

Agenda/Minutes of the W.A.E.R.A. State Management Meeting to be held on
16th March 2019 at Hopelands Community Centre, Hopelands Road, HOPELANDS

1. Meeting opened at :10.02

2. Members Present: Tony Brandis, Elsje Brandis, Terry Sweeney, Rob Shaw, Fred Dilley, Kylie Day, Anna Erickson, Ali Healey, Kirsten Melis, Anne Barnes

3. Apologies: Abigail Bartell,

4. Visitors: Chris Haddon

5. Welcome by President: WELCOME!!!

6. Register of Pecuniary and Conflict of Interest

Members to declare as we proceed through the meeting.

7. Confirmation of Previous Minutes

7.1 Amendments

Motion: *Where it says 18.15 Trybooking please change to 'Abigail has set up a new Trybooking page with a generic login that can be passed on with the portfolio. She has set up the Albany clinic and is happy to set up a Perth clinic if it eventuates. It can then be handed over to the new person after the AGM'*

Moved: Abigail Bartell **Second:** Elsje Brandis

Decision: Unanimous Motion Carried

Motion: *17.1 Under Draft Budget change to Abigail has submitted a draft ride budget that needs to be approved by the SMC*

Rationale: The ride budget is designed to be sent out to WAERA ride organisers to guide them as they plan their ride and I personally don't think it belongs in the ride pack, which is targeted at both WAERA & Non- WAERA ride organisers. I have prepared a draft that the SMC needs to sign off on.

Moved: Abigail Bartell **Second:** Elsje Brandis

Decision: Unanimous Motion carried

SMC to consider the request from C Allan to remove the 'Time Line from the 19th January Minutes as per her letter.

- The time line was actually read at the meeting not just lodged as a document. To remove any part of the minutes would render them to 'not be a true record'.
- Most of the time line was taken from the Minutes that have been ratified.
- All interpretations by the person presenting the timeline were clearly documented in italics. It is normal part of minute records to document SMC members voiced concerns. This is no different.
- Just because there is information missing from records does not mean that the SMC may not consider information that is available especially if it is recorded in ratified in minutes and emails.

Motion: *The SMC does not remove the 'Time Line' from the 19th January 2019 Minutes.*

Moved: Anna Erickson **Second:** Fred Dilley

Decision: Unanimous Motion Carried

Motion: *The SMC accepts and ratifies the 19th January 2019 minutes with the above amendments.*

Moved: Tony Brandis **Second:** Kirsten Melis

Decision: Unanimous Motion Carried

Motion: *The SMC accepts and ratifies the 23rd February 2019 minutes.*

Moved: Anna Erickson **Second:** Ali Healey

Decision: Unanimous Motion Carried

8. Executive Decisions to be Ratified. Decisions and payments undertaken since the last meetings

8.1 Motion: *That the reimbursement for R Jeggo flights to the TQ2018 in Tasmania has been investigated by the SMC and the decision by the SMC is that it be accepted and ratified.*

Moved: A Brandis **Second:** E Brandis

Decision: Yes 7 No 1 (Conflict of Interest declared Richard Jeggo)

Rationale:

Note: *R Jeggo declared conflict of interest and has been excluded in the discussions and process of this decision.*

The reimbursement for the R Jeggo flights has been investigated by this SMC since the 19th January 2019 SMC meeting. The following evidence was tendered in the decision:

- Generic email from P Hodges inviting Richard J to submit to TQ2018 as CS his details for accommodation etc. P Hodges confirms that this email was sent by herself at the request of T McCormack. The copy of this email tendered by Richard J to SMC at the November SMC meeting cannot be considered 'fraud'.
- A request to Mr G Bucknell was sent by WAERA SMC (cc to TERA secretary) to ask him how a second CS from WAERA came about. He confirmed that he did indeed request that CS Richard J be included as a CS at the TQ2018 and that he passed this request to T McCormack who agreed to this request resulting in T McCormack requesting P Hodges to include Richard J in the generic email that was sent to all CS.
- The SMC at the March meeting decided that CS Anna J was selected as delegate to attend the TQ2018 and that Richard J was second should one be requested. In past years if a second CS is requested the WAERA reimburses the flight.
- That the request for reimbursement for TQ2018 flights by Richard J was correctly authorised by C Allan and A Bartell and duly paid. The withdrawal of the authorisation by C Allan after this reimbursement was paid to Richard J, cannot deem Richard J as 'stealing' just because he accepted the payment, as it was tendered in good faith and correctly approved at the time.
- The 'unauthorised' letter regarding how WAERA considers the funding of a second CS to G Bucknell in July 2018 by Richard J as President (deemed unauthorised because it was not viewed by SMC before being sent) was looked at. The letter is obviously part of a conversation and therefore cannot be taken completely at face value, being out of context. C Haddon said that there had been earlier correspondence to TQ2020 indicating that our nominated CS was Anna J and it appears that more correspondence ensued resulting in this letter. The correspondence may have been in response to

a request by G Bucknell regarding the funding arrangements. Due to the email account deletion we cannot follow a complete trail of correspondence.

