

**Minutes of the W.A.E.R.A. State Management Committee held on Saturday, 17<sup>th</sup>  
November 2018 at the Wandi Progress Association, Wandi.**

**Meeting commenced:** 10.20am.

Proxy votes received from Lienca Nell and Kylie Van Uden,

**1. Members Present.**

Joanne van Uden, Jane Radny, Elsje Brandis, Tony Brandis, Deb Jewell, Chris Haddon, Cara Allan, Ieva Peters.  
(Quorum required is 8.)

**2. Apologies.**

Lienca Nell, Anne Barnes, Abigail Bartell, Kylie Van Uden, Richard Jeggo.

**Absent:** Kirsten Melis.

**3. Visitors.**

Nil.

**4. Welcome by President – Cara Allan.**

*Thank you to everyone who has attended the meeting today. The 2018 season went out with a bang at Dwellingup, a well-attended fun-filled ride with a high completion rate which was great to see. Overall the 2018 season has been a great success, with a number of WAERA and independent rides filling the calendar. The last event on the calendar is the Awards night on the 23<sup>rd</sup> of November, tickets are available via Trybooking. Exciting to see the Quilty Committee formed and has hit the ground running, thanks to efforts by Jane and also to all those who have volunteered for portfolios.*

*Really disappointing to see some members of this committee are still more committed to personal agendas than to the betterment of WAERA. My hope is that 2019 not only brings a new year, but a chance to start again, with a focus, energy and commitment to WAERA.*

**5. Action Sheet.**

Elsje suggested that the action sheet should be discussed between meetings on email. Items will be listed twice on the agenda and the action sheet.

Elsje sent the information out regarding Gabriella's correspondence. Not her responsibility any more.

~~Elsje isn't comfortable to edit the ratified minutes and is not prepared to do this.~~

*Tony and Elsje, due to not participating in these meetings, are not comfortable editing the ratified minutes and are not prepared to do this*

Elsje re: volunteers. Terry and Caren are prepared to do the State Champs and Marathon for next year for volunteers, but that's all at this stage.

Cara mentioned that she had tried to get the action sheet cleared in between meetings, and it hadn't really happened. Also, portfolio reports for the agenda didn't seem to be happening.

**6. Executive Decisions to be Ratified.**

**6.1 Executive Decisions to be Ratified - (deferred) from the meeting held on 13<sup>th</sup> October 2018:**

Creditor	Amount	Notes
Chris Haddon	\$346.20	Reimbursement for State Champs & Highbury (attached)
Shire of Williams	\$127.00	Hall hire for SMC Meeting
<b>Wandering Ride Vets</b>		
Arun	\$678.00	
Nick Hamil	\$508.50	
Shire of Wandering	\$400.00	Use of caravan park
Rona Grant	\$40.00	Refund for newsletter
AERA	\$628.00	Ride Fees

AERA	\$686.00	Insurance
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Date	Creditor	Amount	Notes
4/09/2018	I Peters	\$ 120.00	Wandi Hall Hire
11/09/2018	AERA	\$ 1,160.00	
11/09/2018	Anna Erickson	\$ 566.09	Reimbursement for Dyandra
11/09/2018	Richard Jeggo	\$ 776.60	Flights for TQ18
11/09/2018	Corbins	\$ 255.00	Dryandra
	State Champs Vets		
11/09/2018	Anne Barnes	\$ 949.00	
11/09/2018	Joan Deetman	\$ 789.00	
11/09/2018	Kristine Raynar	\$ 711.75	
11/09/2018	SES for State Champs	\$ 1,000.00	Checkpoints
11/09/2018	Joanne McCord	\$ 300.00	CS Reimbursement Wilga, Yarloop & State Champs
11/09/2018	Corbins	\$ 234.00	State Champs
11/09/2018	Ravensthorpe Equestrian Club	\$ 480.00	Roast Dinners @ Ravy Ride
11/09/2018	I Peters	\$ 78.00	Reimbursement for Printer
11/09/2018	Cara	\$ 800.00	Computer
27/09/2018	Deb Ryan	\$ 181.76	State Champs Reimbursement Stationary
27/09/2018	Collie Bin Hire	\$ 110.00	Bin for Collie Ride Base
27/09/2018	Transfer to Debit Card	\$ 2,000.00	
	Vets for Collie Highbury Ride		
	Anna Erickson	\$ 678.00	
11/10/2018	Arun Ramachandran	\$ 678.00	

• **6.1.1 Discussion items:**

- Jane asked about the Ravensthorpe roast dinners for \$480. Cara responded that people ordered their dinners through trybooking through WAERA, and then Jeanette had to ask for a reimbursement after the ride.
- 11/9/18 – Richard Jeggo’s payment of \$776.70 for airfare to attend the TQ18. Elsje tabled a document that Richard Jeggo had received from the TQ18 Committee. Ieva suggested that the matter is deferred as Richard should be here when we discuss this.

**Moved: Ieva Peters/Jane Radny.**

**Motion: that the Executive Decisions from the meeting of 13<sup>th</sup> October 2018 are accepted, with the exception of the payment to Richard Jeggo on 11/9/2018 for the amount of \$776.70.**

**Carried unanimously.**

**6.2 Executive Decisions to be Ratified for this meeting:**

Date	Creditor	Amount	Notes
22/10/2018	Anne Airey	\$ 311.75	Reimbursement for Wandering (attached)
22/10/2018	AERA	\$ 380.00	Ride Fees
22/10/2018	AERA	\$ 341.00	Insurance
22/10/2018	AERA	\$ 687.65	July Meeting Costs
22/10/2018	Classic Trophies	\$ 60.50	Trophies for Jarrahdale
22/10/2018	A Jermolajew	\$ 996.67	TQ 18
22/10/2018	Ieva Peters	\$ 152.85	Wandi Hall Hire & AERA Postage
22/10/2018	Archer Equine	\$ 591.00	Prizes
23/10/2018	Anne Airey	\$ 261.05	Reimbursement for Jarrahdale (attached)
23/10/2018	Anne Barnes	\$ 27.75	Reimbursement for Postage (attached)
	Jarrahdale Vets		
23/10/2018	Anne Barnes	\$ 500.00	
23/10/2018	Joan Deetman	\$ 678.00	
23/10/2018	Gill Scroxtton	\$ 508.50	
23/10/2018	Corbins	\$ 73.50	Volunteer food for Wandering

Date	Creditor	Amount	Notes
9/11/18	Abigail Bartell	\$250	AERA delegate expenses.
9/11/18	Ieva Peters	\$250	AERA delegate expenses.
9/11/18	Arun Ramachandran	\$678	Vetting at Wandering
9/11/18	Anna Erickson	\$678	Vetting at Wandering
9/11/18	Brian Pullin	\$100	CS at Wandering

**Moved: Ieva Peters/Joanne Van Uden.**

**Motion: that the Executive Decisions, as above, are ratified.**

**Carried unanimously.**

**7. Register of Pecuniary and Conflict of Interest.** To be declared as we progress through the agenda.

**8. Confirmation of Previous Minutes, 13<sup>th</sup> October 2018.**

Elsje would like to add her comments to 11.14, page 5:

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.

