

Minutes of the W.A.E.R.A. State Management Committee meeting held on Saturday, 23rd June 2018 at Wandii.

Meeting commenced: 10.25am.

Ieva advised that she will be making a recording of this meeting.

1. Members Present.

Cara Allan, Rachell Nell, Lienca Nell, Ieva Peters, Kirsten Melis, Chris Haddon, Anne Barnes, Abigail Bartell, Deb Jewell (late-11am).

2. Apologies.

Terry Sweeney, Caren Earl, Joanne Van Uden, Kylie Van Uden, Richard Jeggo.

3. Visitors. Nil.

4. Welcome by President.

Cara welcomed everybody to the meeting. Ieva stated that she would be recording this meeting. Cara Allan chaired the meeting in Richard Jeggo's absence.

5. Executive Decisions to be Ratified.

- 5.1 Rug Embroidery: Yarloop \$150 - not paid as yet as haven't received back. FEI Ride \$200 - not paid as yet as haven't received back.
- 5.2 Lucky Dip Prizes - Horseland \$225.
- 5.3 CS Emergency Number Wrist Bands - The Wristband Co \$127.48.
- 5.4 BC Certificates - Snap Printing \$551.90
- 5.5 Domain name renewal for WAERA website - Enetica Pty Ltd \$39.
- 5.6 100% completion pins - Allsports Trophies \$825 - not paid as yet
- 5.7 Cara approved these payments by Abigail:

Creditor	Amount	Notes
Coast to Coast The Golden Roast	\$ 200.00	Deposit for Awards Night
Arun	\$ 2,500.00	Vetting for Acheron Challenge, Yarloop & Ravensthorpe
Anna E	\$ 1,144.00	Vetting for Ravensthorpe
AERA	\$ 2,572.00	
Ali Healey	\$ 485.00	Reimbursement for Yarloop expenses

Discussion:

Cara sent these around to the Executive and it was agreed they would be paid. The website was down for a significant period of time due to non payment.

Abigail: can't remember approving some of those, but not all. Domain payment, BC certificates, lucky dip prizes. Got the paperwork that they had been paid, but can't recall seeing an email that they be paid.

Cara: can forward the emails again, if needed. The lucky dip prizes are a part of the prize portfolio and part of the expenses associated with the running of the ride costs.

The format Abigail is following is that if things need to be paid, approval from one other executive to pay. Can't see a record of where Cara's done it.

Cara can re-send the emails if needs be. They were all sent around by email, except for the lucky dip prizes which were purchased prior to the last meeting.

Rachell: the domain name payment, Deb Jewell was copied into the email as we were trying to get in touch with Angus, but no one could get the website up. Jeanette Denham advised that the account needed to be paid.

Abigail: if we're putting a process in place, it should be for everything.

There are some things that are a bit difficult. i.e. go to Horseland and buy rugs when they are on special. Prizes and awards portfolio.

Abigail wanted to do things in a way to streamline this.

Perhaps agree on purchasing things i.e. Horseland.

Lienca suggested we open an account with Horseland. Do a purchase order and get it approved.

Cara suggested a nominal amount. i.e. website was \$39.

Agreed to open an account at Horseland. Lienca can do it.

Abigail: difference between purchasing something with permission and paying for something and asking for reimbursement.

Chris suggested a phone call or an SMS could be OK.

Agreed that the Exec will OK all purchases or payments. At least two people from the Exec to OK payments. Constitution should be amended. Already has provision for payments: 40.4 and 40.5. Cara suggested that a revision would be a good idea.

Motion: That the WAERA Executive Decisions are accepted.

Moved: Ieva Peters/Anne Barnes. Carried.

6. Register of Pecuniary and Conflict of Interest.

To be declared as we progress through the agenda.

7. Confirmation of Previous Minutes.

• WAERA Minutes 26th May 2018.

Abigail - From Treasurer's report, 10.1, p.17:

Ieva suggested purchasing a little invoice/receipt book and ask the vets to sign prior to giving them cash. We need a paper trail. First priority would be to have payments done by bank transfer or cheque, and secondly, if they want to pay cash and ask them to sign prior to cash payments. Currently, Abigail won't be paying cash or cheque and we have a paper trail.

Correction: Currently we pay by EFT or cheque, no cash, and it was agreed that was a suitable paper trail.

Abigail - p.18, 10.1.2, Log Brook Pony Club.

Invoice received from Log Brook Pony Club for venue hire (Yarloop ride) for 2017 and 2018. 2017 was not paid, so this invoice includes 2 years of venue hire. Total due: \$650.

Discussion:

Abigail never got an invoice for last year. Abigail was aware that there was some costs that Ali had paid out of her own pocket because the ride had not been well supported. When Abigail did not get the invoice from the Pony Club, she wasn't sure, maybe there was a deal, or Ali had paid it herself. Got the invoice recently for the last two years of ground hire.

Anne – p.14, added a full colon. *Ieva responded: At the March meeting, ...*

Anne wondered if we could have concise precis minutes rather than verbatim minutes. Could they be a more concise and precise version? Especially as there is a recorded record.

Ieva responded that it is difficult to do the minutes, especially from recordings. What do you leave in, and what do you leave out? So, to be on the safe side, everything goes in.

Abigail's understanding of minutes is that they should record, decisions, motions and that's what she would prefer to see and the voting, rather than the whole discussion.

Cara: we need some record of how the decisions have come about and the members need some understanding.

Anne: someone was going to do a shorter version of the minutes for the website. Perhaps that's something that we could do. Someone was going to edit the minutes prior to the website. Is that still the case and who could do this?

Ieva: then they couldn't be called minutes, they would be "meeting notes". The minutes started to get more intense following the January meeting and that's because there have been some serious and contentious issues that have been voted on, and whether that has been done correctly is still up for debate. My wish is that members should know what's going on and how are meetings are being run and how decisions are being made. We can make "meeting notes" and put them on the website.

Rachell: has been in the firing line twice and is happy to have all of the information and then do meeting notes. Minutes can be separate and available on request. Just stick to the basics. Rachell will do this.

Anne: the recordings should form the basis of the whole meeting, if needed.

Abigail: one of the concerns, is it causing a delay in getting the minutes. Would have liked them to be done sooner.

Ieva: I would much rather not work off a recording, however, I feel that there is a need to and until I get to a stage where I feel comfortable coming to meetings, I will continue to record.

Motion: that the minutes of the WAERA meeting held on 26th May 2018, as amended, are accepted.

Moved: Cara Allan/Chris Haddon. Carried.

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

- **Ride Pack (02/16):** Abigail has created a document for funding assistance from WAERA and a ride budget spread sheet and has been circulated.
- **Newsletter (02/16):** history of the MOU has been outstanding since February 2016. Ross and Deb R were going to do this. Remove.
- **Strategic Plan (02/17):** Anne has a draft that she will send around.
- **Property (10/17):** storage cases for the radios – still hasn't been done. Apparently Richard Jeggo will do this as Deb Jewell no longer has a club credit card.
- **Ride Trailer/Horse Float (10/17):** two quotes have been received. Agenda item for discussion.
- **CRC – Bore Expenses (11/17):** Rachell wrote to them in March asking for clarification regarding the bore expenses, and has not received a response. April 2018, Deb Ryan was going to speak to Rob Pimm. Abigail has included an invoice from the CRC regarding this matter and has been included in her Treasurer's report. Total amount is incorrect.
- **Education (GM 2/18):** Deb J was to talk to Rob Shaw about a Cloud School. Ongoing.
- **AERA (GM 2/18):** motions are to be tabled and voted at the next AERA meeting (July).
- **WAERA GM Motions (GM2/18):** budget and spending at the CRC. Document has been received from Richard Jeggo, Ross McCamish and Deb Ryan. To go in SGM agenda.
- **Big 3 Award (GM 2/18):** Cara is presently compiling a document for all of the WAERA awards, including the Big 3.
- **HW Trophies (GM 2/18):** Cara has selected those we can use, and they have been de-badged. Still to be picked up.
- **Website (3/18):** Cara has been in touch with Angus, who's very busy at the moment. Looking at changing the host server. Still ongoing.
- **AGM Awards (3/18):** 100% completion badges have been ordered. Notice has gone on FB and in the newsletter. The suggested 10,000km badges – this an AERA award (scroll). Cara has a quote and a mock-up for the 1,000km and 1,500km badges – can be ordered if necessary. AERA (horse) scrolls can be ordered at any time for 300km and 800km for a fee. Scrolls over 1,600km are awarded by the AERA (free) at the TQ each year. Ieva has put the AERA scroll applications on our FB page and in the newsletter. Rachell will also email this out to the members. We will continue to do the 1,000km+ (per year) scrolls and badge (horse or rider) at the AGM.
- **Teams Award:** Deb J has the trophy. Needs to be engraved with last year's winners and passed on.
- **EA Swabbing Invoices (3/18):** still hasn't been sorted.
- **Swab Course (4/18):** swab course is being held this weekend. Three of our members are going. Anne is going to the refresher course, tomorrow.
- **Confidentiality Agreements (4/18):** were done at the April meeting.
- **Fundraising (4/18):** Rachell has written a thank you to Jan Skinner.
- **AGM Awards (4/18):** Cara has a list of the awards, which she is updating.
- **Treasury (4/18):** Abigail has done a profit and loss for the Marathon.
- **Treasury (4/18):** Abigail has closed the Westpac accounts.
- **Insurance (4/18):** Abigail has some insurance quotes.
- **Grant Funding (4/18):** Abigail has investigated funding sources for training courses.
- **Treasury (4/18):** Why the two different balance sheet amounts? (31/12/17 and 13/1/18). In the Treasurer's report.
- **Treasury (4/18):** Abigail is still to get back to Deb Symington re: spreadsheet and answers.
- **Audit (4/18):** Joanne has received a quote for the audits. Abigail has sent the relevant information to one of the accountants doing the quote.
- **Awards Night (4/18):** Jo and Kylie have forwarded prices and menu. Advertise in newsletter, FB, etc. has been done.
- **Rest Order (4/18):** logbook has been sent back to Alistair.
- **Ride Calendar (4/18):** Deb J has spoken to Shannon about Quindanning ride (not happening), Jeanette about Ravi ride (all good) and Anna about Dryandra ride (160 elevated, 80, 40 & 20).
- **Ride Stationery (4/18):** Cara has organised some more Best Conditioned certificates for the ride trailer.
- **TPRs (4/18):** Ieva has talked to Steve Swan about putting part rides into AeraSpace for TPR qualifications. This can be done and goes towards a final qualification.
- **TQ18 Year Book (4/18):** Cara has sent some emails to Karly, but hasn't had a response yet. Cara will ask Chris Ros.
- **AERA Delegate (4/18):** Rachell to write to AERA re: delegates.
- **TQ2020 (4/18):** Rachell has sent out replies regarding Expressions of Interest.
- **Legal Advice (5/18):** ongoing.
- **Correspondence (5/18):** no response necessary to Bronwyn Cuthbertson.

