

**75. Attendance**

**Present:** Annette Bailey (Chair), Darryl King, Susan Woodward, Brandon Dick, Linda Henley, Talea Hasko Stewart, Clare Fleming, Avril Cummins & Wayne Hegarty joined the meeting @ 6.53PM

**In attendance:** Jax Barlow

**Visitor** - Belinda Hopley joined the Meeting @ 7.20pm

**Apologies:** Sarah Pollard Williams, Helen Rich.

Minutes taken by Annette Bailey and edited by Helen Rich.

**MOVED** Susan Woodward Second Brandon Dick  
**THAT** the Minutes of the meeting of 17 April 2023 be approved. Minutes to be edited to remove any confidential matters and then to be posted to the Endurance NSW website  
**Carried** Unanimous.

**Business Arising from Previous Minutes of 17<sup>th</sup> April 2023 –**

- Newsletter issue has been resolved as per agreement. Invoices received from Ellen Dungar for approval in Treasurers' Report. May/June 2023 Online Newsletter is now ready to be posted onto Endurance NSW Website.
- Wayne Hegarty has joined the SMC. Facilitator for SMC with the State Ride ROC. Could also be invited to take on position of coordinating new social rides, working with Zones/ROCs.
- TQ23 teams. Long list has been formed and will be addressed in General Business.

**76. REGISTRAR'S REPORT**

Members to date: adult 284, junior 36, intermediate 16, associate 9 and honorary 9. Total to date 354.. Same period 2022 - 428, 2021 – 432.

DATE	FIRST NAME	LAST NAME	CATEGORY	ADDRESS
20-04-23	Heath	Rowbottom	Senior	TABLETOP
21-04-23	Yasmin	Elferkh	Senior	WATSON
01-05-23	Clare	Palmer	Senior	GLENREAGH
01-05-23	Clare	Donnelly	Senior	MARRICKVILLE
11-05-23	Beth	Graves	Senior	HOLBROOK

**MOVED** Annette Bailey, Susan Woodward  
**THAT** Five new members be accepted as per Registrar's Report for meeting of 31<sup>st</sup> May 2023  
**Carried** Unanimous.

• **Trophies for AGM –**

**Discussion** -Darryl King investigated Trophy Horse Heads and found nothing under \$80.

Annette Bailey & Jacky Barlow investigated and found a company in Brisbane – [awardsandtrophies.com.au](http://awardsandtrophies.com.au) and found a comparable horse head (code 1109D) @ \$40.45 for 25 trophies. Suggestion of Embroidered Ride Vests.

**Resolution** - to investigate possibly trophies and awards via email to work with a time frame for an AGM in early December.

- **Social Ride/Intro clinic charges** – AERA do not charge NSWERA for social rides if ride results are not processed through AERASpace.

**Discussion** – social ride details need to be recorded somewhere so information can be retained for promotional purposes. If AERASpace is utilised for these social rides, it does record people's achievements. Can be a lot of work if AERASpace is utilised for Social Rides.

AERA charge for every rider that is entered into AERASpace. An invoice is automatically produced @ \$4/entrant. NSWERA charge \$17 per entrant to the ROC.

**Resolution** - Registrar to investigate if AERASpace Social Ride fees can be waived by AERA. Will come back to the next meeting with response from AERA

**Discussion** – as to whether social rides are all entered onto AERASpace. Could be a discussion with each ROC to make a choice.

**MOVED** Annette Bailey Second Clare Fleming  
**THAT** That ride fees and Insurance costs of \$928.00 be reimbursed back to Johns River ROC for their Social Ride in February 2023, as these fees were not charged by AERA to Endurance NSW  
**Carried** Unanimous.

**Resolved:** that Murrumbateman Social Ride weekend will not be charged any Ride Fees or Insurance costs as it was not entered into AERASpace and, therefore, not charged by AERA to Endurance NSW.

**Discussion** – suggestion that social ride results be recorded on the website. Agreed that this would be a good idea. Make contact with the Murrumbateman ROC to determine who attended for the website.

**Volunteers Draw – Jacky Barlow completed draw at the meeting.**

- **Chief Steward's Draw** – Belinda Hopley
- **Volunteers' Draw** – Dean Hazleton (Tooraweenah); Kim Stephens (Tumut); Darryl King (Johns River).
- **Credit** card be "topped up" to pay for 4x\$50 fuel voucher.

**Resolved:** Treasurer to ensure that credit card has funds to pay for Volunteer Fuel vouchers.

**MOVED** Linda Henley, Darryl King  
**THAT** the Registrar's report be accepted  
**Carried** Unanimous.

#### RIDES FOR APPROVAL

Tooraweenah – 20-21<sup>st</sup> April 2024 ( Alternate 27-28<sup>th</sup> April 2024). Saturday – 7/20km. Sunday – 40/80km.

