

118. Attendance

Present: Annette Bailey (Chair), Darryl King, Linda Henley, Talea Hasko Stewart, Avril Cummings, Clare Fleming, Sarah Pollard Williams, Wayne Hegarty, Sharyn Coulston (part meeting)

Apologies: Jax Barlow (Registrar), Susan Woodward.

MOVED Linda Henley, Darryl King
THAT the Minutes of the meeting of 4 July 2023 be accepted and approved for publication on www.nswera.asn.au.
Carried Unanimous.

Business Arising from Previous Minutes of 4 July 2023 –

- AERA Reps – whip ruling wording tabled by AERA MC
Reps at AERA MC Meeting 8th July. Will be discussed by AERA Rules Sub Committee for discussion.
- Upgrade of Microsoft on Zone 6 Computers and location of these computers
Computers still need to be located. LH has one for Johns River Ride. .
Resolution: that Treasurer purchase 1 x Microsoft renewal license for computer with LH so that computer can be used. TH-S and LH will locate other 5 x NSWERA computers.
- AERA Representative/Delegate Governance Policy –
Resolution: that AERA MC Representative and Delegate Policy be accepted for the website Governance Manual.
- Survey Monkey questionnaire –
Market analysis of use of barefoot/scootboots/glue ons – Survey has been completed with good feedback. This survey has been passed on to Scoot Boots to determine possible promotions campaign with NSWERA.
- Domain name purchase –
Name: endurance nsw.asn.au – on going and complex issue. LH and TH-S will work through the process of securing a domain name for NSWERA.

Reports

119. Registrar's report

Members to date: adult 306, junior 36, intermediate 374, associate 8 and honorary 9. Total to date 396... Same period 2022 - 428, 2021 – 432.

New Members

DATE	FIRST NAME	LAST NAME	CATEGORY	ADDRESS
04-07-23	Tracy	Wong	Intermediate	BERESFIELD
12-07-23	Hayley	Jones	Intermediate	MINIMBAH
12-07-23	Michelle	Jones	Intermediate	MINIMBAH
13-07-23	John	Harvey	Senior	ST IVES
13-07-23	Shaye-lea	Raymen	Senior	PORT MACQUARIE
17-07-23	Emma-Jane	Jenkins	Intermediate	WHOOTA
17-07-23	Amos	Vagg	Senior p/QLD	JESMOND
18-07-23	Bree	Morgan	Senior	BELLANGRY
18-07-23	Sophie	Sambrook	Senior	CONDOBOLIN

Total entries for Kiwarra ride – 133.

Timeline: Discussion of merits of continuing and building on the timeline. Worthy of keeping going as a reference point for the SMC. SMC members to advise Registrar of items to be added to timeline from time to time.

AERA discussion – AERASpace details re horses on blue cards –Registrar needs to make further contact with the AERA Registrar to advise that NSWERA will merge records when requested by Members in line with AERA policy, noting NSWERA's disapproval of this policy.

AERA awards – discussed later in the meeting.

Executive reports

120. **President- Annette Bailey - as per report attached to these Minutes**

121. **Vice President – Darryl King - as per report attached to these Minutes**

Additional 2023 State Championship report provided by Amanda Apperley via email during the meeting. Provides good course description which could be included on the website. Amanda Apperley advised that biosecurity report and a full budget are forthcoming.

122. **Secretary – Susan Woodward**

Correspondence received from Noni Seagrim questioning the need to have a password protected ROC section on NSWERA Website

Discussion - decided that in order to protect the privacy of Vets/TPRs/CS and other ride fee information, that the Password would remain in place. There is a hyperlink on the home page that will take anyone wanting to have this password to the website manager. It was also agreed that a password will be provided to Noni Seagrim.

Resolution – LH to draft a response to Noni Seagrim thanking her for her interest and her suggestions to remove the password and providing reasoning for it to stay in place. The password would also be provided to Noni Seagrim in the letter.

123. **Treasurer's report attached**

Accounts to be approved –

- AERA invoice 1689 - \$1634
- Jax Invoice July - \$2300.34
- Henley Design Inv 3 reimbursement for photographs - \$350

EOFY – 2023 including advice of appointing an Auditor – still to be determined.

MOVED Wayne Hegarty, Second Sarah Pollard-Williams
THAT the executive reports as presented be accepted
Carried Unanimous.

Business Arising from Portfolio Reports attached

124. **Marketing – LH/TH-S – as per report attached**

Promotions Sub Committee – LH is coordinating with members to hold another meeting. Great concept with great ideas that just needs to be encouraged.

- Good news that Endurance Riding nationally has been accepted as a Discipline of the Month by Pony Club of Australia. Some of the information that PCA has posted needs to be edited and corrected so that the sport is recognised correctly. Now that K Certificate no longer exists, NSWERA would like to encourage the accepting of Introductory and Intermediate rides by the PCA.

Resolution – to advise ROCs via ROC Ramble of this news first, prior to advising the rest of the sport nationally via the AERA. LH will continue to liaise with PCA to improve information channels.

- Gill Stevenson has offered photos and hard copy resources that were used at the TQ15 as a display. Gill Stevenson would like to have these digitised so that they become a permanent archive for the sport.

Resolution that LH will assist Gill Stevenson in this digitising process.

- Next ROC Ramble will reinforce the need for biosecurity documents to be provided to SP-W and EOIs for a marathon to support the "Triade Concept".
- **Discussion** to look at a 2024 promotions campaign to investigate a one off membership subsidy for all new full members and to encourage 2023 intermediate members to become full members. Concept needs to be developed and costings examined.

125. **Ride Calendar Report – CF**

CF is designing a Ride Calendar Format to assist ROCs to forward book rides on the 2024 ride calendar. ROCs to provide EOIs to "Claim the Date", providing possibly two workable dates so that the ride calendar can be balanced to provide the best opportunities for riders to attend their rides. The concept will be that once EOIs are received, all those rides will be discussed and approved in one lot by the SMC.

Discussion re providing new riders at events with more information about what to bring, what to expect and how to manage their ride, etc. Funds from the existing Grant could be allocated to subsidising printing costs for ROCs to provide a booklet/handout to reinforce what is available on the website.

126. Governance – SC – as per attached report

Emphasis was placed on the need to ensure that record keeping in Xero reflects how Grants are allocated to key deliverables for each grant received. More detail in Xero is required so that accountability is clear.

SC advised opportunity to tender for new grant supporting volunteers for amounts ranging from \$1000-\$5000. She will apply for \$5000 and "hope for the best" as the sport is "volunteer based". It is a very difficult grant to obtain, so key deliverables are very important.

Resolution – to discuss via email possible opportunities such as supporting Zones to purchase equipment for Volunteers such as water pumps, generators, shade gazebos, water containers, etc

Discussion – how to achieve key deliverables with current \$6500 grant. Achievable through publications/leaflets for new rider education, Junior uniforms for TQ23; etc.

Resolution – to discuss via emails further opportunities to achieve the key deliverable for the current \$6500 grant.

Need to determine how \$19500 grant received in the 2021/22 financial year as a Covid-19 grant was appropriated.

Resolution – SC will investigate further and report back.

SC advised that the Handover, Concussion, AERA MC Rep/Delegates Policies and most of the portfolio PDs are ready for publication in the Governance Manual on the website.

Resolution that SC provide the final Governance policies to LH for posting on the website.

President thanked SC for all her work in Governance and Grants Portfolios, which was supported by the SMC

127. Ride Feed Back Report – CF

Discussion to remove Ride Feed Back from portfolio reports.

Resolution that the Ride Feed Back report be removed from Portfolio reports until such time as it is resurrected as a program. It was suggested that with the input from social media, people have a conduit to provide feedback which can be monitored and controlled.

128. Bio Security/Vet Liaison/Horse Welfare – SPW - as per attached report

It was reported that only 3 of the 15 rides on the Ride Calendar had returned a bio-security policy to SP-W.

Discussion that it may be too early for many ROCs to have the information required by the AERA at the time of booking their rides, and that 4 pages of paperwork can be "unattractive" to a lot of ROCs. Through reminders on the ROC Ramble, etc. hopefully a change in culture regarding the biosecurity requirements will improve.