8.2 Motion: *That Ms Allan be disallowed from holding a SMC position for a period of two years for her part in bringing WAERA into disrepute. If she were to nominate for a WAERA SMC position again after this period that she must serve for two years before being eligible for an executive position.*

Moved: T Brandis

Second: A Bartell

Decision: Yes 7 Abstain 1 Conflict of Interest (E Brandis) 1 Motion Carried

Rationale:

No response has been received from C Allan. As per the letter 'If no response is received from you the SMC will consider that you confirm responsibility for the publishing letter of R Nell and that there were no emails of a bullying nature received by you from E Brandis.'

Along with the statement through Mr Mullins by I Peters that she did not post the 'blast' of the agenda with R Nell letter, we can conclude that C Allan was the person that published the document. This action has led this SMC into disrepute

C Allan also failed to fulfil her duties as 'President' when she disregarded the committee directive to compile a letter to AERA regarding the Delegate decisions in October 2018 meeting as per her comment to Kim Moir the AERA secretary by telephone (as per email to AERA delegates).

8.3 Motion: *That Ms Nell be disallowed from holding a SMC position for a period of two years for her part in bringing WAERA into disrepute. If she were to nominate for a WAERA SMC position again after this period that she must serve for two years before being eligible for an executive position.*

Moved: Tony Brandis

Second: E Brandis

Decision: Yes 8 Abstained 1 Motion Carried

Rationale:

There was been no response sought from Rachell our correspondence of 24th January 2019. From this we conclude that no unreserved apology will be forthcoming for the unlawful deletion of the Secretary e-mail records in August of 2018

The Secretary is clearly responsible for maintaining all records for the Association. The unauthorised deletion of correspondence from the Secretary e-mail account has resulted in the loss of information important to the functioning of the management committee. It is also a breach of the Associations and Incorporations Act 2015. Records should be kept for 7 years, and deleted only when authorised.

8.4 Motion: *That Ms Peters be disallowed from holding a SMC position for the next two years for her part in bringing WAERA into disrepute and damaging its public image. If she were to nominate for a WAERA SMC position again after this period, she must serve as a general member of the committee for two years before being eligible for an executive position.*

Moved: A Brandis

Second: E Brandis

Decision: Yes 7 Abstain 1 Conflict of Interest 1 (R Jeggo) Motion carried

Rationale:

It is expected that a senior, long-time member of the WAERA SMC and AERA committee would behave in a manner which upheld the highest image of the association and sport, to the members and public, with knowledge and adherence to the rules and constitution, and without bias or expectation of personal gain. It is not possible to ascertain the motivations behind the actions which have occurred, but the results have been ongoing conflict within the association. It is acknowledged that a recreational sporting association requires committed volunteers to run successfully, and we are thankful that members have spent considerable time and effort in the running of the club. Ms Peters' valuable contribution to the association and sport over a long time is recognised. Unfortunately, the emotional investment by members over time can lead to misjudgments. Interpersonal matters, while distressing for all parties involved, have not contributed to the development of this motion.

Specifically, the SMC considered the following transgressions attributed to Ms Peters:
The failure while secretary to keep the WAERA email account secure allowed distribution of unauthorised and potentially libelous material which has contributed to the poor image of the association and the sport, and placed the committee in a position of legal liability.
The dissent, conflict and misleading regarding the AERA delegate position for WAERA was perpetuated throughout 2018 through some of her actions and inactions, and has contributed to the poor image of the association and the sport.
The use of social media in this conflict has contributed to a wider distribution of damage.

8.5 Motion: WAERA endorsement that WAERA has nominated the following people for key TQ2020 positions.

Head Vet - Dr Anne Barnes
On Course Vet - Dr Arun Ramachandran
Treatment Vet – Dr Emma McConnell.
Chief Steward – Mr Gerard Bou from Queensland.
Moved: Tony Brandis **Second:** Elsje Brandis
Decision: Unanimous Motion Carried

8.6 Motion: *That the President, Vice President, Secretary and Treasurer be signatories on all WAERA financial accounts with only the President and Treasurer having internet access.*

Moved: E Brandis **Second:** A Bartell
Decision: Unanimous Motion Carried

8.7 Motion: *That the Treasurer and the person who fills the Awards/Prizes Portfolio will be the Card Holders for the WAERA Mastercard Debit account.*

Moved: E Brandis **Second:** A Bartell
Decision: Unanimous Motion Carried

Rationale: I have excluded names and only mentioned positions so that the motions 8.6 and 8.7 can be perpetual from year to year.

8.8 Motion: *That Richard and Lyn Summerfield be signatories on one of the WAERA Financial Bank accounts till the 2020 AGM.*

Moved: E Brandis **Second:** A Bartell
Decision: Unanimous Motion Carried

8.9 Motion: *That all Chief Stewards be reimbursed \$40 from their membership if they officiate at any ride in the 2019 season.*

Moved: E Brandis **Second:** Tony Brandis
Decision: 7 Yes (2 not voted) Motion Carried

8.10 Payments to be ratified as at 22 February 2019

DATE	SUPPLIER	NARRATION	AMOUNT	AUTHORISED BY	
				1	2
			\$		
17/01/19	TQ 2020	Seed money	1,000.00		
			\$		
24/01/19	Jo Van Uden	reimbursement for prizes	117.50	AB	RJ
			\$		
24/01/19	R Jeggo	Reimbursement for AERA Delegate	250.00		
			\$		
24/01/19	Aust Art Murray Carriage Driving Club	Prizes	198.00	AB	RJ
			\$		
24/01/19		Hire of Dwellingup venue	390.00	AB	RJ
			\$		
24/01/19	TQ 2020	Seed money	9,000.00		
			\$		
25/01/19	TQ 2020	Seed money	10,000.00		
			\$		
26/01/19	Cara Allan	Postage	5.00	AB	EB
			\$		
26/01/19	Elsje Brandis	Stationary etc	512.37	AB	RJ
			\$		
29/01/19	Ieva Peters	Website	167.56	AB	EB
			\$		
13/02/19	AERA	Logbooks	737.50	AB	EB
			\$		
10/02/2019	AERA	Insurance	5,606.00	AB	EB
			\$		
10/02/2019	AERA	Affiliation Fees	1,666.00	AB	EB
			\$		
7/02/2019	TQ2020	Vet Ring 50/50	704.00	AB	EB
			\$		
31/01/2019	Helen Davey	Reimbursement of Insurance - Not required	150.00	AB	EB
			\$		
21/02/2019	ATO	BAS	1,826.00	AB	EB
			\$		
6/02/2019	Australia Post	PO Box Renewal	130.00	AB	EB
			\$		
21/02/2019	A Bartell	Reimbursement for postage etc (attached)	75.10	TB	EB
			\$		
8/01/2019	A Jermolajew	CS Fuel Reimbursement	100.00	AB	EB

Motion: *That the decisions and payments made since the 19th January 2019 meeting be passed and ratified*

Moved: Ali Healey **Second:** Kylie Day

Decision: Unanimous Motion Carried

9. Correspondence Inwards

Point	Date	From	Action
	9/1	leva re Deb Ryan complaint Feb 2018	Complete
15.19	22/1	Karly Elliot re Newsletter	Replied
	22/1	leva re Cloud account details to be amended	Treasurer
15.10	22/1	AERA re 2019 sponsorship	TQ2020
	24/1	AERA Minutes of November meeting	Circulated
	26/1	leva Cloud recipets	Treasurer
15.10	27/1	Endurance Ride Etiquette	Circulated
	27/1	leva re reponses requested to various matters	Circulated
	27/1	In Confidence	Circulated
	28/1	leva re Web Invoice	Completed
	29/1	leva cc complaint and demand	Completed
	31/1	Cara follow up from resignation letter inc attachments	Circulated
	31/1	In Confidence	Circulated
	3/2	TQ2020 Logo from Summerfields	Blast
	3/2	AERA – FEI elimination codes	Circulated
	3/2	C Allan – Public FB admin advice removing herself	Ack'ledged
	6/2	In Confidence	Circulated
	7/2	AERA Nomination Form 2019	Sec for GM
	7/2	AERA Confidentiality Forms	Sec for GM
	7/2	In Confidence	Circulated
	9/2	Dr Marc Walton re endurance vetting opportunities	Replied
	10/2	R Jeggo re Iron levels in Water for horses	TQ2020
16.7	14/2	Request from G Chvojka for documents	Circulated
	21/2	AERA Nominations for CS for TQ19	Circulated
16.11	22/2	In Confidence	
16.11	22/2	In Confidence	
	22/2	Anna J CS Portfolio nomination	Accepted
	22/2	S Adams withdrawal of Nomination	Accepted
	26/2	Jarrahdale shire re oval useage via Rob Shsw	Replied
	26/2	Deb Symington re AERA voting on Membership Cards in July	Replied
16.7	1/3	Chvojka reply to SMC letter 16 January 2019	Circulated
	5/3	Summerfields Membership List and membership dates confirmation	Circulated
	5/3	Anna J – CS confidentiality Agreement requests of CS	Circulated
	5/3	Richard Jeggo response to request for evidence	Circulated
	7/3	CS Confidentiality Agreement – L Cullam	Filed
	7/3	CS Confidentiality Agreement – B Pullin	Filed
	7/3	CS Confidentiality Agreement – J Anderson	Filed

10. Late Correspondence Inwards

Point	Date	From	Action
	7/3	Golden Horseshow – Ride Flyer	Deb J
	8/3	CS Confidentiality Agreement – D Symington	Filed
	8/3	CS Confidentiality Agreement – Anna J	Filed
	9/3	Deb Symington re reimbursements of EA membership	Treasurer
15.8	11/3	Merchandise Report – Karen K	Circulated
16.13	13/3	Joanne Howley – Kids Sports	Circulated
16.11	13/3	Cara Allan – Letter of Concern – Presidents Welcome	Circulated
16.14	14/3	Deb Symington re Query Agenda	Circulated

15.12	15/3	TQ2020 – request for 240 Power in CRC track funding	Circulated
15.12	15/3	TQ2020 – Quorum advise	

11. Correspondence Outwards

Point	Date	From	Action
16.7	17/1	In Confidence	Complete
	22/1	TQ2020 AERA sponsorship packages	
	23/1	In Confidence	SMC '19
15.19	23/1	Reply to Karly re newsletter	SMC '19
	23/1	In Confidence	Complete
	23/1	In Confidence	Complete
	23/1	In Confidence	Complete
	23/1	Constitution Review Committee Acceptances R Shaw, M Sewell, E Brandis	Ongoing
	23/1	In Confidence	
	23/1	In Confidence	Complete
	23/1	Acknowledgement and thank you letters to SMC Resignations to C Allan, I Peters, J Radney, L Nell and K van Uden	Complete
16.6	25/1	In Confidence	Ongoing
	25/1	In Confidence	Ongoing
	25/1	In Confidence	Ongoing
	26/1	Ieva re Cloud account	Complete
	27/1	Email to Public FB admin re Motion of 19 Dec 2018 SMC	Complete
	27/1	G Hutchins re previous correspondence	Complete
	27/1	Reply to Z Chatfield re ride calendar suggestions	AGM
	29/1	Blast Public Apology re R Nell Letter publication in Agenda	Complete
	29/1	R Shaw apology re R Nell letter publication in Agenda	Complete
	29/1	M Clifton apology re R Nell letter publication in Agenda	Complete
	30/1	AERA – re Delegates 2018 and all Minutes for 2018 SMC Meets	Complete
	1/2	TQ2020 Committee re Motions past at SMC 19 Jan 2019	Complete
	3/2	I Peters re correspondence 29/1 Acknowledgement	Ongoing
	4/2	In Confidence	Complete
	4/2	In Confidence	Complete
	4/2	In Confidence	Complete
	4/2	R Jeggo request for evidence	Ongoing
	8/2	In Confidence	Ongoing
	8/2	In Confidence	Ongoing
	8/2	In Confidence	Ongoing
	10/2	R Jeggo re Iron levels in Water for horses	TQ2020
	11/2	Dr Marc Walton re Endurance Vetting	Complete
	11/2	Collie Shire – Tasmin Acknowledge receipt of Grant Docs	Ongoing
	20/2	G Chvojka – Request for Documents	Complete
	20/2	In Confidence	Complete
	20/2	In Confidence	Complete
	20/2	In Confidence	Complete
	20/1	Shire of Collie Signed Grant document and Invoice \$5500	Complete
	26/2	WAERA Report for AERA Agenda	Complete
16.11	26/2	In Confidence	Ongoing
16.11	26/2	In Confidence	Ongoing
	26/2	Blast re new smc and TQ2020 Logo competition	Complete
	27/2	Deb Symington re AERA Voting	Complete
	27/2	Jarrahdale Shire re Trails forwarded to Anne Airey	Complete
16.7	3/3	G Chvojka acknowlge corresp 1/3/19 and advise listed SMC meet	Ongoing

16.10	6/3	Blast – re Marathon ride organiser	Ongoing
	6/3	AERA – AGM GM and SMC meeting minutes 23 February 2019	Complete
	7/3	AERA K Moir request for Certificate of Currency	Ongoing

12. Late Correspondence Outwards

Point	Date	From	Action
	13/3	Deb Symington – Acknowledgement re reimbursement	Ongoing
16.13	14/3	Joanne Howley - Acknowledgement	Ongoing
	14/3	AERA – Regarding president's report	Complete
16.14	15/3	Deb Symington – Acknowledgement re Agenda Queries	Ongoing
15.12	15/3	TQ2020 acknowledgement re 20 Powerbox request	Ongoing

Motion: The correspondence inward is accepted and the correspondence outward is endorsed.

Moved: Anna Erickson **Second:** Fred Dilley

Decision: Unanimous Motion Carried

13. Business Arising from Correspondence

13.1. C Allan Letter of Concern

- a) Time Line – Addressed within 7.1 Amendments to Minutes
- b) The amendment offered at the recent general meeting regarding the President welcome at the SGM 30 September 2019 should not be included in the minutes as the presentation was made before the opening of the meeting.
 - The members voted on this amendment and passed. These cannot be just removed. C Allan can at the next GM offer an amendment herself with a rationale.
 - If it is listed in the agenda then a welcome should be included unless a statement before the meeting that it not be included or published. Usually a copy is offered, if not it is reasonable for a summary to be provided by the secretary.
 - The request for the Welcome to not be published should not be considered as it was made publicly and it places R Shaw comments into context which is important in keeping the Minutes as a true record.
- c) This is to be addressed under Appeals 16.11 in these minutes

In addition, the following comments made.

- As a new committee we recognise the need for the SMC business to be transparent and members have a right to be informed of all decisions. The decision is not confidential, although the investigation that leads to the decision is. The IAC appeal investigation should be confidential however the decision should not be.
- Clear statement of intent for complete transparency be made to members with a reassurance that when there is a genuine need that confidentiality this will be enforced. Rob Shaw to draft in consultation with SMC.

14. Treasurers Report

Due to banking difficulties regarding signatories and access to internet banking etc. no reports for treasurer could be generated. The process in changing signatures at the bank has been started but not yet complete. Treasurer has been familiarizing herself with program and will have a full report for the next meeting.

15. Portfolio Reports

15.1. Treasurers

15.2. Secretary

Recommend to next SMC to seriously consider establishing a cloud for archiving WAERA documents.

- Rob Shaw to investigate produce a report back to SMC with possibilities that would be suitable for WAERA. Need for auditable trace that all members have received the documents. Reportable movement of documents in and out of any platform and who accessed/alterd. Administrator to be able to control access and level of access of members.

Thankyou letters to outgoing SMC and FB Administrator – Action Anna E

The members list in the Outlook Blast account has been updated. A request has been sent to Registrars for a weekly list of any new members joining so that names can be added weekly. This request has been acknowledged by Richard and Lyn. Elsjie B will forward the information to Kirsten M as FB (members only) administrator

15.3. Veterinary/Horse Welfare/Early Warning Systems – Report by Anne B

- Training Ride - No indication of any welfare issues. (Report under Ride Calendar)
- No Major rule changes
- Few new vets – will provide a seminar- accreditation process
- At Bridgetown - Anna may vet on Friday evening with Nick Hamill, then stay (unpaid) Saturday. Nick will be the treatment vet on Saturday and Kristine Rayner will be second vet overseen by Anna as head vet on Saturday.
- Need to get as many new vets accredited as possible. Vets require 4 Rides to be accredited with a seminar. Need and challenge to be sure they are competent and confident. Separate aspects needed to be a head vet which involve AERA requirements and umpire than required for treatment vet protocol. Covering all aspects of vetting for a new vet is requires a broad range of situations to be experienced.
- Continual challenge to keep an adequate number of vets available for WAERA requirements. We need to be proactive as 'no vet = no sport'. Need to enforce AERA protocols. Horses welfare is a Vet decision and final. Students are usually happy to attend Endurance events.
- Officials food payment decision etc. was made at the November Meeting in 2018. This is a change in the goodwill that has always been offered to the Veterinary officials and could possible result in mileage etc. being charged.

Volunteer Food/Drink decision of November 2018 Decision

- Abuse of the system was identified which resulted in the decision last year. As part of the previous decision coffee and tea was to be provided and added to ride organiser package.
- What is a volunteer? Time factor? Position? Riders filling in? Volunteers that cannot leave their position? Defer to the next meeting. Terry to draft a proposal for the next meeting for consideration of the SMC to revisit this decision.

15.4. Ride Calendar Report

There is not a lot to report at this point. The 2019 calendar has been well put together by Deb Jewell and I am talking to her to get tips & tricks for next year.

Albany Intro To Endurance Clinic

The Albany Intro to Endurance Clinic was held on Monday 4th March and was a great success. We had 14 horses and another 9 who attended sans horse for the talks etc. 1 horse was vetted out pre-ride and another withdrew on track as the horse wouldn't settle. This means we had 12 successful completions. The track was deep sand with ocean views.

After vetting & lunch we had talks from Anna Erickson (vetting & biosecurity), Deb Ryan (Chief Steward), Kirsten Melis (Hoof Boots & Gear) and myself (Strapping). There was also plenty of time for questions and open discussion. I think we convinced them that we don't bite 😊

We had an amazing team of volunteers who came together for the event and everything went smoothly. Some photos have been posted on Facebook with more to come which is helping to promote the event & the sport. I know we have a few new 'addicts' and I look forward to seeing them out on track.

Trybooking

At the moment I have the login for the Trybooking website to set up events & take entries. I am happy to continue doing that for WAERA rides as I feel it fits neatly in to the Calendar portfolio. I just wanted to confirm that everyone is happy for me to do so? This job is a new one that has not really been assigned to any portfolio yet. It may need to be added to the list for new SMC's to assign each year.

Confirmed by SMC that Abigail Bartell take on the role of Trybooking person for 2019

15.5. **Sponsorship and Fundraising** – Position needs to be yet filled. EOI to be requested in the next email blast.

15.6. **WAERA Awards and Trophies – Kylie Day**

- Kylie advised that a sponsorship list was sent to Abigail with all sponsors for each ride. Will be requested from Abigail by Kylie. Nicky Gusterson has offered to help Kylie as a non-SMC member which is welcomed by the SMC.
- Jo Van Uden has indicated that she is happy to help with the Award night if it is held in November.
- AGM and Awards night be separate from the AGM
- AGM date – defer until after the end of financial year date has been changed and endorsed.

