

**Minutes of the W.A.E.R.A. State Management Committee meeting held on
Saturday, 15th September 2018 at Williams.**

Meeting opened at 9:38am

1. Members Present.

Ieva Peters, Lienca Nell, Chris Hadden, Joanne Van Uden, Kylie Van Uden, Richard Jeggo, Deb Jewell, Elsje Brandis, Cara Allan, Abigail Bartell.

2. Apologies.

Anne Barnes, Kirsten Melis.

3. Executive Positions.

Motion: that Cara Allan is elected as the WAERA President until the 2018 Annual General Meeting to be held in February 2019.

Moved Ieva Peters/Second Joanne Van Uden.

Carried: Unanimous

Motion: that Elsje Brandis is elected as Acting WAERA Secretary until the Special General Meeting to be held in Wandu on Sunday 30 September 2018

Moved Deb Jewell/Second Richard Jeggo

Carried: Unanimous.

4. Visitors.

Jane Radny, Tony Brandis, Peter Erickson.

5. Welcome by President.

Welcome by President. Cara has expressed that the behavior by all SMC members needs to be exemplary from here forward and to speak with respect to all persons on the SMC

6. Action Sheet.

- **Strategic Plan (02/17):** Anne and Tony have discussed this. Meeting planned to include Deb Ryan. Deb Ryan Anne and Tony: Tony prepared a draft about 1 year ago. Tony wrote a succinct plan. Anne has looked up other sporting clubs and strategic plans. Tony's opinion is they are not strategic, more tactical. Tony to send the draft around.
- **Property (10/17):** Jo has purchased the storage cases.
- **Website (3/18):** Cara is waiting for another quote.
- **Legal Advice (5/18):** Jo has a written apology and has been handed to Elsje. Elsje to email it to the SMC. Jo wasn't here for the last meeting, consequently Jo has not sought legal advice. Jo has spoken to Abigail and Rachell. Abigail is fine with Rachell's apology, but what about Ieva? Ieva has stated that she will not distribute the transcript. Abigail doesn't want to rescind the motion and would like the SMC to make a decision. Richard is not accepting the apology wants to leave the options open to press charges as a civil matter. Jo to continue to seek legal advice.
- **Website (5/18):** minutes for 2017 and 2018 still to go on the website. Elsje will edit the 2018 minutes for the website and forward to Cara and Deb. Peter Erickson expressed his extreme discomfort about holding secret meetings.
- **Correspondence (5/18):** Summerfield's letter still needs a response. Abigail has done her section. To be sent to Secretary then forward to SMC.
- **Chief Stewards (5/18):** *Confidential*
- **CRC (5/18):** Abigail is trying to get a copy of the invoices from Roseanne. Elsje has spoken to Roseanne, and it's not a them and us. They have solar panels installed, so difficult to read the meter, so it has been estimated. Accounts should be less over time. We've never received a water bill. Canteen costs are for consumables like gas cylinder. A lot of the equipment needs to be maintained for \$150. Ieva has an issue in there are other user groups who pay nothing to use the venue, and WAERA gets the bill. Anne Airey has suggested that WAERA pay for the use of the canteen for the Marathon and State Champs - need to discuss this at the SGM. Abigail to continue discussions with Roseanne and Rosemary.
- **Calendar (5/18):** Deb J has made several enquiries about Dwellingup, and it's looking good.
- **PIC (5/18):** Agreed to enforce this requirement from 1/1/19. We also need to advertise this and help people. It is compulsory. Entrants will have to prove that they are in the process of getting one. Cara to update the trybooking process.

