

Minutes of the W.A.E.R.A. SMC Meeting held on 24th March 2018, Collie Race Club, Collie.

Meeting commenced: 10.15am.

1. **Members Present.**

Deb Jewell (Chair), Richard Jeggo, Caren Earl, Terry Sweeney, Abigail Bartell, Anne Barnes, Deb Ryan, Cara Allan (part – until lunch time), Ieva Peters.

2. **Apologies.**

Rachell Nell, Carly Arnasson (proxy votes sent).

3. **Visitors**

Christopher Haddon, Glenn Dix.

3.1 **Additional SMC Members.**

Chris Haddon and Kirsten Melis have expressed an interest in joining the SMC.

Motion: *That Chris Haddon is elected to the WAERA SMC for 2018.*

Moved: *Deb Ryan/Richard Jeggo. Carried.*

Motion: *That Kirsten Melis is elected to the WAERA SMC for 2018.*

Moved: *Abigail Bartell/Deb Ryan. Carried.*

- Christopher and Kirsten need to sign the confidentiality agreement and send it to Rachell.
- Apologies from Kirsten for being unable to attend the SMC meeting today.

4. **Welcome by President.**

Deb welcomed everybody to the meeting. There some meeting rules as there are a few contentious issues going on. Everyone is welcome to have their say, we all have an opinion that we are entitled to, but we won't tolerate any personal attacks on anybody. Would expect courtesy to everyone. If you feel you can't keep your peace, please leave the meeting and cool down.

5. **Executive Decisions to be Ratified.**

- The inclusion of this new section of the minutes has been discussed on email previously. Ieva outlined that this is common practice at meetings to keep the members of the State Management Committee up to date with decisions that are made, letters being sent, motions, and accounts that are being paid in between meetings. This is common practice at AERA meetings as it provides important information to the delegates. This is particularly significant as it appears that some accounts have been paid and WAERA have been overcharged (e.g. Byford Trotting Complex, \$470 for meeting room). Deb J was unaware that the price had gone up. Had other SMC members been involved, this mistake would have been addressed. It is also useful for SMC members to be kept aware of WAERA's spending, particularly as we have run at a loss of around \$60,000 for the last two years.

Abigail didn't think this was appropriate, and can't see that they should be listed as they are not done as a result of the Executive decisions. That's not how we do it currently. After the bill is paid it's too late.

Process needs to be correct from the beginning. By the time Abigail gets the bill we've already had the goods or service. The process needs to be before she gets the bill to pay. At the same time, we delegate people to do certain jobs, SMC can't do everything. Yes, a valid point, but we need to change the way we do things to achieve the transparency. By the time it gets to a meeting and the bill is already paid it's too late.

Richard: \$470 is too much, then it shouldn't have been booked.

Deb J: got the venue hire for the clinic in for free in exchange for paying the account.

Abigail: and a couple of times we had SMC meetings and weren't charged. We paid for the awards night and the AGM.

Deb J: probably won't use it again because of the hike in price. Can use it for smaller meetings, if necessary.

Ieva: is not suggesting that everyone is involved in the decisions, just make a list for the agenda.

Abigail: doesn't want to get bogged down with being questioned about the smaller items.

Deb J: perhaps a quick brief to the Executive to make the financial decisions.

Cara: The Profit and Loss report is not a break down. The EA swabbing invoices are also in dispute.

Abigail: Has already queried that. Why do we have to bring to the SMC that the EA has charged us for something that we didn't get? If they got to the point where they were starting debt collection services, then I would alert the SMC. We did a list of payments for January. I don't pay the bills as a result of an Executive decision. Currently that's not how we do it. If you need more clarity, we can do these things. But they are not Executive decisions to be ratified. When I get a bill for expenses for rides, that money is

already spent and we've got the goods. Whoever authorised the expense and got the bill, I have to pay it. If I'm unsure about a bill, I go to the source. That's the process at the moment. Various members get delegated to do certain things and they organise the expense. I just pay the bill. Some things are reimbursement and credit card expenses. I would like an invoice to be emailed. If you want me to include a list of transactions in the financial report that's ok.

leva: would like to see a list of the transactions please.

Caren: maybe for a little while it would be OK.

Abigail: were getting Profit and Loss statements for two years. Surprised that it hasn't been mentioned before.

Cara: we need to put things in place to make sure we don't make a significant loss in the future. It's not about blaming, it's about implementing something for the future and see where the losses are made.

Richard: that's the process now. We need a breakdown of every ride. We know how hard that is because Cara reported a \$3,000 profit at Greenhills and Abigail reported a \$700 profit.

Abigail: the reports that are generated are only as good as the information that I receive.

Deb J: make sure the ride organisers for WAERA events send in those sheets and give them a budget. By the end of the year, we can be meeting our goals. By the end of the year we should see some major changes.

Abigail: we must also give them a budget beforehand.

Deb J: Executive Decisions to be Ratified can stay on the agenda.

Deb R: not sure if Caren and Terry are aware that WAERA used to run the canteen and cook for the rides, money raised was used to pay for volunteer's lunches and power and water. We no longer run the canteen now, which is a big chunk of profit going somewhere else. Would like to have a canteen manager. Feeding volunteers costs quite a bit. Doesn't cost us anything to have the Corbins here.