Motion: *The AWARDS night will be on the last Saturday of November in each year*

Moved: Terry Sweeny **Second:** Ali Healey

Decision: Unanimous Motion Carried

15.7. **Property**

Inventory to be sent to property person by the secretary. Elsje B to action asap

15.8. Merchandise

Inventory of Goods received: Keyrings - 50+, Drink Bottles – 6, Thermos Mug – 58, Stubby Cooler – 21, Caps – 15, Beanie - 50+, Small stickers – 100, Lge stickers - 100+, Old rugby Jumpers – Mx5, Lx10, XLx7, 2XLx2, Old Sports Polo Mens and Ladies – 16x7, medx4, 18x4, Lx6, Sport Polo Mens, Ladies, Kids None – these are the most popular, Cotton Polo – 1xsmll lady, 1xmed men, 1xlge men, 1xXL men, 1xXL lady, Hoody – 1xMED, Showerproof Jacket – 1xLGE, 1xXL, Soft shell Vest 1x8, 1x10, 1xS, 1xLGE, Waterproof Jacket – 1xMed, Jods – 1xchild, 1xmens SML, 1xMens MED.

Prizes – Marathon 240km Buckles=11, Marathon 60km completion rosettes, State Champs buckles=17, State Champs 80km completion buttons=67, 2xGarlands, State Champs Sashes BC – JNR, LW, MW, HW enough for next four years, WAERA BC Saddle Blankets – 1xJnr, 1xLW, 1xMW, 1xHW, Woolen Rugs x 3, WAERA 80km completion medallions x 11, WAERA completion pins = 100, WAERA Rosettes = 18.

Two cartons of merit certificates.

Also in receipt of two money tins – one is float for merchandise (\$235) and the other is float for ride desk (\$200).

I had a couple of people come up to me at the AGM and tell me what they thought should happen with merchandise. Mainly the point was to have it available at rides and enough for trying on. As I am very new to this job I would like to have a chat with Verna Blackburn and Cara Allen to get their advice as to what worked for them when holding this position. 1. I think the order form is good but there needs to be changes made to it in changing e-mail address to morris.karlovsky@westnet.com.au and my phone number 0419925360 Karen. 2. the Sport Polo Shirts that were the most popular I would like to have some in each size to hand so people can have them straight away, obviously I need to get back to Committee re cost and numbers – soon. 3.

I will be at Wilga with wardrobe in tow. See you there. Karen Karlovsky

- K Day to order buckles
- Advise Karen to clear the stock at discount prices
- Two pieces/item for people to see and impulse buy. Polo Shirts being the main item to keep stock.
- Narrow the range down.
- Use for prizes.
- F Dilley to liaise with Karen K.

15.9. Chief Stewards and TPR's

- Joanna McCord has indicated that she wishes to take a break from CS but we are pleased to note she has not resigned.
- Marathon not yet completely covered for CS but Anna is active in this regard.
- Anna J to be directly dealt with SMC for general business (Anne to be included in the group emails). That the CS and Vets develop their own sub-committee. All vets to sign a Confidentiality agreement. Anne B to action. Elsje B to forward copy of Agreements.
- Blasted email to all members that a TPR Steward course to be held on Friday afternoon at the Marathon. Action Elsje B

15.10. A.E.R.A.

- Ride Etiquette Policy (AERA) – blast to all members already sent
- TQ2019 Sponsorship from WAERA – Agreed to sponsor a rug as per the request to a value of \$300. Requested preferences 1st Junior, 1st Lightweight or 1st Heavyweight.
- Anna E to draft a response to TQ2019

15.11. Website/Facebook

Closed Facebook - Administrators

Abigail Bartell and Kirsten Melis as SMC Administrators. Jo van Uden has nominated as member administrator. No other nominations were put forward therefore declared to be financial member administrator for the closed book.

Open Facebook - Administrator

Alison Healey as SMC Administrator. Jeanette Denham and Ieva Peters are the financial member administrators

Website design and quotes for discussion and consideration of possibly somebody updating within the membership.

- What do members want from the website?
- What would they like to see changed?
- Jeanette Denham is currently the 'website' wiz and administrator and has expressed interest into updating the website but won't be available till the end of the year. Deb J has indicated that she is willing to continue to update information to the website as required.
- In consultation with Jeanette Denham, Rob Shaw will look at the website and compile a report back to the SMC with possible update solutions. Gavin Day (Kylie) also has expertise in this field and is available for help with an overall website update.
- Action Rob S.

15.12. TQ 2020

A request has been received from TQ2020 committee for shared funding for 240 volt power box in center of the track. The committee has had a quote to the value of \$3800.

