



**Minutes of Equestrian Queensland Board meeting held 21 August,2018 (6.45pm-8.25pm)
At Sports House South, Woolloongabba**

Attendance: D Finch, C Collier, C Gregory, K Bickford, N O’Farrell, S Austin

Apologies: P Toft

In attendance: M Helmers, S Duffy

Agenda Item	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	The meeting was opened at 6.45pm after an in-camera session.
1.1 Annual Risk Register Review	Risk Register Discussion – Summary of the implications of National Sports Plan 2030 (circulated) including any possible funding impact on EA which could impact on fulfilling responsibilities. Unified behaviours for improved efficiency was one of five broad themes identified, particularly as it relates to the tone of the EA forum.
1.2 Conflict Register	No conflicts were declared.
Approval of minutes	
2.1 Previous Meeting – July	<p>Add S Austin to attendees list at July meeting as had been inadvertently omitted. Action item regarding messaging to all officials and sport committee as it relates to officials with decision tree of delegated authority and who are the decision makers at events. Messaging should include reference to the rules, if rules unclear consult with Ground Jury and then what steps/process is taken through to outlining appeals/judiciary process. Leesa Murray could not attend August board meeting for the Masterclass debrief. Has only just met with QSEC to finalise event. Will attend the next board meeting on September 18.</p> <p>MOTION 1 (EQ210801) “That the minutes and summary of the Board Meetings held on July 24, 2018 be approved”. MOVED: C Collier SEC D Finch CARRIED</p>
CEO Report	
3.1 Management Report – progress on milestones	<p>Q3 milestone report was circulated with monthly update of progress against each of the 16 strategic priorities. Questions included:</p> <ul style="list-style-type: none"> • 1.1: Sport Development Program 7 – oversubscribed and need to trim to fit original budget. Extra useful information includes portion of EQ members, percentage contribution, regional isolation. Sport Development funding assessment is a management function but to be ratified by the board.

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3.2 Budget Commentary and board pack	<ul style="list-style-type: none"> Accommodated request for more concise budget commentary aligned with the board pack and integration of adjusted cashflow EOY forecast incorporated timing related variations. Tracking ahead of our \$10k forecast branch surplus (revised target \$42k). DQ and IQ on negative positions at end of July but just timing related as their major events will deliver a surplus. Consolidated surplus estimate \$80-\$100k. Turnover is the same time as last year and well above our average. <p>MOTION 2 (EQ240702) "That the June management & financial reports including commentary be accepted". MOVED: C Gregory SEC S Austin CARRIED</p>
Items for Discussion/Noting	
4.2 EA Update	EA Forum scheduled for Friday 24 August to be attended by CC and DF. ASC facilitator appointed and agenda has been received.
4.3 Outstanding items	Ensure all action items remain on the to do list <ul style="list-style-type: none"> - Messages for Squad riders – was completed with the suggestions and provided back to the squad members – was useful at a recent channel nine show shoot at FTP - Selection paper coming next month from review committee based on background spreadsheet tabled last month. -
Items for Ratification	
5.1 Sport Committee Minutes	Questions raised by NO had been addressed by email prior to the meeting. Update on matter relating to SHQ HOTY eligibility. <p>MOTION 4 (EQ210804) "That the minutes received from Sport Committees be accepted". MOVED: N O'Farrell SEC: K Bickford CARRIED</p>
Sport Committee Survey	Draft Survey to sport committees circulated to assess how we are servicing them essentially with a quick survey of 6 questions. All agreed that it was appropriate time to do that (ahead of the Sport committee forum) and were satisfied by the proposed questions.

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5.2 Membership and Horse Registration approvals – July	<p align="right">MOTION 5 (EQ210805)</p> <p>EOM July report highlighted 8.0% growth in YTD membership volume. Lost a little bit of that growth into August due timing of HOTY, but still holding 6-7%.</p> <p>“Horse registrations and memberships be accepted for July, 2018”.</p> <p>MOVED: N O’Farrell SEC: S Austin CARRIED</p>
5.3 Coaching Advisory Group CAG - Appointment	<p>Total of 11 EOI’s received. Board guidance and terms of reference and coordinate calendar. Invite five successful candidates to the next board meeting. Small group to commence with, review in 6 months.</p>
General Business New SDO Club – Summary	<p>Report circulated to the Board members by lead. KB interested in the feedback and comments. Follow up discussions needs to reinforce the highlights. SDO needs to balance fine line between servicing expectations and growing membership.</p>
CEO Recruitment	<p>Discussion regarding CEO giving notice to take on a new CEO role with a charity organisation with a scheduled commencement of September 21. Executive to talk through options regarding announcement, recruitment process and report back to the board.</p>
Next Meeting	<p>The meeting was closed at 8.25pm. The next scheduled Board meeting is to be held on Tuesday 18 September, 2018.</p>