- **Website (5/18):** Deb hasn't put the 2017 and 2018 minutes on the website yet. Should be done this week. Cara to get log-in details from Jeanette so that she can do the updates.
- **Correspondence (5/18):** Richard and Abigail were to respond to the Summerfield's letter. Abigail didn't realise that she was meant to do this. Richard Jeggo sent an email to the Summerfields last night (without the permission of the SMC). He also included Deb Ryan and Ross McCamish in his email – they are no longer members of the SMC. The letter is very poorly worded and very unprofessional. Both these actions are inappropriate and also a breach of confidentiality. Richard was instructed that all responses and correspondence were to go through the SMC and the Secretary prior to being sent. This is the second time that Richard has done this – he also sent out the CRC costs, without the knowledge or sanction of the WAERA SMC, to some members (on a WAERA letterhead – which implies that this is official WAERA correspondence, when it is not) and not others, and the email displayed members email addresses, which is also not appropriate.
- **TQ2020 (5/18):** Rachell has sent a letter to Roseanne Pimm asking for clarification regarding the Bendigo Bank sponsorship.
- **Audit (5/18):** we have received a quote for the audit.
- **Electronic Timing System (5/18):** Rachell has responded to Anita's letter. AERA delegates to discuss the use of the timing system at the TQ2020 at the next AERA meeting (July).
- **Proxy Voting Form (5/18):** proxy voting form has been updated.
- **Correspondence (5/18):** a response is required to the AERA letter received (17/5/18) regarding the selection of the delegates. Richard hasn't done this yet. To be distributed to the SMC for comment prior to sending.
- **Chief Stewards (5/18):** Richard Jeggo was to contact Gabriella Chvojka and Terry Sweeney regarding discussions he had with them for our records. Still to be done. We also need the CS report from Yarloop to be forwarded to the SMC.
- **SES MOU (5/18):** Rachell has updated the fees.
- **Refund for Ady McIntosh (5/18):** still to be done.
- **CRC Canteen Charges (5/18):** Abigail has a meeting next weekend with Roseanne at the CETRC ride. Abigail wants to see records of expenses she wants us to pay and we require invoices from the CRC for the power bills, water bills, etc. What % is fair for WAERA to pay? Deb Jewell mentioned that they have started to hire out the venue, so that should be taken into consideration. How do we know how often they hire the venue out? There are no other clubs using the venue i.e. pony club, dressage. Chris: costs also cover Blue's power, water, gas, which is also included. We shouldn't have to pay for that. Rachell suggested that we ask them what they think we should pay, and work from there. It was agreed that we won't be paying the canteen charges, just the charges for usage. Corbin's have used the canteen during the Marathon and State Champs, the rest of the time they use their trailer. We have never agreed that we should pay a fee for the use of the canteen and it's not a part of the MOU. Everything should be in writing. Abigail to contact Roseanne and ask her to bring all of the accounts with her, so that she can view them. Abigail will bring the information back for the next meeting.
- **FEI/WAERA ride at State Champs (5/18):** Agenda item for SGM for discussion.
- **Treasury (5/18):** Abigail has organised a Treasurer's WAERA debit card for purchases.
- **Shire of Serpentine/Jarrahdale (5/18):** Deb J to organise access to the oval for our ride.
- **Calendar (5/18):** cart club at Dwellingup may be viable.

9. Correspondence.

9.1 Correspondence Outward.

Date	From	Action
16/6/18	CRC (Rosanne) re: queries about sponsorship.	RN
18/6/18	Anita Fortsch re: Electronic timing system.	RN

9.2 Late Correspondence Outward.

- **Letter from Richard Jeggo to Summerfields 22/6/18:** a copy of the letter has been circulated to the SMC. As discussed earlier, there are serious concerns about the context of this letter and that it has been sent to the Summerfields without the knowledge or sanction of the WAERA SMC. It was previously agreed that the letter to the Summerfields was to be sent to the SMC prior to being sent out via the Secretary. Also, Richard included Ross McCamish and Debra Ryan in his correspondence which is a breach of confidentiality. Abigail suggested that this should be discussed when Richard is present. However, as this letter has already been sent, we need to address this as it is a cause for concern. Abigail suggested that the SMC send an email to the recipients of Richard's letter advising that the letter is not official correspondence from WAERA, and then deal with Richard's actions at the next meeting. This is the second time that Richard has sent out correspondence without our knowledge. Rachell received another rude email from Richard last night and

doesn't want to put up with this. Cara to write to Richard about his behaviour, to be circulated to the SMC prior to sending.

9.3 Correspondence Inward.

Date	From	Action
26/5/18	Deb Ryan re: resignation.	
27/5/18	Carly Arnasson re: resignation.	
29/5/18	Richard Jeggo re: Collie quotes.	Noted.
11/6/18	AERA (Kim Moir) re: reminder to swab at State Champs and process.	Noted.
11/6/18	IAC re: final report regarding appeal from Ieva Peters.	Noted.
15/6/18	AERA (Kim Moir) re: delegates to AERA.	Noted.

- Resignations: Rachell to write a thank you letter to Deb Ryan and Carly Arnasson.
- AERA: swabbing at State Champs and swab kit order protocol. Compulsory for state champs. Ieva will order six kits from Dorte. There is a form to fill out post-swab that is sent to AERA. The WAERA also needs to be advised of all swabs taken, where, when, etc. Ieva has a concern regarding conflict of interest as our swab stewards may be riders. They would also know which events were being swabbed. The process and the selection needs to be transparent and without a perceived conflict of interest. Chris suggested that we let the members know that there will be swabbing at the State Champs. Cara suggested having a procedure in place to protect everyone involved. Anne will be able to do the swabs.
- Independent Appeals Committee: report has been received and is on the agenda.

9.4 Late Correspondence Inward.

Nil. Late correspondence goes to the end of the agenda for discussion, if we have time.

