

**30. Attendance**

**Present:** Annette Bailey (Chair), Kylie Jonkers (part meeting [9:50]), Darryl King, Clare Fleming, Susan Woodward, Avril Cummins, Sarah Pollard-Williams, Brandon Dick, Linda Henley, Talea Hasko-Stewart

**Apologies:** Nil

**In attendance:** Helen Rich (Minutes), Jax Barlow (part meeting), Renee Kirk (part meeting), Kerry Fowler-Smith (part meeting), Belinda Hopley (part meeting),

**31. Minutes of last meeting - 20th February 2023**

**MOVED** Sarah Pollard-Williams, Linda Henley,  
**THAT** the Minutes of the meeting of 28 February 2023 be approved.  
**Carried** Unanimous

Discussion on how minutes are to be approved. **Resolved** that Minutes are not to be sent to members or posted on line before they are accepted by the SMC.

## Reports

**32. President**

President's report as per attached.

- SMC is vulnerable without being able to access appropriate legal advice when necessary.
- Handover of information from outgoing committee to new committees needs to be addressed so that files and information can be maintained for the members.
- The Dept of Fair Trading advises that handover of files should occur within 14 days of change of committee.

Need the ongoing files to continue with the business of the Association.

Discussing acceptance of reports. **Resolved** that with the exception of the Treasurer's report, all SMC reports will be accepted at the end of the reports section of a meeting.

**33. Vice President**

Report attached and accepted as read.

**34. Secretary – including Correspondence In and Out**

Report attached and accepted as read.

**35. Treasurer – including I&E and Reconciliation**

Treasurer report has just come in.

Waiting for bank accounts. Should be done tomorrow. Outstanding invoices, to be paid.

Combiz is not set up as yet. No access. Hopefully tomorrow.

**Accounts for approval.**

Foster Tuncurry 18/02/23 – Club Forster – AGM venue hire, catering, coffee (50) - \$2650.00  
INV191014408- 28/02/23 – Zoom one pro annual - \$209 (balance \$0)  
Helen Rich – NSE ERA SMC minutes 20 and 28 February 2023. - \$370  
AERA - Invoice -00001534 – 28/02/23 - Liability insurances and personal accident - \$16,348.00  
AERA - Invoice -00001535 – 28/02/23 – Affiliation fees (rego horses) - \$5,895.00  
Kwikkopy Invoice- 91173 – March-April 2023 Newsletter printing - \$599.50  
Ellen Dugan - Invoice- 0010 March-April Newsletter production - \$1,200.00  
Jax Barlow - \$50 accommodation AGM – no receipt  
John Howe - \$99.07. Fuel shell Mudgee – attending Quilty wrap up meeting.

Newsletter – 63 copies. 80 copies printed for \$412.00

Discussion relating to the invoice from John Howe. Kylie advised this was not approved by the previous SMC and she is against its payment. Kerry Fowler-Smith advised that she was on the SMC at the time this originally came up. Clare Fleming and Sarah Pollard Williams would have liked more information on the history of this claim prior to voting. Details relating to this matter would be recorded in previous minutes.

**MOVED** Brandon Dick, Annette Bailey  
**THAT** the accounts and invoices as presented be approved for payment.  
**Carried** **For:** Annette Bailey, Brandon Dick, Linda Henley, Talea Hasko-Stewart, Darryl King, Susan Woodward, Avril Cummins. **Against:** Kylie Jonkers, Clare Fleming and Sarah Pollard Williams.

**36. Registrar's Report**

	2023	2022	2021	2020	2019	2018	2017	2016
<b>Adult</b>	241	344	344	293	352	342	399	413
<b>Junior</b>	31	45	59	35	49	49	49	50
<b>Intermediate</b>	15	16	13	13	23	34	24	31
<b>Associate</b>	5	12	5	9	14	13	15	20
<b>Honorary</b>	9	11	11	11	8	8	7	6
<b>Total</b>	301	428	432	361	446	446	494	520
Newsletter	65	125	145	155	195	213	226	233

## PART 2: RATIFY NEW MEMBERS

DATE	FIRST NAME	LAST NAME	NUMBER	CATEGORY	ADDRESS
23-02-23	Damien	Keys	301521	Senior(prev QLD member)	Kyogle
24-02-23	Peter	Baker	301522	Intermediate	Dubbo
01-03-23	Natalie	Funnell	301523	Junior	Belimbla Park
02-03-23	Angel	South	301524	Senior	Mudgee
06-03-23	Katie	Holley	301525	Junior	Central Colo
06-03-23	Bec	Maday	301526	Senior	Mount Rankin
06-03-23	Jess	Alexander-Smith	301527	Senior	Tabletop
08-03-23	Sheree	Chellas	301528	Senior	Parkes
New Member	To be added				

**MOVED** Susan Woodward, Linda Henley  
**THAT** the new members be accepted and their names published in the newsletter.  
**Carried** Unanimous

## PART 3: RIDES CONDUCTED – ENTRIES RECEIVED.

Ride Name	Date	Intro	Train	80-99km	100-119k	120-159km	160+	TOTAL
Scenic City	11-2-23	37	62					99
Shoalhaven	25-03-23		51	48				99
Johns River	05-03-23	46						46
Tumut	11-03-23	33	53	46				132

### 36.1. Trophies/Ribbons

Supplier of Horse heads and plaques has gone out of business. Need to find another supplier or choose a different award. Ribbons are still available – 1<sup>st</sup> to 5<sup>th</sup>.

