

**Minutes of the W.A.E.R.A. SMC Meeting held on Saturday  
29<sup>th</sup> April 2017, 33 Mustang Road, Champion Lakes.**

**Meeting commenced:** 10.15am.

**1. Members Present.**

Ross McCamish, Richard Jeggo, Deb Jewell (Chair), Caren Earl, Ieva Peters, Rachell Nell (until 2.05pm), Cara Allen, Carly Arnasson and Karly Miller.

**2. Apologies.** Anne Barnes, Abigail Bartell, Deb Ryan, Terry Sweeney.

**3. Visitors.** Nil.

**4. Welcome by President.**

Deb welcomed everybody to the meeting and thanked them for attending. Also thanks to Richard and Vicki for allowing us to have the meeting at their home.

**5. Confirmation of Previous Minutes.**

***Motion: that the WAERA minutes of the 25<sup>th</sup> February 2017 are accepted.***

***Moved: Cara Allen/Richard Jeggo. Carried.***

Discussion: Minutes to go in the newsletter for the members. Rachelle will send them to the editor.

**6. Matters Arising from the Minutes (Action Sheet) –**

- Property (Water Trailer): Richard has been to Picton's and wasn't happy with the deal and the trailers are imported. Richard has an estimate from Papas trailer for \$2,500 including some improvements. Estimate from Barbell's for a complete unit is \$10,000. Probably better to buy the cheaper trailer and outfit it ourselves. Deb R would like to purchase the more expensive and fully equipped trailer. Any trailer purchased would need to be stored properly and looked after properly.

***Motion: that WAERA purchase a water trailer from Papas trailers at \$2,323 inc. GST, plus \$150 for light truck tyres. Richard is also authorized to purchase an appropriate water tank with baffles to go onto the existing unit.***

***Moved: Ross McCamish/Cara Allen. Carried.***

**From the WAERA meeting held on 13<sup>th</sup> May 2017 (amendments to minutes):**

Richard Jeggo: Would like to add that he mentioned that he would prefer to defer the trailer topic until next meeting (May), however, a decision was made at the April meeting to purchase a water trailer which is fine.

- Website: The WAERA website is in dire need of upgrades and security checks. We've been hacked in the past. Deb has spoken to Angus Smith about managing our website. Angus does the AERA website and is very reliable. Angus is OK to do this. Cost us \$99 per month. Angus included a document about what he would do including a monthly report. Estimated to cost us \$31 per week. Sincere thanks to Jeanette Denham for all of her hard work in the past.

***Motion: that the WAERA accept Angus Smith's quote for upgrading and maintenance to the WAERA website. Review in 12 months.***

***Moved: Deb Jewell/Caren Earl. Carried.***

- AeraSpace: Ieva has corrected the WAERA teams on Aeraspace.
- Calendar: Suss out Dwellingup Golf Course. Feb 2017: Deb J has written to the Secty of the harness club and is waiting for a reply. Murray Carriage Drivers Club now own the golf course. Deb J will get in touch with them. Caren to see if she can find a contact, as well.
- WAERA Awards: Rachell has advised the members of the new award for intermediate riders on FB, newsletter and website.
- Volunteer Coordinator: Rachell did an email blast asking for someone to coordinate this position. Leonie Reinecke is OK to do this. She is also OK to come onto the SMC. She did a fabulous job during the Marathon.