- **Constitution (6/18):** changes needed.
- **Funding Application/governance (6/18):** Richard went to Sport and Rec to discuss an application but they do an interview first. They do funding for infrastructure. Richard went through it with them. They felt we were favorable. We can do it between CRC and WAERA - 2/3 funded.
- **Property – Ride Trailer/float (6/18):** 8/18: Jo to get in touch with Loadstar trailers for a quote. Sport and Rec grant? What weight are we talking about? 2.5 tonne. Peter Erickson knows of a trailer the same for \$6k. Peter will give us a quote and check out the one he found. Waiting on quotes from Glenthorne trailers and Loadstar Trailers.
- **EA Invoices (6/18):** Abigail has emailed EA and has been advised that the matter is closed.
- **Grants (6/18):** TAB have different levels of grants. Grants for the elderly over 60s.
- **Computer (6/18):** a new laptop has been purchased for the secretary.
- **Calendar (6/18):** WERI are holding a 1* and 2* FEI ride next year.
- **Awards Night (6/18):** Decorations are arriving. Dinner menu is available and needs to be finalised. Also special dietary needs. Children menu? Band is booked.
- **Correspondence (6/18)** *Confidential*.
- **Correspondence (8/18):** *Confidential*
- **Property (8/18):** Cara has made up a list of contents of the ride trailer and sent it to the SMC.
- **AGM (8/18):** Ieva has booked the Pavillion Room at Wandi for Saturday 23rd February 2019, 1pm to 5pm.
- **Audit (8/18):** Lienca to get another quote for the audits 2016 & 2017. Won't do anything for less than \$1,000. Elsie has a contact that she can investigate. Quote already received for \$880. Roleystone cannot do a quote until he can get into Xero. Abigail hasn't been in touch yet.

7. Executive Decisions to be Ratified. Decisions and payments undertaken since the last meeting.

Date	Creditor	Amount	Notes
24/07/2018	AERA	\$ 2,442.24	
6/06/2018	Coast to Coast The Golden Roast	\$ 200.00	Deposit for Awards Night
6/06/2018	Arun	\$ 2,500.00	Vetting for Acheron Challenge, Yarloop & Ravensthorpe
6/06/2018	Anna E	\$ 1,144.00	Vetting for Ravensthorpe
6/06/2018	AERA	\$ 2,572.00	
6/06/2018	Ali Healey	\$ 485.00	Reimbursement for Yarloop expenses
27/06/2018	Jeanette Denham	\$ 223.85	Reimbursement for Ravensthorpe Ride (Attached)
27/06/2018	AERA	\$ 1,863.00	
27/06/2018	SES (Acheron Challenge)	\$ 500.00	Checkpoint monitoring
27/06/2018	Angelika Chalwell	\$ 351.00	Merchandise reimbursement as per Cara Allan
27/06/2018	Allsports Trophies	\$ 825.00	
29/06/2018	Telstra	\$ 100.00	Chief Stewards Phone Recharge
30/06/2018	Dept of Transport	\$ 119.70	Trailer Registration
5/07/2018	Jan Skinner	\$ 137.77	Materials for Bibs
10/07/2018	I Peters	\$ 90.00	
24/07/2018	T/fer to Debit Mastercard	\$ 2,000.00	
24/07/2018	Arun Ramachandran	\$ 676.98	Flights for 2016 Quilty
24/07/2018	T/fer to CETRC	\$ 60.00	Two riders paid entry fees to our account for Meg's Ride
24/07/2018	Allsports Trophies	\$ 188.57	
24/07/2018	Anne Barnes	\$ 762.00	Vetting at Dryandra
24/07/2018	Kristine	\$ 571.50	Vetting at Dryandra
24/07/2018	S Hammill	\$ 60.00	Ride Entry Refund
24/07/2018	A Bartell	\$ 250.00	AERA Delegate Allowance
24/07/2018	A Jermolajew	\$ 100.00	CS Allowance for Dryandra
15/08/2018	I Peters	\$ 250.00	AERA Delegate Allowance
21/08/2018	J Van Uden	\$ 241.21	Radio Cases

- AERA Payments – these are fees Associated with Rides and Insurance Payments

Motion: that the Executive Decisions are ratified.

Moved: Richard Jeggo/Second: Deb Jewell

Carried: Unanimous.

8. Register of Pecuniary and Conflict of Interest.

To be declared as we progress through the agenda.

