we can gather this information to report back on improvements.
MD – looking at a set of guidelines to advise on what should be forwarded to the MC

LT - With regard to requests to the DBSC, Linda suggested that many queries may go to a DA person rather than to the DBSC. Also noted that there have been discussions about how to improve the end of year update. There may be requests of suggestions that are beyond the scope of the DBSC and the budget eg suggestion to upgrade to system X64, while other requests are about a specific function and result in a minor adjustment.

Suggestions for improvements going forward
1. Talk more so we are better informed.
2. The MC Member to the DBSC to act as a robust conduit of information between the two.
3. Provide a set of guidelines on what DBSC should advise to the MC

End of Year AERASpace User Access
These have all been done except for Tasmania and NSW who still have to have their AGM. The lists for TEERA and NSWERA will be sent out in early February.
The process should have been a lot smoother and question asked about whether we should give Ride Secretaries and online nomination people a 2-year term. Noted that MC had said to leave access open till the end of February but there was concern that this did not work for earlier AGMs.

Discussion

KM – QERA only received advice on 31 December that all users would be shut out at midnight on 31 December so asked if there was an option to send out the notification earlier in the year. Perhaps a longer access period is good. DAs need to be aware when someone leaves a role and provide advice that access is no longer required.

KM - query re User Access that had been developed for QERA and whether this was enough from the DBSC's perspective. How do we progress this to be an AERA document?

LT – agreed that we do need to be aware of what happens with the data that we gather and we need to highlight the responsibility that comes with user access. The document provided is a bit "light" from DBSC perspective and also need to look at the minimum environment from a cyber security perspective reference to a laptop with no virus checker or no malware is a risk; advise on not sharing passwords.

Action
Change the process for access and review that; signing off on use of data; document to explain user access change / update at end of year; recommendation to improve cyber security.

End of Year upgrade
Release notes have been provided to users and access to the upgrade progress. There has been no feedback to date. This was delayed due to wait for approval of online membership.
There are seven events listed now so noted a positive start to the season.
End of year upgrade needs to be brought forward with only a small window between last ride of one season and not interrupting start of year.
Note that changes to rules and processes impacts on the system.

AERA Online Support Email

A new support email has been created by Chris Nichols for our use – support@aeraonline.com.au. This has now been tested and has been added to the AERA website as a Contact and is already available on the AERA Online website and has been in place for some time now. No one has used it as yet to enquire about setting up online nominations

Discussion
Planning a showcase of the system to Ride Organisers about how to set up which will take about ¾ of an hour and will record it so people can use it. There will be two weeks of promotion before we run this and no cost for attendance – approved!
There will also be a session for Riders – again it will be recorded and no cost. Again approved!
KM – noted that nominations for the Education Weekend coming up (Qld) has included a lot of people new to the sport and there has only been one call to ask for assistance. Query is there a prompt to ask if they have completed forms 6 and 7 if required. [Linda confirmed after the meeting that Trainer Declaration confirms need for Forms 6 and 7.]

Online memberships
Linda noted that most of our work is done. From Peter Johnson's perspective, backing coding is set up so that database structures we need to support this are in place. This allows for the screens that will be seen to be done now.
There have been some challenges. From an accounting perspective we may still need to do an invoice from a gst perspective for the charge back to the DAs for the insurance component. We will deduct the PA component from the payment to the DAs and advise DAs about what has been deducted so they can report appropriately. Tom was to check the accounting rationale.
The **financial repor**t format to be shared with Mark and Deb for their comment.
The DBSC has implemented a **communication loop with Deb** so any issues can be raised.
KM – how does the form with bank details get forwarded to Deb. Linda noted that the form is sent to Deb as well as to the "support" email – Linda to check this.

International riders has taken some work to resolve how this is entered.

The **payment of memberships** by a third party has been resolved.

There are two states that allocate **bib numbers** to members – still to determine if is worthwhile changes the system to support this function.

RFID cards – SAERA have allocated RFID cards to members and if others are doing this it will be worth doing the work to build this into the system. Noted that QERA and VERA are looking at adopting this. Need to know when cards are being allocated.

Renewal emails – the database has capacity to generate email group lists so can use this facility to create an email about membership renewals.

Digital Membership Cards – NSWERA has been promoting this and each DA can submit a design so DAs have the capacity to brand – work still in progress.

Guardian / Parent Signature – discussion that the parent or guardian is not the same as someone supporting a young person at a ride. Guardianship is a legally appointed position and that nominations must capture the signature of a parent or guardian as a declaration.

Resolved that parents/guardians must be captured as part of the membership application process and then a declaration can be emailed to that person/s. KM suggested a prompt to ask if guardian this is a legally appointed position.

LT asked if this has been discussed with the DAs as she was not aware of any discussion occurring.

Actions

Email to DAs to clarify this situation noting that guardian is when no parent is able / available to sign. Stress importance that this information is available in the database to link to the nomination.

Ask DAs to add this information manually for memberships that are already done

DBSC to make appropriate changes so that there is a registered parent / guardian and to ensure that there is capacity in online memberships to capture details for parent / guardian who will then receive the declaration when nominations are done.

Blocking members who are suspended

Suggested this is a rare situation and can be managed by a DA – agreed not to do this within the system.

Ride Calendar showing which rides are using the online nomination system

Promoting the system and showing where to nominate and which nominations are open.

Late fee option

Use of the early bird option is a more positive approach – general agreement with this strategy.

Fee paid to Peter Johnson

LT suggested an increase from $90 per hour to $95, noting that Peter is always available, 24/7 year round and does not charge an overtime rate. There has been no increase in a long time.

MC members to discuss.

Refund option

KM asked if there is an option to do direct refunds in the instance of a ride cancellation. LT advised that WBC can't offer this option but DBSC will keep this on their agenda to explore again.

Mark Dunn thanked Linda for giving up her time to attend the meeting and again thanked her for the work done by the committee.

Linda Tanian left the meeting at 13.15.

Discussion

Fee paid to Peter Johnson and recommendation that this hourly rate be increased from $90 to $95; noted that this was the fee originally negotiated in 2010 and that this increase is less than the 5% increase we negotiated for other fees and honorariums.

Motion: 2023/01/05   Moved: Dick Collyer / Jil Bourton

That the hourly fee paid to Peter Johnson be increased to $95.00.

Carried unanimously

15.5.   Chief Stewards and TPRs – Mark Dunn

The only activity since our last meeting was to provide TPR badges to NSWERA for a pending TPR training course. I have lots of these so please ask if you need any.

Discussion with Noni Seagrim re possible 'Ride to time' event, proposed by NSWERA for this year.

As I wrote in my November 2022 report, I am hopeful that in 2023, after four years in the CS liaison role, I will be able to hand this on to another MC member in 2023.

15.6.   National Vet Panel – Mark Dunn, NVP Liaison

National Vet Panel liaison

There are a number of 'live' issues currently under consideration by the NVP.

New training and accreditation program

Progressing well if a little behind schedule. Three of the four modules are largely complete. One of the four module authors is dragging the chain somewhat but has assured me he's on it after a busy end of 2022. Chris Nichols has been assisting with the IT stuff and it looks like we can host everything on Google Classroom and GoToMeeting. Looking at a 1 March launch. Sarah Pollard Williams is going well as co-ordinator.

We (or NVP?) need to decide who must do the part or all of the course, who should be encouraged to do the course and who need not do the course. This is on the agenda for the next NVP meeting which will be held in February.

Suggestion: All first-time vets be required to do Modules I and 2 (intro and basic treatment) at no charge before officiating at an event. They will be encouraged to do modules 3 and 4 for a fee of $200 noting that this is recouped pretty much immediately they are accredited. All other non-accredited vets be encouraged to do at least the first 2 modules (at N/C) and 3 and 4 for a fee of $200. The fee includes participation in the required seminars. Some education to ROCS may be useful in encouraging them to pay non accredited vets 75% of the full accredited fee.

NVP Chair

Dr Khyle Stewart fell out of the sky in his paraglider in October and was critically injured – the injuries he sustained are usually fatal and he is, therefore, lucky to be alive but is recovering slowly.

Rest order guidelines

NVP members are preparing a set of guidelines to guide vets on an appropriate RO duration for a given injury.

Other issues under consideration

- Should there be a requirement for a vet to officiate at one or more VGIH rides before being accredited as an endurance vet?
- Having TPRs count respirations is a waste of time, serves no clinical purpose and should be removed from the pre-ride vet inspection.
- Does AERA need a hot weather policy embedded in / associated with the Rules?
- Vet / horse ratios – do these need to be changed?

Mark Dunn

Discussion

- Should there be a requirement for a vet to officiate at one or more VGIH rides before being accredited as an endurance vet?

  General sense that this is not required as vetting is the same, with minimal vetting issues related to VGIH, and the Chief Steward can advise or mentor on the process. This may delay the process of vets getting to accreditation level.

- Having TPRs count respirations is a waste of time, serves no clinical purpose and should be removed from the pre-ride vet inspection

  Agreement that this should change, noting that some DAs had discussed this at their AGMs. Changes to the rulebook to support this would probably mean it would go from a count to an assessment. Also will create a change to the title "TPR"
  .
  Actions
  Mark to seek advice from the NVP how this will be replaced or got rid of
  Refer to Rulebook SC for consideration
  Note also that this will require a change to logbooks for the next run

- Does AERA need a hot weather policy embedded in / associated with the Rules?

  Noted that there is much variation in temps across the country and any policy may have to be too general or may be state specific. SAERA has such a policy and there are rides run in conjunction with FEI events that would be governed by the current EA policy.

  Ride Organisers do consider this as they plan rides in different areas and sense that this is best management by tools currently in place and to maintain flexibility to allow for different regions and weather events.

- Vet / horse ratios – do these need to be changed?
  Discussion some time ago about what the rule actually means - at what point do you need a third vet. This is a cost to ROs and we don't want to mandate a number.

  Note the need to have a vet team with capacity to allow for one to be away from the vet ring to provide treatment or to do bloods for swabbing. Ride Organisers will also be governed by their budget. General sense that the ratio is okay and to mandate makes it difficult for rides with fewer nominations. AERA would likely not support a change.

15.7.   Horse Welfare and Invasive Treatments – Belinda Hopley
15.7.1.   General report – Belinda Hopley
No report received

15.7.2.   Report on horse catastrophes
Nothing to report

15.8.   Medication control
15.8 AERA Swabbing Report 2022
15.8 AERA Swabbing Report 2022 spreadsheet

15.8.1.   Swabbing Report – Marylou Locke
Report as included in Documents folder
Notes 53 swabs were done last year and the target was 58, with some states over their target and others under.

The target for 2023 is 62 plus the Quilty numbers, still 2% of entries for 2022.

There has still been problems getting stewards accredited, difficult to get people to put their hand up for this role and difficult to get stewards who are accredited to attend endurance rides.

Noted that it has been difficult to push EA to action this with no MOU in place.

QERA had 11 people attend a course in 2022 but it has been difficult to advance their accreditation as they have to attend a set number of rides to complete this.

Noted that FEI rides have not been swabbed- stewards were present for AERA but not allowed to do FEI horses who must be done by a specifically approved vet/swabbing steward.

Actions

Our swabbing person to be tasked with communicating with EA in 2023 to work at accreditation of swabbing stewards.

Revisit for next agenda. And everyone to look at data for each DA.

15.8.2.   EADCM Matters – AERA President
Reference correspondence items 25 and 27

Mark Dunn reported that two Adverse Analytical Findings had been reported to AERA from the SAERA and TEERA State Championships last year. There was a delay in AERA receiving this information from EA due to holiday closures. Both matters related to controlled medications.

The AERA Review Panel process was instigated once we were aware.

Because one was in Tasmania neither MD or PH participated and the panel was DC Chair, BH and KM.

DC reported that there had been a minor issue in SAERA as reported by the Swabbing Steward but it was determined that this had not contributed to the AAF.

Correspondence was sent to both parties and both spoke to KM.

The TEERA matter referred to a TEERA member who has accepted the Admin procedure. The consequences are set down in the rule book and will be administered by TEERA.

The SAERA matter involves a VERA member who was still to respond to the offered Administrative procedure as offered.

Noted that if accepting the admin procedure, copy of all forms to be sent to the DAs to apply the consequences which are disqualification, fine and costs. Rule 25.3.3

KFS – questioned that this should have been referred to a Hearing Panel and stated that she did not think the AERA had this role and asked that this be checked and advice provided to Kerry

Mark reminded that this matter is confidential until made public.

