

**Minutes of Equestrian Queensland Board meeting held 15 March, 2017 at 700pm
At Sports House South, Woolloongabba**

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

Apologies:

In attendance: M Helmers, S Duffy

Issue	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	
	The Board meeting commenced at 7.05pm. No conflicts of interested were tabled.
Approval of minutes	
	<p>MOTION 1 (EQ150301) "That the minutes and summary of the Board Meetings held on 21 February, 2017 be approved".</p> <p>MOVED: K Bickford SEC N O'Farrell CARRIED</p>
Financials	
EQ & SC February EOM Financials	<p>CG to meet with CL when he returns from holidays to discuss final Treasurer handover. Meeting scheduled with management & Redshed 23/3.</p> <p>Budget commentary was discussed as circulated with EOM February financials. Actuals tracking slightly ahead of forecast for revenue.</p> <p>Prior to AGM, discussion occurred around seeking improved ROI of EQ & SC accumulated reserves.</p> <p>MOTION 2 (EQ150302) "That the February Finance Reports as presented be accepted".</p> <p>MOVED: D Finch SEC C Gregory CARRIED</p>
Compliance register	<p>Status for all compliance items either completed or on track.</p> <p>MOTION 3 (EQ150303) "Compliance register be accepted".</p> <p>MOVED: D Finch SEC K Bickford CARRIED</p>

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CEO Report	
Management Report	<p>New management report template as recommended by CC was adopted, providing status report against deliverables under strategic priorities.</p> <p>Highlights included Annual Report completion, new sport committee members and encouraging meetings with industry partners. The HP Seminar was a continuation of the high standard of the inaugural event, especially considering the tight turn-around from November. Evaluation surveys taken by attendees on speakers reinforced an exemplary standard. It was acknowledged that there were always areas to improve but the event was building momentum and was of value and worthwhile to attendees. Could be offered in future to others without diluting the squad member benefit on a cost recovery basis. The improvements from last time were in the pre-seminar planning and correspondence enabling better preparation of attendees. Credit to SU to organise on such short turnaround times.</p> <p>MOTION 4 (EQ150304) "That the Management report be accepted". MOVED: K Bickford SEC C Collier CARRIED</p>
Issue	Decision/Outcome
Communications Trends	<p>February 15% growth - a little bit below possibly due to primary staff member responsible for content generation on 3 weeks leave. Open rate increased on previous month but click rate was down. Continued increase in footprint for all Facebook pages.</p>
Sport Committee Minutes	<p>Following on from February, replied to each of the minutes and didn't see any problems from NO but directed no further comment for either of the directors.</p> <p>EQ Staff to attend SC meetings to commence induction process and provide SC Manual starting with Eventing Qld on 20 March.</p> <p>MOTION 5 (EQ150305) "That the February minutes received from Sport Committees be accepted". MOVED: N O'Farrell SEC: K Bickford CARRIED</p>

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Items for Ratification	
Membership and Horse Registrations and Approvals	<p>MOTION 6 (EQ150306) “Horse registrations be accepted for February, 2017”. MOVED: K Bickford SEC: C Collier CARRIED</p> <p>MOTION 7 (EQ150307) “Membership be accepted for February, 2017”. MOVED: S Austin SEC: N O’Farrell CARRIED</p>
EA Branding Wheel	<p>The “Branding Wheel” was aspirational sentiment which lacked important detail around the core business functions including a support mechanism for delivery. Timing for release was perplexing given lack of consultation with the state branches and that the highly anticipated strategic plan which states had provided feedback to EA on was still outstanding. Receiving a few hours before EA posted on the website was incongruent with ‘collaborating’, ‘working with stakeholders’ and ‘valuing members’. CEO’s meeting in Brisbane for Friday 24/3, but EA CEO not attending.</p>
Outstanding Matters from correspondence	<p>EA Confidential letter to state branches dated 24 February seemed to raise more questions than answers. Difficult to understand why overspend occurred and which internal controls have since been implemented to prevent reoccurrence.</p> <p>Suggestion to engage with fellow CEO’s next week and discuss concerns with EA.</p>
Election of 2017 EQ Executive	<p>Nominations called for Treasurer Charles Gregory nominated by DF, seconded by KB, and all in favour – CG accepted the position.</p> <p>Nominations called for Vice Chair Cathi Collier nominated by PT, seconded by KB and all in favour. CC accepted the position.</p> <p>Nominations called for Chair David Finch nominated by PT and seconded by SA and all in favour. DF accepted the position.</p> <p>EQ in a good position with consistency across our boards, staff and financial stability.</p>

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QHIA AGM	QHIA is critical to the industry. Up for election is PCAQ rep (Kev Walsh) and EQ rep (MH). Critical that EQ stayed at the table and continue to take a strong lead role and fortify good relations to be prepared to respond to a crisis.
General Business	
EA Awards Night	Finalists, staff, board delegates attending Friday evening 24 March.
Next Meeting	Meeting closed 9.05pm The next scheduled Board meeting to be held on Tuesday April 19, 2017.