9. Confirmation of Previous Minutes.

9.1 WAERA Minutes 23rd June 2018.

Motion: that the WAERA Minutes of 23rd June 2018 are accepted.

Moved: Cara Allan/Second: Lienca Nell.

Carried: Unanimous.

9.2 WAERA Minutes 18th August 2018.

Amendment 4.1 Cara speaking to Richard and should read - Cara: Richard you need to stop. The correspondence to AERA was too much and not professional.

Motion: that the WAERA minutes of 18th August 2018, as amended, are accepted.

Moved: Cara Allan/Second: Lienca Nell.

Carried: Unanimous.

10. Nominations for the WAERA State Management Committee.

Motion: That Jane Radny is accepted as a WAERA SMC member until the 2018 AGM to be held in February 2019.

Moved Ieva Peters/Second: Chris Haddon.

Carried: Unanimous.

Motion: That Tony Brandis is accepted as a WAERA SMC member until the 2018 AGM to be held in February 2019.

Moved: Elsje Brandis/Second: Richard Jeggo.

Carried: Unanimous.

11. Correspondence Inward.

Date	From	Action
26/2/18	Confidential	EB
27/2/18	Confidential	
	Confidential	
7/3/18	Confidential	
22/3/18	Confidential	Ongoing
22/3/18	Confidential	
	Confidential	
2/6/18	Confidential	Circulated.
21/6/18	Roseanne Pimm re: Bendigo Bank sponsorship.	Circulated.
7/7/18	Diana McGirr re: Law Society, pro bono service.	CA to circulate
9/7/18	Confidential	Circulated.
14/4/18	Jodie McKell re: information for ride flyers.	Circulated.
18/7/18	AERA (Kim Moir) re: response to RJ's unauthorised letters regarding AERA delegates.	Circulated.
19/7/18	Confidential	Circulated.

21/7/18	Rachell Nell re: letter of resignation as WAERA Secretary.	Noted.
22/7/18	<i>Confidential</i>	Circulated.
22/7/18	<i>Confidential</i>	Circulated.
25/7/18	Craig Miller (Tech Temp) re: Equine Evaporative Cooling products.	Circulated.
27/7/18	<i>Confidential</i>	Circulated.
31/7/18	Cara Allan re: Working With Children requirements.	Circulated.
14/8/18	Caren Earl and Terry Sweeney re: resignation from SMC.	Circulated.
3/7/18	Email from Emma Swarbrick re Ride Entry Fees	Attachment
28/8/18	Email from Raylene Watson requesting TPR course	GB
1/9/18	AERA – Ride Calendar 2019 Tom Quilty	Attachment
4/9/18	Anne Airey re: Corbins to use the CRC canteen at WAERA's expense.	Circulated
5/9/18	SMC Nomination from Dr A Brandis	Attachment
5/9/18	Letter from E Brandis to the SMC	Attachment
5/9/18	EES letter inviting horse owners to participate in survey	Attachment

11.1 *Confidential.*

11.2 Rachell Nell to be sent letter to ask her to attend a SMC meeting. Cara to compile

11.3 Diana McGirr thank you letter to be issued to Diana – Cara to send copy of letter to Elsje for her to compile. Copy to be sent to her by Cara.

11.4 *Confidential.*

11.5 Jodie McKell to be advised flyers will now contain a provision for late members to rides need to advise RO – Elsje to compile letter.

11.6 **AERA Delegates: Richard Jeggo letters.**

- Richard was asked for an explanation. 'The Secretary refused to send letter as directed by RJ. RJ explained he sent the letter himself to the AERA Secretary and there was a computer error when he sent it. It accidentally was sent twice. That this was purely as a computer error and has explain said to AERA secretary.
- Ieva pointed out that Richard has no authority to send correspondence without the entire SMC's approval. All correspondence is to go through the secretary. He was reminded of this in April 2018, yet continued to send correspondence out.
- Action required, respond to Kim Moir an apology on behalf of SMC, recognised correct procedure was not followed, the matter has now been addressed. Cara Allan to formulate the letter.
- Discussion ensued - direction that SMC has copy of all sensitive correspondence and all outgoing letters passed thru SMC for approval prior to being sent out by the Secretary.

11.7 Rachell letter resignation. Letter of Acknowledgement to be formulated by Cara.

11.8 *Confidential*

11.9 Craig Miller Temp Tech, Elsje Brandis to send thank him and offer advertising by the way of sponsorship.

11.10 *Confidential*

11.11 Caren Earl and Terry Sweeny - Elsje Brandis to Send Thank you letter for SMC contributions and a request for them to consider an off SMC position as Volunteer Co-Ordinator. Cara to speak to them re the circumstances regarding not being asked to co-ordinate the Collie Highbury Replacement Ride.

11.12 Emma Swarbrick - Re ride entry fees Cara Allan has responded by letter. Feedback from Emma verbally is that she is happy with the response.

11.13 Anne Airey – Send reply to Anne regarding the Corbins - Elsje Brandis.

11.14 Elsje Brandis Letter.

- ~~Elsje: Committee to seek governance training. Proxy Voting irregularities; the SMC is collectively responsible. Address and correct motions using incorrect Proxy forms.~~
- Elsje spoke of the need for this committee to seek governance training as soon as possible. That we should not wait until grant money can be found as the need is now. The ramifications of proxy voting irregularities and thus being out of constitution are serious. The need for the SMC to seek counsel if in doubt. Dept. of Commerce are always willing to help clarify things, they are about education. The need to address motions using incorrect proxy forms must be seen to be done now, not just later. That now, I (Elsje) have identified errors if the SMC does not address these issues then I (Elsje) am legally bound to report the irregularities or I (Elsje) will be deemed complicit.
- Lienca said she gets regular notifications from Equestrian Australia offering free training sessions. She will forward the next time she sees one of these to Elsje Brandis
- The need for updated version of Constitution from Department of Commerce Document Feb 2017. Elsje to action.
- Elsje to go thru the Minutes and each motion, referencing them against Agenda and highlight all irregular voting procedures and report back to SMC.

11.15 EES Survey Letter - Elsje to blast to members and Cara to place on FB. Acknowledgement letter to be sent to EES by Elsje Brandis.

Meeting Adjourned for lunch 12.:15 resumed 1 pm.

12 Late Correspondence Inwards.

Date	From	Action
11/9/18	AERA – Ride Entry Level Fee Increase for 2019	Tres note
11/9/18	<i>Confidential</i>	No Action
11/9/18	Ride Trailer Inventory	Actioned
15/9/18	Araluen Accountancy regarding Xero quote for Audit	Dealt with
15/9/18	<i>Confidential</i>	Dealt With
9/9/18	Motions received from Rob Shaw	EB to notify
10/09/18	Motions received by Anne Aireys	EB to Notify
13/9/18	Motions received by Rachell Nell	EB to Notify
13/9/18	Rob Shaw letter of withdrawal of motions	

12.1 *Confidential*

12.2 *Confidential.*

12.3 Motions of Notice Received – Elsje Brandis to notify the three members who lodged the motions of the Constitutional requirement of 28 Days notice therefore inability to accept.

12.4 Rob Shaw's Motions - Ieva and Cara expressed concern as to where Rob Shaw received his information as some matters were either confidential or had not yet been dealt with by the SMC, therefore, discussing them outside of this table was inappropriate. Elsje Brandis commented that when she spoke with Rob (with Cara's permission) he expressed concerns of irregularities and behavior within the SMC. He also indicated he will not reveal his sources.

13 Correspondence Outward.

Date	To	Action
28/6/18	<i>Confidential</i>	CA
17/7/18	<i>Confidential</i>	RN
26/7/18	Cassie Mulcahy.	Sent
28/7/18	<i>Confidential</i>	Sent
4/8/18	Richard Jeggo re: five unauthorised emails/correspondence sent.	11.6 of Minutes
7/8/18	<i>Confidential</i>	CA
8/8/18	<i>Confidential</i>	CA

13.1 Confidential

Motion: That Deb Ryans resignation letter be accepted and that the issue be deemed finalised.

Moved: Chris Haddon/Second: Joanne Van Uden.

Carried: 9 for 2 Abstain.

- **Note:** that Code of Conduct preface be inserted into General Meeting Agenda – Elsje Brandis

14 Late Correspondence Outward.

Date	To	Action
12/9/18	Confidential	Awaiting Response

Moved that correspondence inward is accepted and outward is endorsed.

Moved Ieva Peters/Second Deb Jewell.

Carried unanimously.

15 Portfolio Reports.

15.1 Treasurers Report.

That ride Organiser's be made extremely aware their obligations regarding ride fees and the need for WAERA to pay AERA Fees. Ieva was concerned that the ride organisers had not paid their outstanding ride fees in a timely fashion (see table below), and suggested that the WAERA Treasurer send invoices out for the pre-ride fees and post-ride fees so that it is clear that we produce an invoice and then a payment. Treasurer to send the ride invoices.

Profit and Loss for Ravensthorpe ride has been done, along with a current balance sheet and profit and loss.

See Attachment A.

Affiliated Ride Fees 2018

Date	Ride Name	Affiliation Fee	Ride Fees	Total
17/03/2018	Wilga	\$ 318.18	\$ 627.27	\$ 945.45
21/04/2018	Bridgetown	\$ 318.18		\$ 318.18
30/06/2018	Meg Woodhouse Ride	\$ 318.18		\$ 318.18
28/07/2018	Tabot	\$ 318.18	\$ 563.64	\$ 881.82
11/08/2018	Greenhills	\$ 318.18	\$ 731.82	\$ 1,050.00
25/08/2018	Merredin			\$ -
22/09/2018	Highbury			\$ -
TOTAL				\$ 3,513.63

Ieva: Questions asked regarding invoicing.

- The TQ17 was held on 8/7/17 – WAERA was asked to send an invoice to AERA for 1 CS to attend for the amount of \$563.30. This was included on the WAERA action sheet from April-November 2017. The invoice was received by AERA on the 13/1/18.

Please explain why there was a delay in issuing this invoice, 5 ½ months later?

- Email from Jane Radny dated 17/4/18, she mentioned that there was sponsorship available for the WAERA FEI ride (held on 5/5/18) to the value of \$1,950:
West Coast Arabians \$1,500
Tora Arabians \$300
OSO Arabians \$150
Have invoices been sent to the sponsors? – Abigail to action

Ieva: Questions asked regarding cheques received by WAERA.

Avon ride held in 2016 and 2017:

Unpresented Cheques:

1. Eastern Hills (#081) 3/1/2016 for \$350 – pre-ride fees for the 2016 event. Not cashed. Abigail to action.
2. Eastern Hills (#084) 30/7/16 for \$825 – post-ride fees for the 2016 event. Not cashed. – Abigail to action.
3. \$1,175 is currently outstanding - Abigail to action.

Delayed deposit of Cheques:

1. Avon ride cheque (#088) 6/5/17 to WAERA for \$350 – pre-ride fees 2017 ride. Cheque cashed 2/3/18, 10 months later.
2. Avon ride cheque dated 13/8/17 (#090) sent to WAERA for \$595 – post-ride fees 2017 ride. Cheque was presented on 12/01/18, 5 months later.
3. Cheque from the Southern Metropolitan Trail Riders' Club for \$5,761.77 was given to the Secretary at the SMC meeting held on 26/8/17. The cheque was posted to the Treasurer the following week. Cheque cashed 12/1/2018, 4 ½ months later.
4. Phoned Deb Jewell September 2017 regarding these matters and was told they were running behind.

Questions above were asked regarding the issue of not presented cheques and late cheque deposits. Some cheques have not been deposited. Abigail reported these had not been received and will ask that these cheques to be re-issued. Abigail indicated she was not aware of the undeposited cheques, so therefore had not followed them up. The issues regarding late deposits are all from the 4 month time period that Abigail had been ill.

Motion: that the Treasurers Report is accepted.

Moved: Richard Jeggo Second Elsje Brandis

Carried: Unanimous

15.2 Secretary.

Motion: That SMC ask the outgoing secretary for a written explanation as to why the gmail secretary account history was deleted.

Moved by: Elsje Brandis **Seconded by:** Chris Haddon

Rationale: This is a serious breach as per Associations Incorporation Act 2015 Part 4 Division 2 Section 41 (b). This breach cannot be just swept under the carpet. The breach must be addressed as to ignore amounts to condoning it, which places the entire SMC also in breach of the Act.

Carried - For -10 (1 proxy KM) 2 Against (proxy LN).

Cara to write to Rachell and request a letter of explanation

15.3 Veterinary/Horse Welfare/Early Warning System.

TPR Course Request: From Raylene Watson - Dave and I would like to do a TPR course as these are always in demand. However due to competing we have been unable to attend in the past.

Is it possible to have another course that doesn't clash with a competition

We would be happy to offer our horses and property if one could be organised on a non-competition weekend

Anne indicated that due to work commitments she is unable to run another course this year but perhaps another vet could.

15.4 Ride Calendar 2018.

- Deb reported that Anne Airey has worked with the Dwellingup Carriage Club for this opportunity. Good camping. Old Golf club rooms for use. Toilets on site. Requires \$10 fee per camp. Kirsten and Paul will take responsibility for RO. Need to organize tank for water. Parks & Wildlife Section at Department of Biodiversity and Attractions are easy to deal with and willing to assist. Good vet ring. Will be WAERA ride. 3rd November 2018
- WERI are holding a 1 and 2* ride in 17th August next year in Merredin. Thanks Jane.

15.5 Sponsorship & Fundraising.

15.6 WAERA Awards and Trophies.

Cara has created a document. For discussion.
Defer to next Meeting.

15.7 Property.

Keys to TOTE room and WAERA sea container at Collie.
Defer to next Meeting

15.8 Merchandise.

Defer to next meeting

15.9 Chief Stewards and TPRs. See 10.8

Defer to next meeting

15.10 AERA.

Defer to next meeting.

15.11 Website/Facebook.

Defer to next meeting

15.12 Newsletter.

Defer to next meeting

15.13 TQ2020.

Bendigo Sponsorship - Letter to acknowledgement and gratefulness for this sponsorship. Urgent response is required. Roseanne Pimm indicated to Elsje Brandis disappointment that SMC had still not responded to this generous sponsorship. Cara Allan to follow up asap.

15.14 Collie Race Club.

15.14.1 Dedication Trees: dedicate some trees to past members. Plaques are suggested. Defer to next meeting.

15.14.2 Memorandum of Understanding: WAERA need to appoint someone to discuss and negotiate the MOU which is due for renewal in February 2019.

15.14.3 Use of the Canteen: see email below from Rosanne Pimm:

From: Rosanne Pimm <rosanne.pimm@gmail.com>

Date: 20 May 2018 at 12:26:28 pm AWST To:

WAERA Secretary <waerasec17@gmail.com>

Subject: Re:

Hi Rachell,

Thanks for your query and apologise for not responding sooner.

No there is no formal agreement with WAERA for the hire of the Canteen as it was not necessary when the CRC was running the Canteen. Yes I did discuss with Deb Jewell that WAERA should pay the expenses associated with the running of the Canteen by WAERA with the Corbins and the amounts detailed were considered to be reasonable. As you would appreciate the Canteen is a modern fully equipped facility and costs money to run. Easter it is usually in use from the Thursday afternoon to Monday morning and on other rides from Friday to Sunday morning. A gas bottle is worth \$132- fully used during Easter as well as the one that had some left in it from the races. Hot water is supplied as well as fridge and freezer and all other utensils supplied by the CRC.

