

**Minutes of Equestrian Queensland Board meeting held 21 February, 2018 (630pm-835pm)
At Sports House South, Woolloongabba**

Attendance: D Finch, P Toft, C Collier, S Austin, C Gregory and N O’Farrell, D Finch (phone), P Toft (phone)

Apologies:

In attendance: M Helmers and S Duffy

Agenda Item	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	
1.1 Conflict Register	No conflicts of interest were tabled in relation to agenda items.
1.2 Annual Board Evaluation	Board Performance Assessment tool was completed as a collective group with ratings allocated across the fifteen criteria as per the board development and assessment policy. 2018 was compared with 2017 noting improvements in some areas but also highlighted some areas to work on.
Approval of minutes	
2.1 Previous Meeting – 16 January	Noted that all actions had been executed with none outstanding. MOTION 1 (EQ200201) “That the minutes and summary of the Board Meetings held on 16 January, 2017 be approved”. MOVED: N O’Farrell SEC C Collier CARRIED
CEO Report	
3.1 Management Report – progress on milestones	The quarterly milestone report was circulated providing progress update on Q1 milestones with discussion centred around future focus. <ul style="list-style-type: none"> • MH to progress state-wide facility plan with provider and report back at next meeting (1.2) • MH to have further discussion with ED’s regarding support with knowledge retention (1.3) • NO appointed as the lead for official benchmarks (2.2) • KB appointed as the lead for the Volunteer Recognition Program steering Committee (4.3) •
3.2 and 3.3 Budget Commentary and board pack	The board pack summarised the actuals vs budget which was largely tracking in accordance with expectations with any timing related variances addressed in the budget commentary. MOTION 2 (EQ200202) “That the January management & financial reports including commentary be accepted”. MOVED: K Bickford SEC S Austin CARRIED

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3.3 2018 Budget Forecast – Zero Based	<p>CG had undertaken a more in-depth analysis of the approved draft budget with a zero-based approach. This includes exploring various growth forecasts scenarios and their implications. It highlighted the need to maintain a 5% membership growth rate to offset upward pressure on the costs of compliance and exercising duty of care to maintain existing levels of service into the future.</p> <p>Some further discussion ensued on scenario C which included some of the potential attached KPI's attached to a new potential resource. Thanks expressed to CG and MH for their additional work involved in preparing the 2018 budget.</p> <p>MOTION 3 (EQ200203) "That the 2018 Zero based budget A forecast be accepted". MOVED: C Gregory SEC S Austin CARRIED</p>
3.4 2017 Audited Financials	<p>Audited financials were presented after the completion of the audit from Moore Stephens.</p> <p>MOTION 4 (EQ200204) "That the 2017 audited financials be accepted". MOVED: C Gregory SEC D Finch CARRIED</p>
Items for Discussion/Noting	
4.1 Matters Arising from EA meeting 19/12 Minutes	Several items were raised and agreed MH to send email to EA summarising.
4.2 QHIA update	No change. Waiting for Biosecurity Queensland update.
4.3 EQ 2017 AGM Preparations	Summary tabled showing nominations received equal to or less than the vacancies for EQ board and sport committees. No elections required. Elected unopposed. Congratulations to both David Finch and Susan Austin for being re-elected for a second term.
Items for Ratification	
5.1 Sport Committee Minutes	<p>MOTION 5 (EQ200205) "That the January minutes received from Sport Committees be accepted". MOVED: N O'Farrell SEC: K Bickford CARRIED</p>

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5.2 Membership and Horse Registration approvals – December	<p>MOTION 6 (EQ200206) EOM January report highlighted 4% growth in membership volume, including segmentation analysis by category and proportion of new vs renewal.</p> <p>“Horse registrations and memberships be accepted for January, 2018”.</p> <p>MOVED: K Bickford SEC: N O’Farrell CARRIED</p>
5.3 Vaulting high performance squad	<p>Nine-member squad was selected in accordance with the 2018 Squad Criteria and independently reviewed in consultation with EQ HP Coordinator) based on advice from the policy review sub-committee.</p> <p>MOTION 7 (EQ200207) ‘That the 2018 Vaulting Queensland State squad is ratified’.</p> <p>MOVED: K Bickford SEC: CARRIED</p>
5.4 Asset acquisition proposal	<p>Asset acquisition brief circulated providing an overview of the purpose, stakeholder consultation and recommendation. Some questions regarding unknowns on insurance, maintenance and storage although consultation had qualified some conditional responsibilities as buy-in from users.</p> <p>Procurement to proceed to demonstration phase with key stakeholders across two disciplines and multiple clubs to view three different models from two different suppliers on 1 March 2018 at FTP.</p> <p>Approach for regional areas needs to be explored and integrated into the proposal including costs and budget provisioning. Ensure that we continue to consult with the sport committees including advising of relevant updates regarding asset purchase and regional component.</p>
General Business	
General Business	None
Next Meeting	<p>The meeting was closed at 8.35pm.</p> <p>The next scheduled Board meeting, to be held after the AGM, is to be held on Wednesday 21 March, 2018. CG & CC noted they would be dialling in for the next meeting.</p>