***Motion: that the correspondence inward is accepted and the correspondence outward is endorsed.
Moved: Deb Jewell/Cara Allan. Carried.***

10. Portfolio Reports.

10.1 Treasurers Report.

- All financial statements have been sent out.
- Acharon Challenge profit and loss statement is still a draft.
- **CRC Bore**: Rosanne's figures are incorrect. Funding of \$5,771 from SMTRC has been used. Total is \$9,000 ex GST for grant funding and donations. Total cost of the bore is \$16,019.55 GST exclusive. WAERA and the CRC to split the remainder. Rosanne's figures haven't added up so it will be more on our behalf. Work has already been done. Invoice from CRC for \$4,929, which is incorrect. Should be plus \$618 = Total \$5,547 as WAERA's contribution. We need to pay the remainder of the SMTRC money and half of the outstanding accounts. We've already paid \$3,762. Total WAERA is contributing including SMTRC money (\$5,771) is \$9,310.25 plus some GST. CRC got \$4,000 of grant funding, their share of the expense is \$8,310.25. We are paying more as we got the funding from Jarrahdale. Abigail will check the figures and forward the info to Rosanne for discussion for next weekend. Will sent to SMC when completed.
- **Westpac Accounts**: have been closed and money remaining has been put into the Bendigo bank account.
- **Financial Reports**: you can expect them for SMC meetings including ride profit and loss.
- **EA Invoices**: Rachell and Abigail have been in contact with them, but the matter is still unresolved. EA has raised the issue with racing NSW. Rachell to write to EA and confirm that we didn't do those swabs, and won't be processing payment for those things. End of matter.
- **Acharon Challenge**: EA committee has some funds that we can get access to and they will pay the MCP fees and registration fees for the Acharon Challenge. The invoice from EA is incorrect. Abigail to forward the correct one to Anne for payment.
- **Insurance**: some discussion about adding things. First, replace the cover that we had, then add as we go. So we're referring to the ride trailer and its contents, radios and laptops. We've only got one laptop at the moment (ride computer). The rest are obsolete or broken. We have three quotes and we need to choose one and get the insurance in place. There is still the matter of agreed value and market value. Aon will do agreed value, the others won't. WFI – Abigail has worked with them before. Ride trailer is worth around \$10k empty as replacement value. Must be kept roadworthy. Cara suggested that we get it valued. Agreed to take out the Aon policy for agreed value, as per quote submitted. If the car is not insured, the policy is still valid, unless there is driver negligence or an un-roadworthy vehicle involved. Rachell mentioned that she had been contacted by a WAERA member that builds trailers, that may be able to give us a quote.
- **Ride Budget Draft**: has been sent around. It's a guide for ride organisers. If they're going to be over budget, they need to get in touch with the SMC/Treasurer to discuss things. Feedback required. Lienca suggested that need to work out a cost per rider i.e. food and incidentals, vet fees, etc, and this can vary between rides.

This document is a guideline only. The objective is to help ride organisers and the SMC. There needs to be a person on this SMC to be the liaison with the ride organisers – Ross used to do this. Deb J will do this as the calendar person contact. We need make it clear what is fair regarding food etc. There should be some comments about each line item included in the draft budget. Venue costs and fuel costs need to be included. We also need to encourage ride organisers to create their own incorporated ride organising group and not all be WAERA rides. We must have closer communication with the ride organisers. We also have to look at what rides are viable i.e. number of entries for a 160km ride.

- **Dryandra Ride:** Anna has asked to cap the ride at 65 entries as it's a bit tight for room. We need to find some extra room. Abigail to put together a mock budget for Dryandra.
- **Grant Application Form:** Abigail has circulated a document. It's for non WAERA rides, for any ride asking for financial assistance. New rides? Or established rides? We would need to see a P & L post-ride. We also need to know how they anticipate being self-sustaining. Abigail to make some changes and re-send.
- **Training Workshops:** create an agenda item for this.
- **Deb Symington's questions:** spreadsheet supplied by Deb S. Because the length of the financial year changed, it has mucked up the reports and Abigail was unaware the software was doing that. There have been some figures included that are incorrect. 2016 P & L is correct. 2016 V2 came from the 2017 P & L and included the comparative figures, but the report has picked up an extra 3 months of figures. 2017 included the second lot of figures from the previous year. Abigail to forward a letter with answers to the SMC prior to being sent to Deb S.
- **Hay at Rides:** we purchased around \$538 of hay. Our portion of the hay was \$147 for the checkpoints. The rest was sold for \$445 and is included in the checkpoints costs. Abigail did not include the expense of purchasing the hay. We need to show an expense and then an income to account for the rest. Cost for the SES was \$500. Did anybody check how many bales were used? Deb Ryan was asked to confirm how many bales were left over: 9 bales. Abigail worked out what was left after the Marathon, some went to Yarloop and the Ravy ride. This is all a bit confusing. Perhaps we shouldn't supply everybody, just look after what we need for the ride. The Trybooking system worked well as it was pre-paid. Who is checking that the right people get the hay. There was a clipboard that was used to tick off the hay. Chris noted what he took out to checkpoints at the Marathon. It was agreed to use Trybooking for pre-purchasing hay for members. We will only purchase what is needed for checkpoints and what has been pre-purchased.
- **Depreciation Register:** we don't have one. Abigail does a depreciation calculation for certain assets each year which is included in the balance sheet. We've got assets listed as \$39,000, which seems a bit high, plus \$3,000 for computers. Collie investment is listed separately. Lienca also suggested an asset register. We need to write off the computers. We need to let Abigail know what we have that belongs to WAERA. Abigail will compile an asset register of all the WAERA property and send around a copy.
- **Yarloop:** venue hire invoice. Are we paying last year's invoice? Abigail has paid last year's invoice. Abigail did not receive the invoice. Rachell sent the email around from last year, which included Abigail, with the invoice.

10.1.1 Collie Race Club.

Invoice received from Roseanne Pimm for the use of the canteen by the Corbins for the 2017 Marathon (\$330 inc GST), WAERA ride May 2017 (\$220 inc. GST) and 2017 State Champs (\$220 inc. GST). Total due is \$770.

Already discussed – see page 4 of these minutes.

Motion: that the WAERA Treasurer's report is accepted.

Moved: Deb Jewell/Anne Barnes. Carried.

10.2 Secretary.

- The WAERA secretary's laptop needs to be replaced.

Motion: that the WAERA Secretary purchase a laptop, plus external hard drive and a carry bag. Total maximum of \$700.

Moved: Anne Barnes/Ieva Peters. Carried.

Rachell will get some quotes.

- **Portfolios:** Some people on here without a portfolio, so perhaps some help with some jobs. Horse Welfare portfolio is done in tandem with Anne Barnes. Need someone to interact and liaise with the riders and support them. Kirsten will do this with Anne. End of year awards – Cara will talk to Jo and Kylie to take this over. Merchandise would also be better suited to someone that can set up a stall. Caren and Terry to put this on the volunteer sheet for each ride. Cara has some of the old stuff that needs to be sold and will take them to rides. Cara also has an order form for ordering. Can include merchandise sales on the ride flyers. Also need a promotions and publicity person: to write articles for magazines. Perhaps Joanne Van Uden could do this.

- **Grants:** Lienca can do this and will do some research.

10.3 Veterinary/Horse Welfare/Early Warning System.

- Vet treatment course being in run in conjunction with the EVA Conference in July. Arun is doing the treatment course, and he can then apply to be a 2* FEI vet.

10.4 Ride Calendar 2018.

- **Talbot:** ride flyer is on the website – 80km, 60km, 40km, 20km, 10km, 5km.
- **Greenhills:** same distances as Talbot.
- **Merredin:** is all going ok. Cara had a meeting with WERI (Wheatbelt Endurance Riders Inc.) people. All rides are on track.
- **State Champs, Collie:** need someone to field enquiries. 160km and 80km. We need 3 vets, including a treatment vet. It was agreed that we include a 40km ride, to start around 10am. Deb Ryan will mark the course. Are we using the SES? If so, we need to cover the costs. Or find volunteers for checkpoints. Is there Bendigo Bank sponsorship for local events?
- **Highbury:** good to go. Independent ride. Will be a fundraiser for a horse rescue group.
- **Myanup:** not going ahead, so the 6th October needs to be filled.
- **Jarrahdale:** going ahead ok.
- **Margaret River:** may have to be cancelled. Could be replaced by Dwellingup.
- **FEI rides for 2019:** Need to think about this now. Applications to EA close at the end of August. Do two rides next year. Deb will talk to Jane Radny about a 1* and a 1* & 2* later in the year.
- **Clinic:** Abigail is sussing out a clinic in Albany next year, and a short ride.
- It has been requested that the Talbot, Greenhills and Merredin 2019 rides are to run in succession.
- **Marathon:** would be later in the year 2019.
- **Bridgetown 2019:** would be the ride prior to the Marathon.

10.5 Sponsorship & Fundraising.

- **FEI ride:** all of the prizes were sponsored. Some WAERA prizes sponsored.
- **Ravensthorpe:** was all organised by Jeanette.
- **Yarloop:** some were sponsored, including all BC rugs.
- **FEI ride:** EA covers the costs for the Acharon challenge MCP and organising dues.
- **Dryandra:** is in discussion.
- **State Champs:** still to be done. Cara to talk to Deb R about local sponsorship re: Bendigo Bank.
- **Wine and Cheese nights:** for sponsorship? Local winery/tastings? Could be an avenue for sponsorship.

10.6 WAERA Awards and Trophies.

Report from Joanne re: WAERA Dinner and Dance:

The venue is booked: Waroona Town Hall

The caterer is booked: Coast to Coast

The band is booked: Half Stack

The cost per head based on 70 people attending is \$55.00

This includes dinner and entertainment. This amount will cover the food and band hire.

WAERA expenses will be the hall hire, prizes (for the games and raffle) and decorations eg balloons, table covers etc

May I know what amount I can spend on these items please? As I would like to start buying these within the next couple of months.

Thank you.

Awards night: hall deposit has been paid. Joanne has the forms. Deposit for catering has been done. Discuss the menu at the next meeting. Rachell to ask Joanne how much she wants to spend.

10.7 Property.

- **Quotes for New Trailer:** Terry and Caren have forwarded the two quotes. Riviera was a custom trailer; SW Floats was for a horse float. Looking at spending around \$20k. Can buy a good trailer second hand or new trailer or make up our own. Hannah Roscoe is available to do a custom trailer. Rachell will get in touch with Hannah and give her the information.
- **Road signs:** need to order some more signs (2 or 4). Chris to get in touch with Ross to find out where he got them previously. Chris will organise this. Lienca suggested Down Under signs.
- **Trailer:** What about missing things? Chris to make a list. We need some 10L buckets. We also need to get some more 20L water bottles and cups.

- **Course Markers:** arrows were stolen at the Marathon. Chris suggested that we could put a horse's head on it so that it is distinct as a horse marker.
- **Ride Bibs:** sponsored for 2020? Need to look at requirements and styles that would suit us. What are WA standards? Chris to find out if there are any requirement for bibs. Junior bibs: there are 10 more coming.
- **Asset List:** Need an asset list. Lienca will make up a list when the trailer is at Greenhills. Chris can do the sea container.