***Motion: that Leonie Reinecke joins the WAERA State Management Committee for 2017.***

***Moved: Ross McCamish/Deb Jewell. Carried.***

- Collie Race Club: Collie Shire will erect the new sign at no charge.
- Website: has been updated with the new SMC contact details.
- Merchandise: Cara has “view only” access to the WAERA bank account so she knows what payments are coming in for the merchandise. PayPal account – agreed not to do this.
- WAERA Entry Form: has been updated with the Horse Health Declaration information. PIC numbers seems to be the issue and it is a legal requirement. HHD – include something on the entry form and keep it to a minimum. Continue as we are and make exceptions at times for HHD and PIC numbers and encourage people to do them. Cara to investigate purchasing some suitable thermometers for sale.
- Education: Rachell forwarded the information to Magenup Riders Club and they never got back to us.
- AeraSpace: Ieva has organised for Anne Barnes to have limited access to AeraSpace for EWS information.
- Sponsorship: Carly and Karly have made up a spread sheet of rides and prizes required.
- Ride Trailer: Richard has checked the wheel bearings. Fluids need to be checked, as well. Ross will do this.
- TQ17: Expressions of Interest document for the Chief Stewards to attend the TQ17 has been circulated.
- Collie Race Club: Rachell will write to the CRC about having a meeting about the MOU, and also mention the dangerous trees.
- TQ2020: Rachell has let Richard Summerfield know of TQ2020 timeline requirements. Meeting was held at the Marathon and some posts have gone up on FB asking for Expressions of Interest. Rachell is also going to do an email blast.
- Horse Containment: Rachell has put a post on FB and in the newsletter re: horse containment requirements. Day riders tie their horses to the float, which is OK, as long as the horses are supervised.
- Fundraising: Karly has investigated purchasing number plates as a fundraiser. Need to send the logo to the manufacturer and get a quote. Perhaps get a set for the ride trailer?

## 7. Correspondence Outward.

- Liz Cullam re: 10,000km award presentation.
- TQ17 and advise of sponsorship approved.
- Tony and Elsja Brandis a thank you for donating the BBQ at the CRC.
- Constitution (mailed and paid). Getting mailed to Rachell this week.
- Emailed Collie Race club - she will bring it up at next meeting.

### 7.1 Late Correspondence Outward.

Nil.

## 8. Correspondence Inward.

- Letter from Liz Cullam- not interested in receiving her distance certificate at the Marathon.
- Richard Jeggo - Trailer repairs.
- AERA – meeting notice and minutes.
- Ady McIntosh – Marathon Weekend 80km. Richard suggested that it would be relatively easy to hold an 80km ride during the Marathon. Do we make the Micro Marathon for members only? Would need a rule change.
- Meg Woodhouse – TQ 17 Chief Steward application.
- Richard Jeggo -TQ 17 Chief Steward application.
- Caren Earl - Bio Security Form.

### 8.1 Late Correspondence Inward.

- AERA – swabbing portfolio information. Dorte will be away.
- SAERA, Shirley Ellis, wanting an article for the Quilty Yearbook. Chris Ros usually does this. Cara is OK to write something. Or Sue Howell. Need some good photographs. Karly and Carly will write something (Marathon) and use Cara’s photos.
- AERA – insurance portfolio and Sonya Ruprecht. Rachell to forward to Louise Gray.

**Motion: that the correspondence inward is accepted and the correspondence outward is endorsed.**

**Moved: Ross McCamish/Deb Jewell. Carried.**

## 9. Portfolio Reports.

### 9.1 Treasurers Report.

- Financial reports have been sent to Rachell for distribution but the SMC hasn’t had time to study the information.

- Insurance renewal has been received and Rachell will send it around for us to check.

The Treasurer's Report was tabled:

WAERA seems to be enjoying a strong start to the 2017 season with lots of keen riders, both new & old, and some really good rides under our belt already. The Easter Marathon in particular was a cracker and it was great to see everyone pulling together to make it what it was. Also great to see plenty of riders having a crack at the longer ride. Well done to all who completed and to everyone who played a part in bringing it to fruition.

I am keen to see our club go from strength to strength this year and with that in mind I have a few suggestions & requests to help keep us on track financially. They are as follows:

- If you spend your personal money on a WAERA expense, the correct process for obtaining a reimbursement is to complete the Reimbursement Form (attached here) and return it to me **with the relevant receipts**.
- Ride organisers at WAERA rides that I am unable to attend will be provided with a \$200 float and a WAERA Ride Financial Record form (attached here). It is important that after such a ride monies are banked and I am provided with adequate records to track what happened.
- As these things have not been in place recently I am not comfortable generating Profit & Loss Reports for specific rides at this time. I simply don't have enough information. However, I am keen to get these reports happening as I believe they will help us organise rides better & also encourage new ride organisers to give it a go. I would appreciate the SMS's support in working towards this goal.
- I would like all decisions made via email discussion to be minuted and ratified at the next SMC meeting. This is particularly important for financial matters as we need to keep accurate records that will satisfy our auditor however, I feel that it is just a good policy to have in place in general.