77. **President- Annette Bailey**  
Report sent in previously and is attached.

78. **Vice President – Darryl King**  
Report sent previously and is attached.

**Business Arising** – Complaint made re an official at Bumbaldry Ride. Both parties contacted. No further action was required.

79. **Secretary – including Correspondence In and Out**  
Report sent previously and is attached.

**Correspondence** – re mentoring program. Susan has put the writer in touch with riders near her.

**Discussion** – re previous mentoring program which didn't progress as people were concerned with giving advice that might lead to legal issues. The Challenge Program and Getting Ready for a 40 Facebook page are good avenues for receiving information plus the Getting Started information on the website.

**Discussion** –Active Kids Vouchers. Closing date 30th June. Redeeming of vouchers had to be linked to Secretary's personal Service NSW account. Agreed that this is not an appropriate long term solution. Secretary was unable to determine who was previously listed with ASIC for NSWERA and has received conflicting information from Service NSW on how to proceed. After 30th June, will pursue setting up NSWERA with an independent Service NSW account and has 12 months to set up this profile. The appropriate form was ordered online and then posted to her from Service NSW and requires the Minutes noting current Executive.

**Resolution:** that the Secretary actively pursue setting up a Service NSW account for Endurance NSW.

80. **Treasurer's report attached**

- Listed Invoices requiring approval for payment as per written report
- Listed Invoices paid as per written report.

- Term Deposits x 3 with CBA have all matured.

**Discussion** – agreement to roll over Term Deposits currently held with CBA.

**MOVED** Annette Bailey, Brandon Dick  
**THAT** 3 x Term deposits ending in \*088, \* 784, and \*428 be rolled over into one term deposit with CBA for 12 months at a current rate of 3.49%.  
**Carried** Unanimous.

**Discussion:** re finding an independent auditor for the purpose of auditing Association accounts for Endurance NSW for the upcoming AGM.

**Resolution:** Brandon Dick to come back to the next meeting with a suggestion for an independent auditor. Important that the books can be audited in time for closing off the books on 30th November for an AGM either 9th or 16th December, 2023.

**MOVED** Linda Henley, Wayne Hegarty  
**THAT** the executive reports be accepted as read and discussed  
**Carried** Unanimous.

## Email Discussion Trail – as per report attached

Confidential issues to be excluded from online publication.

Following motions were passed.

- Motion of 22/05/23 to pay invoice for teams uniforms requires a seconder – Darryl King
- Motion of 16/5/23 to approve invoices for payment requires a seconder - Avril Cummins
- Motion 10/5/23 to accept State Champs Booking form requires a seconder – Wayne Hegarty
- Motion 7/5/23 to approve invoices for payment requires a seconder – Susan Woodward

All motions carried unanimously via email.

**MOVED** Darryl King, Linda Henley  
**THAT** all Portfolio Reports including the Email Trail be taken as read and accepted  
**Carried** Unanimous.

## Business Arising from Portfolio Reports attached

### 81. Marketing – LH/TH-S

#### Emails/Website – Wix vs Wordpress

Explanation provided by Linda Henley - an issue has arisen due to the current Web host (Wix) not being compatible with our previous Domain Host (Avon) for nswera.asn.au email hosting. The emails for the SMC are not accessible with our current hosting arrangement. There are several options to resolve this, one will cost more, and the other will take a lot of time and mean rebuilding the website in another programme and changing host again.

**Discussion** – Needs more investigation as to which domain site will suit best. Official email domain needs to be in place so that an email trail of correspondence, particularly by the Secretary can be maintained for handover to following committees.

**Resolution** – web host to be discussed at the next meeting - following further investigation.

#### Half Price Intermediate Membership –

**Discussion** – suggestion to commence intermediate discounts from 1st June 2023 and Open/Junior membership from the same date.

**Discussion** – confusion for people already entered into Willowvale and who have paid 2xDay Membership. Reimbursement to any people who wish to take up the promotions offer would need to be reimbursed by AERAOnline for their Day Membership. They would then be required to pay the intermediate discount membership and complete an Intermediate Membership form via the Registrar.

**Resolution** - Linda Henley to discuss how this could work with Amanda Apperley (Willowvale ROC).

**MOVED** Linda Henley, Wayne Hegarty

**THAT** NSW ERA introduce half price intermediate membership promotion to commence with the Willowvale ride starting 1 June 2023.

**Carried** Unanimous.

**Rationale** - rides in June/July this year have more short distances than other rides later, and it gives ROCS, Riders and NSW a chance to benefit with 12 more rides still on the Calendar. The Half Price Promo will be widely promoted but also targeted at individual Rides and will be adapted to suit each individual Ride and/or Zone.

