

## **Minutes of the TQ2020 Sub-Committee**

**Held on Saturday 1 Dec 2018 at Collie Racecourse**

**Meeting opened 10:05**

### **1. Members Present:**

Kylie Van Uden, Rosanne Pimm, Abigail Bartell, Glenn Dix, Lyn Summerfield, Richard Summerfield, Christopher Haddon, Anne Airey, Richard Jeggo, Tony Brandis, Elsje Brandis, Verna Blackburne, Tracey Lynn, Deb Ryan, Joanne van Uden, Bec Radny, Jane Radny, Anne Barnes (later)

### **2. Apologies:**

Bruce Ferguson, Joan Deetman, Cara Allan, Mandy Rayner, Lienca Nell, Deb Jewell, Nicky Gusterson, Ieva Peters, Kirsten Melis

### **3. Visitors:**

Virginia Lincoln, John Lincoln

### **4. Chairperson Welcome**

### **5. Action sheet**

- Photographer: Jane to ask for EOI and clarify that photographers can be allocated to different zones
- Volunteers: Anne Airey advised that Odette and Hilda have decided not to participate under this portfolio
- Infrastructure: Jo to investigate the eco-portaloos

### **6. Amendments to the minutes 28 October 2018**

- Verna clarified her inclusion in the Shire Liaison portfolio

### **7. Confirmation and amendments of previous minutes 28 October 2018**

***Motion: that the TQ minutes from the meeting held on 28 October 2018 are accepted***

***Moved: Jo Van Uden; Second: Lyn Summerfield. All in favour***

### **8. Correspondence inwards**

- Deb Ryan suggested exposing our chief stewards to the Tom Quilty experience in 2019. An EOI should be extended to our WA chief stewards for the 2020 Tom Quilty

### **9. Correspondence outwards**

- Letter to the State Emergency Services was omitted from the agenda thanking them for their letter of support for the Collie racecourse submission
- Noted that the Wellington Districts Parks and Wildlife was addressed correctly to the Biodiversity Conservation and Attractions

- Abigail Bartell stated that the AERA had approved our Tom Quilty date

***a) Motion: that the inwards correspondence be accepted and the outwards be endorsed***

***Moved: Tony Brandis; Seconded: Glenn Dix. All in favor***

## **Portfolio reports**

### **10. Chairperson** no report

### **11. Treasurer**

- Jo had Bendigo Bank forms for signatories including herself, Jane Radny (secretary), Ieva Peters (vice chair) and Richard Summerfield (chair). Each of these people to go to a Bendigo Bank branch and provide ID

### **12. Secretary**

- The Quilty event agreement needs to be signed and submitted for the AERA's next meeting on March 20 2019
- Typo for the 3<sup>rd</sup> motion on Agenda - date should be Saturday 19 September
- Jane to contact the CRC and request Monday-Monday camping of the racetrack

### **13. Event Director**

- See quotes from Agenda. Discussion concerning quotes etc under Infrastructure and Campsite portfolios
- Suggestion of Twilight vetting – specifics in Vet portfolio

### **14. Campsite**

- Different biosecurity locations were discussed including the Wallsend showgrounds (which have very good facilities, are central and very shady), the pony club grounds (can offer camping prior to the biosecurity date, Rosanne's granddaughter is President of the PC). All horses must go to the biosecurity depot before entering the Collie racecourse. Regarding non-vaccinated horses from Hendra areas, we will wait until the biosecurity team have formulated their protocol

### **15. Catering**

- Rosanne Pimm offered her services to this portfolio
- Jane circulated 2 reports from the Wagin Quilty advising of what worked and what didn't etc.
- Abigail requested clarification on the different functions e.g. AERA awards night on Thursday, strapper's breakfast Sunday morning, dinner dance Sunday night
- Discussion over the dinner dance venue to be on site or in town. From a safety perspective, it was considered advantageous to be on site regarding

people driving, needing transport, logistics, horse security, and more inclusive for everyone to be able to attend

- Larger marquee will also house the merchandise and be used for entries, pre ride brief, ride desk, merchandise, Awards night and sponsor/VIP functions as well as somewhere to be protected from inclement weather.
- Possibly it is more expensive to have the dinner dance on site
- A majority vote was taken to hold the dinner dance on site
- We should open the bar at night for added income and social purposes
- Discussion on gas heaters vs fire drums
- The food stalls will need a COC and we will charge them a vendor fee