Under the terms of our MOU Power, Water, and Telephone charges are to be apportioned. Telephone has never been charged as the Race Club is the only Club that in modern times has a need for a land line.

When Jules was Treasurer I apportioned out expenses but since then there has been no contact with WAERA- my fault. CRC has paid all the expenses and whilst CRC was running the canteen provided half the proceeds back to WAERA to help with expenses. The profits from the Canteen did not cover the whole of the expenses for the year and WAERA paid the difference. In later years whilst CRC kept all the profits, which after expenses are minimal, WAERA has not been asked to pay for anything. Last year for a variety of reasons including my ill health and the death of my husband and lack of Volunteers I was unable to run the Canteen.

I understand WAERA has an arrangement with the Corbins to provide a Canteen for your events, at no charge, which is an arrangement between WAERA and the Corbins and is not CRC's business. However CRC believes that costs of the running of the Canteen should not be an expense to the CRC.

CRC greatly appreciates the contributions that WAERA has made to projects which have been to our mutual benefit.

The bore project will soon be completed and hopefully we can discuss the upgrade of the our swab box to meet both our requirements.

I hope to meet with Deb Ryan during this coming week to discuss a proposal to put to WAERA re the sharing of expenses which are currently paid for by CRC.

*Kind Regards,
Rosanne Pimm.*

15.15 Volunteers.

To include a position for sale of Merchandise

15.16 WA Trails.

Who from WAERA can take on this portfolio?

Ask for volunteers at the GM.

15.17 WAERA 2018 Annual General Meeting (23 February 2019, 1pm-3pm, Pavillion Room at Wandii) and Awards Night. Pavillion Room has been booked.

15.18 WAERA Mid - Year Special General Meeting to be followed by a General Meeting – Sunday 30th September 2018 at Wandii.

15.19 Training Workshops

15.20 Promotions and Publicity.

16 General Business.

16.1 SMC Nomination of Dr A Brandis – (Nominations have been dealt with earlier).

16.2-16.19 Defer to next meeting

16.2 Photographers at WAERA rides.

16.3 SES Memorandum of Understanding.

16.4 Legal Advice

16.5 WA Sports Federation

I would like to ask the SMC to consider WAERA becoming a member of the WA Sports Federation. Cost would be \$175 per year

There are a number of benefits to this membership including:

- Assistance with accessing Governance Training*
- Representation to Government regarding issues that affect us (for example maintaining access to trails)*
- Pro Bono & Discounted Legal Advice*
- Assistance with our Constitution including setting up Disputes Resolutions Policies, Code of Conduct etc*

Assistance with ensuring we are following correct procedure regarding children at our events

As our last SMC meeting is was resolved to engage a lawyer for the purpose of determining the legality of the actions of Rachell Nell & Ieva Peters regarding secretly recording discussions & subsequently distributing a transcript of those discussions.

Membership of WASF will give us access to 1 pro bono appointment where a lawyer would answer our questions regarding this matter.

If you have a look at the following link and have a browse around the associated web site, you can see the benefits of membership. Of particular interest to me personally is the Financial Management Support Project.

<http://www.wasportsfed.asn.au/becoming-a-member/>

Many Thanks

Abigail Bartell

WAERA Treasurer

Defer to next meeting.

16.6 Revise Constitution.

16.7 Disputes Resolution

16.8 Members' Protection Policy

16.9 Code of Conduct for Members

16.10 Working with Children Clearance.

16.11 Child Protection Policy.

16.12 Is next year WAERA's 50th birthday?

16.13 Quilty Committee Finalisation – ACTION – Letter to be sent to all who expressed EOI.

16.14 Quilty Budget – Discussion of Richard Jeggo email to members and finalisation of Budget Prior to SGM & GM.

16.15 FEI Ride/s 2019

WERI will be holding an FEI ride in 2019.

16.16 Quilty Course Trial 160km in June

16.17 What Independent rides are there in 2019 and how can we improve the numbers of independent rides

16.18 Payment of Affiliation and Ride Fees.

16.19 Profit and Loss Statements from WAERA rides

16.20 PIC Numbers.

- Discussion It is Law, there is no option. Should be seen to support the law. In the rest of Australia no ride if no pic.
- Is it our role to act as arbiter in this matter? Should we be the ones to administer this piece of legislation?