**Moved: Jane Radny/Deb Jewell.**

**Motion: that the amended WAERA minutes from the meeting held on 13<sup>th</sup> October 2018 are accepted.**

**Carried.**

**9. Correspondence 9.1. 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	
22/3/18	Confidential	
2/6/18	Confidential	Circulated.
26/7/18	Confidential	Circulated.
27/7/18	Confidential	Circulated.
16/9/18	Rob Shaw re: request that he may want to inspect the WAERA books.	Circulated.
04/10/18	AERA Letter re AERA Constitution and Draft AERA Constitution	Circulated
10/10/18	Elsje Brandis re: Cara's public statement at the SGM.	Ongoing.
17/10/18	Lienca Nell re: requesting refund for Jarrahdale entry.	Done.
19/10/18	Deb Symington – CS Report Greenhills	
19/10/18	Deb Symington – CS Report Merredin	
19/10/18	Dept of Mines, Industry Regulation and Safety, Consumer Protection: changes to WAERA constitution.	CA
19/10/18	Abigail AERA WAERA report	Circulated
25/10/18	Zoe Chatfield (WERI) re: re-structure suggestions for ride calendar	Agenda.

25/10/18	Leigh Hopkinson re: Volunteer of the Year suggestion – Anne Airey.	Agenda.
25/10/18	Emma McConnell re: Equine Health & Wellness Expo.	Blasted to members.
29/10/18	Confidential	Agenda.
31/10/18	TQ18 Tasmania re: thank you certificate and TQ Year Book.	Done.
31/10/18	Rotary Club of Bridgetown re: confirming funding application.	Done.
31/10/18	Rachell Nell re: response – WAERA email account.	Circulated.
31/10/18	Jane Radny re:TQ2020 Minutes, Contacts, Portfolios	Circulated
2/11/18	AERA (Kim Moir) re: nominations for endurance committee.	Circulated.
4/11/18	Anna Jermolajew – CS Report Jarrahdale	
5/11/18	AERA (Kim Moir) re: Meeting Agenda	Circulated
6/11/18	Confidential	Agenda.
7/11/18	Website Redesign Quotes	Circulated
7/11/18	Ieva Peters – TPR Course Information	

## 9.2. Late Correspondence Inward.

Date	From	Action
8/11/18	Deb J - 2019 Draft Calendar	Agenda
9/11/18	Abigail Bartell – Draft Grant Application	Agenda
9/11/18	Abigail Bartell – Draft Ride Budget	Agenda
12/11/18	Deb Symington re: constitution subcommittee suggestions.	Circulated.
12/11/18	Robert Shaw re: constitution subcommittee.	Circulated.
14/11/18	Elsje Brandis re: constitution subcommittee.	Noted.
14/11/18	Mark Sewell re: constitution subcommittee.	Noted.
14/11/18	Willah Edmonds re: nominating Mark Sewell for the constitution subcommittee.	Noted.

## Discussion:

- ~~Elsje's request on 10/10/18 about the redaction of Cara's comments is not in the last minutes. Added to correspondence inward.~~ *Elsje request of 10/10/18 about the redaction of Cara's comments at the GM was not listed in the October Inward mail. Was then added to inward mail at the October meeting and not discussed. It was again not listed this November Inward Mail. Added to the Inward Mail today*
- Robert Shaw's request to view the books received 16/9/18. Added to correspondence inward.  
~~Need to respond to Robert Shaw as Elsje hasn't done so.~~ *Need to respond to Robert Shaw as there was a change of Secretary.* Cara read out Rob's email. Apparently, Robert claims he sent his membership form to the secretary, not the registrar. He shouldn't have sent it to the Secretary and there is no evidence that he did so.

Robert has not provided a copy of the email sent to the Secretary. ~~Our constitution clearly states what is required when applying for membership.~~ *Elsje said our Constitution clearly states what is required when applying for membership, that the application be lodged with the secretary/registra of the Association with the application fees and Rob Shaw met these requirements.* Robert's membership card says he is a member for 2018, not a specific date. Robert should be approaching the SMC and Elsje should not be speaking on his behalf. Robert did not raise the matter at the last WAERA meeting, which he attended. We need to provide a date to make the books available to Robert. Books are currently with the auditor. Write to Robert and advise him that the books are currently with the auditor and request what he specifically wants to look at to ensure that we meet his requests.

### 9.3. Correspondence Outward.

Date	To	Action
27/09/18	Confidential	No-reply
27/09/18	Confidential	Replied
27/09/18	Confidential	No-reply
27/09/18	Confidential	No-reply
27/09/18	Confidential	Reply?
6/10/18	Rachell Nell re: WAERA email account.	CA
15/10/18	Confidential	IP
15/10/18	Confidential	IP
16/10/18	Blast email re: TQ2020 Agenda	IP/JR
23/10/18	Rotary Club of Bridgetown re: funding claim for Blackwood Marathon.	CA
30/10/18	Email to 80 km riders re: Potential early start at Dwellingup	IP/CA
7/11/18	Collie Shire re: TQ20 letter of support.	CA
7/11/18	Collie Shire re: TQ20 letter of support.	CA
7/11/18	Collie Chamber of Commerce re: TQ20 letter of support.	CA
7/11/18	Wellington Districts Parks & Wildlife re: TQ20 letter of support.	CA
7/11/18	Collie Visitor Centre re: TQ20 letter of support.	CA
7/11/18	Mick Murray re: TQ20 letter of support.	CA
7/11/18	Collie River Valley Marketing re: TQ20 letter of support.	CA
7/11/18	Bendigo Bank re: TQ20 letter of thanks and support.	CA
7/11/18	Blast email re: Quilty Logo Competition	JR

### 9.4. Late Correspondence Outward.

Date	To	Action
12/11/18	Blast email re: EOI - WAERA Constitution Revision Sub-Committee	IP
15/11/18	Blast email re: meeting agenda for 17 <sup>th</sup> November 2018.	IP

#### Discussion:

- Secretary's email account: Cara has written to Rachell. Rachell is not available to attend an SMC meeting and has written a letter of response.
- I have tabled the latest information from the Sterling's Crossing venue and the thank you from the TQ18 committee.

**Moved: Joanne Van Uden/Jane Radny.**

**Motion: That the inwards correspondence be accepted and the outwards correspondence is endorsed.**

**Carried.**

## 10. Portfolio Reports.

### 10.1 Treasurers Report – Abigail Bartell

Reports received for 31<sup>st</sup> October 2018. **See attachment A – P & L and Balance Sheet.**

#### Discussion:

Ieva has been included as a signatory on the Bendigo Bank accounts and can view them on line. Cara now has full access to all of the accounts.

~~Treasurer's Report cannot be accepted.~~

*Treasurer's Report cannot be accepted as the Treasurer is not in attendance.*

## 10.2 Secretary – Ieva Peters.

- **WAERA 2018 AGM 23<sup>rd</sup> February 2019** – deadline for agenda items. Venue is booked. Need to start advertising the AGM and closing dates for agenda items. Deadline for agenda items is 26<sup>th</sup> January 2019.
- **Website minutes (Elsje and Deb)** – ~~Elsje doesn't want to do this.~~ **Website minutes (Elsje, Tony and Deb)** *Elsje and Tony were not at these meetings and are not comfortable to redact them.* Neither does Kirsten. Lienca has done some redacted minutes. Still to hear from Kylie. Jane has offered to help. Cara to send some for Joanne and Jane to redact. Cara suggested that Deb have a look through the minutes from the meeting of 23<sup>rd</sup> June.
- **Confidential**