**MOVED** Linda Henley, Clare Fleming

**THAT** a half year half price open/junior membership promotion starts 1<sup>st</sup> July 2023

**Carried** Unanimous.

### **Social Rides/Intro Clinics**

**Discussion** - currently the entrants are not captured on AERASpace. Linda Henley would like to see them entered into AERASpace so that ROCs that run these Social ride/Intro Clinics can see who has continued on with the sport and know their efforts are working when they enter other local rides. This **could** also encourage participants to feel like they are part of the sport and foster continued participating. It was felt that if each ROC keeps their own records they never exist anywhere publicly. The data entry on AERASpace is no more than each ROC would have to do to have entry/start lists for the day and all the volunteers have to be entered on AERASpace anyway. Suggestion that a small fee could be charged at these events that could be absorbed into the Entry Fee.

**Resolution** - To be discussed further once the Registrar determines requirements of AERASpace (see Registrar's Report).

**Discussion** that the results of the Social Rides be posted on the website.

**Resolution to reimburse** Jo Arblaster Animal Focus Photographer from the Photography budget for photos used in Endurance NSW post to congratulate 160km Completions at Bushgrove ride.

### **Sub-Promo Committee -**

Linda to set date for next meeting

## **82. Ride Calendar Report – CF – as per report attached to Minutes**

**MOVED** Clare Fleming, Annette Bailey

**THAT** That the Ride Booking received from Lachlan Endurance Riders Club for the Woodstock Ride on 9/10 Sept be amended to include a 20km Introductory ride on Sunday 10<sup>th</sup> September, 2023

**Carried** Unanimous.

**Discussion** - Tumbarumba Cancellation– Annette Bailey advised she received a call from Bridget Maher on Thursday 25<sup>th</sup> May to advise the SMC that the Tumbarumba ride is being cancelled as the Snowy Valley Council has not given approval to use a public road that accesses the course. The SMC was **immediately** advised via email with Tracy John & Bridget Maher ccd in on the email. Paperwork had been provided to the council. However, a Traffic Management Plan had not been included in the paperwork. A council employee advised that approval would take 12 weeks and they were not approving access. The ride had to be cancelled.

Further correspondence was provided to Tracy John to assist her in the process of refunding **entries**. **Tracy** made contact with Tom McCormack who assisted her with this process.

**Discussions** and considerations for this issue are that the SMC needs to redesign the Ride **Organizers'** Manual and all the forms and protocols associated with booking and running rides so that ROCs can be confident that they are following correct procedures for their rides. This is a very large job and will take some considerable time as most of the forms are out of date and also need to be brought in line with the requirements of AERAOnline booking platform.

**Discussion** – re different Council requirements. Response from Snowy Valley Council was disappointing. Could have been the result of a negative person who complained to the Council as result of a neighborhood post put up by the ROC. Perhaps the ROC can do some positive community **publicity** before their next event, understanding now what the Council expects.

**Discussion** – important to keep feeding information to social media re conduits to the SMC via Ride Calendar Coordinator. This will happen to with new forms that are being designed **for** ride bookings.

**83. Governance – SC – Report attached**

Response received from Anna Muldoon, coordinator of a National Sports Participation Strategy workshop in Sydney on Monday 29th May 2023. She advised that hopefully there will be an online version for **regional** areas. Non attendance will not affect Grants in place or future applications.

**Discussion** re Key Deliverables for Grants in place. As long as we are achieving these KDs, and we are **acquitting** the money in these areas, the grants are secure.

All **portfolio** descriptions have been provided and hopefully will be completed by end June.

**84. AERA – CF**

Next AERA Management Committee meeting is Saturday 8th July 2023.

AERA meeting at the TQ23 in regard to the future business plan for the Quilty moving forward.

**85. EWS - DK**

A 36 **point** EWS Rider letter was sent out on the 20th March. The rider replied thanking me of making him aware.

A 30 point EWS Horse letter was sent out on the 20th March.

A 30 point EWS Rider letter was sent out on the 4th April.

A 36 point EWS Rider & Horse letter was sent out on 22nd April.

Confirmation that all EWS letters have been filed with the Secretary for the correspondence records.

**86. Intro/Social Ride Assistance/CS & TPR Training –**

**Discussion** – Wayne Hegarty interested in managing this portfolio. SMC coordinator would be a conduit from these Social/Intro rides to the SMC. Portfolio is to assist with stimulating this grassroots activity. Happy to give it a go.

**MOVED** Linda Henley, Wayne Hegarty

**THAT** the business arising from the portfolio reports be accepted

**Carried** Unanimous.

## **GENERAL BUSINESS –**

**87. AGM - Venue and Save the Date -**

**Discussion** – Venue needs to have good Wi-Fi as the AGM will be very much online. Richmond is a central location. Tentatively book Richmond. Two dates discussed – 9th or 16th December 2023. Decision to go with 9th December pending availability of Richmond RSL as a Venue.

**Discussion** – possibility of revamping trophies. Need to come back to the next meeting with ideas other than ribbons and a new supplier for the horse heads.

Suggestion of Certificates instead of ribbons. 1st Place Rider in each Division – embroidered vest. 1st place Horse in each Division – horse head. Further discussions required.

Suggestion to start AGM earlier with the Presentation and not have a dinner. Reasoning is most of the AGM will be attended online so attendance will be less than in the past. Also, people won't need to stay the night and pay for accommodation, so more people may attend the AGM. Idea of not having the dinner not supported by majority of SMC. Discussion suggested that some preferred a social event that allows people to get together. Presentations could work prior to the AGM. Further discussion required.

**Discussion** – requires an IT expert to ensure that the live online aspect works so that people can be interactive via remote.

**88. Future AERA meetings**

Belinda Hopley asked how SMC would like the 4 x AERA delegates to discuss issues. Next AERA meetings are Executive meetings. Agreement once the Agenda comes out, we will advise the delegates how the SMC stands in regard to Agenda items.

**89. ACTERA/Snowy Zone Workshop 8th-9th July 2023 –**

Belinda Hopley talked about this Workshop. All agreed that it is a great initiative. Tom McCormack will help facilitate. Venue is yet to be decided. However, will require good Wi-Fi access.

**Discussion** – that Endurance NSW would like to assist with any financial backing as required so people don't have to pay to attend. Suggested venue is at Yass. Belinda will keep the SMC up to date with details.



**90. Murrumbateman Social weekend**

Confirmed that no ride fees/insurance fees will be charged by Endurance NSW as there was no results that went through AERASpace, therefore, no charges from AERA (as per Registrar's Report for these Minutes).

Belinda gave a brief account of the Murrumbateman Social Weekend. The numbers were low. However, this made the weekend very manageable and enjoyable. There were 13 attendees on Saturday from Tumut, Condobolin and Crookwell. A riding class was given by Sarah Lymbery. The talks covered topics from the how to start training right through to the online entries process. Sunday – went through pre ride vetting, riding and then strapping in cold weather. Issue with a resident objecting to using a laneway which was understood to be for public use. Issue was resolved amicably. A couple of people were keen to go to another ride and were planning on attending the cancelled Tumbarumba ride.

**91. State Championships 3rd/4th November 2023 –**

**Discussion** – Vet Team very important with what could be humid conditions in November and what could be a challenging track. Amanda Apperley will give full details of new tracks found and more information after the Willowvale Ride. Would like to take up the offer of the \$6000 sponsorship. ROC will need a written request for the \$6000 sponsorship offer plus report and budget details for the State Ride.

**Discussion** also included the Willowvale ride - Amanda Apperley would like to know how to receive the \$350 New Ride Grant. This has been approved for payment via Email.

**Resolution** - Payment to be made by the Treasurer to Willowvale ROC.

Amanda Apperley also advised Darryl King that she had not heard from Zilco or FeedXL re their sponsorship arrangements. Talea Hasko-Stewart advised that she had emailed Amanda Apperley with the FeedXL requirements. Zilco normally contacts ROCs two weeks out with Vouchers.

**92. Possible Rule change – AERA delegates to take to next AERA Executive Meeting –**

Rules General - Welfare 3; 57.2 and 57.3. The rules don't allow for a situation such as people loading difficult horses or lunging their horses. Rule should be specific to no whips or spurs used at any time whilst on a horse at any affiliated event.

**Resolution:** to discuss via email possible wording for rule change to take to the next AERA Meeting.

**93. Grants to assist ROCs/Zones to host Social/Intro Days –**

**Discussion** - Suggestion of a new grant for Social/Intro Days to help cover costs for these events similar to the New Rides Grants offered. Discussion suggested that Dept of Sport Grants could be available through Community Grants. Information on Website under Community Grants. Time frame is approx. 6 months to apply for these Community Grants. Future discussion to discuss whether Endurance NSW can provide assistance as with the New Rides Grants.

**94. TQ Team Selectors/Teams Photographer -**

**Discussion** - Team Selectors are Stuart Lymbery and Alan Lindsay. Enough riders at this stage to make 3 x teams including a Junior team. We also have 4 x reserves who could also make another unrestricted team.