Discussion relating to people who do not turn up to the AGM to receive their awards. They have been asked for stamped self-addressed envelopes but this does not happen. The Registrar sends these awards out at a cost to the Association.

Discussing the way forward. Suggestions include:

- Do a social media campaign to inform membership of recipients of awards to determine interest in receiving the awards at the AGM
- Ascertain if members will be at the AGM
- Ascertain if people actually want to receive an award. Some do not.
- If they are to receive awards, how do they want to pick it up?

Query as to the timing of the AGM. Kerry Fowler-Smith advised the AGM must be held after the end of the financial year; currently 31 December.

Possibly need to consider changing the financial year. AGM could be held first week in December. QERA have their financial year ending end of November.

**Agenda item:** Consider changing the financial year for the Association.

**Resolved** that Jax Barlow will design a form to cover the receipt of end of year awards – do this in consultation with Talea. Need to determine whether a) people are going to be there or b) that they just don't want the award.

**Resolved** to take Clare Fleming's awards to the Zone 6 AGM.

### 36.2. Dual affiliation

Flyer sent out by Belinda Hopley explaining how Northern Rivers came about. Jax explained how the ride amendment forms and ride booking forms work. Advised also on how dual affiliation works with QERA. Northern Rivers is automatically dual affiliated. With other rides in QERA or VERA they send an appropriate

form to the Registrar and she brings that to an SMC meeting for discussion. If a ride interferes with a NSW ride, then is probably won't be approved.

### 36.3. Rides for approval

**Central Ranges** – June 3<sup>rd</sup> & 4<sup>th</sup> 2023 – Saturday 20,40km – Sunday 40, 80km.

Renee Kirk spoke on behalf of approving the change of date for the Windeyer ride.

- Windeyer had to postpone its newcomer's weekend due to fires.
- Been approached by members asking for this date.
- Would work for interstate riders travelling through to Queensland for the Quilty.
- Three weeks out from the Quilty. Could be a top up for Quilty horses.
- Weekend after Tumbarumba.
- Fits the matrix
- Windeyer is one of the only clubs that runs multiple rides a year.

**Clare had** approached Renee Kirk asking that she consider other dates. NSW has four NSW rides in a row. Riders in NSW will choose between Tumbarumba and Windeyer. Suggested they host their ride after the Quilty as there are no NSW rides in June. Better timing would be July.

**Resolved** that the change of date for the Windeyer ride be approved.

Renee was asked if Windeyer might consider holding the 2023 NSW State Ride. Renee said her committee will discuss the viability of running a NSW State ride at the Mt Lagoon ride. Unfortunately, a lot of the roads in her area are being tarred. Finding a course could be a problem. Looking at an alternate ride base.

**Warwick Killarney** (QLD) Dual affiliation request – April 1st & 2nd 2023 – 20, 40, 80km. Ride travels across the 'rabbit proof fence'. Three hours plus driving from Inverell. Clare said there are members up her way who would be in full support of dual affiliation and would like it to go ahead. **Approved.** Clare to let Killarney know that the ride approved.

**Jax Barlow left the meeting at [8:19].**

Reference to the Time Line document – anything can be added as the purpose is that nothing get forgotten.

### 37. **Business undertaken via Email**

Some of the business discussed is confidential. This will be dealt with at the end of the meeting.

The general body of the email trail was gone through and approved for publication.

## PORTFOLIO REPORTS

### 38. **Ride Calendar Coordinator – Clare Fleming**

Report attached.

#### 38.1. **2023 State Championships**

Expressions of interests to be called for.

### 39. **Marketing**

Renee offered thanks to the new SMC committee for its support. The marketing and offers of help were amazing. Very appreciative of the effort the SMC has given.

Linda reported as follows:

- Official marketing report is attached.
- Hoping to launch the new website by end of March.
- Thanks to Noni Seagrim and Talea Hasko-Stewart who contributed a great deal of work in this area.
- Website was almost ready before the AGM.
- Social media going well.
- Sponsorship – exciting new sponsorship with Radincon with rug and a cash donation to 80k riders.
- Zilco approached NSW ERA with an offer to promote to our members a helmet product. Almost \$300 – 20% off for the month of April.
- Ride Organisers briefing sent out last night.
- Sub-promotion meeting next week. Moving forward with ideas. Very positive.
- Newsletter is due for review on 1 April 2023.

### **MOVED THAT**

Linda Henley, Susan Woodward the newsletter editor Ellen Dunger to submit a review of the newsletter as per the tender document/agreement due in April 2023 to be submitted for the next SMC meeting.

