

18. Attendance

Present: Annette Bailey (Chair), Kylie Jonkers, Darryl King, Clare Fleming, Susan Woodward, Avril Cummins, Sarah Pollard-Williams, Brandon Dick, Linda Henley

Apologies: Talea Hasko-Stewart

In attendance: Helen Rich (Minutes), Jax Barlow, Tony Warren [part meeting], Belinda Hopley [part meeting], Kerry Fowler-Smith [part meeting],

19. Minutes of last meeting - 20th February 2023

MOVED Annette Bailey, Sarah Pollard-Williams

THAT the Minutes of the meeting of 20 February 2023 be approved.

Carried Unanimous

20. President's Report

See Annexure A to this document.

21. Allocation of Portfolios

| Portfolio | Responsibility |
|---|-----------------------|
| *** MARKETING - Social Media/Website/ Merchandise/Promotions/Sponsorship and Ride Advertising | Linda/Talea/Avril |
| Bio security/vet liaison/swabbing/horse welfare | Sarah |
| Ride calendar co-ordinator (& ride standards/feedback) | Clare |
| AERA | Sarah/Clare |
| GRANTS including Working With Children Certificate | Sub - Sharyn Coulston |
| Governance/grants including working with children certificate register | Sub – Sharyn Coulston |
| Early warning system | Kylie |
| IDP Co-ordinator | Darryl |
| Zone & ride organisers' liaison | Talea |
| New portfolio suggestion – CS/TPR + new rides/training weekend co-ordinator | Avril |
| | |

Discussion on portfolio allocations:

Zone & ride organisers' liaison

Talea agreed to take this on. She would be a point of contact with the SMC for the Zones.

There will be occasions where roles on the SMC will overlap. All SMC members can liaise with each other when necessary.

Ride calendar co-ordinator

Clare agreed to take on the Ride Calendar and feedback.

Explanation given on feedback / ride standards role and what is involved. Clare to approach Andrew Jonkers with regard to handover of the feedback portfolio.

Further Discussion:

- Need to liaise with ride organisers in this role.
- Particular reference to the Northern Riders and dual affiliation with QERA and NSWERA.
- No fee payable for dual affiliation
- No application form – ROs just tick a dual affiliation box if they want to
- There are bio security requirements by QERA
- In the past dual affiliation has not been knocked back unless it adversely affected a NSW ride
- Johns River and Kiwarra went through the dual affiliation process.

- Try not to book rides on the same weekend
- Windeyer did not object to the Tumut ride running on the same weekend

Promotions and Marketing.

Discussion on bringing these portfolios under an umbrella to include Marketing - Social Media/Website/ Merchandise/Promotions/Sponsorship and Ride Advertising.

Linda, Talea and Avril agreed to work in this area. Linda is currently doing a great job but it's still a learning curve.

- Jo Arblaster has offered to help with photos for the web.
- Will continue to target not only our existing potential members but current members.
- Consider a marketing budget. Might have to pay for some things.
- Nothing is off the table.
- This portfolio needs to be moved up the agenda for each meeting.

Resolved that Linda Henley give some consideration to a possible marketing budget.

Grants, WWC and Governance manual.

Annette advised that Sharyn Coulston was asked if she would act as a subcommittee to facilitate the Governance, Working with Children and Grants portfolios. She said she would. Noted that Sharyn was responsible for the implementation of the current Code of Conduct form.

Further discussion where concern was expressed in having someone who is not on the SMC taking on such a high profile portfolio. Governance is usually given to the vice president. Concerned that Sharyn is not a member of the SMC.

Sharyn has indicated previously that she is happy to attend meetings and give a report on her progress. The SMC could consider giving this a trial run. Noted the Governance manual requires a lot of work and Sharyn is aware of this and prepared to take it on.

Darryl was asked if he would be interested in taking on the Governance manual. He asked what was required and then declined but said he would be happy for Sharyn to take it on and he would be interested in working with her.

Resolved that Sharyn Coulston will work as a subcommittee member on the Governance portfolio, Grants portfolio and Working with Children for an initial period of three months.

AERA

Sarah and Clare are taking this portfolio on.

Generally

- Need all the information from the AERA of what's on the agenda for meetings.
- Information needs to come back to this SMC.
- The SMC needs to advise NSW delegates on how to vote.
- Reaffirm that NSW people are representing NSW rather than representing the AERA.

Sarah gave feedback from the last AERA meeting that she attended with Clare. At the last meeting the NSW representatives had no notice of the motions that the AERA wanted to discuss. No time for the NSW representatives to discuss anything prior to the meeting. Hopefully just initial teething and won't be a continuing problem.

The AERA are to be asked to give NSW ERA fair warning of what is happening at AERA level so that the NSW SMC can give its people appropriate input.

With the 'ride to time' matter, the only ones that voted for it were the NSW delegates. Everybody else voted against it. The other State delegates obviously had made their minds made up beforehand. Noted that Belinda Hopley did a good job of writing up the rules for this event.

Early Warning

Kylie agreed to take this on.

IDP

Darryl agreed to take this portfolio on.

- He to liaise with Noni Seagrim on how it works.
- Work with Susan to coordinate letters that may be required.
- Need to set up the IDP panel.

- Need to have five members available and from those five, three are chosen by lottery, when needed.
- Ask people to provide their CV for the IDP
- Choosing members for the panel has been done in different ways at different times.
- Often taken with nominations from the floor at the AGM.
- Need to look at possible conflicts of interest

Chief Steward/TPR and new rides coordinator

Avril agreed to take this on. Consider new name for this portfolio. It includes weekend training coordinator, volunteers and new people.

The aim is to get new people involved. Work with Belinda Hopley to try and get a better idea on what is involved with this one. CS could become swabbing stewards for the AERA. It was pointed out that a CS cannot be a swabbing steward at a ride at the same time as being a CS. Can only fulfil one position at a time.

International

International put on hold for the time being. Possibly integrate this into the Zones and Ride organisers' liaison group.

The meeting unexpectedly closed down at approximately 8:30pm. Tried to sign in again using GoToMeeting but was unsuccessful. Was eventually reconvened via Zoom using Linda Henley's account.

22. Ride Amendment – Tumbarumba change of date

Change of date approved from twilight to an 80 and 100 elevator. 27/28 May.

23. Approval of Social Media Platform Administrators

MOVED Annette Bailey, Susan
THAT to approve the social media platform administrators of Linda Henley, Talea Hasko-Steward and Annette Bailey
Carried Unanimous

24. Validity of AERA Representatives to AERA AGM

The delegates were approved at the meeting of 20 February 2023 by SMC motion. Discussion on how they were chosen and discussed at the AGM. The governance manual says the AERA delegate can be chosen from the SMC.

Sarah advised she heard the delegates mentioned by Noni Seagrim towards the end of the AGM.

Caitlin Langley asked if she could nominate and was told no, nominations had closed.

Clause 4.1.1 in the governance manual, which relates to election of AERA delegates, was tabled and read. There is nothing in the Constitution that says the people nominated cannot represent NSW. The SMC can accept them and instruct them on how to vote.

Discussion on the possible makeup of the NSW representatives to the AERA AGM.

The SMC can give all four votes to Clare and Sarah. The AERA AGM is a very short and small meeting. The four delegates can attend the meeting but would not be able to vote. The SMC was advised that these people would like to continue on representing NSW on the subcommittees that they have worked on over the years.

The NSW SMC needs to know who is standing for the AERA executive positions and it needs an agenda for its AGM.

Resolved that the SMC support motion No. 4 of the SMC meeting of 20 February 2023 and reaffirm that the delegates noted therein vote in accordance with the instructions of the NSW SMC.