Discussion

Sense that riders are not aware that forms are available to record medications but noted also that this is prompted by online declarations. Noted that these forms go to the CS and are submitted with the CS report and will be uploaded to the database for reference in the event of an AAF.

Again noted that Marylou Locke does not receive swabbing paperwork from SA and this has been identified as a privacy concern. KM noted that this is in the protocol that is accepted by EA and this has been sent to all DAs with the forms that we use.

Action

Confirmation of process to be sent to all MC Members and to KFS.

Facebook post to promote that swabbing occurs and that forms should be used to advise of medications used.

15.9.   Biosecurity – Dick Collyer
No report received

Meeting adjourned 11.41 am to 12 noon
Agenda interrupted to return to item 15.4 AERA Database Sub-committee Report

15.10.   EA Endurance Committee – Sonya Ryan / Dick Collyer
Nil to report

15.10.1.   EA AERA MOU
There have been various meetings and exchanges of emails to work towards an acceptable negotiation for this agreement. Documents were circulated before the meeting. The focus has been on having an MOU in place but also trying to negotiate a reasonable payment.

The stand that AERA has taken is that it is difficult to see what we are paying for as most items listed in the MOU are related to service to EA members.

It has been suggested that we go back to EA with an offer of $6500 based on $5 per member.

Discussion
Points raised:
- It is a relatively small amount of money ($8500 plus gst) but AERA should always be able to justify expenditure.
- Difficult to justify a lump sum as expenses are variable based on the number of endurance riders and events, hence the offer of a per member amount referring to it as a "contribution to international competition." Also note the variable and small number of members being serviced.
- It may be better to work with the state body so, for example, the DA and RO register membership with the State body of EA and look at how that works for rides and members. It would appear to be cheaper to affiliate a RO with the state body than for AERA to affiliate with EA. This would allow for the ride to be on the calendar.
- Explanation of how money is spent seemed to be more around confirming ride history for horses sold overseas. Most work is not AERA related and may not be related to EA members
- Services listed in the MOU from EA are mainly fee for service or paid as required eg training.
- Processes for swabbing can be done independently by AERA. This would require our own forms
- The original negotiation was that AERA was able to administer the sport at a national level with no interference from EA other than swabbing procedures.
- EA has upheld AERA as the governing body for endurance in Australia –ramifications if we don't affiliate may allow another body to evolve.

Consensus that we progress with offer of $6500, explain this is based on an alignment with fees to membership, and with reference to three difficult years causing loss of income and reduction of memberships. To reconsider if this offer is rejected.

Consensus that we take that path

Action
MD to re-draft and send

Meeting adjourned 1.35 pm to 1.50

15.11. Governance and Policy
No report received

15.11.1. Strategic planning
MC members are asked to review the AERA Strategic Plan 2023 - 2025

<u>Discussion</u>
No action at present but all members to review this to consider what they can take responsibility for following the AGM to contribute to implementing the Strategic Plan.

15.12. Tom Quilty Gold Cup

15.12.1. TQ 22
Still to receive final audited financial reports.

A letter did go to the committee about disbursement of their funds. A report was received during this meeting but will be considered at the next meeting.

15.12.2. TQ 23 – 2.02
15.12.2.1 TQ23 Minutes of meeting on 13 December 2022
15.12.2.2 TQ23 Biosecurity Plan

Mark Dunn noted that the minutes provided gave a good indication of where things are at.

Kim Moir provided a verbal report
- another meeting has happened since then, which was well attended with a lot of good stuff happening.
- Conversations happening to confirm the Biosecurity plan
- Website is building and key portfolios have been provided with emails that are linked to the website tomquilty.com.au which is owned by AERA and website is tomquilty.com.au so information is easily archived by webmaster.

Belinda Hopley – AERA advisor
Verbal report from Belinda that all is progressing well with teams working together to progress all areas.

<u>Discussion</u>
Biosecurity plan – the Senrior Vet Team has worked under the same plan in 2019; hope to have confirmations from referral equine facilities to get the plan out to AERA in the next week or so.

Pat Slater Judges – Dick has proposed a list which will be in the next minutes. These are Olga Bartlett, Corey Nix, Caroline Fitzgerald, Roy Barsby, Jennifer Gilbertson, Judy Burton, Gayle Holmes, Penny Toft, Susan Sutcliffe, Brook Sample – note that all have done significant miles and any may have a conflict of interest on the day.

Suggested that the refund policy of only 50% if less than 6 weeks out may seem harsh – Kim to take back to the committee.

Reminder to DAs to advise on DA Representative vets and CSs.

AERA Advisor is not required to attend the event – this person would attend the test event. Stirling's Club will host the usual Stirling's Classic in May and will offer a 160 km QQ.

Secretary Note
FYI - Cost of TQ Book is $4957.70 for 500 copies – AERA pays a percentage of this, usually around 25%

AERA to do
- TQ Banner – VERA has passed this on to Sandy to hold with Vet Vests and Megaphone. We need to be confident in how these will get to Qld.
- Final event agreement – reference to Biosecurity Plan

15.12.3.   TQ 24
AERA to advice on AERA Advisor and AERA Member to the TQ24 Committee
Interim agreement to be sent for signatures but we need to know and approve the HV and HCS. This information was requested in recent correspondence to SAERA.

SAERA sent correspondence to the proposed TQ24 Committee asking for confirmation of hosting intent, members of committee and proposed budget, Melanie Scott responded to advise that they were not in a position to respond and needed 6 – 8 weeks to confirm, wanted to know who was appointed by SAERA and AERA, and requested a copy of the manual.

<u>Discussion</u>
Jil noted that SAERA is in full support of the TQ24 but suggested that Advisor might best be appointed from another DA. Members of SAERA will be appointed to the TQ24 Committee at next meeting.

Kim noted we are behind in the schedule now with reference to Interim Agreement being signed. Jil suggested that they have selected their preferred Head Vet and Head CS.

Discussion re "AERA Advisors" as referenced on the Action Sheet – Pat noted that these are people who have been involved in running a TQ event. Pat suggested that Tom as proposed Head Chief Steward could be the AERA Advisor – both are responsible for feedback to AERA.

AERA delegate on the Committee is usually someone from the host DA, attending the meeting, as an observer and to advise AERA of any irregularities that may be of concern to AERA.

<u>Action</u>
AERA Advisor – to progress later by email and to include information about the AERA Advisor from the manual what is required of the role.

15.12.4.   TQ Manual – Belinda Hopley
14.12.4 TQ Manual updated version

Belinda provided a verbal report
A meeting was held last week and some minor changes made but has not received the final version.
Belinda voiced her thanks to Linda for her contribution to this.
Pat confirmed that last meeting was a tidy up with specific reference to AERA letters.

15.12.5.   TQ events in the future

Tassie aware and keen but no concrete information to report as yet.

15.12.6.   Other TQ Matters

Sponsorship option from Al Magheerwa for TQ23 is still on the table but no firm response.

Correspondence has been by message on Whats App. Their focus is on horse and rider welfare and profiling the sport. Kim had suggested to them that money come to AERA and money be disseminated to the TQ Committee to spend on aspects that fitted with their interest areas including a tracking system, on-site ambulance service, paying for a videography company to be on-site and provide live coverage. Media coverage has been limited to anticipated finish time with focus on the winner. Suggestion also made that funds be used by AERA to build database to provide international coverage.

Note there has still been no written confirmation of any sponsorship amount.

Discussion

Kim - feel it's worth pushing for as it could bring significant funds to AERA.

Mark – accept that we may get some negative feedback. Supported concept of a video package of the whole event would be very worthwhile.

Await further feedback.

16. Rule Book

16.1.   Rulebook Sub-committee report – Mark Dunn

There have been a couple of issues bubble up since our last meeting.

1. Did you know we have a ride category called 'Ride and tie'? I didn't until it was brought to my attention in December. One NSW club runs one of these each year (I think).

In the usual course of events, the Rulebook SC would look at this and then come back to MC with a recommendation. However, there is a proposal to run such an event in February so it is up for discussion at today's meeting. Some issues are:

- Are these safe?
- AERAspace is not set up to record these
- Relevant Rulebook Rules do not align with the original motion to allow these rides
- Are these rides covered by our insurance? They are not listed in the policies.

2. Proposed 'ride to time' events - we have a proposal from NSWERA to run such an event

TADRA run these as do DRNZ. Along with any logistic issues associated with running ride to time rides, are there 'political' implications?

Ride and Tie

KFS – stated that every version of Rulebook up to 2010 had a separate section for Introductory Rides and this was lost in the most recent version in the 2016 version. Kerry suggested that Ride and Tie were run as introductory ride rules a loose category around promotional level events. These were permitted back in history and don't understand why there is debate now.

Discussion re change in rules to rename training rides as Intermediate, Introductory is 5 km to 30 km, and Social rides have been defined as less than 20 kms.

Mark Norton noted that complementary rules include a section on Ride and Tie and that these are run regularly in Canberra. Advice from SUREWiSE is that as long as rules are followed the ride is covered.

KM – the concern is that there is no record of who has entered these events as the database doesn't allow this.

JB asked what distance these can be? MN noted that his experience is that they are less than 20 kms.

BH – rule book says it is a competitive event and so must be recognised with awards; needs to be two current full riding members. Rules need to be revised to cover other issues re one rider one horse rule, weights for two riders and inclusion in points and distance. Rulebook does not match the original motion that was passed in 2015. From a CS perspective there are conflicting variables with no direction.

DC – view is that this is not an endurance event so a lot of "endurance" rules do not match with this event. Don't believe they need to be recorded on the database and don't believe we need to concern with weight or points.

NS – need to differentiate complimentary rules section from the other rules. This is not an endurance ride but is a complimentary event. Records can be kept separately and lodged with the DA Registrar. Vetting rules to apply but other rules do not apply.

DC – are the rules being followed and is the insurer happy to cover these events? Ride and Tie events are not affiliated with another Ride and Tie association as far as can be seen.

MN – need to impress on ROs that the rides are held according to the rules. The insurers have advised the ROs that they are covered as long as they are ridden according to the rules.

KM – most recent correspondence from SUREWiSE has asked for further information. Suggest that Rulebook Subcommittee review this section to ensure they align with the way the events are to be run. This could be an 80 km event – nothing to say it can't be.

MD – matter has arisen because we were made aware that this type of event was being offered and it was unclear whether the rule as it is was being followed. The ride type was not listed on our insurance policy and this has not been corrected. Rules must be complied with but the rules as they are don't match the motion that was passed. Rule book needs to be revised to align.

KFS – urge that this type of event is not got rid of. They are a tool to bring people into the sport and the confusion is coming from the lack of category for them. If they are considered as an endurance event, they are caught up in all the other rules. Also noted that they have not been known to be more than 20 kms in Kerry's experience.

Action
Advice from NSWERA to respond to Insurers.
Complementary Rules need to be revised for implementation from 1 January 2024.
Confirmed that the ride can be run as per current rule.

Ride to Time events

To discuss in complementary agenda.

16.2.   Proposed rule changes to come to the table for a first vote
No rule changes put forward**.**

16.3.   Motions for rule changes – second vote
No rule changes to carry forward.

17. General Business

17.1.   AERA Trademark and Copyright of documents

17.1.1.   Trademarking

The TQ Manual refers to the Tom Quilty being trademarked and a search has found no registration of this trademark.

This can be done online.

Cost is $240 plus $400 for each class which helps to define the goods/ service. I have looked at including "organising equestrian events" and "organising sporting event" both of these can be done for one fee. Trademark renewal is every 10 years.

Follow link here to read background information.

Motion: 2023/01/07   Moved: Dick Collyer / Natasha Ellery
That AERA spend $640 and take out the Tom Quilty trademark with clarification on the exact wording.
Carried

JB – suggest that we look at a National Logo. KM responded that this is suggested for trademarking but is not required.
DC – believe this needs that trademarking needs to be done as it is a significant part of what AERA does.
KFS – recalled that trademark had been agreed for Tom Quilty Gold Cup National Championship Ride
MD – does it cover variations

17.1.2.   Copyright

Information to be provided for the next meeting.

18. Next meeting dates

Dates Confirmed

22 March – AERA AGM and short meeting afterwards to determine Office Bearers and Portfolio holders
15 April – rides on calendar are Tooraweenah (N) and Wetherby (Q)
10 June – this is two weeks before TQ23

Dates to be confirmed
5 August – New Italy (Q/N), Currawon, Gemstone - TBC
21 October – NSWERA Mudgee ride or **28 October** – SAERA Wirrina TBC
2/3 December - TBC

19. Meeting closure

Meeting closed at 3.04 pm with closing remarks from the Chair and invitation to continue the meeting to consider the Subsidiary Agenda.

President: Mark Dunn

Signature: _____   **Date:** __25/4/23_____

Appendix 1 AERA Database Sub-committee Report

Ride N Tie

We had a query recently from Jacky Barlow (NSWERA Registrar) about whether the system would validate whether a person who entered this ride was actually a member, as per the Complimentary Rules (Section 3.1 (a)).

Ride and Tie is not an option in our ride set up despite some of these types of rides having been offered up previously on our ride calendar. And there is no way to allocate two riders to a horse. How they have been entered into AERASpace (if that has actually occurred) is unknown. Possibly they have just been entered as a 10km introductory ride.

If we wish to include this as a type of ride that AERASpace tracks the change isn't small as it encompasses:

- Allocation of two riders to a horse
- Addition of a new ride type
- Addition of this ride type to ride reports and outcomes
- How EWS penalties are allocated to riders
- Determination of whether this ride is to be accumulated in distance for end of year
- Calculation of end time if all 3 participants don't cross the line together

It would be appreciated if the MC could provide direction on whether this new ride type should be included. Please take into account that it is unlikely we would have sufficient time to have anything in the system in time to support the ride in February.

Communications with the MC

There have been some issues with communication between the MC and the Database SC in recent times. I have requested direction from Mark and Kim, back in early December, as to how the information flow between us can be improved. As yet, I've had no advice on this and would like to discuss this further with the MC.

A few examples of the issues that have been encountered recently, from the Database SC perspective, are:

- Lack of clear direction in regard to commencement of work on the Membership Renewal module
- No advice on budget levels, how the budget is being set initially (particularly in light of the work to be done in the year) or performance against the budget until an overrun has occurred
- Lengthy delay in providing advice on when work on the Membership Renewal module can be recommenced which now means our end of year upgrade will impact on nominations and membership renewals
- No feedback is received from MC meetings on anything that was discussed outside the presentation of the SC report

The SC doesn't want to be out of step with the MC and doesn't want to be doing something that hasn't clearly been approved. We just want to make sure that we are heading in the right direction and doing the things that the MC expect of us.

End of Year AERASpace Access Review

Review lists have been sent to 4 DAs to date – QERA, SAERA, WAERA and VERA. Responses have been received from the first three and all records for those DAs are now updated. VERA's AGM is scheduled for the 21st January 2023 and they will provide advice after this on changes required to their list.

The lists for TEERA and NSWERA will be sent in early February as both these DAs have late AGMs.

End of Year Upgrade

The Database SC is in the midst of preparing for the end of year upgrade. This upgrade includes database changes (such as additional tables or columns within a table) that can't normally be completed during the year due to the usage of the system. The system will be unavailable for 2 days on the 17 & 18 January.

Some of the items to be included in the upgrade will include:

- Database changes required for the Membership Renewal module
- Decades Team Award – Noting against the rider, the horse and the existing AERASpace report those horse and rider combinations that have applied for and been awarded the Decade Teams award
- Modifications required to support the 2023 Rule changes
- Addition of the EA Number and FEI Number fields to the new Membership Renewal Details screen so that members can add this information in as they renew their memberships with these organisations
- Cancelling Rides issue with Graphic
- Best Conditioned Validation of Weights
- Additional Information when Processing Nomination Refund Requests
- Small fix to Nomination Cancellations
- Add Event ID to Nomination Cancellations table
- Addition of warnings when changing open nominations
- Implement strengthened Password Policy (1 lower case, 1 upper case, 1 numeral, 1 special character and must be 10 characters in length)
- Support for Ride Organisers without an email address
- Separate database table for Club Disbursements
- Allow Free Nominations
- Addition of the Swabbing Levy and Vet Levy fields to the Online Nomination System for Quilty events only
- Provide the ability to export to .xlsx

Notifications have gone out to DA Secretaries, Membership Registrars and the AERA MC. A notice has also been published on the AERA FB page and shared out to DA FB pages.

AERA Online Support Email

A new support email has been created by Chris Nichols for our use – support@aeraonline.com.au. This has now been tested and has been added to the AERA website as a Contact and is already available on the AERA Online website and has been in place for some time now. Here's how the contact page on the AERA website looks:
Screenshot provided

A post for the AERA FB page has also been submitted to Kim & Mark ready for submission onto the FB page. The post is:

AERA Online Help

A new support email address is now available for anyone who has any queries or questions about the AERA Online website and how it operates. The email address is: support@aeraonline.com.au. If you are a rider, a Ride Organiser or a trainer and you encounter any issues using the website or have some questions about how to do a nomination/set up a ride/pay for your riders' nominations (or any other topic) please use the new email address to contact one of our System Administrators for assistance.

Please note that our System Administrators are volunteers so an immediate response may not be possible, but they will get back to you as soon as they can.

Publicity for Online Nomination System

At our meeting on 12 January we set a date of 31 January for an Online Nomination System showcase for Ride Organisers. We will run through how to set up a ride using the Online Nomination System. We'll have some publicity to be shared out to the DAs in the near future and will also look to have this publicised on the AERA FB page and website.

We are going to run this using GoToMeeting, which will allow us to record the session and then have this available for viewing by others who may not be able to make the meeting.

We want to add this to the Ride Calendar as well and also set up AERA Online as the booking system. Obviously, there would be no cost for attendance at this event.

We are also talking about a similar session for riders but haven't decided whether this should just be a recording available from the ONS website or a virtual presentation. We set a tentative date of 3 February for this activity.

As well as these activities we are going to:

- Add a link to the ONS from the Ride Calendar – something like Click here to Nominate against each ride that will be using the ONS for their ride
- The Ride Calendar will also have a link for ROs to click on that will take them through to a page detailing the benefits of using the ONS and helping them get started

Membership Renewals

Most of the work is now done for the Membership Renewal module from Peter's perspective with the backend coding to be done as part of the end of year upgrade. We've talked through some of the sticky items to come up with a solution including:

- Ability to deduct the existing insurance costs that AERA levies on the membership numbers – This will require a report that lists:

    o Member Name
    o Member Number
    o Date membership paid
    o Generated on a monthly basis
    o Amount deducted for insurance

Tom suggested that, from an accounting perspective, we may still need to do an invoice, particularly for States that have GST components. We've got some more chatting to do about this one

- Reporting – AERA, DAs and Deb will require a detailed report – who the member is, when their membership was paid, the amount, the membership type and whether there was a discount applied. This report will be sent to Mark and Deb for their review.

- Application of day membership fee to international riders and how this will be handled – it may require a specific membership type for International Rider.

- Third party payee of memberships (completed now)

- Automatic upgrade from Novice to Endurance status and how we handle the Bib Purchase for the two states who do this. We will probably generate an email notification to the Registrar so updated membership cards can be sent.

- Renewal Emails – We already have a facility that works pretty well for this but we suspect that most people don't know how to generate an Email Group. Using the existing Member Email List we intend to add a new option for unpaid members. This will allow the DA to set up whatever they want to, in terms of email content. It was getting a bit tricky working out how to handle the various requests we'd received during the discussions with the DAs and feel that this is a low effort solution. Note: We'll also use this solution for full and partial ride cancellations so that will be something that pops up in the ONS in the near future.

- Digital Membership Cards will be able to be set up with any variation between the States. The DAs will just need to submit their designs and we can handle this option.

- Guardian signing of Junior members declarations is another sticky aspect as we need to work out how to identify who the guardian is. The solution that we have landed on is to allow the junior to nominate who the guardian is and their email address (where it isn't already available within AERASpace). As there is a variety of options in terms of who the guardian might be and the fact that it may not always be the same person acting as guardian this was the best option that we could land on.

- Blocking suspended members from renewing their memberships – We have decided not to progress a solution within the software for this item. Mainly on the basis of the rarity of this situation. Our information gathering process indicated that it is sometimes membership that is suspended and sometimes riding privileges and that there was no hard and fast rule that we could rely on which to build a business rule to be applied.

We are also starting to work on a standard set of declaration text and will distribute that out to DAs, probably in early February for their comment. The information gathered during the meetings with the DA was that everyone was happy to go with a standard declaration.