### **Carried**

Unanimous

Audited figures were \$12,704.00. Loss \$7,290. 63 subscribers at \$40 each. Internet has taken over. Combination of issues here. See report attached to the end of these minutes.

Kerry Fowler-Smith advised that when you look at the net cost of the newsletter, going back for many years there was always a membership fee component factored into the membership.

**Resolved** to hold a review of the newsletter and then decide how to proceed.

**40. Grants/Governance incl WWC Register – subcommittee report**

Sharyn added some detail to the documents that she had sent out earlier. She provided an overview of how she proposes to move forward. See report at the end of these minutes. List of action items included.

- Perhaps have a link to AERA rules on NSW ERA website. Changes would then automatically be covered.
- No policy for 'sun safe' but Sharyn could draft something on this.
- WWC check. SMC members should apply to do this.
- NSW ERA to investigate opening up its own Service NSW link to process Active Kids Vouchers.
- Grant for special events. Could be applicable to State Championships
- Club applications coming through. Pass this on to Talea.

Risk Management plan is on the AERA website. Just provide a link. Same with bio-security. Because the Association received Sport and Rec funding it likes people to do WWC checks.

Does the Association have Cloud backup for its website and documents? What happens if the website crashes? Consider Share Drive. Consider Drop Box folder.

.Kerry Fowler-Smith advised she has files from the 90s through to 2022.

Sharyn advised that she is happy for her paperwork to go into the public domain. When someone comes onto the SMC they can look at the governance manual to see how their portfolio works within the committee. Only have to do this for their particular position.

**Resolved**

- To be careful with what is uploaded to the internet. Mark documents 'adopted' when finalised and agreed to by the SMC.
- SMC members to have a look at the Governance action items and get back to Sharyn with any comments.
- Sharyn to work on the blank portfolios – send out as drafts to the relevant SMC member for their input.

**MOVED THAT** Annette Bailey, Linda Henley the tenure of Sharyn Coulston is extended for the period of the present committee with regard to the Grants, Governance and Working with Children register.

**Carried** Unanimous

Sharyn Coulston left the meeting at [9:21].

**41. Early Warning System**

No report. In order to get a log in to the AERA Early Warning System, Kylie needs an email from the secretary advising she is the EWS person on the NSW SMC. She has been speaking to Tony Warren regarding the working of the system.

Discussion:

- Is there a need for names of riders and horses in the EWS reports?
- There could be cases where a letter might not be appropriate.
- According to the rules, the ERA has to send the letters out.
- The SMC needs to be notified that a rider is getting the first letter,
- Letters need to be approved by the SMC prior to be sending out,
- Reports need to be properly tabled for discussion.
- When a rider gets a particular number of points they need to be contacted. Offer support.

**Resolved** that Kylie supply to the SMC copies of the draft letters that are proposed to be sent out to members on the EWS. The SMC could then consider any changes that may be made.

**42. AERA**

Report from Sarah and Clare.

AERA meeting tomorrow. Kerry Fowler-Smith enquired as to how the SMC wanted its AERA delegates to vote at the upcoming meetings.

The meeting will be accepting the treasurer's report. There will be an executive meeting and only executive members Clare and Sarah can vote at that meeting.

**Resolved**

- NSW Agrees to support the AERA financial reports.
- NSW Agree to endorse the management committee.

- Adopt the last minutes from their AGM.
- NSW SMC agreed to support Sandy's nomination.
- Advise Kim Moyer that we endorse NSW ERA delegates as previously advised.
- Contact Gertraud Norton to ascertain if she will be attending the AERA meeting.

Discussion on why the 'ride to time' motion did not get up at the AERA meeting. Clare gave her views of why the majority of members voted against it. It was to do with the concept of what warrants optimum ride time. This was the biggest problem. You have a rider with a big fat horse and their optimum time might be five hours. If you are with a seasoned horse then your optimum time is possibly three hours. There was big disagreement on how a ride committee would set an optimum time. The rule book says training rides are training rides. Non competition. Riding to complete only.

Talea advised that on the concept of setting an optimum time, keep in mind they are still riding an event which allows them to complete within three hours, unless the CS sets a longer time. Keep in mind if there is an issue – it is non-competitive as there is no awarding of prizes. Best Managed are optional for intermediate events – best managed award. That is within the rule book. There is a lot of confusion. Hope to discuss this again. All the reports are not necessarily valid. Thinks this is a great idea.

This would have been a great opportunity to get new people into the sport. Consider getting someone from NZ to advise how the concept works in their country. It works all over the world so why not in Australia.

**Resolved** that the SMC needs to discuss how its future AERA delegates are chosen.

#### 43. **Bio Security/Vet Liaison/Horse Welfare incl Swabbing**

**Bio Security.** Discussion on bio security and ride booking forms. Forms are on the AERA website. Hope ROs will submit their bio security plan at the time of booking a ride. Notify all ROs and suggest they keep an eye on the AERA page. Perhaps put a link on NSW ERA pages. Northern Rivers dual affiliated and Dick Collier asked for a bio security form. While the bio security document is lengthy, only two pages need to be sent. ROs need to provide a link to their ride to provide further information.