25. Promotions Sub-Committee – resignation Annette Bailey from PSC

MOVED Annette Bailey, Darryl King
THAT Annette Bailey tenders her resignation to the NSW ERA promotions subcommittee and nominates Avril Cummins in her place.
Carried Unanimous

26. Correspondence In/Out

Letters of Non Objection to UAE Federation sent in relation to two members.

27. Selection - Independent Disciplinary Panel

Darryl has this portfolio.

Discussion on how to choose IDP members and how best to advertise for them.

- Could put notices on the closed FB page?
- A nominee need to be an open endurance rider.
- Be a full member.
- Composition consists of five people who are selected by the SMC.
- They shall hold office for one year.
- Expire on the anniversary of the date of their appointment.
- If an IDP is necessary three of the five are to be chosen.
- One of the three is to act as chairperson.
- No member of the SMC can form part of an IDP unless the IDP is unwilling or unable to form a quorum.

Resolved that a notice be placed on social media calling for a CV for anyone who might be interested in being part of an IDP selection panel.

28. IDP Banned substance Meeting – in camera. Presentation given by Kylie Jonkers

This matter was discussed in camera. Advise Jax Barlow of any changes that may be needed to be made to the data base regarding possible suspensions.

General business

Everyone needs to send in their signed COC form to the secretary.

Shahzada will not be running. The valley road is being closed. All traffic would have to go over the one ferry. Social media post will be out shortly.

Jax Barlow signed off at [9:10]. No report for this meeting.

All future portfolios reports are to go to the secretary within 48 hours of the next meeting. One file will then be sent out and reports will be taken as read at that meeting. If there is anything to discuss relating to a particular report, it should be brought up at the next meeting.

Resolved to use the Zoom platform for future meetings. Linda is happy to continue to use her work Zoom account for which she pays an annual subscription. Linda to send out future Zoom meeting details.

**29. Next meeting date
21 March 2023. 7:00pm**

There being no further business the meeting closed **9:46** pm.

These Minutes of NSWERA SMC were approved on 21 March as per Item No. 31.

Annexure A

PRESIDENT'S REPORT – MEETING 28TH FEBRUARY 2023, COMMENCING AT 7.30PM

Well, it's been a pretty hectic couple of weeks since the AGM for me, as I know it has been for all the new SMC members.

We have a great team of people and I look forward to working with you all. The skills and involvement in our sport as administrators and riders is second to none.

Having the support and sage advice from Darryl King as VP, is very comforting and I'm sure his encouragement and backing will make this a great working committee.

Linda Henley is certainly up and running in "sprucing" up our Facebook page with her postings and support of both events and sponsors. It's going to be very exciting to see what she and her team do with the Endurance NSW social media.

Susan Woodward has taken on a mammoth role as Secretary and already is making it her "own". I'm sure she will make this position a well-oiled machine as she continues to mold it to work for the Association and the committee.

Brandon Dick has taken on the role of Treasurer and once the accounts and signatories are tidied up, the reports of the Treasurer will leave us in no doubt how the Association is travelling financially.

Once all the portfolios are allocated at this meeting, it would be great for all the portfolio holders to make contact with their predecessors for appropriate handovers.

From this meeting onward, can we start providing our Secretary with a report for each portfolio and Executive role, *no later than 48 hours* from each meeting so that they can be collated into one file to send to the SMC. At each meeting, these reports will be taken as read, accepted and then tabled in the Minutes as attachments, with only questions addressed at the meeting.

On another note, I would like to take the opportunity to publicly say how disappointed I am in the decision of the AERA not to support a trial introduction of the Ride to Time concept tabled last year by the NSW AERA Management Committee representatives. This concept was overwhelmingly supported at the Workshop in November 2022 and two rides in NSW were excited to take up the concept. From the AERA right through the whole sport, we need to make proactive changes that encourage people into our sport in order to compete with in the equine sporting market. I hope that Endurance NSW continues to pursue this concept. It works very well in the UK and New Zealand and I'm sure that Australian riders would be no different in making it successful here.

Onward and upward for the SMC moving forward into 2023.