129. AERA – CF/SP –

AERA MC Reps provided summary of AERA meeting of 8th July. Advised that the meeting went from 9am – 5pm, with SMC acknowledging a significant commitment by the AERA MC Reps to attend. Key discussion items included –

- Discussion re ratio of number of horses to vets.
- Junior Teams Event at TQs – suggested that NSWERA provide a formal proposal and including possible sponsorship support for the proposal.
- Training of swabbing stewards by EA – how to manage costs associated with training and attending rides.
- Hacking of TQ23 Facebook page and how to prevent it in the future
- Issues surrounding lack of internet access at the TQ23 and future TQs
- Lack of a leaderboard at TQ23
- Changing of the rule book to reflect that Respiration recording by TPRs at pre-ride is not required.
- Decision that Temperature logs are to remain in place.
- Discussion on "Crash Card" tool for attending veterinarians.

Discussion regarding the charging of camping fees at TQs. Camping fees make the cost of attending these events very expensive. It now seems that camping fees will be normal practice at TQs. It was suggested that the sport is becoming very much "user pay".

130. Early Warning System – DK

Nothing to report.

131. IDP – DK

Nothing to report

132. New Ride Assistance/CS & TPR training – WH

Discussion that current Grants funding could be allocated to assisting ROCs and/or zones to host introductory rides to encourage and educate. Further discussion and ideas required to stimulate this concept further.

Discussion - Watagan will run a TPR school if they can find a Chief Steward to manage the practical side of the TPR course at the ride. Chief Steward managing the ride will not be available for this task. Theory side will be online and to be completed before the practical. Have had a lot of interest so hopefully can find the extra CS required.

MOVED Avril Cummins, Seconded Linda Henley
THAT the portfolio reports as tabled and read be accepted
Carried Unanimous.

GENERAL BUSINESS –

133. AGM

- AGM Date needs to be determined once the Treasurer verifies books closed as at 31Dec23 can be audited to facilitate a date, possibly in mid-January 2024.
- Format and location of 2023 AGM –

Discussion regarding whether to keep the online platform as part of the AGM process. Internet access is a key component to this being successful. Suggestion that a sub- committee be formed to manage the AGM Online process as per last year's format with online voting for the SMC and all motions tabled.

Suggested locations remain as Windsor RSL or Bathurst Panthers, with preferred location being Windsor. Both have good internet coverage.

Resolution – A subcommittee of Darryl King, Talea Hasko-Stewart and Avril Cummins to co-ordinate set up of a framework for the AGM including utilising an online platform, in conjunction with the NSWERA Constitution.

134. Sub Committee - Trophy prizes for AGM Awards –

Discussion – prices and availability discussed with trophy company, Realities. They are closing down soon. Have horse heads available @ \$110 ea incl engraving; plus plaques, etc. Ongoing investigation and discussion required.

135. 2024 State Championships EOI

Resolution – to include an EOI in upcoming editions of the ROC Ramble.

136. Future meetings

Resolved that future meetings will be held on the first Wednesday of each month, subject to change if required.

Next meeting will be via Zoon on 6 September commencing at 7pm.

There being no further business the meeting closed at 09:47pm

These Minutes of NSWERA SMC were approved at the NSW ERA SMC meeting of 6 September 2023 as per Item No. 137.

Annexure A

PRESIDENT'S REPORT 2 August 2023

Since the last meeting, we have been focusing on tidying up the Governance Manual and we are getting there with portfolio policies being finalised, together with a new Concussion Policy and AERA Representative and Delegates Policy. To this end, I thank Sharyn Coulston for her input and enthusiasm.

In order for our sport to grow, the AERA and NSWERA need to develop a more proactive relationship that is promotion/growth focused. This starts with having a working relationship that respects input and opinion that is offered in the interests of seeing endurance riding flourish. Collectively, we need to start providing an environment that attracts people within our sport to get involved in the management of endurance riding. We have some amazing skillsets throughout our membership base, they just need to feel like they can get involved and have a say in moving our sport forward.

We have had Kiwarra ride run since the last meeting with 133 riders attending. It sounds like it was a challenging course but a very well run ride with new entrants taking advantage of the half price intermediate membership offer. The ROC Ramble is slowly gathering momentum and through this publication, it would be great to encourage ROCs to provide reports to our amazing website to go in the News section with the opportunity to now have videos and photos posted in full colour.