5.1 Executive Meeting.

- **Executive Meeting Minutes** (held on 3/3/2018 at Richard Jeggo's home): leva asked for the minutes from the Executive Meeting as a WAERA meeting was scheduled for that date and was cancelled a couple of days prior. A quorum was available. Deb Jewell responded that we don't have any minutes from that meeting and the meeting was a result of the postponement of the last meeting, so the Executive had a meeting to get direction over some issues that Deb J felt that she was unqualified to deal with at short notice. The meeting was to discuss how things should proceed in the future as our constitution doesn't give guidance. Deb J has been the WAERA President for a couple of years and she felt she was winging it and taking direction from the committee, and felt out of her depth and had no idea how to deal with it. Deb J postponed the meeting as she didn't want to walk into a hostile or volatile situation. Felt justified in doing that. Deb J called an Executive meeting, had no intention of discussing anything in particular, but a couple of things did come up that we did discuss. There was a letter to Cara Allan in regards to the unratified minutes going on the General Meeting agenda. The letter entailed some things we saw that contravened the confidentiality agreement and unratified minutes. The Executive hasn't made any decisions at this point in time that need to be ratified. Deb J stated that if she was going to be president that she need to be sure of what she's doing and what authority she had. leva pointed out that she had also received a letter following the Executive meeting to which she had responded, and received no further response.

6. Confirmation of Previous Minutes.

- **Minutes 13th January 2018.**
 - **Item 5, page 1** - Deb Ryan wants the minutes altered to: WAERA have had an MOU with CRC for 9 years and all WAERA members have a conflict of interest. leva still disagreed and doesn't understand the statement.
 - **Item 11, TQ2020, page 11:** that there would be a Working Party responsible for the things that needed to be upgraded at Collie and would manage the project to the TQ2020 standard. The working party is Ross McCamish, Richard Jeggo and Deb Ryan.
 - **Item 11, TQ2020, page 6:** Caren and Terry hadn't yet read the report. Clarification that Caren and Terry had read the submissions, but hadn't read the ride venue report supplied by Jane Radny, Anne Barnes and leva Peters.

Motion: that the amended WAERA minutes (as above) of 13th January 2018 are accepted.

Moved: Deb Jewell/Caren Earl. Carried. leva disagreed.

Minutes 10th February 2018 – meeting held after the AGM and GM.

Deb J did not remember sitting down and calling order to a meeting. Anne B was there for a part of it and was under the impression that it was a meeting.

Richard Jeggo stated that he didn't know there was a meeting and wasn't advised that there was a meeting.

There was no announcement that there was a meeting and he would have stayed if he'd known.

Abigail wasn't there.

Cara was told that there was a meeting to be held after the AGM/GM.

Deb J: did tell some, but probably assumed that older members of the committee knew the procedure. Richard was of the opinion that it was it a properly convened meeting. Caren recalled that some people were sitting, some were standing, and she thought it was a bit of a chit chat. Deb J: doesn't recall calling the meeting to order. There was a lot going on and it was a horrible day and there was so much going on and people were leaving it was all very confusing. Abigail had already left. Caren: few of us stood around and there were a few discussions including the clinic. Ieva read out the minutes of the meeting held on 10th February 2018:

Deb Jewell welcomed everyone to the meeting and was concerned that Ross McCamish and Richard Jeggo appeared to have left without attending this meeting. There was some discussion about continuing without them present and it was suggested that this meeting is deferred until the next SMC meeting. Ieva pointed out that the nominations for AERA delegates had to be in to the AERA Secretary by 16th February 2018 (next Friday) and must be sorted out at this meeting. Deb Jewell asked the members present for nominations as the AERA delegates. Deb Jewell and Ieva Peters acknowledged that they would like to continue as the AERA delegates. There were no other SMC members present that wanted to be the AERA delegates. The AERA nomination forms were then signed by the WAERA Secretary, Rachell Nell and the WAERA President, Deb Jewell.

Deb Ryan suggested that we did not call for nominations for the AERA delegates. Cara can specifically recall that we did call for nominations for the AERA delegates. Caren knew that Richard Jeggo and Deb Ryan wanted to be AERA delegates. Terry stated that Deb and Ieva put their name forward if the SMC still wanted them to be the delegates, but it wasn't voted on by the committee, but it was mentioned. Richard stated that when there's only two, you don't need to vote. Anne recalled that there was no vote had, Ieva and Deb J said they were keen to be the delegates and there was no challenge, very unclear as to whether that was for the March meeting and send the two we had from last year, but it was unclear if that was for the duration of the year. Richard suggested that they were acting delegates. Ieva stated that there was no mention of the "acting" or "temporary" word. Richard asked if it was a properly convened meeting or it wasn't. It wasn't announced and he didn't know a meeting was being held. Ieva stated that we always have a meeting after the AGM and Richard was aware of that. Deb J said that she made an assumption, and will take responsibility for it. Ieva stated that we also talked about the clinic and the next meeting date.

**Motion: that the meeting held on the 10th February 2018 is disallowed as it was not properly convened.
Moved: Richard Jeggo/Caren Earl.**

Only those that were present at the meeting can vote (Deb Jewell, Rachell Nell, Ieva Peters, Deb Ryan, Anne Barnes, Terry Sweeney, Caren Earl, Cara Allan, Karly Elliott). Deb J stated that the things that are in the minutes did happen. Richard is disputing the opportunity to attend an SMC meeting and that he wasn't given the opportunity to attend as he didn't know there was a meeting being held. Deb J would like to abstain from voting as she's not sure what to do. She can recall the meeting, but not the process. Anne suggested that you can vote for the motion to disallow a properly convened meeting, but not take away from the decisions taken at that meeting. That doesn't take anything away from the two delegates who went to the AERA meeting the other day. Richard asked Deb J, did you make it known at the AERA meeting that the two delegates representing WA were "acting" delegates? Deb J confirmed that she sent an email because that's how she perceived it. Cara: feels it's unfair to raise this motion and to not include two people that were at the meeting and aren't here to discuss and vote and would ask that all decisions and voting is held over and they can vote afterwards. It's hard for them to fill in a proxy vote when they don't know about these discussions and motions. They were both at the meeting and do not know anything about this discussion. Cara knew it was a meeting as she was told there was a meeting after the AGM and GM. That was very clear. Vote - No. Deb R: yes. Anne B: yes. Abigail: not present so won't vote. Terry: yes. Caren: yes. Richard: not present so won't vote. Deb Jewell: yes. Ieva: Agrees with Cara's thoughts and that there were two other people there at the meeting, who haven't been included in this vote and discussion. Ieva raised the issue regarding the AERA delegates, Deb J and Ieva were

the only ones to put their hands up for the AERA delegate's position. Ieva brought the forms out, the forms were signed by the WAERA President and WAERA Secretary, and submitted to the AERA. No temporary word was bandied about at any time. Was under the impression that it was a meeting. Vote - No.