## 10.3 Minutes: Are our member's expectations regarding the provision of minutes of the general meeting and SMC meetings being met? Perhaps it's time, we, as a committee, much as we did for the reimbursement of money from the Treasurer, need to establish an acceptable time frame for the minutes to be done and disbursed to our members. The current time frame and our endeavors, seem to be inadequate. Are our constitutional requirements of the 28 days to have our minutes to AERA being met? Ever since Elsje has joined WAERA, members have been asking for minutes to go up quickly after a meeting and it hasn't been done. Every AGM it comes up. Time frame may be required. Cara responded that we can't put the minutes up until they are ratified, which could be 2 months afterwards. ~~Elsje suggested that the signing off can happen any time.~~ *Elsje said the Constitution only requires the minutes to be signed off by the Chairperson. It is still appropriate to ratify the minutes at the next meeting but the Constitution does not require it.* The amendments can still be made. AERA require them by 28 days, as per our constitution. Nobody has ever signed off the minutes, and that was the whole contentious issue. Jane would prefer them to be ratified before they are published or distributed. Jane suggested that we could ratify them on email. Deb seems our members don't care as long as they get published eventually. Elsje the SMC meetings should go out before the next General meeting. Irrelevant when they are sent out. Doesn't matter for a general meeting. Confidential issues could be redacted and can always replace them with redacted, updated minutes later. Tony confirmed 18.3 of the constitution. Minutes can be signed by the Chairperson. Elsje stated that good information creates more participation. Cara responded that we've tried to do this and it always falls to a few people to do this. There are people on this committee that do not a lot when Cara and Ieva do the most. Cara has asked for people to share the load and they refused to do it. Cara is confused as there is certain things that you can make assessment on, others you don't. Always comes down to a couple of people. Tony, the issue is trying to get more information out to more people. Trying your hardest, well that's good. Elsje is talking about now forward, not the old stuff. Need to get our minutes out.

Got the minutes last Tuesday. Cara confirmed that the agenda for this meeting had been sent out to the members. Tony, we need a dialogue with the membership. Do they want agendas and minutes? Good reason why we have extensive minutes at the moment. One way of reducing the load is to get the secretary to write more succinct minutes rather than the lengthy ones that we have here. In the future, reduce the amount of writing and have brief comments. Ieva commented about why she records the minutes and does them in detail, as she has been abused and bullied in the past and for her own safety. Nobody else wanted to do the job. Ieva does not feel safe. Ieva also has a lot of AERA responsibilities that take up a lot of her time. The last minutes were more succinct, except the contentious issues.

## 10.4 Veterinary/Horse Welfare/Early Warning System – Anne Barnes & Kirsten Melis. Anne sent in her report.

Action sheet: I have emailed the vets to get their accounts in within 28 days; I thought I recalled that the preference is for everyone to be paid electronically, so then I wasn't sure whether we now will need invoices for

each vet each time, or whether the pay can be sorted without that? Please could I get advice on that to disseminate.

For next year's committee perhaps, but for starting planning now, regarding putting on a vet seminar for our new keen ones to become accredited; combining with some chief steward seminar might also be a good combo – is there any thought of running a steward education forum again?

Horse welfare: no new letters required, no one new over 30 points by my reckoning. (paragraph taken out **Confidential**)

#### **Discussion:**

- Abigail has responded to Anne about the invoices.
- CS and vet seminar is a good idea.
- Zoe Chatfield should be accredited. Ieva to check with Anne.
- Nick from Wandering ride and Bridgetown ride.
- **Confidential**
- Also smoking on course – check the rules.
- **Confidential**
- **Confidential**
- **Confidential**

#### **10.5 Ride Calendar 2018 – Deb Jewell.**

- **Ride Calendar** (from Chris Haddon): CETRC ride to be discussed as it will not be run under CETRC. The Collie crew are happy to run the ride and use the CETRC account to finance it. CETRC is no longer incorporated and so insurance is not viable. Would require WAERA to provide the insurance coverage.
- Ride calendar has been entered into AeraSpace for 2019.
- Yarloop ride is the 4<sup>th</sup> May. Organised by Ali Healy.
- Shannon ride is now the 18<sup>th</sup> May. Organised by Tracey Lyn. Bannister Downs Shannon National Park ride. Entries to Linda Dix. 80km, 40km, 28km, 15km and 5km lead line only.
- Jeanette won't be holding the Ravy rides 2019 and 2020. Happy to forego the date so we can hold the 160km TQ qualifier.
- TQ qualifier will be on the 1<sup>st</sup> June. Will be a 160km elevator, 80km and 40km.
- Albany Clinic has \$200 venue hire which Abigail has had sponsored. Abigail wants to charge \$50 per head. Would like to offer a \$30 discount for people joining on the day (join within a month of the clinic). Deb Ryan will be the CS. Anna Erickson will vet and do biosecurity talk. Kirsten will talk about general endurance riding. There is a \$10 charge for camping and encourage people to come on the day. Can be done through trybooking.
- Would like to hold a clinic in Dwellingup. There are additional charges at that venue. WAERA need to write to them and establish the fees for the venue hire and any other costs. There is a hall and plenty of shade for the horses. Riverside could also be another alternative venue. Jo Van Uden will check with Riverside. Date could be on the 2<sup>nd</sup> March, the same weekend as Albany. Would prefer to have something closer to Perth as we'll get better attendance.
- Marathon is early next year. 80km on Saturday. 40km on Friday and Saturday. 20km on Saturday. Need a ride secretary.
- Cara will continue to set up Trybooking for the State Champs, Marathon and TQ Qualifier.
- Deb to update the forms to send to the ride organisers.
- Talbot and Dryandra have swapped dates.
- Merredin ride will hold AERA rides and FEI rides. WERI Wicked Wheatbelt Challenge.
- State Champs will have a 40km ride.

#### **10.6 Sponsorship & Fundraising – Jane Radny.**

- Jane will take this portfolio on until the AGM. Done for the year.
- Jo has the awards sorted.
- Sponsor list required for the newsletter. Cara and Jane will do this.

#### **10.7 WAERA Awards and Trophies – Jo and Kylie Van Uden.**

- Awards night is going well. Bond has been paid. Caterer and band are organized. Trophies have been sent to Allsport trophies. Anita has checked Jo's lists.
- Ieva has the AERA awards here for Jo.
- Tree plaques – waiting for a quote.

#### 10.8 Property – Chris Haddon.

- **Signs:** Still attempting to contact Gareth Peers at Dept of Main Roads to confirm what is allowed on our road management signs. Ross McCamish has passed on a catalogue from Jason Signs. Ross found Jason Signs provided the best value for money signs.
- **Water Tubs:** The purchase of some more 200 litre water troughs is ongoing. Jo Van Uden attempted to locate a supplier, unsuccessful so far. Will ask Ross McCamish if he can recall where the troughs were purchased when I see him in a few days' time.
- **Radio Cases:** Jo has purchased another radio case.
- **Plastic Logbook boxes:** Jo has purchased some more boxes for the logbooks.
- **Toilet Rolls:** Will require ~~approx 48 rolls toilet paper~~ *will require 3 x 48 rolls toilet paper* to replenish the sea cont. Abigail to organize three cartons and another carton of plastic cups (checkpoint). We are OK for paper hand towels. Chris will look at organizing more shelves for the container.
- **New WAERA Ride Trailer.** Jo Van Uden has sent the quotes around. Peter Erickson has taken some measurements and looking at upgrading what we already have. Chris suggested a second hand one. Joanne asked that we need to make a decision, she keeps getting enquiries from those that gave her quotes. Joanne will get the trailer weighed. Richard had it weighed previously: 2.2 tonnes. Does it meet current licensing standards? Jo will keep her eye out. It was agreed that we would like to purchase a new trailer, even second hand. Cost around \$20,000. We have concerns about the current condition of our present trailer, safety issues and legal issues. Brakes may be an issue. Does it meet current licensing standards? Jo's husband will have a look at the trailer and see if there are any safety issues, and let us know what the issues are, as well as do the service, wheel bearings and give us a report. An alternative would be to ask Jo's husband to give us a quote for building a new one. Anything else that needs to be done will be quoted on and sent to the SMC for approval.
- **Ride Bibs.** It has been suggested that members could have their own bibs. Check the VERA policy. Cara has sent it around. Jan Skinner is making up some samples. Chris will get in touch with Janice. Can she get them to us for the next meeting? Jo could pick them up from Jan Skinner. Own ride bibs: could we get a sponsor. Less maintenance. Perhaps a six-year deal – Quilty to Quilty? Could sponsor them in sections 1-50 etc. Quilty sponsorship would probably be a better alternative with a six-year deal.
- **Sea Container inventory.** Has been done. Chris has a couple of things to add - white wire.

#### 10.9 Chief Stewards and TPRs – Richard Jeggo.

No report received.

- **CS Reports** - Greenhills and Merredin received 19/10/18, Jarrahdale received 4/11/18. Haven't got Dwellingup yet.
- **Review CS fuel allowance.** They currently get \$100. Was originally for those outside of a 200km radius. Public service rates (lease rates) are per km. Includes wear and tear on the tyres and engine. Tony to find out. Elsje reiterated that we are all volunteers and expect to be out of pocket for volunteering. We are offering a token payment, if necessary.
- **Review CS free membership 2019** (no PA insurance). Needs to be sorted for next year. They are required to officiate at one ride per year. Non-riding membership, plus PA insurance. Sarah Adams expressed an interest in getting involved again – has this been followed up? Sarah has apparently given her CS bib to Richard and is no longer interested in being a CS. Riding CS get the \$40 off their riding membership. We would like the CS to do at least two rides per year.
- **Confidentiality Agreements** - signed/returned. Ongoing.
- **TPR Course** – Ieva has sent the relevant information to Richard for action. Ongoing. This would need to be done early next year.
- **CS Accreditation** – don't have to be a TPR to be a CS. Keep this in mind.

#### 10.10 AERA – Abigail Bartell & Ieva Peters.

- **Constitution Review.** Draft is being sent out for public comment shortly.
- **TQ19 – Chief Steward/s and Vet/s.** WAERA need to begin the process of advertising for Expressions of Interest for at least one of our Chief Stewards to attend the TQ19 in Queensland (preferably the CS for our Quilty in 2020), with the possibility of the Ride Organisers requiring more than one from each state - this is to be confirmed. The AERA pays for one CS and one vet from each state. Vet costs are recovered from the state. Any additional vets or CS are at the expense of the state. WAERA is to write to our Chief Stewards and vets and ask them to submit their E of I by the end of January 2019. Those submissions are to be tabled at a WAERA meeting and selected by the WAERA State Management Committee, which is the proper process. Considering WAERA's finances, WAERA may choose to only send one, or none. This is to

be decided by the SMC. Vets may want to see the biosecurity requirements for the event prior to committing to attend. This document will be tabled/discussed at the AERA meeting in March 2019.

- **Horse Deaths:** 2 horse deaths in Australia last year.
- **New Rules 2019:** there are some new rules for next year.
- **Future Quilts:** there was a proposal from Matthew to hold the Quilty in Qld each year or on the east coast each year.
- **WAERA Delegates:** Communication to be issued to AERA confirming delegates. Ongoing.
- **Vet Fees 2019:** have been increased by 2.5%. The AERA will be writing to the states to inform them of the current fees. Note: vet fees for 2019 are:

	Accredited Fee
80km	\$695 + GST
Pre-ride vetting only	\$164+ GST \$513 ride day only
Daily rate (eg Marathon)	\$505 + GST
100 km	\$718 + GST
120km	\$781 + GST
160km	\$973 + GST

#### 10.11 Strategic Plan – Anne Barnes & Tony Brandis.

- Draft of the SP has been sent around.
- Tony hasn't received any comment from anyone. Has been on the agenda for a while. Tony to re-send and bring to anyone's attention as this must be addressed.

#### Off Committee Positions

#### 10.12 Website/Facebook – Vacant.

- Cara has distributed the quotations for the upgrade of the WAERA website. It was suggested that we send an E of I to members for their help and perhaps use a free platform, or low cost platform. Cara doesn't have time. Kirsten said she would do it.
- Send the email blast.
- Minutes: redacted minutes are being done and will go on the website.
- Tony suggested we ask the membership what they would want on our website.

#### 10.13 Newsletter – Karly Elliot.

- Jo has sent the Merredin ride article to Karly for the newsletter.
- Jo has sent the end of year awards information to Karly.
- Latest edition has just gone out and is up on the website and blasted.

#### 10.14 Volunteers – Vacant.

- To include a position for sale of Merchandise.
- Our State Champs and Marathon are covered by Terry and Caren.
- Trybooking has also been useful.
- Cara, Deb and Abigail to put together a ride organisers responsibilities list for the ride pack.
- Ride budget would be required.

#### 10.15 WA Trails – Tony Brandis.

- Jo Van Uden can't attend the meetings. Cara to send Tony the information.
- Collie Shire: Tony gave a presentation to the Collie Council, and they told him they have a Trails person that Tony will keep in touch with. Deb Ryan has been doing this. Collie is trying to establish the shire as being the ride trail capital. Tony will stay involved with this.

#### 10.16 Training / Workshops / Grants – Lienca Nell.

- Lienca has submitted the application to the Collie Shire for \$5,000. *Elsje reported that some of the application had figures that were exaggerated. When applying for grants the SMC needs to be very careful as this can cause problems. Tony, Elsje and Chris went to the meeting at Collie. We got the grant. Tony, Elsje and Chris attended the Collie Shire meeting on behalf of WAERA and Tony presented our case for the available grant resulting in WAERA being successful. Elsje mentioned that those clubs not making presentation did not receive their grants. There is a letter coming.*

~~Some information in the application was interesting.~~

**10.17 Promotions and Publicity – Vacant.** Vacant.

**10.18 Merchandise – Karen Karlovsky.**

Cara will get in touch with Karen and hand over the merchandise.

**11. Collie Race Club.**

**11.1 Dedication Trees.**

Jo Van Uden will get prices on plaques. Waiting for a price.

**11.2 Memorandum of Understanding**

- WAERA need to appoint someone to discuss and negotiate the MOU which is due for renewal in February 2019. Tony to review and submit to SMC for comment.
- Ieva has sent a copy of the current MOU to Tony.
- The MOU we currently have is very much straight into your face. Tells you what we agree to do and there is an expression of good will between the parties. There are some urgent amendments to be made. Previous MOU included the Pony Club and a dressage club. Those need to come out. Details about priority issues – water, retic, electricity, etc. The understanding and good will with the CRC has been fantastic. They have helped at the busy bees, etc. Recently they paid for some solenoids for the old irrigation system. \$6,000 of grant money was spent there and hasn't been utilized. It's still there and could be used for the Quilty and the surrounding areas. Tony can't see any problem with it. Would like to include an introduction. Amend the current MOU with the bits we don't need. The goodwill between the two is good. Only have to negotiate with the CRC, not the shire. Send suggestions to Tony. Last one was ten years. Tony to prepare a draft for the next meeting and send it around. Ross spoke to Elsja and said that the lease agreement is coming up, thinks it's a 25-year lease. We could make the MOU 25 years. In the MOU there is supposed to be regular meetings with the CRC which hasn't happened. Perhaps we have a portfolio holder as the liaison. We need to get our accounts for water, electricity, gas, etc. on a regular basis. An MOU is not a contract.

**12. TQ2020**

**12.1 Quilty Committee.**

Jane Radny has distributed the minutes of the meeting held at her home on 28<sup>th</sup> October 2018 to the WAERA SMC. At that meeting, the following persons were appointed to the Tom Quilty Gold Cup 2020 subcommittee:

Chairperson – Richard Summerfield  
Vice Chairperson – Ieva Peters  
Treasurer- Jo van Uden  
Secretary – Jane Radny  
Event Director – Ross McCamish

Catering Team

Abigail Bartell, Verna Blackburne

Campsite Team

Glenn Dix, Richard Jeggo, Tony Brandis, Ross McCamish

Course Team

Director- Deb Ryan, Chris Haddon, Tony Brandis, Glenn Dix

Entertainment

Abigail Bartell, Verna Blackburne

Fundraising/Sponsorship

Tracey Lynn, Fiona Hodges, Rosanne Pimm

Infrastructure

Richard Jeggo, Tony Brandis, Chris Haddon, Wayne van Uden

Local Business

Verna Blackburne, Rosanne Pimm

Merchandise

Lyn Summerfield, Jamie Linthorne, Kym Crook, Nicky Gusterson, Deb Jewell, Tracey Lynn

Nominations/Ride Secretary/Admin

Ieva Peters, Fiona Hodges

Photographers

Expressions of interest to be sought

Prizes/Trophies /Rugs

Bec Radny, Kylie van Uden

Publicity

Bec Radny, Mandy Rayner, Jane Radny, Lienca Nell

Risk Management

Richard Summerfield, Fiona Hodges

Shire Liaison

Richard Summerfield

Veterinary/Biosecurity

Anne Barnes, Joan Deetman, Anna Erickson

Volunteers

Bruce Ferguson, Anne Airey.

Hilda Nicholson and Odette Williams (both to be confirmed)

Website

Bec Radny, Lienca Nell, Kirsten Melis

**Moved: Cara Allan/Joanne Van Uden.**

**Motion: that the WAERA State Management Committee approve the formation of the Tom Quilty Gold Cup 2020 Organising Committee.**

**Carried.**

**Moved: Cara Allan/Tony Brandis.**

**Motion: That the WAERA State Management Committee appoint the abovementioned persons to the Tom Quilty Gold Cup 2020 Organising Committee.**

**Carried.**

**Moved: Cara Allan/Tony Brandis.**

**Motion: that the WAERA State Management Committee approve the date for the Tom Quilty Gold Cup 2020 event as Friday 18<sup>th</sup> September, Saturday 19<sup>th</sup> September and Sunday 20<sup>th</sup> September 2020.**

**Carried.**

- The date for TQ20 – CRC has been advised and it has been confirmed as OK.
- WAERA need to recommend to the AERA the following positions for the March 2019 AERA meeting as they are appointed by the AERA: Chief Steward, Head Veterinarian, On-Course Veterinarian, Treatment Veterinarian.
- Ieva has sent around the TQ Events Standards document.
- Deb Symington can't be our CS for the TQ20. Are we going to get a WA CS or do we get one from the east coast?

**12.2. Sponsorship.**

Cara Allan has sent confirmation and thank you letters to the Quilty sponsors and supporters.

### 12.3. Quilty Budget.

Ieva has sent out a TQ budget template. Jo has spoken to Lienca. They working together on this.

### 12.4. Quilty Course Trial.

Test event for the Quilty 2020 course will be the WAERA State Championships to be held on 28<sup>th</sup> September 2019 at Collie.

### 12.5. Quilty Committee Meeting.

Next meeting is scheduled to be held on Saturday 1<sup>st</sup> December 2018 at Collie at 10am at Collie.

## 13 General Business.

### 13.1 Motions from the WAERA meeting held on 13<sup>th</sup> January 2018.

#### 13.1.1 Conflict of Interest

*It is noted that the minute audit conducted by Elsje Brandis did not include the minutes of the WAERA meeting held on the 13<sup>th</sup> January 2018.*

*At that meeting, several WAERA members, including the WAERA President, Deb Jewell, refused to recognize or declare a Conflict of Interest regarding the selection of the venue of the staging of the Tom Quilty Gold Cup 2020, despite this C of I being pointed out both at that meeting, and in the Venue Report that was tabled.*

*As per the WAERA constitution:*

#### 24 Voting and Decisions

**24.3 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which she/he is interested, or any matter arising there from, and if she/he does so vote, such vote shall not be counted.**

*A conflict of interest is a situation (or the perception) in which an individual has competing interests or loyalties. The successful submission for the selection of the venue to hold the Tom Quilty Gold Cup 2020 was received from the Collie Endurance Trail Riders' Club (CETRC) also referred to as the "Collie based Tom Quilty Committee" of which Debra Jewell, Ross McCamish and Debra Ryan were members.*

#### Discussion:

*Elsje stated that she didn't do the January meeting minutes in her audit as she was under the impression that it was from the start of this financial year. Elsje stated that she didn't do the January meeting minutes in her audit as she was under the impression that it was from the start of this financial year. Ieva pointed out that this is not correct, as the "motions document" that Elsje created included motions tabled at the March, April, May and June meetings. January was not included. Elsje feels that this issue has caused significant animosity and is relevant. In order to move forward we need to address the anomalies. Elsje requests that Ieva withdraws her motion and replace it with. January was not included. Elsje feels that this issue has caused significant animosity and is relevant. In order to move forward we need to address the anomalies. Elsje requests that Ieva withdraws her motion and replace it with:*

***That the decisions made at the January 2018 SMC meeting regarding the location of the TQ2020 be rescinded due to voting irregularities in regard to proxy and possible conflict of interest, and that this SMC today, adopts the TQ2020 committee recommendation to have the event in Collie.***

*I did not include the January meeting in the audit as I was under the impression that I was required to only go back to the AGM and this financial year. If we keep going back who knows what we may find. However, as this issue has caused so much animosity within this SMC and is so relevant to WAERA over the next few years, I believe it is beneficial for the issue to be addressed.*

*In order to move forward I propose the following.*

*Respectfully request that Ieva considers withdrawing her motions and replacing with...*

*That the decisions made in January regarding the location of the TQ2020 be rescinded due to voting irregularities both in regards to proxy and possible conflict of interest. That this SMC today adopts the TQ2020 committee recommendations to have the said event in the location of Collie*

*leva said 'No, I want them to admit conflict of Interest'.*

leva was concerned as it didn't address the conflict of interest strongly enough. There is nothing "possible" about the conflict of interest. And the TQ venue report does not make recommendations. Cara would like it acknowledged that there was a conflict of interest, and there is a lot of people that think that it is. All of the submissions regarding the Collie venue include CETRC. Whether you were or were not aware that CRC were going to put CETRC on the submission, it doesn't change the outcome. Let's just acknowledge that there is a perceived conflict of interest because the submission was submitted in joint names.

Jo commented that this is not just coming from the SMC, this is also coming from our members. Elsje responded that there is also a lot of people that think it's absolute rubbish. Elsje thinks that the conflict of interest reference that leva has put in there, you can't look up a dictionary, you need to look into The Act which describes it as being a contract and we're only describing a location.

leva commented that it's not just about contracts, it's any decision that this table makes and we need to be aware of a conflict of interest or a perception of a conflict of interest, and as Robert Shaw said at the AGM, it is incumbent that we recognize this.

Elsje suggested that we take out the word "possible".

leva didn't want to accept Elsje's motion, as we then can't use the proxy votes.

Jo commented that there was a conflict of interest, there was no "possible".

Deb is not going to change her opinion. She made up her mind in 2012 when it went to Wagin. Deb never thought she had a conflict of interest because to her way of interpreting a conflict of interest was if she had a monetary or some kind of personal gain.

leva pointed out it's not just about money.

Jo stated that the meaning is "a person or organization that is involved with multiple interests", Deb were involved in WAERA and also involved with CETRC, so that is a conflict of interest. It's about what others think, the perception.