- The power would be extremely useful for WAERA rides at Collie.
- Limited use.
- SMC would like to see more quotes. Fred Dille offered to seek another quote.
- What grants are available and could this be completely covered by a grant to be explored before SMC commits.
- Should the need exist that TQ2020 need more financial support SMC is happy to review in the future

Quorum Requirement for TQ2020

- Request for quorum requirements received from TQ2020 team. 23.3 Constitution requires no quorum however in the interests of good transparent decision making for TQ2020 the following motion was put forward.

Motion: SMC directs that for the TQ2020 sub-committee a quorum shall be defined as at least 5 members.

Moved: Anna Erickson

Second: Rob Shaw

Decision: Unanimous

Motion Carried

Action Elsje B to notify TQ2020

15.13. Collie Race Club – MOU – Tony B has updated the MOU with the CRC. Some information has been removed from the former MOU as much is now included in the License.

- CRC is happy with this draft as is the Collie Shire.
- It is not a legally binding document and can be altered with agreement of all parties.
- MOU to follow the License offered for 10 years. MOU has the option to review at any time.

- Action Elsje B to send both documents to Deb J for website when signed and returned from lodgement. Elsje B to circulate both documents to SMC members asap

Motion: *This SMC endorses the MOU with Collie Race Club and Collie Shire License.*

Moved: Anne Barnes **Second:** Rob Shaw

Decision: Unanimous Motion Carried

15.14. Volunteers

It is the responsibility of Ride Organiser to contact the Volunteer coordinator with the required list of volunteers.

- Both RO and Volunteer coordinator can request a blast be sent calling for Volunteers
- Needs to be clear that the volunteer coordinator is under the Ride Organiser.

15.15. WA Trails – Request for EOI from members sent in blast. No EOI received.

- EB to try and follow up a contact to the organization and get more information. Rob happy to be contact person but will not be able to attend meetings.
- There is a need for WAERA representation as if we do not express a interest in some trails for horse use we may be excluded if another sport i.e. trail bike riding, requests sole use of a trail.

15.16. WAERA Annual General Meeting

31st October to be the end of the financial year to be lodged with the Department.
Action Elsje B to lodge documents

15.17. Promotions and Publicity – A member has been approached. Awaiting reply.

Action Anna E to follow up

15.18. Training Workshops –

- TPR at Marathon.
- Albany Clinic successful as per the report by Abigail in the Ride Calendar portfolio

15.19 Newsletter

No members have yet indicated a requirement for printed copy of newsletter in membership applications. The request for a printed copy is on the membership payment summary – an extra fee of \$40. Should one be made we advise that Karly print a copy and WAERA will reimburse the costs.

16. General Business

16.1. Avon Valley Trails and Tracks Flyer and Survey – No action required. Forward to Rob Shaw as part of WA Trails

16.2. Memorial Plaques – Jo advises until we have wording, we cannot get firm quotes

- Standardised wording required – keep brief
- Sponsored plaques only.
- Not restricted to only people. Horses also included.
- Request Jo V U if she would still run with this and to propose a wording and get quotes
- Action Elsje B to contact Jo Van Uden

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16.3. Working with Children –

- Children at our ride needs to be under the provision of parents. Do we need certificates?
- Need to find the exact definition - Anna E to investigate

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16.4. Recommendation from 2018 SMC to 2019 SMC regarding recording and transcripts of Exec Meeting in March 2018

Chris Haddon requested to leave the room.

Motion: *That the meeting held at a private dwelling in Champion Lakes in March 2018 had no official standing nor quorum. In 2018 the IAC have directed that this meeting had no standing or quorum. WAERA SMC also believe the meeting had no official standing nor quorum and therefore was a private gathering between members of the Association. Any grievances arising between members attending this unofficial meeting or members affected by it, will not be adjudicated by the WAERA State Management Committee.*

Moved: T Brandis **Second:** E Brandis

Decision: Unanimous Motion Carried

Rationale: The transcript then becomes a transcript of conversation between individual members and should not be recorded in any WAERA records other than the motion listed in the SMC minutes of 26th May 2018, the IAC findings, the minutes of 19th January 2019 meeting and the SMC meeting where this motion is passed.

Lunch: 13.35

16.5. Request from R Jeggo for evidence regarding his comment 'the secretary refused to send emails in the 15 September 2018 Minutes.' Response Received.

- The evidence is no longer available due to the deletion of emails and the matter is now deemed closed.

16.6. *In Confidence*

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16.7. Gabriella Chvojka request for documents and reply to SMC letter of 16 January 2019 regarding concerns letter of September 2018.