Motion is passed.

Deb J required clarification about the minutes. They are now a discussion paper.

7. Matters Arising from the Minutes (Action Sheet).

- Ride Pack (Feb 2016): Cara has done the ride pack. Awesome job. Copy is on the website. Create document for funding assistance from WAERA and create example of ride budget spread sheet still to be done by Abigail.
- Strategic Plan (Feb 2017): Haven't managed a face to face chat, but there has been some emailing going on. Need to get together as a group. We're up to the second draft.
- Website (April 2017): Deb J would like Angus to update the front page. Richard: why do we have to download stuff? Can't the calendar just be on there? Cara: it's the limitations of the website. Cara can do this as she has a bit more computer knowledge. Communicating with Angus might be easier as the website is a bit of a mess. Angus costs us \$167 per month and protects us from hackers. Cara to get in touch with Angus to tidy up the website and load documents. Deb J also has some advertising for NMGW to go on the website.
- Entry Forms (August 2017): have been updated and are on the website. Cara can include the trybooking information and tick the boxes for conditions of entry and also do a digital signature. We need a signature for day members for the entry form and the waiver form.
- Ride Pack (August 2017): create a document explaining options of holding WAERA rides/non WAERA rides.
- Swab Course (August 2017): Warwick Vale is not available and not able to do a swab course. Anne has spoken to Di Saunders at EA National and there is a course scheduled on 23-24 June to update the WA stewards. Don't know if it's a refresher course or starter course. Another swab course in the east for testing vets in July.
- Website (October 2017): has been updated with current SMC contact details.
- Property (October 2017): Deb J to get a storage case for the radios. Deb J has purchased one. Cost is \$49 each. We need to check how many we need.
- Property (October 2017): Terry has got a draft of a drawing of a new ride trailer from Dale Gavinlocke that would be purpose built. Terry also spoke to South West Floats and they had a look at it. They will send a drawing and get a quote. This is going to be a costly exercise. Cara suggested we may be able to apply for a grant.
- Collie Race Club (October 2017): Investigate permanent trail markers. Deb R is going to the meetings in Perth. We are in the process of designing a permanent marker. Doubtful our courses would be permanently marked as it locks us into a specific area. Not going to happen for WAERA. Deb R is on the Trail Head Panel and they've just done a strategic plan.
- Collie Race Club (November 2017): Rachell has written to CRC and asked them to clarify our portion for bore expenses. No response. There seems to be a problem with the pump.
- Ride Trailer (November 2017): Scales have been calibrated, leaky roof and door have been fixed.
- AERA Motion (November 2017): Ross suggested in November 2017 that we put a motion to the AERA about 40km riders must be members. Nothing has been received from Ross. Remove this item from the agenda.
- Membership Forms (January 2018): Rachell has sent all the members an email blast with the membership form and fees.
- SES MOU (January 2018): Rachell has written to the SES to advise them of our recommended rates and 2 people per checkpoint.
- Busy Bee CRC (January 2018): Deb R made up a list of things that needed to be done.
- Property (January 2018): Deb J has asked Jan Skinner to make up 20 more Junior ride bibs.
- FEI Ride 2018 (January 2018): Rachell has written to EA Endurance committee about potential clash of dates with OSO ride.
- Insurance Portfolio (January 2018): Rachell has written a thank you to Louise Gray.
- TryBooking (January 2018): Cara has put together a step-by-step guide on how to use TryBooking.
- CS & TPRs (January 2018): Richard has sent a list of CS and TPRs to Rachell.
- TQ2020 (January 2018): Thank you letters have been sent for the submissions (by Jane Radny).
- Wilga Ride (GM February 2018): ROs have been asked to ensure the water is connected and to start the ride early if it's going to be hot.
- Education (GM February 2018): Deb J to talk to Robert Shaw about Cloud Schools.
- Calendar (GM February 2018): 80km ride has been added to Ravensthorpe. 5km has been added to Greenhills ride. 10km and 60km has been added to Jarrahdale. 60km ride has been added to Merredin.

- AERA Motion (GM February 2018): Ieva had to leave the AERA meeting prior to this discussion. Deb J couldn't remember the outcome of the AERA meeting regarding this matter.
- Motions from the GM (February 2018): budget for work to be done at Collie required by 31/5/18. Ross McCamish, Richard Jeggo and Deb Ryan are doing this. Richard would like the Quilty Agreement document signed as soon as possible. Ieva explained that this couldn't be done at present. WAERA needs to form a Quilty 2020 Committee, do a budget, cost of works, etc. and submit it to the AERA.
- Big 3 Award (GM February 2018): At the GM, Liz Mulcahy asked if WAERA doing an award for the big 3 for 2020 or for all the time? The Big 3 would be: Quilty, WAERA Marathon and WAERA State Championships. We should look at this. Would a completion of a Quilty in the Eastern States be included? One horse/one rider successful completion. Need some guidelines. Trophy to be decided. Cara is putting together the rules for the awards and trophies, so can add this one. Needs to be advertised.
- HW Trophies (GM February 2018): Karen Karlovsky: HW trophies are looking a bit sad. Should we look at updating them? Karen has some amazing trophies that she can use. Cara and Karen will have a chat about this. Cara has spoken to Karen; she has some nice trophies we can re-purpose. Some of the old ones are quite damaged.
- Junior Award (GM February 2018): Junior Trophy: end of year award for members for 40km and 20km. Distance Award for all of our Junior members. Cara can make up some certificates.
- 100% Completion Award (GM February 2018): Qld issue badges shaped like Qld in different colours and says "100% QERA". Info can come out of AeraSpace. Minimum rides distance is 240km and must be endurance rides from 80km upwards.
 - 240-399km – Green Award
 - 400-799km – Red Award
 - 800km+ - Blue Award
 Needs to go in the newsletter and on FB.
 Cara can organise the badges.
 1,000km that missed out at the Awards night get them at Easter.
- End of Year Awards (GM February 2018): it was agreed to award - First winner, second runner up, third acknowledgement.