Cara stated that we know Deb went into it and didn't think she had a conflict of interest, but it later on its brought up and people perceive it to be a conflict of interest, you can see how it may have been perceived that way. There was no malicious intent.

Deb will go along with what Cara's saying, but right from the outcome she does not understand why any of this was even raised. It never has in the past when we've had people involved in all those other venues, to Deb, it's all a storm in a tea cup.

Tony wanted to add that voting for the Sydney Olympics, would all the people in NSW have declared a conflict of interest.

leva pointed out that it wasn't decided by the people of NSW, it was decided by the IOC. Tony said we're talking about perceptions; you can never prove it. The two things that are talked about in The Act are material gain, monetary or personal. Deb didn't become prime minister because she voted for Collie because there is no personal gain for her, but in the guidelines to the Act it raises the third issue of perceived bias or prejudice, and Tony doesn't think there's any bias as there was only one equation left, and that's what was put to the meeting: a recommendation, and it was voted for.

Jo commented that could have been done without a conflict of interest. They were involved with WAERA and CETRC, and that's a conflict of interest. That would make you choose because you have a preference.

Chris, so we talk about CETRC having a conflict of interest. CETRC doesn't have any tie to the CRC. As far as he knows, there is no contracts and no agreements. We use the CRC to run a ride. WAERA has an MOU, so WAERA has something with the CRC.

Cara responded that it's about the submission for the venue. It was jointly presented by CRC and CETRC. It's on every single document.

Elsje asked about the motion at the January meeting, was it to adopt the recommendations? What was that motion?

leva commented that it wasn't exactly a motion, it was a round the table discussion. Dryandra was not considered, Brigadoon was withdrawn, there was Wagin and Collie.

Jane responded that it wasn't a recommendation, we just presented some tables that had the pros and cons. It was quite an in depth document. It was a document leva created out of the Quilty Events Standards document.

Chris asked what we really want out of this?  
Ieva wanted this table to recognize that there was a conflict of interest.  
Chris suggested that we vote on it.

**Moved: Ieva Peters/Cara Allan.**

**Motion: that the votes recorded at the WAERA meeting held on 13<sup>th</sup> January 2018 (page 11) regarding the selection of the venue for the Tom Quilty Gold Cup 2020 from Debra Jewell, Ross McCamish and Debra Ryan are declared null and void due to a conflict of interest.**

**Proxy votes – Kylie Van Uden - yes, Lienca Nell - yes. Jo Van Uden – yes.**  
**Jane Radny – yes abstained.**  
**Elsje Brandis – no.**  
**Tony Brandis – no.**  
**Deb Jewell – abstain**  
**Conflict of interest.**  
**Chris Haddon – no.**  
**Cara Allan - yes**  
**Ieva Peters – yes.**

### **13.1.2 Richard Jeggo.**

At the WAERA State Management Committee meeting held on 22<sup>nd</sup> October 2017, Richard Jeggo (who was not at that meeting) made it clear, via email, that his preference for the selection of the venue for the holding of the Tom Quilty Gold Cup 2020 was the Collie Race Course (page 5 of the minutes of 22<sup>nd</sup> October 2017). This is inappropriate as the venue inspections and subsequent report were not completed or discussed at WAERA SMC level until January 2018. All members of the WAERA SMC are responsible for making unbiased and informed decisions regarding all WAERA matters. Richard Jeggo displayed a bias against the other venue submissions without the appropriate information being tabled and discussed at SMC level.

#### Discussion:

Ieva pointed out that Richard made his decision prior to the site inspections being done and the report was submitted to the SMC for discussion.

Elsje commented that, yes, Richard made a decision with the information that was available to him at the time in October. New information was tabled at the January meeting and we can't say that he didn't take on board any or all of that. You don't know what's in his mind. We all make decisions as we go through life. We're all capable of changing our minds. Who is to say he couldn't have changed his mind if another submission was good.

Ieva pointed out that is what Elsje is doing now: making a statement on behalf of Richard. He should be here or should have written something for the meeting. You're making assumptions and telling me what is in Richard's mind.

Elsje stated that we can't make a decision for anybody. We can't vote on what they may or may not have had in their mind.

Deb stated that the wording of the motion is a bit off-putting as it says he has bias against the other submissions. How do you know that? He said that if there's a vote at that meeting, then his vote will be Collie.

Ieva asked, how can you vote on something when you don't have all of the information? It's about perception.

Cara stated that when we sit at this table, we have to be seen as being completely un-biased.

Elsje said that because Richard is not here, perhaps we shouldn't be voting on this as we don't know what Richard was thinking. Richard couldn't put a proxy form in as he's in Queensland, but he tried to put one in.

Ieva pointed out that Richard shouldn't have said anything at the October meeting.

Tony commented that there is a separation of time of 3 months. That's the issue. Two or three months later, you don't know what he would be thinking. That's the problem with the motion. Tony agrees that Richard shouldn't have said anything in October. That's the problem, and not particularly good that he said that then. But the vote in January is different.

Chris commented that the vote was in January and what he said 3 months before should have no bearing on anything.

Ieva is happy to defer the motion until the next meeting. It just acknowledges things, but doesn't change the outcome.

Cara doesn't think that SMC members should be making statements like that when it comes to something so important.

**Moved: Ieva Peters/Cara Allan.**

**Motion: That the vote recorded at the WAERA meeting held on 13<sup>th</sup> January 2018 (page 11) regarding the selection of the venue for the Tom Quilty Gold Cup 2020 from Richard Jeggo is declared null and void as his vote and opinion at that meeting was inappropriate and premature, and displayed a bias against the submissions received from Wagin, Brigadoon and Dryandra.**

**Proxy votes – Kylie Van Uden - yes, Lienca Nell - yes.**

**Jo Van Uden - yes**

**Jane Radny - abstain**

**Elsje Brandis - no**

**Tony Brandis - no**

**Deb Jewell - no Chris**

**Haddon - no Cara**

**Allan – abstain**

**Conflict of interest**

**Ieva Peters - yes Results: 4 yes, 4 no.**

### **13.1.3 Proxy Votes.**

At the WAERA State Management Committee meeting held on the 13<sup>th</sup> January 2018 telephone votes were allowed and included in the voting from Cara Allan and Karly Arnasson, who were unable to attend that meeting. No proxy votes/proxy forms were submitted.

**Moved: Ieva Peters/Jane Radny.**

**Motion: That the votes recorded at the WAERA meeting held on 13<sup>th</sup> January 2018 (page 11) regarding the selection of the venue for the Tom Quilty Gold Cup 2020 from Cara Allan and Carly Arnasson are declared null and void as they did not supply a proxy voting form.**

**Proxy votes – Kylie Van Uden - yes, Lienca Nell - yes.**

**Jo Van Uden - yes**

**Jane Radny - yes**

**Elsje Brandis - yes**

**Tony Brandis - yes**

**Deb Jewell - yes**

**Chris Haddon - yes**

**Cara Allan - abstain**

**Conflict of Interest**

**Ieva Peters - yes**

### **13.2 PIC numbers.**

Notice to go in newsletter and on website – PIC numbers required by 1/1/19.

It's the law and our members/riders need to understand this. Ride secretaries need to ensure this is done. Trybooking can include the requirement for a PIC number. Notice to go in the newsletter and on FB etc. There is a capacity to put the PIC number in AeraSpace for every entry. Can also be done on the entry form. If we get a disease outbreak and the DPI arrive, we are then able to tell them where the horse has come from. It's about the Stock Movements and Brands Act. It's a simple procedure to apply for a PIC. Ride entry people must ensure that the PIC number is entered into AeraSpace.

**Moved: Jo Van Uden/Chris Haddon.**

**Motion: that all persons entering into WAERA affiliated events must supply a PIC number from the 1<sup>st</sup> January 2019.**

**Carried unanimously Yes 7 No 1 (Tony Brandis) Motion Passed.**

**Moved: Chris Haddon/Cara Allan.**

**Motion: People in the process of applying for a PIC number, but do not yet have one, can supply the receipt and/or application form.**

**Carried unanimously Yes 7 No 1 (Tony Brandis) Motion Passed.**

**13.3 SES Memorandum of Understanding.**

Ride procedure for SES for rides. Ongoing.

**13.4 Legal Advice.**

The Law Society of WA sent Cara an application and criteria for getting pro bono advice, and we don't meet the criteria. Not sure if Diana McGirr knows someone else we could speak to.

Abigail was going to join WAERA with the Sport and Recreation Department. Has that been done?

Could they help us once we become a member?

**13.5 Constitution Review.**

- Blast: sent for EOI to the members has been done. Response received from: Robert Shaw, Elsje Brandis and Mark Sewell.
- Terms of Reference is required. Tony and Ieva will put something together. Ieva suggested take the model one from the Associations Inc Act and take out what we don't need and add what we do need. Ieva is also of the opinion that we can look at other states constitutions, in particular the NSWERA is a pretty good place to start, but ours needs to be structured on our laws. An Independent Disputes Panel should also be considered so that the SMC is not dealing with issues. Also an Independent Appeals Committee. Include By-Laws which can be changed easily.
- Also a Governance Manual is a good idea, which NSWERA have already done.
- Current constitution: changes have been sent to Department of Commerce. All the changes were approved. Blast to members and put on website.

**13.6 Confidential**

**13.7 Confidential**

**13.8 Jeanette Denham Letter.**

Opposition to proposal to run an FEI ride concurrently with the State Championships. Not going to happen next year. Matter is closed as Elsje already responded to her.

**13.9 Working with Children Requirements.**

Plan to implement WWC cards for ride officials, who will be required to have blue cards. Defer.

For CS only? What about photographers? Jo will look into this. Include something on the membership form.

**13.10 Raylene Watson - TPR Course Request.**

Information received, need to organise course and set a date. Ongoing.

**13.11 Rachell Nell – Gmail account.**

We have received a response from Rachell regarding the deleting of old emails. There is a guide from the Act that there be a handover of documents. Rachell acknowledged that she deleted emails that had been dealt with in her attempt to clean up everything prior to handing over the computer. All correspondence had already been circulated to the SMC and included on the agenda for discussion. ~~She followed the procedure that had been done before her appointment as secretary.~~ *She followed the procedure that she alleges had been done before her appointment. This cannot be verified as the data has been deleted.* ~~There was no malicious intent.~~ We need to do something to make sure that it doesn't happen again and create a policy document.

How did Rachell know about Rob Shaw's motions and his membership situation? This is a breach of confidentiality. Rachell knew he wasn't a member as she was still on the SMC at the time, so there was no breach. *Elsje said Rachell was not privy to the email set out with the original Rob Shaw email as she had been removed from the email list. Robert Shaw email regarding his motions was sent on 9<sup>th</sup> September 2019 and Rachell resigned in August. Elsje stated that it would be highly unlikely that*

Rachell would have memorized the entire membership list. Who owns the Gmail account? Not WAERA.

~~Cara to draft up a letter and send it around. Acknowledge her letter, no defamation, no punitive action or disciplinary action to be discussed. Not a personal attack and is not biased. Quote from the Act. Cara to draft up a letter and send it around for comment by SMC. No punitive action required. Need to refute defamation accusations. Need to clearly indicate that the Association Act clearly states that procedure for handover of documents. Quote the Act. We consider the matter closed.~~

~~Confidentiality agreements—where are they? They were signed at Murdoch.~~

~~Elsje advised that the signed hard copy Confidentiality Agreements were not amongst the documents given to her when she received all the secretary records in September. Asked, where are they? - They were signed at Murdoch~~

#### **13.12 WAERA Volunteer of the Year.**

- Correspondence from Leigh Hopkinson nominating Anne Airey as volunteer of the year. Caren and Terry sent a nomination for Anne Airey (Member) and Jules Swinstead (Non-Member). This is a WAERA decision, not a personal decision. Sponsored by Bruce Ferguson. Jo doesn't like the idea as everybody

does so much. It's always been a WAERA committee decision and awarded to a WAERA member who is not on the SMC. Elsje has received a Certificate of Appreciation in the past. Jo to contact Bruce. The recipients are Anne and Jules.

- Jo has been approached by Sarah Adams to sponsor the training rider of the year.
- Jo will get a thank you gifts for the Summerfields and the Fortsch's for the end of year awards.

#### **13.13 Zoe Chatfield (WERI) re: re-structure suggestions for ride calendar.**

Letter received, request SMC consideration of running rides at 3 week intervals rather than 2 in 2019. Defer to next meeting.

#### **13.14 Abigail Bartell – Draft Ride Budget and Grant Application forms** Circulated - Forms need comment and finalization. Defer to next meeting.

#### **13.15 Motion from WAERA Minutes 18<sup>th</sup> January 2014.** Defer to next meeting.

**Moved: Ieva Peters/**

**Motion: that the motion (carried) from the WAERA minutes of 18<sup>th</sup> January 2014 is rescinded:**

**That all horses from Queensland and NSW, and horses that have been in contact with horses from NSW and Queensland in the 28 days prior to entering Western Australia, must have current certified vaccination against Hendra virus to be able to attend WAERA affiliated events.**

**Rationale:** The issues regarding the implementing of mandatory vaccinations, in particular HeV, relating to horses competing at endurance events around Australia has been discussed and debated at state and national levels. Currently, it is entirely acceptable for event organisers and their appointed veterinarians (including the Tom Quilty Gold Cup event) to accept a Horse Health Declaration form which includes a 21-day temperature log and a horse health check prior to the horses being allowed admittance to the ride base. WAERA already implement the Horse Health Declaration and temperature log which can be updated specifically to include eastern states horses attending WAERA events. I suggest that WAERA create a biosecurity policy, which includes direction for our ride organisers and informs competitors coming from known Hendra areas to attend our events (either vaccinated or unvaccinated) informed, and aligns with what is currently accepted nationally.

#### **13.16 Executive Meeting – 3<sup>rd</sup> March 2018. Moved: Ieva Peters/Jane Radny.**

**Motion: That the correspondence (2 letters) sent to Cara Allan dated 4<sup>th</sup> February 2018 (received 4<sup>th</sup> March 2018) issued by the then WAERA President, Deb Jewell, are rescinded as they were sent without the approval or knowledge of the entire WAERA State Management Committee, and as such are in breach of the WAERA constitution Section 24, Voting and Decisions, paragraph 24.1.**

#### Discussion:

Elsje agreed that the correspondence shouldn't have been sent, but thought the last section should be removed regarding the reference to the constitution.

Ieva agreed with the amendment to the motion to remove the last section. Ieva would like this table to acknowledge that those letters should never have been sent by Deb Jewell. Proxy votes were not used as the motion had been changed.