## **16. Course**

- Deb Ryan has been communicating with Leon from the DEC who wants the course plan 12 months in advance. Deb is hoping to access some previously unriden areas. Some of these tracks may be included in the marathon as a trial run. Deb has an idea of rough distances (1<sup>st</sup> and 2<sup>nd</sup> leg 40km repeat, 3<sup>rd</sup> approx. 35km, 4<sup>th</sup> leg approx.. 30km, 5<sup>th</sup> leg approx.. 15km)
- Main Preston Rd crossing will be in daylight. Richard Summerfield advised there must be qualified personnel from suitable companies attending road crossings
- Permission has been granted from the CRC to use the inside running rail for the last leg. The last leg will enter from the chute and go anti-clockwise around the racecourse
- Brian Willison sets up cameras on Collie race day at the chute area and this can broadcast horses coming in, which will be helpful for the ride desk to see their numbers and prepare for the horses finishing the loop. This could also be a great opportunity to broadcast the finish to more screens around the ground. We will need to provide HDMI cables etc. for big screens around campsite or in marquee and at the ride desk

## **17. Entertainment**

- Abigail suggested we all think about a celebrity rider
- Entertainment to be from the Tuesday through to Sunday
- Thursday and Friday are intensive horse days, so apart from the AERA awards night/sponsor VIP, we will not require additional entertainment on those two days
- Abigail suggested a bus to wineries on Tuesday or Wednesday
- If we go to the wineries, then we can ask for wines to be donated as prizes/raffles etc.
- Prioritise using Collie business and companies for their goods and services. Local producers/butchers etc. could be approach to sponsors specific events e.g. the AERA Awards night, bar. Also suggested to approach local supermarkets if we buy bulk supplies e.g. toilet paper, groceries, then they can also sponsor these specific items

- A suggestion of a supermarket “run”. Verna could use her bus license and act as a delivery service, but maybe a better idea for people to go into Collie to promote using Collie business and companies for goods and services
- MC for awards night and presentation: any suggestions?
- On entry form, include space for a profile on rider and horse for announcer
- Deb Ryan suggested a rider parade prior to start time (individual introductions). This could possibly be done at pre-ride vetting to avoid upsetting warmup plans, separating horses, marshalling etc.
- Jane suggested a sponsor wall for photos etc. as per AFL etc. presentations. This could be used for buckle presentation individual photos
- Possibility of Arabian horse race on Sunday. Rosanne will need some direction and can check the necessary requirements. The Clydesdale race at Toodyay was very much enjoyed
- Band: Rosanne knows many local bands. Jo van Uden suggested Braxton Hicks
- There is a 2 up pit in the main area outside the canteen. Collie has a professional 2 up person who could possibly come and teach people/have games
- Suggestion of life size fiberglass horse sculptures to be painted on by local artists to be displayed on site and which could be auctioned etc Where to source these?

## **18. Fundraising/Sponsorship**

- Need budget to determine how much sponsorship is needed
- Tourism WA Regional Events grant between \$5000-40,000 closes December 2019. Abigail has spoken to them and they are keen. The sponsorship would be available within a couple of months early 2020.
- Bendigo Bank: Rosanne suggests contacting Sharon D’Angelis rather than attending a board meeting as Sharon handles the sponsorship. We need to know what we intend to spend the money on and ask them what their aspirations are e.g. rugs, banners, yearbook
- We have the sponsorship packages to tweak when we know how much money we will need. Details on what to include in Gold, Silver etc. packages will be decided on then. Have this organized before we go to Bendigo Bank

## **19. Infrastructure**

- Ross provided 2 quotes: one for analysis of the bore water for potable usage. Discussion ensued as regarding the quality of the water now and the likelihood of it retaining this quality in 2020. Maybe test now and a month prior to 2020 TQ. Rosanne has basic water information when the driller came in. Many local people drink this bore water, but she doubts it will pass human potable standards as they have sensitive parameters. Pipes can harbor bacteria, which makes human consumption dangerous. A vote was taken in favour of testing the water and Ross will organize.