8. Correspondence Outward.

Date	From	Action
	Brian Pullin - Merredin C/S report.	RN
	Jane Radney- Notify all EOI (TQ2020) of elected Venue	RN
	Members - TQ 2020 Task Force	RN
	Louise Gray- WAERA Thank you letter	RN
	SES MOU changes - No response	RN
	Letter to Cara Allan - Executive committee.	DJ
	Letter to Ieva Peters – Executive Committee – attached. Defer to next meeting.	DJ
	Division secretaries - FEI Flyer	RN

Discussion:

- **Letter to Cara Allan – from the WAERA Executive committee (4/3/18):**

We (WAERA Executive) are writing to you to bring to your attention that your Correspondence tabled at the AGM, on the 10th February has not complied with the confidentiality agreement signed by SMC members and was in breach of this agreement.

We the WAERA executive are asking you for a full retraction of your tabled letter 8.1 on the GM Agenda.

A response is required within 14days.

*Yours sincerely
 Deb Jewell
 WAERA President*

Response from Cara Allan (9/3/18):

From: [Cara Allan](#)
Sent: Friday, March 09, 2018 7:34 PM
To: [Deb Jewell](#)
Cc: [Rachell Nell](#) ; [Richard Jeggo](#) ; [Abigail Bartell](#)
Subject: Re: Letter

Afternoon,

The letter in question does not, to the best of my knowledge include any confidential information. As the Executive believe that it does and have chosen to send this letter asking for retraction, Please specify exactly which part or parts of the letter breaches confidentiality?

I am a little perplexed as to why I am receiving this directly from the President on behalf of the Executive only. Having exhaustively read our constitution and the Incorporated Associations Act 2015, I've failed to find a section that explains the Executive having the power to send a letter like this without consulting the committee. Can you please inform me as to where in the constitution it states the Executive has these powers?

It is also a little unclear to me as to how and when the Executive have made the decision to send this letter. I was under the belief from the email to the SMC received from Deb Jewell on Friday, March 02, 2018 9:53am titled 'Meeting Agenda Collie/Waroona' that the Executive would, and I quote '...not be discussing any individual at all. It is a general discussion on how to proceed in to the future.' This implies that the decision wasn't made at this meeting.

Can you please provide me with the minutes of the Executive meeting for when the decision to write this letter was made?

Regards,
Cara Allan

Discussion:

The WAERA Secretary, Rachell Nell, refused to sign the letter, so it was sent by the President, Deb Jewell, on behalf of the WAERA Executive. Deb Jewell wrote to Cara about the correspondence that was tabled at the AGM/GM. The Executive felt it had not complied with the confidentiality agreement and was in breach of the agreement. Cara has been asked to retract the letter, even though the letter was included in the agenda. Cara replied in her email, and asked about what part was to be retracted and was in breach of the confidentiality agreement. From Deb Jewell's point of view, naming the people that were voting.

Cara responded that she did not name anyone during the voting process. Given the concerns that were raised (regarding the voting process and conflict of interest), Cara suggested that some of the votes should be nullified and listed the people involved. The letter doesn't state who voted for what. Everyone knows who is on the committee, so that is not new to anybody.

Deb J was concerned that Cara named us as having a conflict of interest, and didn't think that was appropriate. Up to that point, we hadn't verified what was a conflict of interest, which is a perception and everybody has a different perception. And please don't ram the Incorporations Act down my throat again, because there is no monetary, contractual or any other gain for any of us. That all came out of unratified minutes and you named us as having some sort of legal conflict and Deb J didn't think that was appropriate.

Cara stated that the only reference of unratified minutes that was made was that she had actually read them. Other than that, none of this information comes from the unratified minutes at all. It's just Cara's opinion that the SMC members that are CETRC members, and it states in all of the documentation that was submitted as the proposal for holding the TQ2020, it's (CETRC) named on every single piece of documentation. None of this is actually breaching confidentiality because none of this actually comes from the unratified minutes at all. If you are unhappy that I've raised a concern about a perceived conflict of interest, and not monetary, it's a material conflict of interest because the proposal was put forward from the CRC and CETRC and it's named in all of those documents. For someone looking at that, Cara was afraid and she felt that was a material conflict of interest. Those people are members of CETRC and they have applied to hold the event and they are currently sitting on this SMC.

Richard asked if it was done in the name of CETRC and the CRC, should it be done in WAERA?

leva: WAERA is calling for the submissions. Don't understand what you mean.

Richard: You're concerned about these applications, in particular the monetary gain from Bendigo Bank being done in the name of CETRC and the CRC.

Cara: It has to do with the proposal to hold the TQ2020 at Collie was done in the name of the CRC and CETRC. That is my only concern. Those members CETRC needed to step away. It wouldn't have changed the outcome. I voted for Collie. It would have been proper process.