It's important to keep in mind that the money we are handling belongs to our members and needs to be properly accounted for. Often we take short cuts to expedite matters in the short term but it's important to go back & cross the t's and dot the i's when the pressure is off.

Let's keep this club moving forward, continuing to provide riders with great opportunities to get out there and enjoy this great sport.

See you on the trail  
Abigail Bartell

# Profit and Loss

## Western Australian Endurance Riders Association Inc For the month ended 31 March 2017

MAR 2017

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### Trading Income

|                               |                 |
|-------------------------------|-----------------|
| Interest Income               | 138.20          |
| Logbooks & Horse Registration | 118.18          |
| Membership                    | 5,140.92        |
| Ride Entry Fees               | (109.09)        |
| Team nominations              | 127.26          |
| <b>Total Trading Income</b>   | <b>5,415.47</b> |

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### Gross Profit

5,415.47

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### Operating Expenses

|                                 |              |
|---------------------------------|--------------|
| AERA delegate costs             | 1,263.60     |
| Bank Fees                       | 16.20        |
| Consulting & Accounting         | 40.10        |
| Legal expenses                  | 34.09        |
| Officials                       | (1,416.71)   |
| Postage                         | 52.98        |
| Printing & Stationery           | 90.92        |
| <b>Total Operating Expenses</b> | <b>81.18</b> |

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### Net Profit

5,334.29

# Balance Sheet

## Western Australian Endurance Riders Association Inc As at 31 March 2017

31 Mar 2017

### Assets

|   |                |
|---|----------------|
| <b>Bank</b>   |                |
| Bendigo Card  | 1,886          |
| Bendigo Cheque Account                              | 22,210         |
| Savings Account                                     | 128,822        |
| Westpac Cheque Ac 127753                            | 2,639          |
| <b>Total Bank</b>                                   | <b>155,558</b> |
| <b>Current Assets</b>                               |                |
| Petty Cash  | 400            |
| Westpac Load n Go Visa                              | 914            |
| <b>Total Current Assets</b>                         | <b>1,314</b>   |
| <b>Fixed Assets</b>                                 |                |
| Collie Improvements                                 | 31,626         |
| Computer Equipment                                  | 3,629          |
| Less Accumulated Depreciation on Computer Equipment | (2,332)        |
| Equipment   | 29,865         |
| Less Accum Depreciation                             | (8,767)        |
| Less Amortisation                                   | (7,156)        |
| <b>Total Fixed Assets</b>                           | <b>46,865</b>  |
| <b>Total Assets</b>                                 | <b>203,736</b> |

### Liabilities

|                                  |                |
|----------------------------------|----------------|
| <b>Current Liabilities</b>       |                |
| GST                              | 1,758          |
| Rounding                         | -              |
| <b>Total Current Liabilities</b> | <b>1,758</b>   |
| <b>Total Liabilities</b>         | <b>1,758</b>   |
| <b>Net Assets</b>                | <b>201,978</b> |

### Equity

|                       |                |
|-----------------------|----------------|
| Current Year Earnings | 6,815          |
| Retained Earnings     | 195,163        |
| <b>Total Equity</b>   | <b>201,978</b> |

## 9.2 Veterinary/Horse Welfare/Early Warning System.

- EWS looks OK for horse and rider.

## 9.3 Ride Calendar 2017.

- Quindanning ride: DPAW originally didn't approve the ride, but it has since been sorted. Looks like things are still going ahead OK.
- Jarrahdale: the Shire of Serpentine/Jarrahdale want a deposit plus \$12 per horse to use the oval. This is ridiculous. We can ask for it to be waived. Write to the CEO. What do we get for the \$12 per head? \$230 per day for hire of the oval, plus deposit. In the past, we got the toilets rodded and the septic tanks emptied and the car park graded. We also need rubbish bins. Tracks are still being sussed out. Lots of motorbikes, mountain bikes in the area. Maybe look deeper into holding a ride at Dwellingup instead of Jarrahdale. Perhaps do a Clinic at Jarrahdale.
- 28<sup>th</sup> October is vacant, which is Collie Race Day. Emma Swarbrick could run the Margaret River ride with some help.
- 11 November is vacant.