**Discussion** re photographer for NSW Teams - Jo Arblaster is not going to the TQ23 at this stage. We have a photography budget for use in social media for Endurance NSW.

**Resolution** - to organise a photographer for the Teams. Linda Henley will talk to Sarah Sullivan about a bulk rate for commercial use of images of our Team Entrants for the teams and on course photos of team members.

**95. Step Up Program –**

Three people have reached out to Talea Hasko-Stewart re the Step up Program. Eligibility for this program – commencing 1st January 2020 to current to complete 160km in introductory or intermediate rides and then be eligible to receive up to max. \$125.00 to pay for their first entry into an endurance event (80km-120km). Bridget Lewis has completed 424kms, commencing pre 2020 to current. Would like leeway to apply for the Step up Program Grant for her first entry into an 80km event. The rider has to enter then be reimbursed.

**Discussion** that Bridget Lewis has very much supported the sport and the grant to pay her first 80km entry will be great encouragement to move forward.

**MOVED** Talea Hasko-Stewart, Annette Bailey  
**THAT** the SMC approve reimbursement to Bridget Lewis for her first 80Km entry fee as she has successfully completed the Step up Program.  
**Carried** Unanimous.

**96. TQ Mindari App for live streaming on Endurance NSW Social Media-**

**Discussion** - Linda to investigate live streaming TQ23. Live on Facebook page or just sharing Live App details/updates via AERASpace. Suggestion is to contact TQ23 committee to see how it can work for live streaming.

**97. General – invoice for payment**

**Discussion** re email received from John Howe re further invoices requiring payment. Treasurer believed this invoice had been paid and will confirm with John Howe.

**Next Meeting – 4th July 2023 @ 6.30pm online**

**Meeting closed at 09:50pm**

**These Minutes of NSWERA SMC were approved on 4 April 2023 as per Item No. 98.**

## **Annexure A**

### **PRESIDENT'S REPORT**

It has been a busy month as the President's role continues as a support to members of the SMC, a role I enjoy as I'm privileged to work with a great group of people.

A very successful ride at the Bushgrove Gift has seen 10 NSW riders complete their qualifying 160km ride plus riders travelling interstate and from NSW securing FEI qualifications at one star & two star levels.

There has been very strong support for the TQ23 Teams Event, to ensure a strong NSW presence in this competition. This has been enhanced by three juniors who qualified at Bushgrove, nominating to represent NSW at TQ23. The teams will look great in their new uniforms.

The Newsletter has been successfully negotiated with the Editor and the online issue of May/June will see the end of the Newsletter in any format for the foreseeable future. The website as it develops will see it fill the gap and Facebook is becoming a positive environment to spread the "word".

A successful submission from a committee at Wandandian will see the State Championships being held at Wandandian on 3<sup>rd</sup>/4<sup>th</sup> November and the SMC needs to ensure that this new committee is supported to run a good event for NSW.

The issues surrounding the EADCM continues.

### **Vice President's Report**

We received a complaint on the 24<sup>th</sup> April about an official from a rider in relation to an incident at Bumbaldry ride held on the 22<sup>nd</sup> April. I spoke to both parties on the phone to hear their side of the story. I then spoke to the complainant again and asked if they wished to pursue it any further and they replied no. A emailed was sent to the complainant on the 30<sup>th</sup> April explaining the rule and concern of the official and if they want to take further action, to please contact us.

#### **EWS**

A 36 point EWS Rider letter was sent out on the 20<sup>th</sup> March. The rider replied thanking me of making him aware.

A 30 point EWS Horse letter was sent out on the 20<sup>th</sup> March.

A 30 point EWS Rider letter was sent out on the 4<sup>th</sup> April.

A 36 point EWS Rider & Horse letter was sent out on 22<sup>nd</sup> April.

#### **IDP**

Nothing to report

#### **Teams Co Ordinator**

It's exciting we have an all junior team for the TQ23, a NSW Representative Team and a Restricted or Non Restricted team. Unfortunately, Indigo Noonan had withdraw from entering the Quilty. Avril has all the merchandise ordered with the embroiderers. Merchandise will be embroidered with NSW State so any merchandise left over can be utilised for other State & Quilty rides. Wayne Hegarty along with Stuart Lymbery & Alan Lindsay will select the team after pre ride vetting at the TQ23.

Nominations are as below.