There is no doubt that it is becoming more challenging to run events. No more was this highlighted when a post was put up on NSWERA Facebook page asking to identify a buckle which was from the Scone ride. That region used to run upwards of 3 rides which have now disappeared from the Ride Calendar. No doubt, the accessing of courses, bureaucracy of having events approved by local authorities, plus the increasing challenges of meeting costs to run these events, including the costs that we are required to place on our ROCs are having an effect on our ride calendar overall. I would like to see the rest of our year focused on achieving better outcomes to assist ROCs. How we achieve this is up to us.

The year is moving fast and people lead busy lives, but if we continue to support each other in the SMC and provide a base that encourages new members and support ride organisers to run events, this sport will remain viable.

Vice President's Report

Avril, Jax and I had a zoom meeting on the 19th July in regards to end of year trophies. All went smoothly with agreeing on what was needed for the awards. I contacted Realites on the 31st July to see if we could get a discounted rate and was informed they will be closing down soon and is taking two weeks holiday and will get back to me then on availability.

I spoke to Amanda Apperley today (1st Aug) and will send through a report on the progress of the State Ride, Amanda said everything was going like clockwork, Ride legs will be 1st 40km, 2nd 50km, 3rd 30km, 4th 25km & 5th 15km, crewing will be at a designated spot. The 80km will do leg2 50km & leg3 30km.

She will be having a meeting with Tom McCormack, Belinda Hopley and the property owner about moving the vetting to a more shaded area, I think on the 12th Aug.

Treasurer's report – Brandon Dick

NSW Endurance Riders Association

For the month ended 31 July 2023 JUL 2023

Trading Income

Day Membership	2,863.64
Interest Income	36.59
Logbooks Sold	320.91
Membership Received	1,760.87
PA Insurance Received	772.72
Registration Fees & Owner Transfer	320.00
Ride Fees Received	5,550.00
Total Trading Income	11,624.73
Gross Profit	11,624.73

Operating Expenses

Accounting & Auditing Fees	79.09
AERA Affiliation	2,805.91

Bank Fees	30.63
Chief Steward, TPR, Volunteer	113.64
Computer Expenses	445.45
Legal Expenses	3,263.00
Postage	43.50
Secretariat, Sec Allowance	2,300.34
Total Operating Expenses	9,081.56
Net Profit	2,543.17

Ride Calendar

No written report

Marketing Report SMC Meeting 4th July 2023

Pony Club Australia - Discipline of the Month - Endurance

I am very excited to announce Pony Club Australia have accepted Endurance as a sport to be included into their Discipline of the Month programme which means Endurance will become a sport to be ridden as a Pony Club Activity. Nationally. Our content has been supplied to PCA and the launch should be early August. We will announce this to members once it is live on the Pony Club Australia website. 40km rides are no longer on the K Certificate PCA Syllabus but now we have a working relationship with PCA we will attempt to build on it in an effort to have intermediate or introductory rides included again.

New Sponsorship Negotiations

The barefoot survey has been completed. Thank you to Talea for her work and expertise in setting this up for us. We had 77 Members complete the survey with 142 horses in endurance events/ training and riding barefoot and booted or in glue-ons. The information has been sent to our prospective sponsor and we hope to be in discussion with them shortly after they've had a chance to review the results.

Vet Online Accreditation

AERA President Mark Dunn thanked us for the Online Accreditation posting and advised 6 new Vets had signed up very quickly after the post went out which was without doubt due to Sarah sharing it with her Vet online network.

Georgia Ladmore's letter to the Members was very well received online and South Australia also asked if they could share it which Georgia gave permission to do.

The TPR contact list has been updated and uploaded to the website. We will work on the Chief Steward list next.

Half Price Membership Promotion/Promotion in Zone 6 & Other Zones

We have had 50 new members in 2 months since the promotion began. Kiwarra had record entries and the ride got covered in the local press. We will push the Half Price promo again before Johns River Ride hoping to capture more Zone 6 riders going to both JR and Watagan's Ride.