- Capel is off. Could be put back on or go to Collie.
- Roseanne Pimm suggested a change of date for the State Champs. Deb J and Ross to clarify this.

#### **9.4 Secretary.**

Rachell required clarification regarding her role and she has things under control. She will ask for help if she needs it.

Rachelle left the meeting at 2.05pm.

#### **9.5 Sponsorship & Fundraising.**

- The girls need clarification regarding their roles.
- Completion buckles are for the State Champs. There are medallions for the 160km this weekend.
- How much per ride should we spend on trophies? We have 4 Archer saddle pads for the 160km. Prizes usually reflects the entry fee. Also completion awards are OK.
- Not necessary to cover everything for each ride.
- Get a list from Verna for AGM and perpetual trophies.
- Entry fee for the State Champs: \$80 for the 160km.
- Diggers ride: about 4 entries for the 160km ride. Is that enough? Is there a minimum entry number? More notice is required.

#### **9.6 Property.**

Ride Trailer had a blow-out. Deb J will replace all the tyres with light truck tyres eventually.

***Motion: that WAERA purchase two light truck tyres for the ride trailer.***

***Moved: Ross McCamish/Deb Jewell. Carried.***

Richard will investigate purchasing a new jockey wheel for the WAERA ride trailer.

#### **9.7 Merchandise.**

- Cara has ordered two of each of everything in the new range.
- Use some of the old merchandise for completion awards.

#### **9.8 Chief Stewards and TPRs.**

- Two applications from CS to attend the SA Quilty from Richard Jeggo and Meg Woodhouse.

***Motion: that Meg and Richard are accepted to attend as CS to the TQ2017 in SA.***

***Moved: Ross McCamish/Cara Allen. Carried.***

- Richard and Meg need to book your travel/airfare ASAP for best rates. WAERA will pay for both and then invoice the AERA for one of you. Need to let Jean Simms know ASAP.
- Some discussion about Quilty jackets and TQ Teams. It was suggested that WAERA members going to the TQ in SA get a WAERA jacket.

***Motion: that the WAERA riders entered into the TQ17 will receive a WAERA jacket.***

***Moved: Deb Jewell/Ieva Peters. Carried.***

***6 yes, 1 no.***

***Cara declared a conflict of interest.***

#### **From the WAERA meeting held on 13<sup>th</sup> May 2017 (amendments to minutes):**

Richard expressed his concern in spending membership funds on individuals (merchandise for the Quilty 2017), and would like these comments noted.

- Rachell needs to do a blast and FB about who's going E of I, and others wanting to purchase a jacket. By 31<sup>st</sup> May to Cara.
- TPR school at the Marathon was well attended.
- Fly veil discussion going on FB at the moment and the interpretation of the AERA rules – agenda for the next meeting.

#### **9.9 Education.**

All good. Ross is in communication with Shannon re: Quindanning ride.

#### **9.10 AERA.**

- Ieva was unable to attend the Sunday of the last AERA meeting, due to a bout of food poisoning. Had to stay an extra night in Melbourne as she was too sick to travel.
- A lot of discussion about the new design of the Quilty buckle.
- Ieva to re-send the AERA minutes.
- Below was sent to Rachell following the AERA meeting:

Following on from the AERA meeting last weekend, below are some points that need to be brought to your State Management Committee's attention:

1. IVT/Treatment reports are to be upload into AERAspace after the ride takes place. The Chief Steward, or a designated person at the ride, is responsible to give the reports to the State Registrar or Horse Welfare Officer to upload. States are to keep the hardcopy for 7 years.
2. Each state needs to have a look at their individual Constitution. There needs to be an Independent Disciplinary Committee written in. The current AERA constitution does not fit with current legislation, so needs to be updated. The AERA constitution is based on NSW legislation, as that is where AERA was formed. This will have consequential changes to each State Constitution. The AERA Constitution is currently being revisited.
3. AERA are seeking preferences, in the way each state is voting. You need to think about the situation when a motion is up for voting, if voting is hung, does the president have the final say, or is it a negative result? The result of these preferences may differ to what the current practise is.
4. The Electronic Timing Systems are finalised and ready for purchase. Systems are working well, fully functional, and AERA welcome orders. A half system, 3 gates, is \$9,000. A full system, six gates, \$12,000. Please let AERA know by the end of April 2017. Steve Swan will be writing to SMC's with more details.
5. Please remind your State Registrar that the members ride history on AERAspace needs to be checked and accurate. Registrars are to contact members directly. We are still receiving communication that individuals details are inaccurate.
6. Please let you members know they need to apply for their 10,000 km scroll. These are given at your State's AGM. Forms go direct to the AERA Distance registrar. The form for applying is attached.
7. Rule changes. For discussion at your next meeting. Please let your AERA delegate know how you would like them to vote:

***Motion: that table 13 is amended to reflect a minimum riding age for intro riders of 4 years***

***Moved: QERA/SA***

***Motion: that tables 6 and 9 are amended to reflect a minimum tabled kilometre distance for into rides be changed to 1 kilometre***

***Moved: QERA/SA***

#### **9.11 Website/Facebook.**

- Carly and Karly will put some sponsor ads on our FB page.
- Cara suggested we have an Instagram account. Reach the younger demographic. Cara will be the boss of it.

#### **9.12 Newsletter.**

Sue is always looking for more information and stories for the newsletter. She is doing a fabulous job.

#### **9.13 Collie WAERA Ride Base.**

Dangerous trees at the CRC. We should go through the Shire for this and ask them to inspect them and make a decision. Deb R to follow this up with the Council and ask them to address the issue.

#### **9.14 Volunteers.**

- Leonie needs a better outline of what is required. Course person who is riding, needs to ensure that there is someone else available who is intimately familiar with the course.
- Could we adopt a compulsory volunteer policy like pony club? Been tried before. It is a requirement of your membership to volunteer.
- Corbins are booked for the Diggers ride.



## 10. General Business.

- AGM and Awards Night 2017: Awards night and AGM would be separate. Awards night is in December, AGM in late January or early February. Defer until the next meeting. Agenda item.
- Volunteer person of the ride: To profile volunteers and give them a thankyou in the form of fuel voucher. T-shirt - a pat on the back. Name them in newsletter and on FB. We would have a collection of volunteers at the Windup to announce and thank, also to pick one outstanding person and give them the club award. Volunteers are getting harder and harder to find it is always the same people. Don't agree with naming and shaming, however a phone call to the riders not pulling their weight and ask them if they are available for such and such ride at such and such time is a great way to go. Should volunteer because of pride in your club, not because of a prize at the end. Leonie is already thinking about some sort of thank you card.
- Dropbox- Folder for all members to access information (Secretary): Access for everyone to view forms and documents and anything else that we want to put in it. Accessible via the internet. Storage system and accessible from any computer. Not very expensive. Cara will put something together.
- Regulations around SMC meetings, dates and attendance requirements: Refer to the constitution about meeting requirements.
- SMC WAERA represented use of social media. Policies and procedures? Social media policy has been circulated.
- SMC code of conduct (is there one?). Refer to constitution and rule book. Cara: sometimes things aren't done in a very professional manner. As an SMC we should display a unified front, especially in front of other members. Cara is concerned about some of the conversations that take place at rides.

## 11. WAERA 2020 QUILTY.

A meeting was held at the Marathon on Thursday. Ideas about who could fulfil the portfolios. Some dates were discussed for Expression of Interest time frames. A few venues were discussed: Collie, Bridgetown, Quindanning, Wagin. Submissions need to include facilities, council support, financial obligations, logistics, etc. Event Director: Ieva Peters, Secretary: Jane Radny, Treasurer: Abigail Bartell. We need the minutes from the meeting. Rachell to ask Jane to be kept updated and be sent the minutes.

## 12. Meeting Close

12.1      **Next meeting: 13<sup>th</sup> May Saturday at Waroona at 10am.**