**Vet liaison.** Been in touch regarding sponsorship.

**Horse welfare.** NSW ERA is being asked to swab 19 horses this year.

Discussion on swabbing in general.

- Only one medication control officer in the state of NSW and that is Mary Lou Locke.
- To be a swab steward you need to be a member of EA. Cost about \$160pa.
- NSW ERA reimburses swab stewards for the EA fee and about \$50 plus costs per ride.
- EA swab stewards charge a per kilometre rate and they charge a daily fee.
- They expect to be fed and accommodated if need be.
- Paid about \$2,000 at the Quilty last year.
- It is hard to get a swab steward at an endurance ride. They do not want to travel.
- AERA has signed a Memorandum of Understanding with EA Australia.

#### 44. **IDP Coordinator**

Darryl's report is attached at the end of this document. Previous IDP portfolio holder now advised not much to hand over.

#### 45. **Zone & Ride Organisers Liaison – Talea Hasko-Stewart**

**Resolved** that Talea contact the various Zones and ask who is on their committee. Add something to the portfolio description on how to obtain zone details and zone reports.

#### 46. **Introductory Rides & Training CS/TPR Coordinator**

The SMC needs to change the title for this portfolio.

**Resolved** to have a portfolio just for Chief Stewards and TPRs. Assign this portfolio to Avril. TPRs list needs to be updated.

**Resolved** that Introductory Rides should be a separate portfolio. Still to be assigned.

Social rides are designed to get people interested in the sport.

- Needs to be put on the website for insurance purposes
- Need for day membership forms to be completed.
- Do not pay day membership fees.
- Rules for social rides can be found in the rule book.
- Have to do risk assessment,
- May have vets but do not have to
- Need a chief steward,

Belinda Hopley and Gertraud Norton are looking to run a social ride – a welcome to endurance weekend in May.

**46.1. Chief Stewards' reports**

Explanation given of what a chief steward report entails. Report from Shoalhaven. There have been four rides. Scenic City, Zone 6 intro ride. Tumut report has not been received

Shoalhaven – Sunday 40 and 80. 99 riders. 83% completion. No incidents to report.

**47. Ride Standards/Feedback**

Portfolio still to be allocated?

## **General Business**

**48. Radincon Sponsorship Agreement**

Finalising some of the points in the agreement. Discussing bunting. Non flapping type. Interested to know where Tooraweenah got their bunting from.

Images needed. Want to work with Sarah and the vets. Vets choice award. Working on a choice for the award. It's really an encouragement award.

**Resolved**

- to include the requirement that the vetting area at each ride be referred to as the 'Radincon vetting area'. ROs to be advised.
- Official announcement will be put up on FB and the website.
- Susan to contact Mt Lagoon committee to brief them on the requirements.
- Talea will send her proposed notice to Susan. Instruction sheet for ROs on how the sponsorship deal is working with them.
- Make an official announcement from the NSW SMC.
- Advise ROs where to send their photographs

Talea has sent paperwork to Mt Lagoon. Advising what's required, what they need to supply. Just taking extracts from the agreement and passing that on. Need to make it clear to organisers on they need to do and who to send the photos to.

Belinda left the meeting at [10:36].

**49. General business**

**Resolved** that unapproved minutes will only be sent to members of the SMC.

**50. Next meeting date**

18 April 2023. Meeting to commence on 7pm

There being no further business the meeting closed **at 11:35pm**.

**These Minutes of NSWERA SMC were approved on 17 April 2023 as per Item No. 52.**



## Annexure A

### President's report

It has been a very busy and stimulating time and we have certainly had a "baptism of fire", dealing with unique and new situations.

This past 4 weeks has showcased that the sport is lacking infrastructure that ensures correct information and due process happens in a timely manner with change of committees, including handovers of Association information. This is a basic tenant of seamless management of portfolios for the sport as whole.

Another issue that has become obvious is the appropriate conduit to sound legal advice for our sport as a whole. Not having access to legal advice in this day and age can and does leave our Association vulnerable.

I hope that you all enjoy writing up your Position Descriptions for your Portfolios. Please look at this as a totally proactive process for moving forward and developing your roles within these portfolios. It will also allow future SMCs to step into their roles with a clear understanding of how these portfolios are relevant to the administration of the sport.

If you can all get on board with getting your portfolio reports to the Secretary no later than 48 hours before each meeting, the function of meetings will be more streamline, and hopefully of shorter duration.

Finally, I feel very privileged to be involved with such a great group of talented people. The last month has been exciting but we worked through it and we handled it well.

Congratulations

### Vice President/IDP report

Well, it's just over a month and we've all been pretty much thrown in the deep end. I still have no handover from the last portfolio holder.

Expressions of interest was put out on our website for candidates for the IDP panel as it was not tabled at the AGM. We had a great response with six people applying and all six have been accepted for the IDP panel.

Those that have been accepted are:

Ian Curtis  
Fia Hasko-Stewart  
Maureen Zeschke  
Matthew Walker  
Anne Lymbery  
Tom McCormack

Conformation letters have been sent to each applicant thanking them and stating we will be in touch if needed.

### Secretary's Report – 21<sup>st</sup> March 2023

As of today's date no handover has been received from previous Secretary.

Since taking on the role of Secretary, it has become apparent that there is confusion amongst the membership differentiating between the 'Secretary' and 'Secretariat', often resulting in delays as emails are sent to the wrong email address. To try to resolve that an email account in the name of [registrar@nswera.asn.au](mailto:registrar@nswera.asn.au) has been set up and the process of changing forms, website addresses, etc will commence to try to resolve this longstanding issue.

I have also been liaising with Sharyn Coulston to work with Service NSW to register Endurance NSW as an Active Kids provider.

Correspondence received included:

- Letter from Kim Moir re AERA Management Committee Meeting
- Email from member regarding logbook registration – forwarded to Jax
- Email from Endurance NSW President attaching NSW State Championships Event Management document for discussion
- Emails from Sharyn Coulston attaching draft Governance Documents
- Email from Khyle Stewart acknowledging receipt of our letter
- Letter from Neil Clarkson regarding Social Media Post seeking feedback on Big 3
- Email from member re Adverse Analytical Finding
- Request for revised Letter of Non Objection to include riding record for Hannah Cossor
- A complaint about the conduct of a Day Member at Scenic City Ride

Correspondence out included

- Letter to member's parents re conduct of Day Member at Scenic City Ride, drafted with assistance of legal advice

- Letter to Khyle Stewart re Adverse Analytical Finding
- Letter to Fair Trading attaching amendments to Constitution as ratified at the AGM

## Ride Calendar Report 21 March 2023

Well, I won't say it has been totally smooth sailing. I have not received anything from the previous Ride Calendar Portfolio SMC member. Windeyer was postponed and the opportunity to obtain anything physical has not existed. That's Ok. It gives me the opportunity to make it my own and learn from my mistakes as I go along.

As a new chick on the block, I have emailed each NSW ride organiser [and NRZ RO] and placed a post on the Facebook NSWERA page to introduce myself with the intention of being proactive in designing a ride calendar that is positive and well-balanced for Endurance NSW.

The NSWERA FB post received a lot of comments. This feedback will be great in guiding us [SMC] into the future. There was overwhelming support to keep the "BIG THREE AWARD" as is.

There was also support for an alternative award to be presented to riders who successfully complete on one horse – NSW SC 160km + TQ 160km + "other marathon of distance yet to be decided – suggest 240km[as many clubs struggle to find a mix of suitable tracks for multiple 80km rides]". This award could be considered in those years that the Shahzada 400km marathon cannot operate. Name suggestion "The Trilogy"

I have been actively talking to ride organisers in north NSW and in SEQ regarding dual affiliation of rides. So far, so good. Johns River, Kirrawak, Tenterfield, Double Duke Dash, Killarney and Rappville have come on board. Discussions are underway for Inglewood, Lake Manchester, Kholo, Fernvale and future Bony Mountain [LOVERS] rides to also dual affiliate [DA]. The biggest concern was cost ... with many clubs struggling to "break-even" from hosting a ride. Hopefully, the DA title will draw a few more riders and help clubs with that aspect. I trust I have been guided correctly by SMC that clubs will not incur any fees for DA rides. There should be no fee, as the database is updated electronically from the ride information. I know the buzz around campfires is positive in this regard. We need to get people into the sport and give them ride options across the state(s)

Moving forward, I hope to remodel the "Ride Calendar Procedures" [policy] paperwork. Would be lovely to have our ride calendar planned for 2024 by October [help with insurance AERA paperwork and trainers, riders & RO to plan. For example, applying for time off work in advance. Preference to RO wishing to host SC and marathon events. Then place historical rides with their preferred rides onto calendar and negotiate new rides/dates. Looking at all RO discussing rides [briefly] with me – either via email or phone preferably; then submit ride applications to me to table for SMC consideration/approval. Once approved, I send paperwork to Jac for filing and inclusion of ride onto AERAspace calendar. NSWERA Website SMC person can update NSWERA ride calendar from approval given at the meeting. Thinking two ride application forms:

1. Simple form Expressions Of Interest [EOI] to host a ride ... claim a date document and,
  2. Detailed ride application form due for submission a minimum of two months out from the ride date [where possible].
- I have been in contact with Kim Moir and have obtained the QLD version for consideration. I intend to explore what is done in other states too. My plan is to focus upon this over the coming weeks to have completed before I travel overseas in April.

## AERA Report 21 March 2023

I have attended one meeting representing NSWERA. I voted as instructed by NSWERA in favour of the ride to time trial in NSW endurance. However, by the end of the round table discussion, I can see why the AERA MC did not support this option. Please refer to the minutes from this meeting. Sarah provided a written report to the NSWERA SMC regarding this meeting.

Next AERA meeting is Wednesday 22 March 2023. Portfolios to be decided.

