

**SUMMARY Minutes of Equestrian Queensland Board meeting held
Tuesday 18 March 2020 (7.35pm –9.10pm)
At Sports House, Castlemaine Street, MILTON**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	No in-camera session. Meeting opened at 7.35pm	
2.0 Meeting opened	Directors in Attendance: D Finch, J Huppert, C Keable, S Austin, N Ballard Guests: B Toft, S Duffy	
3.0 Declarations of Conflict of Interest	No new or additional conflicts noted.	
4.0 Board Position Appointments	Board positions of Chair, Vice Chair and Treasurer were declared vacant and elected as follows:- D Finch nominated as Chair. DF accepted appointment. All in agreement. C Keable nominated as Vice Chair. CK accepted appointment. All in agreement. S Austin nominated as Treasurer. SA accepted appointment. All in agreement. Congratulations to all positions	
5.0 Minutes of Previous Meeting including flying minute	MOTION 1 (EQ180301) “That the minutes held on 18 February 2020, and any flying minutes circulated and summaries of the Board Meeting be approved.” Board in agreement that the minutes be approved.	Publish all approved summaries of the minutes to the EQ website and include in the next e-news. Delegate the authority to NO’F
6.0 Sub/Sport Committee Reports/Minutes	MOTION 2 (EQ180302) Delegated authority to NO’F to continue the reviewing of Sport Committee minutes if agreed by NO’F. It was noted that NO’F was extremely thorough in detecting potential issues. “That the summary minutes of sport committees received be accepted”. Board in agreement that the sport committee minutes be approved.	BT to discuss with NO’F
7.0 Matters arising from the Sub/Sport Committee Minutes	No matters arising.	
8.0 Strategic Objectives & Executive Reports		
8.1 CEO Report & Monthly Financials	CEO progress report circulated; <ul style="list-style-type: none"> • Policy work continuing 	

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	<p>Strategy and Risk</p> <ul style="list-style-type: none"> • New risk management and financial policies are underway. Top Six <ol style="list-style-type: none"> 1. Risk Management (including horse and rider welfare, governance, finance, people and competitions) 2. Complaints Handling Procedure under EA Rules and By-Laws 3. Sport Committee Operations (including terms of reference, funding operations, SC Manual and reporting) 4. Financial Delegation Policy (Board and Sport Committees) 5. Biosecurity Policy and Plan 6. Board Operations Policy (including terms of reference, nominations committee, code of conduct, performance review and assurance programs). • Coronavirus - risk to health, events, program and budgets, noted as separate Agenda item. • Budget, Audit and AGM – Audited Financial Statements have been finalised. AGM report prepared and finalised. • Officials & Coaching Committee/Advisory Groups – terms of reference behind schedule defer to April. • Statewide Facilities Project – currently developing implementation plan to support recommendations which is to be presented. Current priority is QSEC, Meetings to be held with QSEC, Gold Coast and Redlands with working groups to be established for those projects. • Biosecurity – Draft Terms of Reference submitted to EA. Waiting on next steps. <p>Operations</p> <ul style="list-style-type: none"> • Membership Statistics – the decrease in senior membership and increase in participation membership continues to trend. • Club Development – workshops were deferred to allow Horse Welfare Forum. <p>Opportunities & Advocacy</p> <ul style="list-style-type: none"> • Horse Welfare Forum – well received. Presentation and video stream to be circulated and be available via website • Safety & Medication Service Provision – prepare simple factsheet to support event organisers, clubs and officials on requirements of medical/first aid coverage and personnel required in line with National discipline rules. 	

