

SUMMARY
Minutes of Equestrian Queensland Board meeting held
18 September, 2018 (7.05pm – 10.15pm)
At Sports House South, Woolloongabba

Attendance: D Finch, C Collier, C Gregory, K Bickford, N O'Farrell, S Austin, P Toft

Apologies:

In attendance: M Helmers, S Duffy

Guests: Coach Advisory Group (CAG), Leesa Murray (DQ)

Agenda Item	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	The meeting was opened at 7.05pm after an in-camera session.
1.1 Coach Advisory Group (CAG) Introduction	Darryn Fedrick, Trudy Dougall, Sharyn Ross and Geraldine Van Montfrans-Eady accepted invitation to meet with the board. Some preliminary discussion around terms of reference. Restore confidence in the EA coaching accreditation brand, update content for development and encourage pathways.
1.1 Risk Register Standing Item- Diversifying revenue through events.	<p>LM attended to table her report and debrief Board on recent Brisbane CDI and Carl Hester Masterclass (MC). Aside from the bottom line results (note waiting on last remittance from QSEC to bring into surplus- sitting with their finance team) which is re-invested into development, the following benefits were also discussed:</p> <ul style="list-style-type: none"> • Education opportunities • Improved relationships and credibility with sponsors (who are extremely happy with their investment) and members (providing proximity access to world best practice) • Reinvigorated volunteer engagement • DQ is happy and grateful with how EQ currently supports through admin and financial contribution through the event funding. <p>Challenges:</p> <ul style="list-style-type: none"> • Terms in hire agreement and ticketing payment process from QSEC has changed significantly over the last 3 years. <p>Future:</p> <ul style="list-style-type: none"> • DQ looking at model of 3 significant educational opportunity each year. • Rider clinics held with the MC where possible • DQ's next strategic planning is in January. <p>EQ thanked LM and congratulated her on an extremely successful event. LM advised in parting that was disappointing to see that EVQ put on clinic at that time and preferable to avoid those clashes where possible in future.</p>
1.1 Risk Register Standing Item- Diversifying revenue through events. (Cont)	EA had identified risks in relying on volunteers to run major events. Consider providing template for both forecasting and project management to assist with induction. Important to note that when reliant on volunteers to run events and just because we pay someone doesn't mean it runs any better or makes any more money. Critical milestones and monitoring and control is always going to be a challenge.
1.2 Conflict Register	No conflicts were declared.

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Approval of minutes	
2.1 Previous Meeting – August	<p>- Sport committee survey circulated to inform on agenda of sport committee forum to be held in 1 November. Responses due back by 8 October and to be included in its raw form in board papers.</p> <p>- Decision tree tabled. MH Congratulated TW & SD for developing. Board agreed a great visual flowchart.</p> <p style="text-align: center;">MOTION 1 (EQ180901)</p> <p>“That the minutes and summary of the Board Meetings held on August 18, 2018 be approved”.</p> <p>MOVED: K Bickford SEC D Finch CARRIED</p>
CEO Report	
3.1 Management Report – progress on milestones	<p>Q3 milestone with progress update was circulated with original papers along with outstanding items. Q4 preparation was also circulated as supplementary context to assist continuity. Event prioritisation guideline document (previously tabled in April) needs to be revisited due to arising issue with Eventing calendar. Previous discussion in sport committee forums suggests a willingness to work together for coordination but less compromise in practice. State Champs tender also needs to be developed so hosts are aware of standards that they need to meet and any associated benefits (eg events funding).</p> <p>CC provided an update on the Oxley Creek transformation meeting referred to in the management report. Embryonic scoping at master plan phase, but opportunity for land in prominent position with private land owner interest in world class equestrian facility. EQ is an interested party open to further discussions.</p> <p>Fig Tree Pocket –20 year lease is currently being renegotiated with council. EQ named as co-lessor. Executive met with FTP to identify expectations.</p>
3.2 Budget Commentary and board pack	<p>EQ tracking ahead of our \$10k forecast branch surplus (revised target \$37k). DQ on negative positions at end of August but remains just timing related as their major events will deliver a surplus.</p> <p style="text-align: center;">MOTION 2 (EQ180902)</p> <p>“That the August management & financial reports including commentary be accepted”.</p> <p>MOVED: C Gregory SEC K Bickford CARRIED</p>
Items for Discussion /Noting	
4.1 EA Update	<p>EA Forum scheduled for November. Nominations for EA directors to be called on Friday. Nominations committee is having a pre-meeting Wednesday 19 September. Need to identify people with certain skillsets required in prospective board members.</p> <p>Concern on progression of the 100-day plan.</p>
4.2 CEO recruitment	<p>Covered in in camera session.</p>

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4.3 Selector Panels	Proceed with recommendation as distributed. Note NO has conflict of interest as a selector so refrained.
4.4 Field Officer strategy	SA met SDO. Overview of what the role has entailed over the last 3 months. Focus on clubs with low EQ membership and in the process of collecting useful intel. Discussed strategy and the need to achieve milestones in a short contract, to ensure viability of this role. Discussion with non-renewing members has very little negative feedback with valid reasons. Need to keep those in the sport and advise of volunteering opportunities at events, officiating etc. with a view to retention and what is the value proposition. Ensure that we are clear about what the product is.
4.5 QHIA update	HBMLAG meeting in August 2018 the first time Hendra not on agenda in 6 years. PT part of external reference group for Biosecurity Queensland regarding RBE obligation for horses July 2019. Will be difficult for horse industry to be compliant. QHIA scheduled 19/8.
4.6 Philanthropy	To be deferred to next board meeting
4.7 Eventing Calendar	Multi-use facility have a smaller window to hold their event. Allocation of dates needs to be equitable and transparent process. Currently events are prioritised international and national events. EVQ needs to consider the constraints and look at the calendar more holistically. Process needs to be further considered. Not a requirement for IQ to have State dates approved.
4.8 Outstanding items	Ensure all action items remain on the to do list <ul style="list-style-type: none"> - Printing Biosecurity Log book - Criteria for hosting state events - Co-ordination of Aerovator induction with supplier - Signatory papers and banking process - Meeting with NAB/Redshed regarding benefits of XERO over MYOB
4.9 Concussion Protocol	Dressage have approved, JQ meeting tonight. EVQ provided feedback from their implementation. Need to consider implication across all sports and on our event organisers and communicate what is decided and then enforced. Protocols are based on extensive research. Seems that protocols are too prescriptive for people to follow and possibility that some of the equipment would not be on hand. Ensure that there is a preamble before anything was circulated. Request for feedback is good practice and training will be required for those that are responsible for administering it.
Items for Ratification	
5.1 Sport Committee Minutes	MOTION 4 (EQ190904) “That the minutes received from Sport Committees be accepted”. MOVED: N O’Farrell SEC: K Bickford CARRIED
5.2 Membership and Horse Registration approvals – August	MOTION 5 (EQ180905) EOM August report highlighted 8.0% growth in YTD membership volume. “Horse registrations and memberships be accepted for August, 2018”. MOVED: N O’Farrell SEC: S Austin CARRIED
Next Meeting	DF thanked MH for his contribution to EQ over 4 years and wished him well in his next role. The meeting was closed at 10.15pm. The next scheduled Board meeting is to be held on Tuesday 16 October, 2018.