**Voting:**

**Joanne Van Uden – yes.**

**Jane Radny – yes.**

**Elsje Brandis – yes.**

**Tony Brandis – yes. Deb Jewell – ~~abstain~~ conflict of Interest.**

**Chris Haddon – yes.**

**Cara Allan – ~~abstain~~**

**Conflict of Interest. Ieva Peters – yes.**

And

**Moved: Ieva Peters/**

**Motion: That the correspondence (2 letters) sent to Ieva Peters dated 4<sup>th</sup> February 2018 (received 4<sup>th</sup> March 2018) and 13<sup>th</sup> February 2018 (received 13<sup>th</sup> March 2018) issued by the then WAERA President, Deb Jewell, are rescinded as they were sent without the approval or knowledge of the entire WAERA State Management Committee, and as such are in breach of the WAERA constitution, Section 24, Voting and Decision, paragraph 24.1.**

**Rationale:** The WAERA Executive held a meeting on the 3<sup>rd</sup> March 2018 at Richard Jeggo's home. The meeting was attended by Deb Jewell, Richard Jeggo, Abigail Bartell and Rachell Nell. All other members of the WAERA State Management Committee were specifically excluded from attending, including Cara Allan and Ieva Peters. The meeting that was scheduled to be held on that date was cancelled. Following that meeting the abovementioned letters (copies have been circulated to the SMC) were sent to Cara Allan and Ieva Peters on WAERA letterhead and signed by the WAERA President, Deb Jewell. The WAERA President, Deb Jewell, had no authority to send those letters. The letters were sent without the knowledge and discussion of the entire WAERA State Management Committee at a properly convened meeting. This is a breach of the WAERA constitution, Section 24, Voting and Decisions, paragraph 24.1. The Executive has no special powers. Cara Allan and Ieva Peters were denied the right to attend a meeting to defend themselves or discuss the matters, and therefore denied natural justice.

**Voting:**

**Joanne Van Uden – yes.**

**Jane Radny – yes.**

**Elsje Brandis – yes.**

**Tony Brandis – yes.**

**Deb Jewell – ~~abstain~~**

**Conflict of Interest.**

**Chris Haddon – yes.**

**Cara Allan – yes.**

**Ieva Peters – ~~abstain~~ Conflict of Interest.**

**13.17 Elsje Brandis Motion Moved: Elsje Brandis/Tony Brandis.**

**Motion: that WAERA advise the IAC that their directive to accept the proxy votes for the delegate vote in the March meeting is unconstitutional and the SMC cannot accept their findings.**

**Rationale:** To follow this directive would place the SMC outside their Constitution by allowing non constitutional votes to be accepted. In the deliberation handed down 'It is noted that the voting process regarding the election of the WAERA Delegates to the AERA at the WAERA SMC meeting held 24 March 2018 was flawed as the use of proxy votes denied and that had the proper protocols in accordance with the WAERA Constitution been followed Ms Ieva Peters would have been elected as one of WAERA delegates to AERA. 'the finding is incorrect as the motion was not listed in the meeting agenda so proxy votes could not be accepted. The IAC needs to be notified regarding this matter.

#### Discussion:

Ieva declared a conflict of interest. It states quite clearly in our constitution that proxy votes can be used at SMC meetings. Cara was at that meeting and specifically signed her proxy vote and gave specific instructions on how she would vote, was given to Deb Jewell, and was ignored. It wasn't on the agenda for the March meeting or the April meeting, so the whole thing should be thrown out. Elsje responded that motions can come from the floor and motions that aren't on the agenda cannot be voted on via proxy. Chris stated that we need to advise the IAC that the proxy votes cannot be accepted which was one of the reasons for their decision. Ieva's understanding is that the decision cannot be appealed or changed. Elsje responded that they had made an unconstitutional decision and they should be advised. Ieva went through the history at the time: she had asked for three meetings to have matters addressed regarding the disciplinary letters sent to her by Deb Jewell and had been completely ignored, and the use of proxy votes. So she took matters to the IAC. At the time of the IAC meeting, WAERA had accepted proxy votes from others at the SMC meetings for items not on the agenda. Ieva's concern was that she wasn't being treated fairly and there were double standards, including meetings not being officially "opened" or "closed", however, the minutes from the February WAERA meeting were not accepted because the meeting wasn't officially "opened" or "closed" and the IAC was basing their decision on the information and goings on at the time. Tony wanted the IAC to be advised that there had been a mistake that was unconstitutional and they needed to be advised and it wouldn't change anything. Chris was concerned that the IAC had only heard one side of the discussion. Ieva responded that the SMC were fully aware that she was taking the matters to the IAC as the SMC had received the emails and letters, and it was discussed at the May SMC meeting. *Deb responded that the SMC were not aware that Ieva was taking this matter to the IAC only the matters regarding the letters. That the SMC had not been asked before the meeting to provide any documentation with regards to the Proxy issue. Elsje suggested that if the secretary had been asked the documentation was not available to validate if the SMC had been made aware of the request.* Chris is of the opinion that the SMC should have had some input. Cara needed reassurance that this is the end of the matter.

***Proxy votes: Lienca Nell - no, Kylie Van Uden - no.***

***Deb Jewell – yes Conflict of Interest.***

***Chris Haddon – yes.***

***Tony Brandis – yes.***

***Elsje Brandis – yes.***

***Jane Radny – abstain.***

***Joanne Van Uden – abstain.***

***Cara Allan – abstain.***

***Ieva Peters abstained from voting due to conflict of interest.***

***Deb Jewell did not declare a conflict of interest. Motion is passed.***

The IAC needs to be informed in writing. Ieva cannot do this.

Elsje required clarification that the TQ20 venue selection is still Collie. This was confirmed.

**14 Closure of Meeting:** 5.30pm.

**15 Next meeting:** 19<sup>th</sup> January 2019 commencing at 10am. **Venue:** TBA.

# Profit and Loss

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

OCT 2018

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### Trading Income

Interest Income	135.05
Logbooks & Horse Registration	113.63
Other Revenue	195.82
Ride Entry Fees	10,077.27
Sponsorship Income	613.63
<b>Total Trading Income</b>	<b>11,135.40</b>

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### Gross Profit

11,135.40

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### Operating Expenses

AERA fees	2,475.14
Bank Fees	16.80
Consulting & Accounting	40.10
Course Marking	548.05
Fees & Charges	63.02
Hire of Equipment	499.42
Postage	74.99
Ride Food & Incidentals	354.23
SMC Meetings	232.00
Travel - National	906.06
Trophies & Prizes	476.07
Trybooking Fees	218.50
Venue Hire	421.82
Veterinary Expenses	3,042.50
WAERA Meetings	113.64
<b>Total Operating Expenses</b>	<b>9,482.34</b>

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### Net Profit

1,653.06

# Balance Sheet

## Western Australian Endurance Riders Association Inc As at 31 October 2018

31 Oct 2018

### Assets

<b>Bank</b>	
Bendigo Card	1,021
Bendigo Cheque Account	14,482
Cash Draw	111
Savings Account	117,500
<b>Total Bank</b>	<b>133,114</b>
<b>Current Assets</b>	
Petty Cash	400
Westpac Load n Go Visa	914
<b>Total Current Assets</b>	<b>1,314</b>
<b>Fixed Assets</b>	
Collie Improvements	40,244
Computer Equipment	3,629
Less Accumulated Depreciation on Computer Equipment	(3,498)
Equipment	29,865
Less Accum Depreciation	(13,150)
Less Amortisation	(11,537)
<b>Total Fixed Assets</b>	<b>45,553</b>
<b>Total Assets</b>	<b>179,981</b>

### Liabilities

<b>Current Liabilities</b>	
GST	3,737
Rounding	-
<b>Total Current Liabilities</b>	<b>3,737</b>
<b>Total Liabilities</b>	<b>3,737</b>
<b>Net Assets</b>	<b>176,244</b>

### Equity

Current Year Earnings	10,161
Retained Earnings	166,083
<b>Total Equity</b>	<b>176,244</b>