10.8 Merchandise.

Can be non-committee position. Put it on the volunteer list for rides and ask Terry and Caren to include it on the roster. Some merchandise is in Cara's shed, can be for sale at the ride or delivered to someone prior. Folder is available with pics for merchandise and sizing guides. Get rid of the scarves.

10.9 Chief Stewards and TPRs.

No report.

10.10 AERA.

- **Letter from the AERA (Kim Moir) 15th June 2018 re: WAERA delegates.** This needs to be discussed in conjunction with the Independent Appeals Committee final report and recommendations to WAERA, which have been distributed to the SMC members.
 Abigail asked if it was correct that the IAC has overturned the vote and said that leva won the vote rather than myself? And if that's correct, then leva and Richard are the delegates?
 Anne's understanding is that the vote for Richard was invalid (in April).
 Abigail: I thought they overturned the one where the proxy vote was counted.
 Cara: they said that the voting (in March) was not done in accordance with the constitution and it was invalid and shouldn't have been done that way, and that we should have Abigail and leva as the delegates and not Richard, and that we shouldn't have voted on it again.
 Abigail is happy with whatever the IAC said. I don't want to argue about it anymore.
 Deb: is not happy about the IAC making that decision and my understanding is that's not what leva took to the IAC. I thought you took a disciplinary action to them.
 leva: I took a lot of things to the IAC.
 Deb: but that's not what you stated that you were taking to them.
 leva: I said I was going to the IAC regarding decisions that had been made and about the letters. There were other things that I wanted to discuss as well.
 Deb: I don't understand how they can overturn a vote. It's not a sanction or a disciplinary action.
 leva: it's in the constitution. They can overturn any decision based on an appeal. It doesn't matter if it's about a rule breach or receiving letters that I feel were inappropriate.
 Chris: so this brings up Richard's letter from last night that the IAC has to have three members of the SMC.
 leva: Richard is completely wrong. At the AGM, every two years we elect 5 members to be on the Independent Appeals Committee. When the time comes to use the IAC, you pick three of those members. Richard is confusing three members of the IAC to three members of the SMC. The word "independent" means that they are nothing to do with the WAERA SMC.
 Chris: and they have the absolute power separate from the SMC? They are totally separate?
 leva: yes.
 Deb: Section 25 of the constitution:

25.2 When required to adjudicate 3 members shall be chosen by lottery by the Western Australian Management Committee.

And

25.3 A full attendance of 3 committee members will be required as a quorum.

leva: and go back to the first section:

25.1 The IAC shall consist of 5 members of the Association elected at the Annual General Meeting of the Association from nominations lodged from the floor of the meeting. The 5 members elected shall hold office for a period of 2 years and the term of office shall end at the close of the second Annual General Meeting of the Association after that at which the member was elected.

leva: so, you've got five people elected, and you need to pick three.

Deb: I'm reading this and trying to work out what Richard is on about.

leva: Richard is mistaking that those three members are SMC members. It refers to three members of the IAC as elected.

Deb: Richard is saying that a full attendance of 3 committee members will be required as a quorum.

leva: that is referring to the IAC members, not SMC members.

Deb: so that's what we need to understand. So there is an omission in our constitution. That should have "IAC members".

Chris: so the IAC has the power to overturn decisions, and they've pretty much done that.

leva: Yes. According to the constitution:

15.5 At a meeting of the IAC held as referred to in clause 15.4 above, the IAC shall:

c) by majority vote determine whether to confirm, or amend, or to revoke the resolution of the WAERA Management Committee;

and,

15.7 The resolution referred to in clause 15.5 c) is final and no further submissions will be accepted.

Abigail: with regard to what we received from the IAC, in the section where it says "in accordance with the WAERA constitution, the IAC instruct the SMC as follows", under point 3, it says "the voting process regarding the election of the WAERA delegates to the AERA at the WAERA SMC meeting held on 24th March 2018 was flawed as the use of proxy votes was denied, and that had the proper protocols in accordance with the WAERA Constitution been followed, Ms leva Peters would have been elected as one of the WAERA Delegates to the AERA. Therefore, Ms leva Peters is to be appointed as the WAERA Delegate to the AERA." So that's the meeting at which I was elected. I would love to be an AERA delegate, but I don't want to pay for my ticket to Melbourne and have someone point out it's wrong. I want to get it right.

Cara: at that meeting, we should have only been voting in one person, because we needed to replace Deb Jewell.

Abigail: we had to vote for two because we agreed that the meeting after the AGM wasn't convened properly. So we had to call for nominations and vote for two delegates. So, those delegates are leva and Deb Jewell, Deb resigned, and Richard nominated and was elected.

Anne: if that was the case, then the next part about the sequence that three people nominate and the two can go, and the third person should automatically be next. If we're saying that's the way it should have been done, then it would have been Deb and leva. I'm not sure how people would have voted at that point.

leva: why don't Richard and Abigail talk amongst themselves and work out who is in a position to go. Or, is WAERA going to pay to send a third person, which is going to cost us around \$1,000? I think that would not be a responsible thing to do.

Anne: are we in a position, at this point, to say who our delegates are.

Cara: this is my personal opinion, given Richard's behaviour of late, I'm not really comfortable with him representing WAERA at that level.

Abigail: that's a separate issue and Richard needs to be given the opportunity to answer about his behaviour. I don't think, given the precedent that's already been sent, I don't think it's fair to say that your current behaviour is the reason why we're not sending you.