Deb J is a member of CETRC, but still doesn't understand why she would have a conflict of interest.

leva stated that it's in the constitution: 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.* We're talking about an agreement between WAERA and the AERA to hold the Quilty. Cara is correct. If we had all done the right thing and even recognised the conflict of interest afterwards and said we won't do that again, we wouldn't have a problem. You've refused to include declarations of a conflict on the WAERA agenda. You declared Cara's motion about addressed the Conflict of Interest "incompetent" and threw it out of the General Meeting. All Cara wanted was to have it included on the agenda.

Cara's only goal was to avoid outside people, members, looking in and being concerned that CETRC members have put forward the submission and they sit on the SMC so obviously they can sway the vote. They shouldn't have a vote. Deb J stated that Cara wanted us, the conflict of interest people, to acknowledge that we had a conflict of interest. And as Deb J pointed out to you on several occasions, she cannot see how she had a conflict of interest when she had no part in that proposal even though she is a member of CETRC. She wasn't involved.

leva pointed out that's the conflict of interest, because you are a member of CETRC.

Abigail: so what you wanted was to put in the agenda a declaration of conflict of interest. If we had done that at the meeting on the 13th January, everybody at that point would have said they were a member of CETRC or whatever, and you would have stated your conflict of interest that you were involved in the submission from the State Equestrian Centre?

Cara stated that, yes, Rachell and Cara would have declared a conflict of interest for Brigadoon if she had been at the meeting and were happy to step away. She wanted to make Conflict of Interest a standing item on the agenda.

Deb J said that now moving forward we need proper procedure. Would like an explanation about what a contract is in 24.3. What does it mean?

Abigail suggested that it is a signed agreement between parties. This discussion indicates that we are a little bit unsure about we should have done. She believes that this uncertainty would be solved with the governance training course. As members we should give each other the benefit of the doubt and assume we have the best interests of the club at heart. We are trying to do our best and are trying to improve things. Understands with what Cara is saying, but doesn't necessarily agree with Cara. Abigail feels that we don't know enough about this stuff.

Deb J stated that we all voted with the best interests of WAERA in mind. Moving forward we can get some protocols and best practices to ensure that this doesn't happen again.

Deb R: we are all members of WAERA and had an MOU for 9 years and running rides here for 30 years. In the last 9 years we've signed an MOU and so every member has a Conflict of Interest.

Chris: where does CETRC sit with the MOU.

Deb R: only WAERA has the MOU.

Cara: if you are involved in a submission, you declare it. Resolution would be if you are involved in a submission that you declare it.

leva: it was written in the report that you should declare a conflict of interest. Anybody who is a member of CETRC should have declared a conflict of interest. It was there for all to see. A conflict of interest is not necessarily about a personal gain. The protocol is already out there.

Richard: if you declare a Conflict of Interest, it doesn't prevent you from voting.

Cara: yes, it does. She went through the Incorporations Act. Disclosure must be recorded, the member must not discuss or vote, leave the meeting while the matter is considered. We are bound by the Act, especially if our constitution is silent on a matter. Cara feels that her letter was not a breach of confidentiality. Cara would like a response to her response to the letter from the Executive.

Richard: it's for us to prove that there is a breach and then there will be consequences unless Cara retracts it. Matter is closed for today. Move on.

leva stated that the letter is dated 4th February but assumes it was 4th March. Obviously this matter was discussed at the secret Executive Meeting held on the 3rd March. We weren't invited and these things were being discussed.

Deb J stated that it wasn't a "secret" meeting as everyone knew about it. It wasn't meant to be discussed, but someone else brought it up. It wasn't the three of us.

leva asked who brought the matter up, if it wasn't you three? We have a right to know about things that are being discussed that should at committee level not Executive level.

Deb J: called the meeting to take guidance and believed that she can call an Executive meeting.

leva agreed that the Executive can call a meeting, but they can't make any decisions. The Executive made a decision to write a letter to Cara about things that they think are wrong and in leva's opinion should have been discussed by the whole group, not just by 3 or 4 people. You are telling Cara that she has to withdraw her letter, and she has responded and who knows what the next bit will be. leva thinks it's totally inappropriate that the Executive is discussing these things without the rest of the committee's input. That's not how it works. We are guided by our constitution and the Act. We work as a group.

Deb J stated that sometimes you have to take things away from the group as it becomes lengthy and debatable. The Executive meeting was called because of another issue and she was out of her depth and needed guidance.

Cara asked if the matter was closed now as she had to leave the meeting.

Richard responded that it was closed for today.

Cara asked if any further action will be from the SMC? Excluding Cara, of course.

Deb J confirmed that it will come from the SMC and she will respond to Cara's response.

8.1 Late Correspondence Outward.

Nil.

9. Correspondence Inward.

Date	From	Action
22/1/2018	Jeanette Denham - Long Mount Short Ride in Ravensthorpe. Defer to next meeting.	

8/1/2018	Letter to AERA from Anna Erickson - attached. Defer to next meeting.	
	Ross McCamish and Karly Elliot`s - resignation from SMC.	
	leva Peters - TQ 18- vets and CS - who has been selected? Process hasn't been done. Discussed – below.	
	Deb J – Confidentiality Form – Meaning of form and signing it. Defer to next meeting.	
	leva Peters re: WAERA Finances - Fund Raising. Discussed – see below.	
	leva Peters – request for full independent audit of the books for the last two years. Defer to next meeting.	
	Deb Ryan - Complaint Letters re leva Peters and SMC. Defer to next meeting.	
	leva – Letter to SMC following Deb Ryan's complaint. Defer to next meeting.	
	CONFIDENTIAL	
	Debbie Symington- no longer accredited as a Medication Control Steward.- email below. Already discussed.	
	leva Peters - Letter of Response to Executives – attached. Defer to next meeting.	
	Cara Allan - letter of response to executives- attached. Already discussed.	
	leva Peters - Draft letter to Rosanne Pimm re: sponsorship clarification. Defer to next meeting.	
	Ross McCamish - Trail Riders meeting minutes and resignation from Trial riders committee.	

Discussion:

- Resignations: Ross McCamish and Karly Elliot`s resignation from SMC. Takes effect immediately it's been received (according to the WAERA constitution). Karly will keep doing the newsletter. Kirsten may be able to help Karly with this job. Rachell to write thank you letters.
- Selection of TQ18 Chief Steward and Vet: who has been selected? At this stage, we need one vet and one Chief Steward, but also include a second person just in case the first one selected cannot go. Richard has spoken with the event director, Graham Bucknell, who said they need two Chief Stewards. leva clarified that the AERA pay for the transport costs (airfare and parking) for one Chief Steward. If WAERA wants to send another, then WAERA is responsible for transport costs. In the past, WAERA has sent two Chief Stewards (one at WAERA's expense). In November 2017, Richard Jeggo sent out an Expressions of Interest to our WAERA Chief Stewards for the TQ2018 in Tasmania. Selection process hasn't been done yet. Deb J sent an email to the AERA advising that Richard Jeggo had been selected as the WAERA representative Chief Steward to go to Tasmania. leva was concerned about this as the selection is an SMC decision and should be discussed at a committee meeting, as has been done in the past. This is not an Executive decision. The selection process needs to be fair and transparent and we didn't even know who had submitted expressions of interest. leva was confused as to what actually happened between November and the present. Four Expressions of Interest were received from: Deb Ryan, Liz Cullam, Anna Jermolajew and Richard Jeggo. Apparently, there was some sort of selection process that was done. Richard stated that when you get an expression of interest and you would really like to go, but you know you are not going to get a vote from the committee, that's not right. Richard was never happy with the way that we voted in the past as it was voted for the five from the least person that you wanted to go. leva responded that this was to get them into some sort of order, so that if someone couldn't go, you would go to the next person, and so on. We can then show the Chief Stewards the process and it's transparent and consistent. Richard stated that they'd put the four names up and the Chief Stewards had accepted the decision. leva was concerned that the decision wasn't right and Richard stated that it wouldn't happen again. Richard also stated that leva had received a request from Graham Bucknell that Richard be the one to go and told Richard that he was the one to go. leva confirmed that she had had a casual discussion with Graham, as Richard and Graham were old friends, but there was no way that Richard attending the TQ18 was a given. That is not how the process works. leva wanted to follow the established process and suggested that Richard should declare a conflict of interest. Apparently, the four names were put in a hat and two drawn out by the President around the 25th February 2018 in Deb J's lounge room. Apparently, Richard and Anna were selected. Chris asked for clarification regarding the selection process. leva clarified that the Quilty is not an event for "new" Chief Stewards and the idea was to "share" the experience of officiating at a Quilty. We should be considering all of the Chief Stewards regardless of "popularity" and they are all acceptable candidates. leva didn't have a problem as to who would attend, just the process surrounding the selection. leva suggested that Richard and Deb Ryan should leave the meeting while we discuss this. Richard asked if anyone was unhappy with the decision. Terry would like to see us follow a procedure. Richard suggested that we have voted against people in the past as there was a scoring procedure. leva disagreed as the selections were put in an order of preference in case people couldn't go. Deb J suggested that it should

be one newer and one experienced person to go. Ieva pointed out that we don't have any new Chief Stewards. Abigail asked do we go with what has been done, or do it again? Ieva wanted to stick with the process that we had followed in the past. Terry suggested that it would be the same as an AGM or any other meeting: people would leave the room and we put the names on a piece of paper and they are counted.

Chris: didn't mind either way.

Deb Ryan declared a conflict of interest.

Anne B thinks they are all deserving and will abstain.

Abigail: accept what's in place.

Terry: accept what's in place.

Caren: same.

Deb J stated that, again, we live and learn and won't do it like this again.

Ieva is against the process that was used as she didn't think it was fair or transparent. We also need to keep in mind that it's going to cost us to send a second person and the current state of WAERA's finances.

Richard stated that Anna Jermolajew's name was drawn out first, Richard second.

Agreed to send Anna Jerolajew and Richard Jeggo to Tasmania. Anna is first preference; Richard is second preference. At the AERA meeting they asked for one Chief Steward only. We also need to decide on sending one vet. Ieva's understanding is that the vet nominations haven't been advertised. Quilty Standards document doesn't require your State of Honorary vet. It can be any suitably qualified vet from our state. Ieva would like to nominate Anne Barnes to attend the TQ2020 on WAERA's behalf. The SMC agreed. We are only sending one CS and one vet. They will let us know if they require another. Ieva will advise Pat Hodgetts that Anne and Anna will be attending.

- **WAERA Fundraising:** Ieva suggested that we ask Jan Skinner to do some of the raffles that she has done in the past for WAERA rides. Deb Jewell will talk to Jan.
- **CONFIDENTIAL**
- **Trail Riders meeting minutes:** Ross McCamish has resigned from the Trail riders' committee. Deb Ryan is doing this. It was agreed that Deb Ryan will represent WAERA and is entitled to ask reimbursement for fuel.

9.1 Late Correspondence Inwards.

Date	From	Action
	EA: invoices - unpaid accounts circulated.	
	Deb Symington - State champ swabbing report.	
	Deb Ryan - AERA Delegates - email attached.	
	Constitution - Financial year ending 30/12.	
	Jane Radny - Letter expressing concerns about camping at the Marathon	
	Motions received - Rachell Nell re: Camping at Collie - supporting letters received from members.	

Discussion:

- **EWA Invoices:** there are three invoices received from EWA. Two from 31/5/17 for swabbing at Wilga and the Easter Marathon, one from 23/2/18 for swabbing at the State Champs. Wilga and Easter Marathon were not swabbed, so obviously these invoices are incorrect. Swabbing at State Champs is correct. Abigail is talking to EWA about this.
- **Constitution:** Financial year ending 31/12 - changes need to be made. End of year date has been corrected. Typo has been fixed. Updated copy is on the website.
- Abigail would like to see a copy of the email that Rachell sent to the ride organisers about ride financials.
- **Marathon camping:** letters have been received from Jane Radny, Rachell Nell, Claudia Seke. There is no reason why we can't have camping on the centre of the race track. Who decided this? Apparently, there is extra work involved. People can camp but they need to be aware they will be further from the vetting and timing area. Riders won't be able to get to the transponders in the middle of the track. There is a fenced off area. Let's wait until Tom McCormack gets here and he can help us sort out what the timing system is requiring.

Motion: the WAERA SMC to make the inside of the race track available for camping for the Easter Marathon.

Moved: Rachell Nell/Ieva Peters.

Motion is passed.

Proxy votes from: Rachell Nell, Cara Allan, Carly Arnasson were accepted – yes.

5 yes around the table, plus 3 proxy votes = 8.

Chris Haddon and Deb Ryan abstained.

There is a base camp setup with the scales, trailer, vet ring. Some rails will have to be taken down to the centre of the race track. Deb Symington needs 5-6 star pickets and the PVC pipe to go over the posts for the timing system. Richard has a jump starter in the trailer and a battery in the sea container that Deb S needs for the timing system. Deb S also needs 3 tables set up and 2 marquees set up for the timing system. Vets marquee needs to be set up. Trotting poles are in the sea container. There are 3 batteries available to Deb S for the timing system. Cara has sorted out all the prizes. Mugs need to be picked up for the Marathon, they have been paid for. SES is organised. Abigail has offered to do a road crossing if we can't find someone. Deb J to ask Karen Karlovsky. Cara has the buckles. Terry and Caren have created a roster which still has a few gaps to be filled.

**Motion: that the correspondence inwards is accepted and the correspondence outward is endorsed.
Moved: Richard Jeggo/Cara Allan. Carried.**

10 Portfolio Reports.

10.1 Portfolio Allocations.

- **Minutes Secretary:** Ieva Peters. It was suggested that when doing the minutes, Ieva not have so much detail ... too much minutiae. Ieva responded that this is how she has always done the minutes, at both WAERA and AERA level, and will continue to do so as she has never had any complaints. Quite the opposite, in fact. Deb Ryan asked if we need a motion for the position of Minutes Secretary. No motion is necessary even though the minutes should be taken by the Secretary (according to our constitution). Ieva started taking the meeting minutes years ago (round 2001) to relieve the pressure on the SMC Secretary who has enough to do. Deb Ryan thanked Ieva for doing the minutes all these years, but as it's not in our constitution we should have a motion that we accept Ieva as the minutes secretary. Ieva is happy to have someone else do the job. We've never had a motion for the minutes secretary before, so why start now? The portfolios are not in the constitution either. Deb Ryan asked for a WAERA Home Base portfolio. Ieva responded that the Collie Race Club is already on the agenda. Deb Ryan would like the portfolio called the WAERA Ride Base. Deb J has been advised that minutes do not need to have a lot of detail, just the outcomes. Ieva referred to the constitution that states that "full and accurate" minutes of each meeting must be recorded. Ieva will do the minutes to the best of her ability, as she has done in the past.
- **Newsletter:** Karly Elliott. Kirsten Melis can help with this.
- **Awards and Prizes:** Cara Allan.
- **Ride Calendar Liaison:** Deb Jewell.
- **Horse Welfare Officer:** Anne Barnes.
- **Medication Control Person:** Deb Symington.
- **Property Officer:** Richard Jeggo and Chris Haddon.
- **Publicity:** Cara Allan.
- **Volunteer Co-ordinator:** Terry Sweeney and Caren Earl.
- **Merchandise:** Cara Allan.
- **Chief Steward Liaison:** Richard Jeggo.
- **Membership/Logbook Registrar:** Richard & Lyn Summerfield (non-committee). Thank you letter to be sent.
- **AeraSpace/Point Score/Early Warning System:** Marcel and Anita Fortsch (non-committee). Thank you letter to be sent.
- **AERA Delegates:** Ieva was under the impression that the appointment was legitimate, there was no temporary anything mentioned and Ieva and Deb Jewell put their hand up to continue to do the job. The nomination form was tabled at the SMC meeting held after the AGM/GM on the 10th February and was duly signed by the WAERA secretary and WAERA president. The forms had to be signed at that meeting as they had to be to the AERA Secretary on the Friday following. Abigail stated that there were members there who had planned to nominate but didn't hear anything she felt that we should re-do it. Deb Jewell called for nominations as AERA delegates. Ieva Peters, Deb Jewell, Abigail Bartell said that they would like to be the AERA delegates. There were no other nominations. Richard Jeggo and Deb Ryan were asked if they wanted to nominate. They do not. We now require a vote. Ieva went briefly through the role and the requirements. Deb Jewell and Abigail Bartell also went through why they would like to be the delegate. Ieva also pointed out that at the last AERA meeting, she was elected as President of the AERA. Anne suggested that because there are three and we're voting for two, then each of the people nominating would be entitled to a vote. Anne Barnes and Chris Haddon were asked to be the scrutineers. Votes were cast by secret ballot. Ieva asked that the proxy votes be included from Cara Allan, Rachell Nell and Carly Arnasson. Abigail pointed out that how can proxy votes be counted if they don't know about the nominations. Ieva would like to ring the people with proxy votes and discuss this with them and have their votes counted. Deb Jewell did not want to do this because of the fuss that was created previously. Ieva pointed out that there were also some instructions from Cara Allan about her proxy vote. Ieva asked about what is the

proper process when it comes to proxy votes if the motions without notice coming up at meetings cannot be included when proxy voting is used and phone calls can't be made. Theoretically, only motions that are included in the agenda can be voted on. Everything else must wait. Chris Haddon required clarification if that is a committee decision and what is the protocol to be used for proxy voting. Deb Jewell did not allow the proxy votes to be used as they were specifically about the camping at Collie, and did not want to allow phone calls again as Cara had had issues with this in the past. Anne Barnes announced the voting results: Deb 7 votes, Abigail 6 votes, Ieva 5 votes. Anne stated that this is close, so do we wish to go on this or hold it over when everybody's present. There are wider implications of this decision, and SMC members not present were unable to vote, and they didn't know that their proxy votes couldn't be used in this situation. It's pretty close and it's a pretty important decision. Deb J knows what the repercussions will be as we've been down this road before. Anne stated that one of the things that needs to happen is that the States recommend the delegates to the AERA, and the AERA is a separate organisation and they can choose to refuse a nomination. Abigail doesn't understand how the AERA can refuse the nominations and referred to a section of the AERA constitution. Can't see where they can decline the nomination of a candidate. Anne said that the candidates can be put to the AERA who can choose to accept or not. That is their decision. Our meeting went through the process. Deb Ryan suggested sending Ieva a letter of thanks for being the past AERA delegate. Ieva did not want a letter of thanks.

- **Facebook and Website:** Cara and Rachell are FB moderators. Deb R suggested that SMC members shouldn't make comments on FB that are not in agreement with the SMCs decision. Rachell's comments didn't go down well. Ieva suggested that if the whole SMC had been involved in the decision we could have handled it appropriately, so the whole thing was a huge surprise.
- **WAERA Ride Base/Collie Race Club:** Deb Ryan.

10.2 Treasurers Report. (See Attachment A.)

Main income is the memberships. Main expense is payments are to the AERA, which is normal for this time of the year. We've run the clinic and the AGM which had minimal expenses attached to them. The venue hire has been discussed and disappointing numbers.

Motion: that the Treasurer's report is accepted.

Moved: Deb Jewel/Richard Jeggo. Carried.

10.3 Secretary.

Defer to next meeting.

10.4 Veterinary/Horse Welfare/Early Warning System.

Defer to next meeting.

10.5 Ride Calendar 2018.

Defer to next meeting.

10.6 Sponsorship & Fundraising.

Defer to next meeting.

10.7 Property.

Defer to next meeting.

10.8 Merchandise.

Defer to next meeting.

10.9 Chief Stewards and TPRs.

Defer to next meeting.

10.10 AERA.

Defer to next meeting.

10.11 Website/Facebook.

Defer to next meeting.

10.12 Newsletter.

Defer to next meeting.

10.13 TQ2020.

Defer to next meeting.

10.14 Collie Race Club.

Glenn Dix – attended the meeting at 12.30pm to discuss the proposed vet hospital and swabbing area at the Collie Race Course. Glenn has drawn up some plans and got a quote which he circulated from Aussie Outdoor Sheds and Patios. Colorbond shed 7390 x 5870 with two roll up doors. 2700 high. Supply \$6,420 and install \$1,440. Defer to next meeting.

10.15 Volunteers.

Defer to next meeting.

10.16 WA Trials.

Defer to next meeting.

11 General Business.

Defer to next meeting.

12 Meeting Closed: 3.50pm.

13 Next meeting: Saturday, 28th April 2018 commencing at 10am at Murdoch University (Anne will organise a room) or at Wandi.

Future Meeting Dates: 23rd June, 18th August, 13th October.

Profit and Loss

Western Australian Endurance Riders Association Inc

For the month ended 28 February 2018

FEB 2018

Trading Income

Function Income	376.36
Interest Income	138.26
Logbooks & Horse Registration	72.73
Membership	8,464.55
Merchandise Sales	467.83
Ride Entry Fees	1,127.25
Team nominations	72.72
Total Trading Income	10,719.70

Gross Profit

10,719.70

Operating Expenses

AERA fees	7,524.32
Bank Fees	17.98
Computers, Software & Website	107.27
Consulting & Accounting	40.10
Course Marking	72.73
Merchandise Purchases	11.63
Postage	34.12
Repairs and Maintenance	145.00
Ride Food & Incidentals	345.91
SMC Meetings	123.00
Total Operating Expenses	8,422.06

Net Profit

2,297.64

Balance Sheet

Western Australian Endurance Riders Association Inc As at 28 February 2018

28 Feb 2018

Assets

Bank	
Bendigo Card	3,060
Bendigo Cheque Account	15,747
Cash Draw	111
Savings Account	116,415
Westpac Cheque Ac 127753	2,639
Total Bank	137,973
Current Assets	
Petty Cash	400
Westpac Load n Go Visa	914
Total Current Assets	1,314
Fixed Assets	
Collie Improvements	35,046
Computer Equipment	3,629
Less Accumulated Depreciation on Computer Equipment	(3,498)
Equipment	29,865
Less Accum Depreciation	(13,150)
Less Amortisation	(11,537)
Total Fixed Assets	40,355
Total Assets	179,641
Liabilities	
Current Liabilities	
GST	1,731
Rounding	-
Total Current Liabilities	1,731
Total Liabilities	1,731
Net Assets	177,910

Equity

Current Year Earnings	(4,177)
Retained Earnings	182,086
Total Equity	177,910