- MKJ lawn mowing was the second quote. Concern regarding the quote and the ambiguity over the total amount. We need to have a firmer idea of the number of mowings and an estimate of the number of bobcat hours etc. The mowings have been capped at 20 per year, but this number has never been reached. We need to have a firmer quote that is more project based.
- Advise WAERA formally of the 50/50 arrangements in cost for the vet ring
- Kylie van Uden in her horticulturalist capacity will also advise and seek alternative quotes
- Tony Brandis reminded us that received \$6000 of grant money to irrigate the pony club grounds, which we are not using. We should benefit from what we already have: the water and two tapered off diagonal light poles are already there. Concern that the PC grounds are not central to all camping areas and do not provide enough room for VGIH/strapping requires. Anne Barnes also mentioned that it was not ideal trotting out terrain. Referring to Deb Symmington's analysis of the Tasmania TQ, one of the big advantages was having the vetting and strapping area in close proximity to all campers. We could possibly put the big marquee in this pony club area. There was a census to continue with the vet ring in the centre of the racecourse. Tony mentioned that the current 1 inch pipe will not cope servicing 500 people for a week.
- Discussion on how the vet ring in the centre will be watered e.g. using above ground piping and sprinklers vs. below ground. Timers could be used 3x a week and local community people to change sprinklers over. Travelling sprinklers are very expensive vs. underground vs. manually moved sprinklers
- If water comes from the bore, than pressure won't be a problem. John Lincoln suggests running it in 2 or 3 banks with automated timers for 15-30 minutes. There is 12V power available for the inside, which goes under the track. This can be done quickly, just need to dig a trench (using Irish, Mark, Woody, or Tommy Chapel)
- Sprinkler banks can be purchased from Wesfarmers and can be easily unclipped, but requires manual labour. Above ground is cheap, but not as durable, many kangaroos could damage and interfere with this system. Using a trench digger for 2 hours to lay pipe could be a better solution. Tracey Lynn has reticulation hosing that is not being used, she could supply this. Jo suggested proceeding with automatic system as we use this venue often. It was voted to proceed with below ground retic. Richard J has offered to come and do on weekends
- Kylie will get a quote from Chapel's , Irish, and Woody and we will use local business where possible

## **20. Local Business** no report

## **21. Merchandise**

- Lyn Summefield has the Wagin TQ14 merchandise reports
- Suggestions for merchandise include deck chairs (which can also be used for prizes), duffle/gym bags, stubby holders, towels, caps, key rings/bottle

opener, keep cups, souvenir rug with logo (horse names can be embroidered on by the purchaser themselves) Bec suggested to conduct a poll on Facebook for people to vote on what items they would like to purchase as a starting point

- Suggest that all items are pre-ordered and have a small amount for sale on the day with a cutoff date for orders
- Website has the facility for online ordering

## **22. Nominations/admin no report**

## **23. Photographers**

- Best solution for the different photographers is to allocate them to different zones (e.g. action shots on course vs. around the ground and VIP/sponsors shots)
- Redfoto has photo booths (for purchasing and on the spot printing) and multiple photographers
- Vince Evans could possibly be the official AERA photographer to post photos up on the AERA and Tom Quilty Facebook page
- Who gives permission for photos to be posted on the AERA page (admin of the page to publish posts or can the official photographer upload photos)?
- Bec to do EOI forms and send to Jane

## **24. Prizes/trophies**

- Bec to conduct a Facebook poll for people's preference of prizes
- Trophies to be TQ20 specific e.g. etched glass with photos of specific horse and rider. Suggestion of coal trophies- Deb Ryan to take photos and send to Kylie and Bec
- Avoid overloading trophies to the first place getters

## **25. Publicity**

- Quilty Facebook page be up by the end of the year
- Excellent opportunity to thank sponsors, generate interest
- Incorporate the logo competition into a Facebook poll with only 1 vote per person. Logo competition be sent out on an email blast
- Jo to have Mandy's Collie newspaper article printed in WAERA newsletter
- Rosanne will put the TQ under events tab on the Collie River Valley website
- Mandy has many ideas for trade stalls and prizes for the Equine Expo
- Quilty songs can be downloaded from iTunes
- We need to look after our premium sponsors and spectators, and to elevate the status of endurance e.g. Sheik Mohammed lounge type area
- Abigail suggested an art competition the week prior with window displays and an education pack for primary students with the history and the motto of participation and completing being as important as winning. A horse cutout art project for primary students to encourage local people to attend

- There are 8 locations in town to erect banners like the ones used in Wagin. We should also have these banners at the SEC.
- Equestrian in the Park has excellent advertising the general public (i.e. radio), need to be advertising on EWA sites/email blasts
- The trade stalls will need a COC and we will charge them a vendor fee
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## **26. Risk Management**

- Discussion on biosecurity sites
- Vet costs to be privately negotiated with the vet and factor into our budget
- Anna Erickson to provide a comprehensive biosecurity policy. There are specific requirements for eastern states horses which Anne and Anna will organize for all events, not just the TQ, but also FEI/Merredin. The biosecurity could be open for 8am-4pm from the Monday. The meet and greet can be opened at Collie Racecourse on the Monday from 10am until 5pm. We need to decide when to accept the last competitors on the Thursday
- PIC number: the Ag society has a PIC number for Wallsend showgrounds, which they need to change the address to Collie Racecourse. The council needs to apply for a PIC. Richard has spoken to Allison Fergie and she will organize the PIC