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	<ul style="list-style-type: none"> • Victoria Park Master plan – formal submission sent to BCC in relation to Eventing opportunities similar to Adelaide 3DE. • Financials - 5k negative offset at this time. Participation growth category but potentially will be no upgrades due to COVID19 situation. BT to seek assistance from CK and SA with savings in the budget and delivery of expenses. Income 113k less then this time last year, but haven't received Depart of Sport and Recreation funding has not been received. Funding budgeted for February, 2020. <p>MOTION 3 (EQ180203) "That the February management & financial reports including commentary be accepted".</p>	
8.2 EQ Board Succession Planning	Two vacancies on the EQ Board. Discussion around potential candidates and approaching those with certain skill sets or experience in the industry to compliment the existing board.	
8.3 Statewide Facility Plan Implementation	Deferred to next meeting.	
8.4 EQ Audited Financials Statement and Report	<p>Moore Stephens Management Report</p> <ul style="list-style-type: none"> • Leases to the incorporated entity needs to be captured on the balance sheet. • EQ Audited Financial Statement and Report to be tabled and ratified at the board meeting for approval. • Asset register write offs to be considered in July and end of the year to be tabled and ratified through the board meeting. <p>MOTION 4 (EQ180204) "That the recommendations by Moore Stephens Management Report be adopted".</p> <p>Board in agreement</p>	
8.5 Corona Virus (COVID19)	<p>Continue to provide updates to members via newsletter and facebook as and when new information is available.</p> <p>Varying details of projects that can be completed from website remapping, policy review, induction kits for new parents, schools and event organisers.</p> <p>Sport Committee Safety forum planned for 23 April, may not proceed. Look to be more innovative with members to continue to engage via whatever means available.</p>	Board to have weekly teleconference to discuss potential issues if required.

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9.0 Other Items for Ratification & Noting		
9.1 EQ Tribunals	Whilst budget forecast provides for legal services where required. Currently looking at other models.	BT to investigate and report back.
9.2 EQ Sport committee Forum – Safety Focus	Forum potentially on hold due to current COVID-19 situation.	
9.3 Access to Technical Delegates & officials	Agreement for NO’F to support BT with this project.	
9.4 EQ Sport Development Funding	<ul style="list-style-type: none"> • Sport Development Funding – Rider development – applications approved in principle. Some events will be moved to the 2nd part of the year due to COVID-19. Total approved \$17500 • Sport Development Funding – Officials and Coaches – applications approved. \$8300 – looking at modifying to present courses. • Sport Development Funding – Equipment and Subsidy \$10,000 – decision to be deferred. Further information to be sought from applications around the criteria of EQ members. • Sport Development Funding – ICDF – all applications approved with the exception of the Jumping events. BT to discuss with Jumping Queensland level of support. 	<p>Further work and investigation required on Sport Development Funding – Equipment and Subsidy and ICDF.</p> <p>Further advice to be provided at April meeting.</p>
9.5 EVQ Rules for Lower Level Eventing	<p>Current EVQ Lower Level Rules were originally drafted and adopted in Queensland in 2010. Reviewed and provided by committee member M Dalmau so in alignment with the National Eventing Rules. The Board acknowledged the work that was involved in this project.</p> <p>MOTION 5 (EQ180305) “That the 2020 EVQ Lower Level Rules for Eventing be accepted”. Board in agreement.</p>	SD to thank MD. Rules to be uploaded to website allowing for the three month lead in time required.
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9.6 Rider fall report	Noted. No decision at this point in time.	SD to check on double up fall Lady Gaga.
9.7 Yellow Cards, Official Warnings, Reported Concussions & Rider Fall Report	Most recent reports tabled and noted.	
9.8 Membership & Horse Registrations	MOTION 6 (EQ180306) “Horse registrations and memberships be accepted for February, 2020”.	

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	Board in agreement.	
9.9 Correspondence	<ul style="list-style-type: none"> • TEG Technical Delegate report received • Interschool Queensland Wide Bay regional report received • MCP – Stewards to be reminded of selection process. 	BT to contact Susan Donald.
8.8 Member & Other Complaints	Updated report tabled. MCP – follow the process	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2020 Board calendar tabled.	.
9.3 Other Business	Nil	
	<p>The meeting closed at 9.35pm.</p> <p>The next scheduled Board meeting is to be held on Tuesday 21 April, 2020 at Sports House Milton or alternatively by teleconference.</p>	