#### **HWT**

Tahnaya Mercieca – Henley Farm Fursan  
Shelley Jones - Shellal Blue

#### **MWT**

Renee Kirk - JRK Phoenix ( JRK Venom)  
Annette Bailey - Bullion Charlotte  
Jenny Sheppard – Currowan Maximus  
Brandon Dick - Cameo cranberry moon  
Susan Woodward - Brookleigh Matisse  
Catherine Bailey – Razorback Targaryen



### **LWT**

Modena Schofield – Fortaleza Abbe Rose  
Fia Hasko -Stewart - Blake's Heaven Adventuress  
Naomi Lee - Duray Spartakos  
Jemma Touzell – Count Yianni

### **Junior**

Kaitlyn Mercieca – Henley Farm Burosh  
Maddy Hooper – First Knight  
Tayla Hunt – Castlebar Icon  
Lara Duff – Box Hill Pegasus  
Charlie Bonham – Box Hill Sapphire

## **Secretary's Report - SMC Meeting 31 May 2023**

Secretary Report incorporating BioSecurity Portfolio on behalf of Sarah Pollard Williams, State Championship Report on behalf of Wayne Hegarty

### **BioSecurity/Vet Liaison Portfolio report**

Sarah reports that the BioSecurity plan for Bushgrove was submitted. But there was no access to AERASpace for horse welfare. She does not think any new vets were accredited in NSW but the online training should launch on 1<sup>st</sup> June. She has not had an update on that.

### **NSW 2023 State Championship Report**

# Ride Organiser, Amanda Apperley  
# Ride Date, 3rd, 4th and 5th November, 2023  
# Base, Wandandian  
# Distance, 80km stand alone, 120/160km elevator  
# Accommodation, house that Accommodates 10 or 12 depending how you stack them  
# Vets, Reece, Georgia and Matthew Walker (to be confirmed) so far  
# More information post Willow Tree Ride is over

### **Secretary Report**

#### **Correspondence In/Out**

- Email from V Jendruch re Mentor Search
- Email from Surewise re change of details
- Emails to/from E Dungar re newsletter
- Email from Bushgrove attach Biosecurity plan
- Email from S Coulston re SMC Position Descriptions
- Email from TQ Committee re sponsorship
- Email from K Moir re TQ Teams
- Email from AERA re Database Subcommittee
- Email from LOvers re dual affiliation
- Email from Service NSW re Active kids
- Email from Office of Sport re National Sport Director Register
- Emails from Service NSW re concussion short course, protecting horses in emergencies and flood relief. These will be posted to Endurance NSW Social Media
- Email from AERA re Quilty Future
- Email to AERA re insurance notifiable event (18.4.23)
- Email to RO's re Radincon sponsorship
- Email to member re complaint at ride
- Emails to members re Early Warning System

## **Treasurer's report – Brandon Dick**

NSWERA  
Treasurers Report 31/5/23

Invoices to be approved:

Talea Hasko-Stewart (Reinburse) Fair Trading Forms A6 and A12 total \$106  
Jax Invoice May 2023 - \$2300.34  
Ellen Dunger May-June -\$1200  
Ellen inv 12 - \$3000

Invoices that have ALREADY been approved and paid:

Avon Computing inv 3575 - \$480  
Lander Rogers inv 1228427 – 2434.30  
Helen Rich - \$900  
Jax Invoice April - \$2300.34  
Attention Signs TQ Uniforms -\$ 2971.65 (Deposit of \$50% paid)  
AERA inv 1618 - \$2229

Invoices Attached

Profit and Loss Report attached (April)  
Account transactions report attached (April)

Total of 16 Newsletter Refunds Processed.

All Term deposits have now Matured.  
Acc 088 - \$15459.49  
Acc 784 - \$21453.93  
Acc 428 - \$12789.41  
Total of \$49702.83

Total balance in Main Account \$106k

Need to decide how much we want to put in a new term deposit? My suggestion between \$50-\$70k

Options for a new Term Deposit (open to suggestions if it doesn't require 3 months of paperwork)

CBA –  
-6 months 3.25%  
-9 Months 3.5%  
-12 months 3.95%

## Ride Calendar report – May summary

### Dual Affiliated Rides:

- **Inglewood**, QLD [ QERA/NSWERA]; 3<sup>rd</sup>/4<sup>th</sup> June; Ride application submitted QERA; Biosecurity form received QERA. On AERAspace calendar as DA; Not on NSWERA website calendar as dual affiliated. Could this be “fixed” asap?

- **Kiwarra**, NSW [ NSWERA/QERA]; 22<sup>nd</sup>/23<sup>rd</sup> July; Ride application submitted NSWERA; Biosecurity form received NSWERA. New ride base just down road from old one.

On AERAspace calendar as DA. Not on the NSWERA website calendar as dual affiliated. Could this be “fixed” asap?

- **LOVERS QERA State Championships** [QERA/NSWERA]; 26<sup>th</sup>/27<sup>th</sup> August; Ride application received QERA/NSWERA; Biosecurity form received QERA. Cindy Holden [Ride Secretary]. Not on the NSWERA website calendar or AERAspace calendar as dual affiliated. Could this be “fixed” asap?