## **27. Shire Liaison**

- Richard S to investigate if the Shire can assist with the river crossing at Skip Road Bridge to make it safer. Some trees may need to be removed and a base laid. Need to find out who owns the land (could it be Waters and Rivers?)
- Rosanne knows an Indigenous Elder (named Jo) who could give an official Welcome to Country. Rosanne will contact
- Shire may provide reusable shopping bags to use for our rider packs

## **28. Veterinary and biosecurity**

- Ross suggested having twilight pre-ride vetting on Thursday evening. It is suggested to be more attractive for sponsors/VIPs and spectators. Would need to check the rules regarding how long before the ride start can pre-ride vetting be conducted. Need to consider that having vets on Thursday night might add to the expense and also consider that Chief Stewards and Vets must have their meetings before vetting can occur- would they all be present Thursday evening?
- Non-vaccinated horses from Hendra areas: do they need a separate hospital? The incubation period can last longer than the Nullabor trip. It should be 28 days out of Hendra zones. Wagin TQ had 10 days- therefore needed the segregation. AERA has the final approval and they have only just signed off on the TQ19 biosecurity
- Discussion on where to put a fatality/post-mortem exam/disposal
- Anne B suggested using a Murdoch vet as the hospital can provide consumables etc. as sponsorship e.g. Emma McConnell as the treatment vet.

Anne has asked her and she is keen, but yet to confirm. There should be a succession plan to have a treatment vet on the horizon. The treatment vet has to be approved by AERA and Anne's recommendation for Emma would be highly regarded

- Abigail inquired as to who pays for a horse treated in hospital (i.e. owner or vet), we must put this specific information in the rider pack with corresponding costs
- If there is a research program being conducted at the TQ we can decide whether to do it. How/what/why/cost
- When we nominate our vets, put a strong case for our vets at the AERA level
- Anne B recommended Arun to be our on-course vet

## **29. Volunteers**

- Jane to contact Odette/Hilda regarding their participation under the portfolio

## **30. Website**

- Bec expects website launch to be early March once we have the logo
- Sponsors to send though their logo/packages etc.
- Collie photos from Deb Ryan of the course etc. to be sent through
- We have a domain name: [www.tomquilty2020.com](http://www.tomquilty2020.com)
- Everyone voted in favour to pay the Wix invoice of approx. \$20 for the domain for 2 years
- The Collie Visitors Centre has a library of photos that Bec has accessed
- Include a tab for applications of trade stalls and vendors
- Set up a contact form for Abigail for catering/entertainment

## **31. General Business**

- Richard J has attempted to contact eco-friendly toilets. Jo has a contact and will continue to investigate this
- Abigail asked about accommodation for our officials etc. Elsje will take responsibility for recording officials and dates, and Rosanne will coordinate once we know who is coming and for how long
- Abigail mentioned that for every goods and service we utilize, we should get some sponsorship for it
- Abigail also asked whose job it is to clean toilets and replenish soap etc., this will be a volunteer role
- Then we all adjourned onto the oval to discuss Glenn's camping/vet ring/strapping plan/in gate/out gate/start/finish line. Spectator access will be restricted to the canteen side of the track, possibility to have grandstands. Can infrastructure investigate the costs/logistics for grandstands to be sourced? Whilst spectators and sponsors are very important, the comfort of the horse and rider is of utmost importance and all steps to accommodate them will be prioritized
- Horse hospital was marked out at 9m square, a permanent structure with 3mx3m boxes to be constructed with padded tin (polystyrene insulation).



One box will be the swab box, so cannot be used for treatment. This hospital to be erected next to the existing wash bay, which has excellent float and vehicle access. The application for the grant is open at the end of Feb 2019 and is for infrastructure only (not events). Richard J is doing the planning permission. The hospital will have cupboards and a lockable area.

***Motion: To open an account at Henderson's (member of CRC) to purchase retic supplies as needed to \$1000 without the approval of the TQ committee***

***Moved: Anne Barnes; Seconded: Anne Airey. All in favour.***

- 20km training track will be sourced, preferably a loop with distance markers
- Mark out potential marquee locations next time
- Ross to notify Collie race club about the next meeting

### **32. Close of meeting**

- 3.20pm

### **33. Next meeting**

- Saturday 2 Feb 2019 at 10am at Collie Race club