As of 1 January 2019 No Pic no Ride. Cara to change try-booking after the Collie Highbury Replacement Ride. We need to advertise extensively that WAERA is taking this direction. Flyers to reflect.

16.21 Reimbursements

Treasurer to provide understanding of what the expectant timeframe for re-imbursements is and what may be contributing to delays with reimbursements. Is assistance required with some Treasurers tasks to alleviate workload?

Defer to next meeting

16.22 WAERA Bank Accounts

Who has access to the WAERA bank accounts? Who is authorised to process payments? There should be more than one person authorised to do this, in case Abigail is incapacitated. Discussion item for this meeting. Defer to next meeting

16.23 Rescinding the motion with regard to Secret Recording of SMC meeting

Defer to next meeting.

16.24 Summerfield Letter.

Defer to next meeting

16.25 Ride Fees breakdown and log books etc for discussion at another meeting. CPI should apply at annual reviews.

Defer to next meeting

17 Closure of Meeting 3:35pm.

18 Next meeting: 13th October 2018. Venue TBA.

ATTACHMENT A.

Western Australian Endurance Riders Association Inc

As at 31 August 2018

31 Aug 2018

Assets

Bank	
Bendigo Card	1,651
Bendigo Cheque Account	12,551
Cash Draw	2,521
Savings Account	117,225
Total Bank	133,948
Current Assets	
Accounts Receivable	(2,675)
Petty Cash	400
Westpac Load n Go Visa	914
Total Current Assets	(1,361)
Fixed Assets	
Collie Improvements	35,155
Computer Equipment	3,629
Less Accumulated Depreciation on Computer Equipment	(3,498)
Equipment	29,865
Less Accum Depreciation	(13,150)
Less Amortisation	(11,537)
Total Fixed Assets	40,464
Total Assets	173,050

Liabilities

Current Liabilities	
GST	2,919
Rounding	-
Total Current Liabilities	2,919
Total Liabilities	2,919
Net Assets	170,132

Equity

Current Year Earnings	4,049
Retained Earnings	166,083
Total Equity	170,132

Profit and Loss

Western Australian Endurance Riders Association Inc
For the month ended 31 August 2018

AUG 2018

Trading Income

Affiliated Ride Entries	318.18
Interest Income	139.22
Logbooks & Horse Registration	131.83
Membership	375.45
Merchandise Sales	177.27
Ride Entry Fees	2,500.00
Total Trading Income	3,641.95

Gross Profit	3,641.95
---------------------	-----------------

Operating Expenses

AERA delegate costs	250.00
Bank Fees	16.20
Consulting & Accounting	40.10
Course Marking	7.69
Insurance	1,342.91
Low Cost Equipment	211.59
Postage	13.13
Trophies & Prizes	621.47
Trybooking Fees	72.50
Total Operating Expenses	2,575.59

Net Profit	1,066.36
-------------------	-----------------

Profit & Loss
Western Australian Endurance Riders Assoc Inc
Ravensthorpe
2018

Income		Notes
Ride Entry Fees	\$ 4,018.19	
Function Income	\$ 436.36	<i>Roast Dinner</i>
Other	\$ 150.00	
Total Income	\$ 4,604.55	
Expenses		
AERA Fees	\$ 219.00	
Checkpoints	\$ 167.27	
Course Marking	\$ 17.18	
CS Reimbursement	\$ -	
Function Expense	\$ 480.00	<i>Roast Dinner</i>
Ride Food & Incidentals	\$ -	
Trophies & Prizes	\$ 149.95	
Trybooking Fees	\$ 71.60	
Veterinary Expenses	\$ 2,288.00	
Volunteer Food	\$ -	
Total Expenses	\$ 3,174.00	
Net Profit/Loss	\$ 1,430.55	