

**AGENDA OF THE 2024 ANNUAL GENERAL MEETING OF THE
WESTERN AUSTRALIAN ENDURANCE RIDERS' ASSOCIATION INC.**

*To be held on Saturday 7th December 2024 @ 2pm
Location: Serpentine Sports Ground, 1432 Karnup Road, Serpentine WA 6125*

Meeting commenced:

- 1 President's Welcome:**
- 2 Members present:**
- 3 Apologies:** Bonnie Martin,
- 4 Proxy Vote Registration:**
- 5 Appointment of Scrutineers:**
- 6 Confirmation of previous, 2023, WAERA AGM Minutes**

Motion: The minutes of the WAERA Annual General Meeting held on 25th November 2023 are accepted and endorsed.

Moved:

Seconded:

Decision:

- 7 President's Report**
- 8 Treasurer's Report**

Motion: The Treasurer Reports presented at the WAERA Annual General Meeting held on 7th December 2024 are accepted and endorsed.

Moved:

Second:

Decision:

- 9 Election of Executives and Committee Members for 2025**
 - 9.1.3 Election of WAERA Secretary - **Vacant****

Job Description:

Job Title: WAERA Secretary (2 year term)

Main Duties: Division secretaries often handle administrative tasks such as maintaining records, managing communications between members and the committee, organizing meetings, preparing agendas and minutes, and ensuring compliance with the organization's rules and regulations. They might also be responsible for coordinating events, managing memberships, and handling correspondence.

Average Hours per week:

1-5 hours per week (or more if you desire) depending on

- Time of year (i.e. beginning of season, end of season, out of season)
- Membership numbers
- Member inquiries
- Committee requests

Basic Skill Set recommended:

- Computer literacy
- Reliable Internet / Wi-Fi service
- Familiarity with or willingness to familiarise self with use of Zoom for SMC monthly meetings
- Become a bank signatory as a member of the Executive Committee as part of the oversight of the WAERA spending

Nominations received from: **(Name) (Membership #)**

Nominated by:

Seconded by:

Profile of Candidate:

Voted:

9.1.4 Election of WAERA Treasurer – currently filled by Lyn Summerfield

Nominations received from: **Lyn Summerfield - Membership #**

Nominated by:

Seconded by:

Profile of Candidate:

Voted:

9.2 State Management Committee (SMC) Positions for 2024

*[Reference section 17 of the Constitution February 2020: **Membership of Management Committee**]*

9.2.1 SMC positions currently filled by:

- Richard Summerfield
- Anna Erickson
- Hannah Roscoe
- Natasha Ellery
- Carol Grgic
- Emma Wilcock

9.2.2 Nominations for SMC position(s):

Nomination received from: (Name) (Membership #)

Nominated by:

Seconded by:

Profile of Candidate:

Voted:

10 Appointment of a WAERA Honorary Veterinarian(s) – currently filled by Dr Anne Barnes & Dr Kerri Jurgens

Motion:

Moved:

Decision:

11 Appointment of Financial Reporter (Term is one year)

12 Appointment of Honorary Membership for 2025 for Kylie Day

13 Nominations for Tom Quilty Gold Cup 2027 committee

14 Call for Nominations to support the SMC in portfolio positions:

14.1 Chief Steward & TPR Liaison - **Vacant**

Nomination received from: (Name) (Membership #)

Nominated by:

Seconded by:

Profile of Candidate:

Voted:

14.2 AERA Delegate – currently filled by Natasha Ellery

Nomination received from: (Natasha Ellery) (Membership #)

Nominated by: _____ **Seconded by:** _____

Profile of Candidate:

Voted:

14.3 Social Media – currently filled by Natasha Ellery

Nominations received from: (Natasha Ellery) (Membership #)

Nominated by: _____ **Seconded by:** _____

Profile of Candidate:

Voted

14.4 Promotion of Endurance Riding – currently filled by Hannah Roscoe

Nominations received from: (Name) (Membership #)

Nominated by: _____ **Seconded by:** _____

Profile of Candidate:

Voted

14.5 Computer Data Registrar – currently filled by Anita Fortsch

Nominations received from: (Name) (Membership #)

Nominated by: _____ **Seconded by:** _____

Profile of Candidate:

Voted

14.6 Membership Secretary – Vacant

Job Description:

Job Title: Membership Secretary

Main Duties: Registering new members into the AERA system

Average Hours per week: 1 - 5 hours at the start of the year.

Basic Skill Set recommended:

Knowledge of the AERA database (training is basic with guidance sheets provided.)

Nominations received from: (Name) (Membership #)

Nominated by:

Seconded by:

Profile of Candidate:

Voted

14.7 Logbook Secretary – Vacant

Job Title: Logbook Secretary (*not a committee position*)

Main Duties: Issuing Logbooks to Novice and Endurance horses when applied for with the appropriate application form.

Average Hours per week: Between 1 and 5 hours

Basic Skill Set recommended:

Knowledge of the AERA database. (training is basic with guidance sheets provided.)

Storage of horse's information in a filing cabinet for future reference.

Nominations received from: (Name) (Membership #)

Nominated by:

Seconded by:

Profile of Candidate:

Voted

14.8 Merchandise – Currently filled by Karen Karlovsky

Nominations received from: (Name) (Membership #)

Nominated by:

Seconded by:

Profile of Candidate:

Voted

14.9 Property Officer - Vacant

Nominations received from: (Name) (Membership #)

Nominated by:

Seconded by:

Profile of Candidate:

Voted

14.10 Sponsorship & Fundraising - Vacant

Nominations received from: (Name) (Membership #)

Nominated by:

Seconded by:

Profile of Candidate:

Voted

14.11 WAERA Awards, Trophies & Prizes - Vacant

Nominations received from: (Name) (Membership #)

Nominated by:

Seconded by:

Profile of Candidate:

Voted

Meeting Closed at: