



Australian Endurance Riders Association Inc.

Minutes of the Committee of Management Meeting

Date: Commenced at 8.05 after conclusion of AERA AGM on Wednesday 22 March 2023.

Venue: Webinar – [the meeting was recorded.](#)

1. Meeting opening

The purpose of the meeting was to elect the Office Bearers of the AERA Management Committee and allocate portfolios.

2. Attendance

2.1. Management Committee Members Present

Clare Fleming (NSWERA), Sarah Pollard Williams (NSWERA), Kim Moir (QERA), Dick Collyer (QERA), Jill Bourton (SAERA), Mark Dunn (TEERA), Sioux Reid (VERA), Natasha Ellery (WAERA).

2.2. Apologies

Nil received.

2.3. Proxy Votes

Nil received.

2.4. Visitors

Delegates

Kerry Fowler-Smith, Belinda Hopley, Gertraud Norton, Noni Seagrim (NSWERA); Xanthe Webb, Rod Strahan (QERA); Cheryl Bullock (SAERA); Andrew Miles, Trenton Huxtable (TEERA); Donna Nicholas (VERA); Terry Sweeney (WAERA).

AERA Honorary Members

Pat Hodgetts

3. Chair and Minuting of Meeting

Meeting chaired by Dick Collyer, Vice-President 2022

Meeting minutes by Kim Moir, Secretary 2022

4. Appointment of Office Bearers

Process as determined by the Management Committee.

Tom McCormack is available as Scrutineer if required.

The following nominations have been received:

President **Mark Dunn**

Proposer Mark Dunn

Secunder Kim Moir

Vice President **Dick Collyer**

Proposer Kim Moir

Secunder Natasha Ellery

Vice President **Mark Dunn**

Proposer Mark Dunn

Secunder Kim Moir

Mark Dunn's nomination as Vice President was withdrawn as there was only one nomination for the role of President.

Treasurer **Mark Dunn**
Proposer Mark Dunn
Secunder Kim Moir

Secretary **Kim Moir**
Proposer Dick Collyer
Secunder Jil Bourton

Voting outcome

Motion: AGM2022/01 Moved: Natasha Ellery / Sioux Reid

That there being only sufficient nominations for the positions of Office Bearers, Mark Dunn is duly elected as President and Treasurer, Dick Collyer as Vice President and Kim Moir as Secretary. Carried unanimously.

5. AERA Business Plan 2023 – 2025

Those of you who were with us last year will be familiar with the business plan we endorsed at our November meeting – for reference, it is attached to this note. Its purpose is to guide our work over the next three years. Everything we do should be consistent with and guided by the plan.

It lists the sub-committees we will form this year, slightly different to the Sub-committees that have existed previously, and notes that:

'By the April 2023 AERA MC meeting each SC shall have compiled a plan to cover the period 2023 – 2025, for review by the AERA MC, that is consistent with the AERA vision and objects, contains specific, measurable objectives and details how these will be achieved benchmarked against a timeline.'

This is not a difficult task and should not take much time to consider and prepare. I have attached a template and a sample Rulebook SC plan that may assist SCs prepare their plans. Note, this is one way of doing it – there are others.

The overall aim is to be proactive in our actions rather than reactive.

Documents for consideration

AERA Business Plan 2023 – 2025 – Working Plan of Rulebook SC (example)
AERA Business Plan 2023 – 2025 – Working Plan of Sub-committees - template (example)

Discussion

Gertraud Norton noted that there are 9 Objects listed and her particular interest was Object No 7

- 7 To encourage and assist interested parties to conduct relevant research and, where appropriate, disseminate the results of such research to DAs and their members.
- noted there is no attempt in the allocation of portfolios to address this.

Dick Collyer noted that there have been research issues in the past and noted work done by Albert Sole Guitart, University of Queensland, looking at issues associated with horses vetting out.

GN – AERASpace is gathering a lot of data and we are not doing anything with it. Referenced a French research project with published findings on the likelihood of horses vetting out from 160 km rides on the basis of how long they took to recover before going to vetting, and that AERA data could have been used to consider whether this was a universal issue.

DC – invited Gertraud to apply to AERA for access to mine data to support any research options.

Rod Strahan advised that QERA has purchased an IDEXX blood analysis machine and will be hosting a workshop this weekend to train a number of people to use this. It will be available at a number of rides with the option to gather data, that may at some time be available to contribute to some research project in the future that may provide info on horses’ status going into a ride or when blood tests done as part of treatment.

Sioux Reid recalled a project around Social Licence to Operate that was done.

DC noted that a number of research projects have been conducted at TQ events and again encouraged Gertraud or others to provide information to AERA with any ideas on how our data could be used.

6. Portfolio Allocations

Legend:

- Green Text – new portfolios as per the AERA Strategic Plan
- Red Text – Non-MC Member
- Reporting – Reporting requirement for MC meetings

Mark Dunn, Kim Moir and Dick Collyer had considered who might be involved in which portfolios and attendees were invited to indicate their specific interest in being involved in any Sub-committee.

Mark noted that there are Terms of Reference available on the website for each one.

AERA Business Plan Sub-committees	Portfolio	Chair	Members	Reporting	TOR
Promotion and Communication Objects 1 and 7	Social Media including Facebook and Website.		Sioux Reid, Natasha Ellery, Noni Seagrim, Ieva Peters		
	Website liaison	Kim Moir	Chris Nichols		
	Promotion	Jil Bourton			
	Research		Gertraud Norton		
Rulebook Object 2	Rulebook	Mark Dunn	Dick Collyer, Sarah Pollard Williams, Jil Bourton, Belinda Hopley, Gertraud Norton	✓	✓
AERASpace Object 3 and 7(?)	AERA Database	Linda Tanian	Adam Garvin, Anita Fortsch, Tom McCormack, Noni Seagrim, Sarah Pollard Williams	✓	✓
	AERA/Quilty Awards	Kerry Fowler-Smith	Ieva Peters, Natasha Ellery	✓	✓

Tom Quilty Object 4	Quilty Advisory Panel TQ Manual Review	Dick Collyer	Pat Hodgetts, Ieva Peters, Tom McCormack Dick Collyer, Clare Fleming, Belinda Hopley, Pat Hodgetts, Linda Tanian		
International Object 5	EA Liaison	Dick Collyer	EAEC Chair (currently Sonya Ryan)		
Finance Object 8	Financial analysis and reporting. (budget, insurance, sponsorship and grant review)	Treasurer (Mark Dunn)	Natasha Ellery, Kim Moir, Deb Edwards	✓	✓
Governance Object 9	Governance	Dick Collyer	Jil Bourton, Sarah Pollard Williams, Kerry Fowler-Smith	✓	✓
	EADCM Review	Mark Dunn	Dick Collyer, Pat Hodgetts		
	Biosecurity	Dick Collyer	Andrew Miles		
Object 6	Strategic Planning				
	Horse Welfare	Sarah Pollard Williams	Belinda Hopley, Noni Seagrim, Alana Simpson, Pat Hodgetts, Gertraud Norton		
	NVP liaison	Mark Dunn			
	Chief Stewards and TPR accreditation	Jil Bourton			
	Medication Control	Sioux Reid	Marylou Locke, Xanthe Webb		

7. Any other business

7.1. Confirmation of user access

Name	Role	Expires	Renew/Remove
Debbie Edwards	AERA Bookkeeper	31/12/2023	Renew
Mark Dunn	AERA CS Co-ord	31/03/2023	Remove
Patricia Hodgetts	AERA Delegate	31/03/2023	Remove
Belinda Hopley	AERA EWS Co-ord	31/03/2023	Renew
Sarah Pollard Williams	AERA EWS Coord		Add as Chair
Jo-Anne Bailey	AERA National Registrar	31/12/2023	Renew
Elizabeth Moir	AERA Secretary	31/03/2023	Renew
Mark Dunn	AERA Treasurer	31/03/2023	Renew
Mark Dunn	AERA Vet Co-ords	31/03/2023	Renew
Patricia Hodgetts	AERA Vet Co-ords	31/03/2023	Remove
Jil Bourton	AERA CS Co-ord		Add

8. Next meeting date

Saturday 15 April 2023 9.00 am AEST – Jil noted that she may only be able to join the meeting in the morning. Clare advised on chat that she will be attending a ride.

Secretary reminder that anyone not able to attend should arrange for a proxy vote to be arranged.

Sioux Reid asked if there was an option to return to one face to face meeting, acknowledging the expense but also the benefit of meeting. Rod Strahan suggested that visual connection might make the meeting work better.

Mark noted that this will be considered at the next meeting.

9. Meeting closure

Dick Collyer declared the meeting closed at 8.45 pm AEDT and noted his appreciation for everyone's attendance.

President: Mark Dunn

Signature:  _____

Date: 26/4/23 _____