**Rapville**, NRZ [ NSWERA/QERA]; 29<sup>th</sup>/30<sup>th</sup> September; Ride application submitted QERA; Biosecurity form received QERA. Ride Secretary has spoken to me about a change in ride base from Rapville to Wiangaree.

On AERAspace calendar as DA. On NSWERA website calendar as DA. 😊

### Affiliated Rides:

- **Tumbarumba** – 27<sup>th</sup>/28<sup>th</sup> May – 20, 40, 80; note no longer 100km ride – due to problems with pine plantations. Change start date from 2am to 5am. Asked to amend and resend ride booking form. I have received the amended ride booking form. 😊

- **Central Rangers** – 3<sup>rd</sup>/4<sup>th</sup> June – 20, 40, 80; Ride application submitted NSWERA.

- **Willow Vale** – South Coast; 17<sup>th</sup>/18<sup>th</sup> June – 5, 10, 20, 40, 80; Ride application submitted NSWERA.

- **Currowan** – South Coast Zone Championships - 5<sup>th</sup>/6<sup>th</sup> August – 10, 20, 40, 80/100e; Ride application submitted NSWERA.

- **Watagan** – 23<sup>rd</sup>/24<sup>th</sup> September – 40, 80/100e; Ride application submitted NSWERA. Change to ride base [change ride bases because of the deterioration of the mountain in last year's rain. The new ride base is about 20 mins from the old base and the track is very flat. Dropped the 20km to keep the numbers down as the ride base is a bit smaller than our normal one] – amended ride application submitted. 😊

- **NSW State Championships** – 3<sup>rd</sup>/4<sup>th</sup> /5<sup>th</sup> November – 40, 160 [approved]; Ride application submitted NSWERA. Discussion re: 80km [not a problem – makes ride more financially viable]; **and 120/160e ride – decision pending SMC and ROC**

#### **FORMS:**

Please update onto the NSWERA website the following forms as per newly edited/formatted versions.

- NSWERA Ride Application Form “Claim the Date” – new March.
- NSWERA Ride Policy – updated March.

#### **Future:**

NSWERA Ride Application Form – to be updated

#### **Ride Calendar Coordinator portfolio – governance:** – due 30<sup>th</sup> May

Please find attached the edited version of the ride calendar coordinator portfolio completed.

#### **Problems:**

Ride Committees/secretaries in NSW are not contacting me regarding rides or changes to rides ... going through Jax or other SMC members. ... Hopefully with the addition of the new ride EOI ride booking form [with my contact details] and the new ride policy this process begins to happen in the future.

I think we need to remind ROCs that if they change anything regarding their ride eg, ride distances, ride base, etc they need to put in an amended ride booking form to me so that it can be approved in the minutes for AERASpace and insurance requirements.

## **Ride Calendar Policy**

**1. Rationale:** To develop a collaborative efficient process between Ride Organiser Committees [ROCs] and the New South Wales Endurance Riders Association [NSWERA] for applications for rides to be affiliated on the NSW ride calendar.

**2. Aims:** To develop an annual ride calendar for NSWERA that will ensure that ROCs have the best opportunity to run rides that are successful and that riders have the best opportunity to participate in rides with consideration to horse welfare.

#### **3. Implementation:**

3.1 NSWERA will appoint a member of the Management Committee, as Ride Calendar Coordinator [RCC], who will hold the portfolio for the NSWERA Ride Calendar, to oversee the development of the ride calendar and to facilitate discussions between ROCs where there may be a concern about a proposed ride impacting on an already scheduled ride.

3.2 The Tom Quilty Gold Cup, the NSWERA State Championships [NSWSC] and Marathon rides will have priority on the calendar.

3.3 Expressions of interest in hosting NSWSC event will be submitted before **30 July** of the year prior to the NSWSC to facilitate Ride Calendar planning.

NSWSC dates will be given priority between **June** and **October** and any rides that clash during this time must be prepared to be flexible with their dates. Traditionally, NSWSC has been held in October.