Happy days ... Clare Fleming

17/03/2023

## Linda Henley/Marketing 17-3-23

### New Endurance NSW Website

The launch of the new website is a priority. The previous SMC, in particular Noni and Talea, have contributed an enormous amount of work to get it to very close to launch. I've made some visual and structural changes but am prioritising the launch and aiming at the last week of March. There is still a considerable amount of work to be done but we are hopeful we can achieve this.

- A Link to draft website will be sent to SMC before our meeting. Once the desktop version is finalised then the mobile phone version must be built.
- LH built the ROC password protected page which is working and download content that is specific to Ride Organisers can be uploaded and not accessible to members. Estimate 30 members (Ride Secretaries and a SMC). We distribute password to ROCs and can update them easily if necessary. The RO Manual needs to be updated, along with a lot of other documents however we can go live and edit and update afterwards.
- WIX will be the new host, Avon Computing with still manage the domain and email suite. LH to speak to Steve re this and the migration plan. Mindy on support/call for the migration/launch.



#### Online/Social Media

- Sponsorship Feedback going well. Zilco have supplied extra imagery to be utilised.
- FB - followers, reach and engagement increasing.
- Continue with a mix of newcomer, open, and special event posts in the new branding with the use of the 2023 ride imagery as it comes through.
- THS is going to set up an Insta Page that links from the website and we'll just share photos on it, let riders tag it and feed it. Insta should need little management as it's image driven.

#### Sponsorship

- ROC's to be followed up re photographs of winners of all 3 main sponsors: Zilco, FeedXL and Radincon prize winners. Most pro photographers have left base by the time the presentation is on so we are reliant on them to supply the images and must meet our Sponsorship agreements but are happy to help with the posts if they need help.

#### Newsletter

- Due for review in April as per Tender Document. SMC need to meet to discuss this promptly. Audited figures supplied by last SMC - cost \$12704, income \$5414 - a loss of \$7,290 based on 125 subscribers and the loss will increase as subscription rates fall away. Subscription last issue was only 63 copies @ \$40. To cover costs each of those subscribers would have to be paying \$201. At current production cost we'd need 254 subscribers to pay \$50 each just to cover costs.

#### Marketing Budget

- Photography Budget \$1k pa Motion submitted. LH to gain written approval for copyright. All ride photographers to be utilised, as well as any member imagery supplied.
- Website: Hosting: \$ 480 (2 years), Avon \$480pa (now, may reduce), DigitalMindy Support \$500
- Pony Club Campaign: need to contact re advertising as the new website doesn't have any advertising packages on it. There is a link to various equestrian disciplines which they call "Discipline of the Month" and we could supply a Flyer, for this. LH to follow up their marketing contact.

#### ROC Marketing

- LH to contact all ROCs next week re the new website, ROC portal, general marketing support.

#### General Branding

- LH to resupply Letterhead files from her Z6 Laptop as the Macintosh Pages file to PC Word conversion isn't ideal.
- Constitution Document put on hold for redesign until the minor issues are resolved.
- Style Guide still a work in progress but can evolve over time. Sharyn is formatting all governance manuals and we are working on our SMC documentation.

#### Promotions Sub-Committee

- Next meeting to be scheduled for last week of March. Guests welcome. Topics: New Website. Merchandise. Target campaigns. ATHRA and Pony Club. General promotion or targetted to specific ride/zone.

### Email trails for meeting of 21<sup>ST</sup> March 2023

The matters that were confidential and discussed in camera, are not included in this report.

#### ITEM 1 -

Email Resolution – to post a notice on Endurance NSW social media seeking nominations for the Independent Disciplinary Panel of five people. Five nominations received and the panel was filled. These five people will be recorded by the Secretary and kept confidential for the year of their appointment. A sixth nomination was received after the panel was filled, and it was decided to maintain this nomination.

**THAT** five nominations be accepted as members of Independent Disciplinary Panel for the 12 month period commencing 1<sup>st</sup> March 2023 and that the sixth nomination be accepted to give depth to the IDP.

Moved: Darryl King      Second: Susan Woodward

Voting – Unanimous

#### ITEM 2 –

Email discussion facilitated by Annette Bailey that Portfolio holders to provide Position Descriptions (PD) for inclusion in Governance Manual that is being redeveloped by Sharyn Coulston. Portfolio co-ordinators to incorporate into their PDs the opportunities to grow and stimulate the sport. It may be necessary to take the portfolios into new directions so that these goals can be achieved in the long term.

Resolution:      That PDs be provided by 21<sup>st</sup> April 2023

#### ITEM 3 –

Discussion – Email discussion facilitated by Linda Henley to allocate \$1000 for each season to expenditure for purchase of high resolution from photographers to facilitate to library of photos to be used in social media promotions of the sport. Provides an appropriate professional relationship with the photographer so that photos can be used without causing issues with copyright.

Discussion – to include a clause on the membership form similar to QERA for members to agree that photos can be used in social media promotions of the sport.

Motion to be tabled by Linda Henley in her Report.