Cara: but Richard was the last person voted on at Murdoch. That's my personal opinion. So, he should be the first off, given the decision made by the IAC. So it would be leva and Abigail.

Anne: could we seek clarification from the IAC?

leva: I think they will ask us to work it out.

Anne: I would prefer that we got some sort of independent confirmation that we're taking all the right steps. We need to ask them to clarify who is the third delegate.

Chris: so leva was the third person. We had Deb and Abigail voted in at Collie. Deb dropped out.

Richard and leva then put their hands up, and Richard got the vote.

leva: Abigail would have got the vote, because Richard was specifically asked at the March meeting at Collie if he wanted to be a delegate and he said "no".

Anne: there are two avenues. One is to ask the IAC if they can confirm our interpretation of their analysis of the situation is correct. My reading is that leva and Abigail, by that process, are our nominated and elected delegates, and I would just like to confirm with them as I'm a little unclear that we have interpreted their findings correctly. Or otherwise, we move a motion to say that this is our reading of the situation. Given that there has been quite a lot of disquiet about it, I would prefer to get their clarification on that.

Cara: so Rachell will write a letter to the IAC in response to their letter and ask for clarification on that point. Is that the only thing that we need clarification about?

leva: if you're looking at the March meeting and the votes, then it would be Abigail. The order was Deb, Abigail and leva, because leva wasn't allowed to use the proxy votes.

Anne: my feeling is that it's perfectly appropriate that leva and Abigail are our two delegates, but given there is so much disquiet I would like them to confirm that for me so that there are no repercussions.

leva: this needs to be done fairly quickly as I have to organise accommodation for the AERA meeting. So it needs to be done by next week.

Cara: we have also been asked by Kim to advise who our delegates are by the 30th June.

Anne: would be happy to have on record to endorse leva and Abigail as our two AERA delegates, but we need to get the IACs opinion.

10.11 Website/Facebook.

Website wasn't paid. Deb J has cancelled the WAERA card she was using. Abigail to find out what other payments need to be paid.

10.12 Newsletter.

leva has been sending information, but hasn't been included. I have sent stuff to Rachell that has been sent out in a blast.

10.13 TQ2020.

- Richard's budget document. To go out with the SGM agenda.
- leva to send the TQ events standards document. Was updated in March 2018. Any relevant information.

10.14 Collie Race Club.

- **Dedication Trees:** dedicate some trees to past members. Plaques are suggested. leva suggested that Chris, as the property officer, take possession of the keys for the TOTE room at the CRC and the sea container. Agenda item for next meeting.

10.15 Volunteers.

No report.

10.16 WA Trails.

Jo Van Uden can't make meetings on Wednesdays. There is a capacity to do teleconference for that. Agenda item for next meeting.

10.17 WAERA 2018 Annual General Meeting and Awards Night.

Joanne and Kylie have this under control. Already discussed.

10.18 WAERA Mid-Year Special General Meeting.

Proposed date was Saturday 23rd June 2018. Wandi Hall was not available.

SGM will be held at Wandi on the 18th August in the Pavillion Room. SMC meeting to start at 9am-noon. SGM to start at 1pm. Rachell to contact Sarah Adams or Ian Symington to Chair the meeting.

10.19 Training Workshops.

10.20 Promotions and Publicity.

Need someone to take this on. Agenda item for the next meeting.

11. General Business.

11.1 Photographers at WAERA rides.

11.2 SES Memorandum of Understanding.

11.3 Legal Advice.

11.4 WA Sports Federation.

Hi All,

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

There are a number of benefits to this membership including:
Assistance with accessing Governance Training

Representation to Government regarding issues that effect us (for example maintaining access to trails)

Pro Bono & Discounted Legal Advice

Assistance with our Constitution including setting up Disputes Resolutions Policies, Code of Conduct etc

Assistance with ensuring we are following correct procedure regarding children at our events
As our last SMC meeting is was resolved to engage a lawyer for the purpose of determining the legality of the actions of Rachell Nell & Ieva Peters regarding secretly recording discussions & subsequently distributing a transcript of those discussions.

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

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

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

Many Thanks

Abigail Bartell
WAERA Treasurer

11.4 Independent Appeals Committee.

Ieva Peters attended the IAC meeting on 27th May 2018. The IAC sent their report to WAERA with the following instructions:

From the IAC report:

1. That the WAERA State Management Committee immediately revoke the two disciplinary letters sent to Ms Ieva Peters dated 4 February 2018 (received 4 March 2018) and 13 February 2018 (received 13 March 2018).

Discussion:

Deb: why were they “disciplinary”? I don’t see that it was “disciplinary”. I asked you to retract a letter or re-write it.

Ieva: no, you didn’t. That was the one that you sent to Cara. (Ieva read out the letter from 4 March.)

Deb: so what do you want done with that?

Ieva: I want them both retracted. (Ieva read out the letter from 13 March).

Cara: Deb, are you going to retract it?

Deb: no.

Ieva: it’s not a question. You must revoke it.

Cara: it’s a letter from WAERA, like the letters that Richard has sent, and I think it’s setting a precedent for his behaviour, because it was sent to Ieva without the knowledge of all of us.

Deb: it was actually my mistake in putting it on a WAERA letterhead. It was just me to Ieva. I was trying to make head or tail of what her complaint was about.

Cara: well, I think you need to revoke it because it didn’t come from the SMC.

Deb: fine. Revoked.

Cara: thank you.

Deb: and don’t bully me Cara.

Ieva: what are you talking about? Cara is trying to get a resolution, as instructed by the IAC.

Cara: we need to move on please.