Email contact was made with ROCs for Currowan, Mogendoura, Woodstock and National Capital Ride about a similar campaign for them and Currowan responded that they would share the post.

Historical Endurance Imagery

I was introduced to Gil Stevenson at Kiwarra ride and he advised he has a lot of old historical endurance content that is not digitised. He wants to ensure it is protected for the future. I very happily agreed to assist with this. It can be stored on our NSW Dropbox for future use.

ROC Ramble

#5 will go out as soon as PCA DOTM can be announced. LH to add Bio-Security reminders, Clare's mini-marathon suggestion and requests for 2024 Calendar Bookings.

Instagram

Maybe we need to source a "Insta" star/junior/young rider who can bring some life to our Insta account.

Zone 6 Laptop

Needs Microsoft Update.

Promo Sub-Committee

Next meeting to be organised for later in August

Governance report – Sharyn Coulston

Portfolios:

I think most of these are ok and have been accepted by each representative dealing with their portfolio.

The AERA Delegate Portfolio has been pulled from the website as it will need to be updated to reflect the new policy for AERA Management Committee Representatives and Delegates. Once this policy has been adopted then the reflected changes will be made to the Portfolio and sent to the SMC for review.

Recent Policies include:

- Hand-over for SMC Policy
- Concussion Policy
- AERA Management Committee Representatives and Delegates Policy

GRANT REPORT

The Federal Government Volunteers' Grant has again just opened. It is a competitive grant and eligibility and suitability to apply extends to almost all non-profit organizations, including community sporting organisations.

Grant value

\$1,000 to \$5,000

Grant's objective

The grant's purpose is to increase participation in volunteering.

Funding can be obtained to:

- help community organisations support the efforts of Australia's volunteers
- help community organisations to support the inclusion of vulnerable people through volunteering
- encourage, support and increase participation in volunteering.

What can be applied for (noting that Committee members and Coaches are also usually volunteers)

- eligible small equipment items for use by volunteers
- contribution to volunteers' fuel costs, during their volunteer work
- contribution to transport costs for volunteers with disability who are unable to drive
- assist with the cost of training courses for volunteers
- undertake background screening checks for volunteers
- conduct activities to promote awareness of, and increase participating in volunteering opportunities
- adapt practises to support volunteers' safety in the current pandemic environment.

Noting that there are a few steps with this grant and if successful any money will be received early to mid-next year.

ACTION:

If the SMC are wishing to apply for this grant please advise from the above list what the SMC would like to use the grant for. An example could be "conduct activities to promote awareness of, and increase participating in volunteering opportunities" – A TPR or Chief Steward Course another educational course on AERA Space/AERA Online and the ETS.

NSW State Government for the Organisation Support Program 2022/23 for a total of \$6500 in 2022.

Please keep in mind that we have this funding available that we need to be considering and looking to utilise. The SMC has to report on this funding each year.

The proposed key deliverables for this funding are:

Key Deliverables	Expenditure
1. Provide support for associations/clubs in regards to impacts by adverse weather events	\$2000
1. First Aid Course for each Zone 2. Update Risk Management Plan	\$500 \$500
3. Provide a boot camp for junior participants which promotes not only the sport but encourages comradery with in the sport and	\$1500

encourages new junior members to join the sport of endurance	
4. Provide a platform where all information is available for all associations and clubs	\$500
5. Provide support for the organisation for items such as website hosting, online meeting platforms and general organisational function	\$1500

These Key Deliverables were accepted by the previous SMC and the programs associated with this funding must be achieved and remitted.

ACTION:

It is suggested that any monies expended from this grant be allocated to a separate expenditure listing so that when the remittance is due the records are available for the SMC to provide to whoever is dealing with grants at the time.

Governance/Grants Sub Committee – Going forward in 2024

As I will be looking at going back to studying for a degree in Urban & Regional Planning, I just want to give the SMC some advanced warning that I will not be continuing in the role of Governance/Grants in 2024.

Naturally I will ensure that the Governance Manual is completed and up to date to enable the next person taking on the role only really has a maintenance role.

A full hand over will be given and all original documents will be handed to the Secretary.

A full hand over will also be provided in regards to the grants and remittances.

Thank you to the SMC for the opportunity to provide a service to the sport of endurance.