THAT: a Budget of \$1000 pa be approved for purchasing commercially approved professional photographic images of NSW endurance riders and events to be used in promoting Endurance NSW in all mediums including print and digital platforms.

Moved: Linda Henley Second: Sarah Pollard-Williams

Email Vote carried – Unanimous

#### **ITEM 4 –**

Discussion – Email discussion facilitated by Secretary and President in response to a letter received from Neil Clarkson on behalf of the Shahzada Committee to express their disappointment in social media comments made regarding the possible non-inclusion of Shahzada in the Big Three awards.

Resolution: to send a letter from the President explaining the intent of the discussion was to stimulate proactive input into expanding and improving the Ride Calendar with the possibility of providing another Marathon on the Calendar. The intention was not to replacing Shahzada in this Award but to provide an alternative until such time as Shahzada can return to the calendar, which will hopefully be next year.

Moved: Susan Woodward Second: Darryl King

**THAT:** A letter be sent to Neil Clarkson and the Shahzada committee advising committee fully supported of the Shahzada and the Big Three concept and that the intent of the post on Facebook was to stimulate Ride Organiser and member involvement in developing the Ride Calendar.

Email Vote to send letter – Avril Cummins, Linda Henley, Clare Fleming, Darryl King, Susan Woodward, Brandon Dick, Annette Bailey, Talea Hasko-Stewart, Sarah Pollard-Williams; Kylie Jonkers

#### **ITEM 5**

Discussion – Dual affiliation of Killarney with QERA and Endurance NSW. Waiting on amendment approval by QERA and then this is sent to Registrar for approval by the SMC.

Interim full approval has been given so that the process can happen quickly with unanimous vote via email.

## **Sharyn Coulston - Governance,**

### **GOVERNANCE**

Thank you for the appointment to the Governance/Grants Portfolio Sub Committee.

I understand the necessity to bring the Governance Manual up to date especially when some of the documents were created as far back as 2000.

These documents however have the bones of good documentation they just need updating to reflect current standards.

I have provided an overview of how I propose to move forward with updating the Governance Manual which has been distributed to the SMC at an earlier date however is attached as an annexure to this report for note and discussion if necessary.

AERA have the National Rules located on their website and I would recommend that NSWERA provide a link to these on the Website.

They are as listed below

S1 – General Rules 2023

S2 – Complementary Competition Rules 2022

S3 – Veterinary Rules

S4 – Social Media Engagement Rules

S5 – Equine Anti-Doping and Controlled Medication Rules 2023

Rather than creating the documentation specifically for NSWERA and having to update the documents whenever changes are made by AERA it is more efficient to provide a link to the AERA rules and policies page.

As part of the Organisation Support Program grant application a question was raised in regards to a Sun Safe Policy and Hazardous Air Policy and if our Association had a current Policy. These policies will be created as part of the Governance Action Plan.

The SMC Strategic Business Plan, Business Plan and Risk Management plan all require updating. These plans are quite good, they just need reviewing and updating to reflect Endurance in NSW going into the future.

### WWC Checks

In accordance with the information I was forwarded from Belinda Hopley on who have their WWCC, I only received the following two names.

- Kylie Jonkers
- Kerrie Fowler-Smith (ex SMC)

It would be advisable for other SMC members to apply for the WWCC in particular the Child Protection Officer. This is an easy process through Service NSW website. WWCC is free for volunteers.

I am presuming there is a list of Chief Stewards etc who have their WWCC for when they attend events.

### Active Kids Vouchers.

I have been actively working with Susan to get NSWERA registration with Service NSW completed. There was an account which was not completed or delegates attached to it as a previous individual committee member was using their own account with NSWERA connected to it to claim the vouchers on behalf of NSWERA.

### GRANT REPORT

A grant application was submitted to the 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 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 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.

Unfortunately we missed out on the grant funding associated with providing Defibrillators to zones/clubs however we have registered to be notified if any further opportunities arise in this area.

I have found some funding that is more based towards marketing and tourism which could be utilised for events such as the State Championships.

This funding is through the Regional Event Fund Program under Destination NSW, Flagship Event Stream which supports marketing activities for existing events in NSW with Annual Grants of \$20,000 or triennial grants of \$30,000. This grant closes on 29 March, 2023 so it will be cutting if fine to get an application in.

There are also the Stronger Community Programmes which NSWERA SMC is not eligible to apply for however individual clubs are eligible.

