

**Minutes of Equestrian Queensland Board meeting held 24 July,2018 (7.05pm-906pm)
At Sports House South, Woolloongabba**

Attendance: D Finch, C Collier, P Toft, C Gregory

Apologies: P Toft, K Bickford, N O'Farrell

In attendance: M Helmers, S Duffy

Agenda Item	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	In camera 6.30pm – 7.00pm. The meeting was opened at 705pm after an in-camera session. No conflicts were declared.
1.1 Annual Risk Register Review	Review of the existing register to determine gaps or changes to the top ten risks register on the agenda each month.
Approval of minutes	
2.1 Previous Meeting – June	No discussion with EA to meet any TEQ deliverable as it relates to events. EQ's position has not changed. MOTION 1 (EQ240701) "That the minutes and summary of the Board Meetings held on June 19, 2018 be approved". MOVED: C Gregory SEC D Finch CARRIED
2.2 Business Arising Coaching Advisory Group	CAG is to provide expert advice to the board around coaching education development, safety and standards, innovation across all disciplines. Reformat CAG EOI template to include a form that the applicant can easily populate.
CEO Report	
3.1 Management Report – progress on milestones	Q2 milestone report was circulated with monthly update of progress against each of the 16 strategic priorities. Questions included: <ul style="list-style-type: none"> • 1.1: Sport and Recreation mid-year acquittal report approved – \$100k funds to be received within next week. • 1.2: Statewide Facility Plan – notification due after conclusion of estimates end of this week. Insights from TQ presentation at National Sports Convention shared. Notification from GCBF for aerovator application now due in August. • 3.2: expansion on some of the additional soft benefits to whole-of-sport sponsorship (ie coordinated approach providing mutual benefit for sustainable investment rather than dependence on a donation). • 3.3: Status update of Club SDO booking visits in August/September to obtain feedback provide them resources to fill any gaps

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<p>3.2 Budget Commentary and board pack</p>	<ul style="list-style-type: none"> • Key highlight revised half year budget forecast has positive variance of 53K but 22K is timing related, leaving a revised EOY branch surplus of \$31k. Improvement on what was forecast at beginning of the year (\$10,000), largely on the back of 7% membership growth. • SDO-Clubs position was a new expense than what was forecast in the original budget. Net cost is \$7500, but it is offset by: <ul style="list-style-type: none"> A. \$5,000 residue from the proposed club conference being redirected into the new regional equipment subsidy B. \$2,500 provisioning for a show case at Sirromet Wines, which has not occurred. • Outstanding debtors higher than normal due to sport committees issuing sponsorships invoices much earlier. Previously issued too close to the event so risk has been reduced. • Masterclass – excellent feedback received regarding the Masterclass itself. Congrats to Leesa Murray for her vision and success on provide these opportunities to the equestrian community. Post event debrief with the organiser to discuss whether this can be sustained, more scope around marketing and additional benefits to VIP’s and whether clubs/groups/junior riders can have discounted tickets if purchased in groups <p>MOTION 2 (EQ240702) “That the June management & financial reports including commentary be accepted”. MOVED: C Gregory SEC S Austin CARRIED</p>
<p>3.3 ICDF Levy Update</p>	<p>Charles provided an update in relation to the letter sent to EA on 22/6. Option B has been implemented and EQ will continue to offset ICDF and admin levies to outstanding amount. Noted that it will take until January to recoup funds with the first amount deducted in June. Board unanimously supported this approach.</p>
<p>Items for Discussion/Noting</p>	
<p>4.1 IQ Scoring Error</p>	<p>Scoring error occurred at IQ States. Learnings from how it was managed compared to previous occurrences. Correspondence provided to IQ clarifying a missing part to an incomplete TD report tabled at their previous. EQ to improve clarity of the delegated authority clearer for officials, event organisers and sport committees so they can act decisively at the event. Unresolved disciplinary matters are referred to the tribunal.</p>

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4.2 EA Update	EA June board meeting minutes circulated 18/7. Insurance – overview of internal and external factors impacting insurance levies and that EA will not absorb insurance increase. EA CEO interview process – thank you to Sue Austin and Katie Bickford in representing the States on EA CEO selection process.
4.3 Outstanding items	Discuss status of outstanding items: - Bio log book ready for print with lowered unit cost (\$8/unit)
4.4 Show horse committee member appointment	SHQ advised of the preferred governance for casual vacancies to be put to EOI to demonstrate transparency. SHQ requested ratification of the appointment of a co-optee who expressed interest on the basis there has been no other interest. Given the term of the vacant elected position expires at the same time as an appointed co-optee (next AGM) and SHQ have indicated they will go to EOI for vacancies, the co-optee appointment is ratified.
4.5 Funding request	Given WEG is only every four years, oversight in the 2018 EQ budget not to provision some support for our Queensland athletes selected. Previously allocated \$500 per athlete but agreed that given EQ strengthened balance sheet, we would give support to the value of \$1000 each athlete. MOTION 3 (EQ240703) Provide athletes with financial support to the value of \$1000 each. 1 st C Gregory 2 nd C Collier
Items for Ratification	
5.1 Sport Committee Minutes	MOTION 4 (EQ240704) “That the minutes received from Sport Committees be accepted”. MOVED: D Finch SEC: C Collier CARRIED
5.2 Membership and Horse Registration approvals – May	MOTION 5 (EQ240705) EOM June report highlighted 7.7% growth in YTD membership volume. “Horse registrations and memberships be accepted for June, 2018”. MOVED: C Collier SEC: S Austin CARRIED
Next Meeting	The meeting was closed at 9.05pm. The next scheduled Board meeting is to be held on Tuesday 21 August, 2018 to be held by way of teleconference using the Go-to-Meeting platform.