Biosecurity / Horse Welfare / Vet Liaison

Biosecurity

Still a lack of forms being submitted. I have emailed 4 ROCs and requested forms for the Aug-Sept rides.

Horse welfare

PD will be re-written

Vet liaison

Online course has launched. Have also reminded ROCS for Aug-Sept rides that any new vets can look at module 2 online via AERA

State Ride 2023 report from Amanda Apperley

Dear Daryl

As I said in our telephone conversation, everything is running smoothly, we have a site on the 12th August to finalise vet ring details, vet hospital etc.

Below is a rough course description that April has put together.

NSW State Champs course description –

Willowvale committee is excited to be hosting the NSW state championship at Wandandian on the beautiful south coast of NSW on the 3/4/5th November 2023. Wandandian is recognised as one of the most scenic and challenging rides in Zone 5. This year the state ride will be a 160km elevator ride with the option for riders to retire at the 120km mark if they wish to be credited distance and a 120km completion prize. Those who choose to elevate to the full 160km championship distance will receive state buckles / awards on completion. There will also be a no frills 80km event run along side the championship with completion buckle and best condition rugs. The 120-160km course will run over 5 legs with distance of

Leg 1 = 40km

Leg 2 = 50km

Leg 3 = 30km

Leg 4 = 25km

Leg 5= 15km .

The course will run through Yerriyong State Forest , Morton National Park and Jerrawangala National Park. The track under foot ranges from hard formed forestry roads , sandy trails along the plateau's and some rocky sandstone gully sections. With much of the track well shaded and running through established turpentine forest with pandemis palm rich gully's.

Water on track will primarily be in tubs with ample amounts for both horse and rider as well as for strapping with a few natural creek crossings.

There will also be a crewing point for riders who do have Strappers that can be accessed 3kms from base and can be used on legs 1/2/3/4 .

The ride elevates 1300m over the first 12kms in leg 1 and 2 with views over the coast line as far north as Mount Coolangatta and as far south as Ulladulla , riders on leg 2 will be greeted with these stunning views on sunrise with the remaining legs travelling closer to the valley floor and base with decent hill climbs in all legs suitable for fit horses at the tail end of the endurance season .

This is an achievable track for horses and riders at this level, and brings back a true old school endurance track for the championship .

The committee looks forward to welcoming riders to the NSW Willowvale State Championship and showcase some of the best tracks the South Coast has to offer .

We will have budget and Bio Security form following our site meeting.

Any further details please don't hesitate to contact me.

EMAIL TRAIL – MEETING 2 August 2023

5/07/23

MOVED the committee, the committee

THAT The 2023 NSW State Championship ride to be held on 3/4/5 November 2023 at Wandandian as a standalone 80km "no frills" ride plus a 120km Elevator to 160km Ride be approved. Only those riders who complete 160km will be awarded a NSW State Championship buckle. Those riders withdrawing at 120kms will receive a small recognition award

Carried Unanimous.

7/07/23

To Approve Lachlan Endurance Riders Club Ride Amendment to host Zone 3 Championships as a 80km to 100km Elevator at Woodstock on 9/10 September 2023.

Carried – unanimously

7/07/23

To approve payment to John Howe of \$47.85 to pay for postage of State Championship buckles to President's address.

Carried – unanimously

8/07/23

To accept dual affiliation with Eldorado Ride of 28/29 August 2023. Same weekend as Mogendoura.

Not accepted to dual affiliate.

Carried – by majority vote

9/07/23

To Approve payment to Tom McCormack of \$44.98 for replacement cord for ETS.

Carried – unanimously

10/7/23

Approval to set up a sub committee of Jacky Barlow, Darryl King and Avril Cummins to choose and order trophies for end of year 2023 Awards. Decisions to be made by end August 2023. Sub Committee to organise ordering, engraving and printing. Only order enough for this year so that membership opinion can be judged for ongoing ordering.

Carried – Unanimous

10/7/23

To approve the addition of a 5km social ride at Mogendoura Ride 28/29 August 2023

Carried – unanimously

21/07/23

To approve final version of Concussion Policy for inclusion in Governance Manual and Website

Carried – unanimously