### Governance Action Item Outcomes

Action Item 1	Outcome	Date for Completion	Comments	Date Completed
AERA Delegates Position Description	To provide the SMC with a detailed PD for the elected AERA Delegate and their role in liaising with AERA on behalf of NSWERA SMC	17 March 2023	<p>This PD is currently a blank document and will need input from the SMC to ensure the best outcome is achieved in regards to appointing the AERA Delegates to represent NSWERA.</p> <p><b>10/03/2023</b>  <b>SMC to review document. Changes to be reported to Governance/Grants Sub Committee for document update.</b></p>	
Action Item 2	Outcome	Date for Completion	Comments	
Governance/Grants Portfolio Position Description	To provide the SMC with a detailed PD for the Grants Portfolio and their role within the SMC and providing access to grants for all associated bodies of NSWERA.	17 March 2023	<p>To incorporate the two portfolios into one. There is currently no Grants or Governance PD.</p> <p><b>10/03/2023</b>  <b>SMC to review document. Changes to be reported to Governance/Grants Sub Committee for document update.</b></p>	
Action Item 3	Outcome	Date for Completion	Comments	Date Completed
Zone Liaison Portfolio Position Description	To provide the SMC with a detailed PD for the Zone Liaison Portfolio and their role in Liaising with the Zones	17 March 2023	<p>The PD is currently a blank document and will need input from the SMC to ensure the best outcome is achieved in regards to liaising with the Zone Bodies.</p> <p><b>10/03/2023</b>  <b>SMC to review documents. Changes to be reported to Governance/Grants Sub Committee for document update.</b></p>	
Action Item 4	Outcome	Date for Completion	Comments	Date Completed
Update remaining Portfolio Position Descriptions	To ensure the portfolio position descriptions are up to date and represent the portfolio requirements and actions	30 June 2023 possibly ongoing	Understanding this role is on trial this timeframe is past the trial period it is designed to ensure that the action item is still addressed should the SMC decide the sub-committee is not meeting the desired outcomes and appoint a member of the SMC to fulfill the portfolio.	

Action Item 5	Outcome	Date for Completion	Comments	Date Completed
Update all Policies	To ensure the policies are current and have a review date of two years. This ensures the policies remain current.	30 April 2023 possibly ongoing	Policies that have been updated include: Equal Opportunities Policy Child Protection Policy Sexual Harassment Policy WHS Policy It is recommended that the Child Protection & Sexual Harassment Policies be abandoned and the Member Protection Policy be adopted in their stead. This policy covers both matters.	
Action Item 6	Outcome	Date for Completion	Comments	Date Completed
Create New Policy – Member Protection	To create a new policy for Member Protection	30 April 2023	<b>14/03/2023</b> <b>SMC to review document. Changes to be reported to Governance/Grants Sub Committee for document update.</b>	
Action Item 7	Outcome	Date for Completion	Comments	Date Completed
SMC Operational Documents	To update the SMC operational documents	17 March 2023	<b>Operational Documents for review:</b> <b>SMC Overview</b> <b>SMC Structure</b> <b>10/03/2023</b> <b>SMC to review completed documents. Changes to be reported to Governance/Grants Sub Committee for document update.</b>	
Action Item 8	Outcome	Date for Completion	Comments	Date Completed
Code of Conduct	Forward the adopted Code of Conduct to the Secretary for inclusion on the Website	17 March 2023	The new Code of Conduct was adopted by the SMC. It requires uploading to the Website to replace the existing document.	
Action Item 9	Outcome	Date for Completion	Comments	Date Completed
Create New Policy – Handover of Office	To create a new policy relating to the handover of office from outgoing Committee Member	30 April 2023	To create a policy which ensures the handover of office is conducted in a timely manner with all SMC records intact and all previous actions completed.	

#### Grants Action Item Outcomes

<b>Action Item 1</b>	<b>Outcome</b>	<b>Date for Completion</b>	<b>Comments</b>
Defibrillator Grant Funding	To provide a defibrillator to all zones and/or RO's to ensure the safety of participants in the sport of endurance. This includes not only competitors but their support crew.	Ongoing	Heart180 is a company that Susan Woodward (secretary) has registered with. They will notify us of any new grants, complete the application and conduct training. This is a fantastic opportunity for the SMC to take up.
<b>Action Item 2</b>	<b>Outcome</b>	<b>Date for Completion</b>	<b>Comments</b>
Oversee the Key Performance Indicators of the Organisational Support Funding – OSP-2022/23-0046	To ensure that the key performance indicators are met and that remittance advice are submitted to NSW Office of Sport. To ensure that funds are utilised in an efficient manner so that no funds are required to be returned.	Ongoing	The SMC will need to facilitate these key performance indicators
<b>Action Item 3</b>	<b>Outcome</b>	<b>Date for Completion</b>	<b>Comments</b>
Apply for any grants which may benefit the performance of the SMC and the Sport of Endurance from a State Level	To ensure funding is available for the stability of the sport of endurance at a state level	Ongoing	
<b>Action Item 4</b>	<b>Outcome</b>	<b>Date for Completion</b>	<b>Comments</b>
Ensure all RO's and Zones are aware of current granting opportunities and provide assistance with completing grant applications as required	To ensure funding is available for the stability of the RO's and Zones who are the ground roots of the sport of endurance. This is to be done via social media outlets through communication with the NSWERA Secretary.	Ongoing	
<b>Action Item 5</b>	<b>Outcome</b>	<b>Date for Completion</b>	<b>Comments</b>
Acquittal – Operation Support Program – 2021/22-0025	Submit the acquittal form for the Operation Support Program Grant 2021/22-0025	17 March 2023	<b>Acquittal has been submitted</b>