3.4 Preference for long weekends will be given to rides of 120km or more and marathon events.

- 3.5 Shahzada is traditionally held the last full week of **August**.
- 3.6 Traditional dates/rides will be given priority; a traditional ride/date is deemed to be a ride/date that has been used for a minimum of 3 consecutive years.
- 3.7 Rides to be held on the same date must be a substantial distance apart and all parties must agree ie ROCs, RCC and the NSW Management Committee [NSWSMC].
- 3.8 Rides should be inclusive. Any restriction on numbers or on who may attend, must be identified on the ride affiliation application.
- 3.9 Rides involving “capping” should refer to the NSWERA Capping Procedures Policy for guidance. This is available on the NSWERA website.
- 3.10 Rides in the Northern River Zone [NRZ] are affiliated with QERA and dual affiliated [DA] with NSWERA. Rides in Southeast Queensland or northern Victoria may apply for dual affiliation with NSWERA to accommodate NSW endurance riders.
- ROCs in Zone 6 are encouraged to consider rides in the NRZ to schedule rides that best suit members in both areas of NSW.
- 3.11 A ROC is an Incorporated Association and is current with Office of Fair Trading.
- 3.12 Applications to affiliate a new or continuing ride should be submitted to the RCC, preferably three months prior to the purposed date. Applications should include an equally viable alternative date.
- Applications are encouraged to “claim the date” preferably in the year prior to the purposed date. See “claim the date” form available to the NSWERA website.
- 3.13 The RCC will submit the ride proposal to the NSWERA committee for timely approval. Once approved, the NSW Secretariat will be forwarded the ride application form, the ROC will be notified and the ride can be made public [advertised] in any forum. NSWERA will add the event[s] to the ride calendar.
- 3.14 ROCs should inform the RCC as soon as they are aware of a cancellation of a ride or an alternation to a ride, so that this information is available to members immediately.

## Governance report

I have been working away in the background with the Portfolios and Policies.

Policies include:

- Hand-over for SMC Policy
- Concussion Policy
- Biosecurity Plan – created by Sarah Pollard Williams (this document will only be altered in line with the corporate design)
- Biosecurity Ride Advice – created by Sarah Pollard Williams (this document will only be altered in line with the corporate design)
- All portfolio PD's

Thank you to the committee members who have returned their reviewed PD's. These are currently being compiled and brought in line with NSWERA's corporate design.

The Action Plan for Governance is still on track.

If the previous Policies put up to the Committee are acceptable it is recommended they be adopted by the SMC.

Motion:

The listed Policies be adopted by the SMC and listed on the Website.

- Member Protection Policy
- SMC Operation Documents
  - SMC Overview
  - SMC Structure
- Equal Opportunities Policy
- WHS Policy

The Portfolios previously presented to the SMC were as follows;

- AERA Delegates Portfolio Position Description
- Governance and Grants Portfolio Position Description
- Zone Liaison Portfolio Position Description

Thank you to the Committee for returning your portfolio PD's the process of bringing these in line with the corporate design. Once completed will be returned to the SMC for adoption.

## GRANT REPORT

A grant was applied for through Destination NSW for \$20,000. This grant was specifically designed to promote the sport within the community through tourism for the State Championships or other such large events. Hopefully with very minimal information including financials for this Event the grant may still be accepted. It is essentially a wait and see exercise.

It would be a recommendation that the SMC have financial information of their State Championship events available in the instance that grant funding relies on this information in the future.

Just following up on the Organisation Support Program 2022/23 grant and if the SMC have had any thoughts on beginning these programs.

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

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	\$500
2. Update Risk Management Plan	\$500
3. Provide a boot camp for junior participants which promotes not only the sport but encourages comradery with in the sport and encourages new junior members to join the sport of endurance	\$1500
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.

## EMAIL TRAIL – MEETING 31<sup>ST</sup> MAY 2023 - WEBSITE DOCUMENT

**28/04/23**

Consensus from Sarah Pollard-Williams to approve paying an EA Steward to attend at least 2 x NSW Rides for the purposes of swabbing.

Resolution – Carried Unanimously

**7/05/23**

Email from Treasurer to approve payment of Invoices –

Jacky Barlow – Registrar April 2023 A/C \$2300.34

Helen Rich – AGM Minutes; Mar/Apr Minutes + fuel to attend AGM \$138.17 – Total \$900.00

Avon River Computer Services – Outstanding Inv to host website \$480.00

Carried: Unanimously

**10/05/23**

Email approval – State Championship Booking Form – Wandandian 3rd/4th November 2023

Carried Unanimously

**16/05/23**

Email from Treasurer to approve invoices for payment

Landers & Rogers \$2434.30

AERA Affiliation Fees to 31Apr23 - \$2229.00

Carried Unanimously

**19/05/23**

Email from Vice President – request from State Champ ROC to hold a "no frills" 120km Elevator in conjunction with the State Championships plus a standalone "no frills" 80km Event. ROC to send amended Ride Booking Form.

Accepted pending discussion at the meeting of 31st May 2023.

**22/05/23**

Email from Avril Cummins to approve payment of invoice to Attentions Signs & Embroidery, Mittagong for \$2971.65 for purchase and embroidery of State Team Uniforms.

Carried Unanimously