- To what end does Gabriella Chvojka require this information
- Gabriella Chvojka is not currently a financial member.
- New SMC has reviewed the documentation with regards to the horse matters and consider this investigation and decisions and previous correspondence were more than acceptable. The current SMC consider the matter closed.
- Private issues will not be adjudicated by this SMC. It is not for a sporting body to be involved with individual disputes.
- Should she fully comply with the Act requirements the committee will provide Gabriella Chvojka with requested information from the Members Register and extracts from confidential sections of the Minutes pertaining to her. CS reports and any other confidential statements will **not** be provided. Anna E to draft a response

16.8. Teleconferencing Platforms

- Many members on the SMC using private email address. Platforms that allow WAERA members to have a platform address that can be perpetual. i.e. treasurer, Secretary, President and Vice President.
- Email addresses become WAERA ownership if the traffic comes through the domain with the access determined by the administrator. Emails can be forwarded to an individual private account.
- Does our current WAERA web hosting package allow us to establish @waera.asn.au email addresses?
- As per the AGM member directive this would enable for members from a distance to participate in SMC meetings
- Zoom video Conferencing platform at a cost of USD\$ 209.00 per year AUD\$ 290.00 approximately. Was developed for education. Can work on smart phones. This platform is simple. Does need internet access so meetings would need to be in good internet access areas. Has a chat capability. Members can be removed and included as the meeting progresses by an administrator if 'conflict of Interest' be declared. Initially it would be an individual utilizing this facility, however eventually there is a potential for entire meetings be conducted from remote areas. Would negate the need to hire a meeting venue.
- Does our Constitution need to be altered with regards to voting? Can be included in the Constitutional Review.
- Capacity to set up a poll for decision making
- Potential for TQ2020 to also utilize this system.

SMC made the decision to purchase a license and trial this method. License to be purchased though the Treasurer as opposed to member being reimbursed.

Action Rob Shaw to purchase and set up.

16.9. New Members - Method of ensuring that new members are mentored by older/experienced members.

- Blast a request for members willing to go on a list offer their services at a ride in helping answering questions and advising new members. Elsje B to action
- Provide several volunteers with a clearly identifiable bib (bright colour) 'ask me a question for advice' at ride base.
- Added a line at the bottom of all ride flyers that should any new members have any questions at a ride, to ask any officials or look for those members with the clearly identifiable bib for advice. (once the bibs are purchased and volunteer list established)

16.10. Marathon – Ride Organiser

Ride organiser is the person at the top of the pyramid that runs the 'ride' on the day and before the event.

The Marathon will have a course director and water cart person for assistance should rescue float or vet need to be sent out on course.

Terry Sweeney has offered to be Ride Organiser for the Marathon however he has advised he is committed to strap every now and then when required. Peter Erickson may be a backup person for when Terry is not available due to strapping commitments.

Unanimous approval to request J Skinner to run a raffle is granted. Elsje B to action.

16.11. *In Confidence*

16.12. **CS reimbursement of subsidy** – Compile a form for CS to apply for the Reimbursement after they have officiated at their first ride. Action Ali Healey.

- Fuel Reimbursement for CS. At present it is a flat \$100.
- It was put forward that many volunteers have travel costs. Is one more important than another? Many who volunteer never ask for any reimbursement at all.
- Travel is part of volunteering
- No CS = no ride

Terry S and Anne B to liaise with CS and offer proposal at the next meeting regarding how to offset costs.

16.13. **Kids Sports** – Joanne Howley – If eligible WAERA can apply to be listed as a sporting organization so that Junior members can apply for a subsidy voucher that can be applied to WAERA membership costs – Anna E to investigate and if possible, apply.

16.14. **Deb Symington** – Agenda Queries

- Results of the last IAC (2018) was made known to members though discussion in the minutes.
- The three decisions made and listed on the last agenda are for transgressions made against our Association. Members are entitled to know of these transgressions and the results. SMC members should be accountable for their decisions as equally as the transgressions should be made available to the members. This prevents a 'sweep under the carpet' scenario.
- All results of the IAC will be made available to the members.
- Horse welfare and horse/rider issues have been historically held in confidence and remain confidential. This SMC is of the opinion that investigations regarding horse welfare and horse/rider issues should be held 'in confidence, however the decisions of the SMC will be recorded for members viewing in the minutes. It is important that incidents that are observed at a ride, are seen to be taken seriously, investigated and dealt with appropriately by the SMC.
- Chief Steward Reports and any Statements from members that have been offered in confidence and should remain so in order that no intimidation for honest reporting is guaranteed. CS need to have the freedom to have a conversation but they are required to be professional in any conversations.
- Extracts of Minutes – In Confidence extracts have not been requested until recently. This committee considers that members be eligible, after signing confidentiality statement and offering statutory declaration as to why they require the information and only if it refers to themselves. Only current financial members requests for extracts will be considered.

Anna E and Elsje B to formulate response. Deliberations and concerns need to be held in confidence however this SMC will make decisions available to the membership.

Should our minutes be available for public access? To be listed in the next agenda for discussion.

- 16.15. The SMC to consider that perhaps the Secretary position be a paid position.
- A nominal fee. AERA presently pays for secretary. Whilst it is recognized the AERA secretary is a much more intense position and WAERA would possibly not consider offering as much in financial payment, a reasonable figure for time could be considered.
 - The membership invited to make comment to the committee regarding this proposal.
 - Hopeful that the secretary position will settle to a much less intense level now that many of the controversial issues are essentially dealt with.

17. Meeting Closed: 16:55

18. Next Meeting: 27th April 2019 - Murdoch