Anne: could I ask for clarification please, through the chair, if the first letter that was written to Ieva was about the breach of confidentiality, I don’t see anything from the IAC that said there was or there wasn’t a breach of confidentiality. I’m wondering if its acknowledged that there was some breach of confidentiality at that AGM with the release of people’s names and so forth.

Deb: as it’s come to light, and I’m happy to retract that first one, none of us were protected by the confidentiality agreement because they were all superseded, they were all old and nobody had signed any new ones.

Ieva: and what was published in the AGM agenda was in the ratified minutes anyway.

Deb: they hadn’t been ratified yet.

Ieva: they were ratified at the March meeting.

Deb: as it turns out there was no breach of confidentiality because none of us were protected by the agreement, so I’m happy to retract.

Anne: I just wanted to find out because that hadn’t been addressed.

leva: Deb, you need to acknowledge that those letters that you sent me were on WAERA letterhead and signed by the WAERA president.

Deb: yes, and that was my mistake.

2. That the WAERA State Management Committee immediately issue an apology in writing to Ms leva Peters for issuing the two disciplinary letters (as above) as they do not follow the proper processes of the WAERA Constitution. The letter of apology is to be signed by the WAERA President.

Discussion:

leva: the WAERA President sent them to me, so the WAERA President can apologise. The current WAERA President.

Deb: I wrote the letter, and I find the fact that you're getting a lot of apologies, leva, when you've been throwing a lot of rocks.

leva: we haven't dealt with that yet and it's not appropriate that we discuss it now. It's scheduled for the next meeting.

Deb: that's what the letter was about.

leva: I know what the letter was about and I know where you're coming from, but it was all handled wrong. That is my point.

Deb: and we haven't handled things wrong in the past?

Cara: Deb, I think we just need to calm down, please.

Deb: no, it's gone on long enough.

Rachell: this has come from the IAC and we have to deal with it.

Deb: yes, and I have convened a meeting of the IAC and it better happen or I'm going to ask them myself. I've had an absolute gut full.

(Deb continued to show her anger and aimed loud profanities at Cara. Deb left the meeting. The profanities continued out in the car park.)

Cara: that behaviour is not acceptable.

Abigail: the behaviour is not acceptable, but it is understandable.

Cara: no it's not.

Anne: yes, it is understandable. I'm sorry Cara. I think people have a lot of emotion that's put into the sport and I can understand the level of emotion and the level of personal hurt that happens, and different people express it in different ways. That's how Deb expresses herself. It is upsetting, but she has been desperately upset by the whole situation. Can we please move on?

Cara: we can move on, but that behaviour isn't acceptable. Swearing and abuse using vile language and basically borderline violence. That's not acceptable. We are meant to be professionals here.

Rachell: the way that I see things, if Deb has something to say, she needs to do it the right way. leva went through the same thing. leva followed a procedure and went through the IAC. If Deb feels that way, she needs to follow the same procedure. I don't like that behaviour, and I don't think it's necessary we should go through it. I am happy to send a letter and I sent her an email and asked her to, so she has the opportunity. But we can't express it this way and we have to do it by the right procedures.

Anne: I think we have to understand that it's probable that sometimes we've just got to deal with the business and not the emotion.

Kirsten: I've only been here for a couple of meetings and this has been going on for so long. Why can't we just go cool, sorry, and just move on. leva, I'm sorry, but sometimes I just wonder what you want to get out of this as it just goes on and on. I can understand the frustration from both parties, but can we just go OK cool, it's been done and dealt with. Sorry, we make mistakes. Can we just focus on what we have to instead of he said, she said? I don't know where we're going here anymore.

leva: Deb made some decisions that are now coming back to bite her. Whatever she's done at the executive meeting, she made conscious decisions, and what goes around, comes around. There are repercussions for making decisions that are wrong. I'm the victim here. I'm the one who has been thrown off the AERA for no reason, only out of spite and petulance. All I did was ask for an audit and report some bullying behaviour, yet I'm the one on the receiving end. I would just love to put this all to bed, Kirsten, but I will not be bullied by anybody. What I have done is not illegal. I have done everything according to the book. Other people have not. I'm the victim. There are still issues here that are unresolved.

Cara: we've got the items on the agenda to resolve, I can see a light at the end of the tunnel and it will all be resolved eventually. But as Acting Vice President, I won't tolerate that kind of behaviour at meetings in the future. If that continues, that person will be asked to leave. For whatever reason and however emotional, that behaviour is not acceptable. Ever.

Cara: will draft a letter to Deb to say that that kind of behaviour will not be tolerated and send it around to everyone here for their input. We need to be active in avoiding this happening in the future.

Rachell: will draft a letter of apology to leva and send it to Richard.

Lienca: for her own safety, now she is quite upset and behind the wheel of a car. She shouldn't be driving.

3. It is noted that the voting process regarding the election of the WAERA Delegates to the

AERA at the WAERA State Management Committee meeting held on 24 March 2018 was flawed as the use of proxy votes was denied, and that had the proper protocols in accordance with the WAERA Constitution been followed, Ms Ieva Peters would have been elected as one of the WAERA Delegates to the AERA. Therefore, Ms Ieva Peters is to be appointed as the WAERA Delegate to the AERA.

*4. To prevent such circumstances arising again the WAERA State Management Committee develop and implement a **Disputes Resolution Process and consider other policies, such as a Members' Protection Policy.***

12. General Business.

- **Agenda items for next meeting:** revise constitution, disputes resolution, members' protection policy, code of conduct for members, Working with Children, Child Protection Policy.
- **Is next year WAERA's 50th birthday?** Agenda item.

13. Meeting Closed: 4.00pm.

14. Next meeting: 18th August from 9am to midday. SGM from 1pm.

15. Future Meeting Dates: 13th October.