

**Minutes of Equestrian Queensland Board meeting held 21 March, 2018 (7pm-815pm)
At Sports House South, Woolloongabba**

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

Apologies: C Gregory

In attendance: M Helmers and S Duffy

Agenda Item	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	
1.1 Conflict Register	The meeting was opened by DF at 7.03pm. No conflicts of interest were tabled in relation to agenda items.
1.2 Executive Election	<p>MH assumed the chair role and called for nominations for the executive.</p> <p>Nominations called for Chair David Finch nominated by PT and seconded by KB and all in favour. DF 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 Treasurer Charles Gregory nominated by NO, seconded by CC and all in favour.</p>
Approval of minutes	
2.1 Previous Meeting – 20 February	<p>Noted that all actions had been executed with the exception of two items outstanding. MH provided an update on the outstanding items which would be carried over to next meeting.</p> <p>MOTION 1 (EQ210301) “That the minutes and summary of the Board Meetings held on 20TH February, 2018 be approved”. MOVED: K Bickford SEC N O’Farrell CARRIED</p>
CEO Report	
3.1 Management Report – progress on milestones	<p>The quarterly milestone report was circulated providing progress update on Q1 milestones.</p> <ul style="list-style-type: none"> • Event Director Agreements in the contractual phase for Brisbane CDI, AAA, Young Riders & State Champs (1.3). In the interests of sustainability, CC proposed EQ to develop a policy position to provide a consistent framework for ED remuneration to be self-funding with no impact on bottom line above an agreed threshold.

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3.1 Management Report – progress on milestones (cont)	<ul style="list-style-type: none"> • Instructors and parents identified as opportunity segment to target messaging for next phase of membership suite promotion (1.4). • Successful off horse seminar delivered and published by EA. Key messages drafted for internal review with the aim of sharing with elite riders to infuse in their storytelling (2.4) <p>Key calendar dates added to Sport Committee Manual (Forum 1/11, Treasurer 15/11) ahead of the inductions scheduled for April (3.4).</p>
3.2 State Wide Facility Plan Project Overview	<p>Brief outlining broad objectives and specific proposed outcomes was circulated. Data sourcing mapping was tabled which was to be used as a tool to assist in providing an understanding of existing data in formulating the project plan.</p>
3.3 Budget Commentary and board pack	<p>The board pack summarised the actuals vs budget which was outperforming revenue due to 8% membership growth. Withheld ICDF levies had been accrued and any timing related variances were addressed in the budget commentary.</p> <p>MOTION 2 (EQ210302) “That the February management & financial reports including commentary be accepted”. MOVED: K Bickford SEC D Finch CARRIED</p>
Items for Discussion/Noting	
4.1 CEO Meeting	<p>The state branch CEO’s collated a snapshot of the existing functions and services and met 14/3 to collectively discuss the most important operational functions within the current strategic framework. These were relayed to EA in a teleconference 15/3 (Paula accompanied by a delegate from their board-Suzanne Doyle) in a constructive and civil manner. State branch CEO’s to further develop the service specification and submit to EA by 23/3.</p>
4.2 EA Operating Models	<p>Judy Fasher issued a letter to state branch chairs on 22/2 proposing three operating models. An internal briefing paper was developed by EQ on 2/3. It was agreed that more information was needed to appropriately respond and the CEO’s were entrusted with collectively developing service specifications.</p>

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4.2 EA Operating Models (cont)	On the 15/3 TC, the EA delegate advised that despite some speculation, it was not EA's intention to create a unified management model and that the existing federated model was their preferred governance model.
4.3 Staffing Update	MH provided an update of the internal staffing reconfiguration to address resignation of Reception and Communications role.
Items for Ratification	
5.1 Sport Committee Minutes	<p>MOTION 3 (EQ210303) "That the February minutes received from Sport Committees be accepted". MOVED: N O'Farrell SEC: D Finch CARRIED</p>
5.2 Membership and Horse Registration approvals – February	<p>MOTION 4 (EQ210304) EOM February report highlighted 8% growth in membership volume, including segmentation analysis by category and proportion of new vs renewal. "Horse registrations and memberships be accepted for February, 2018". MOVED: K Bickford SEC: S Austin CARRIED</p>
5.3 Asset acquisition proposal	<p>Updated asset acquisition brief circulated.</p> <ul style="list-style-type: none"> Stakeholder preferences were summarised following the demonstration at FTP on 1/3 Annual cost (depreciation and maintenance) quantified. Preliminary feedback from regional stakeholders integrated <p>A draft regional club development subsidy was tabled, which included suggested provisioning to be equivalent to the annual cost of the SEQ aerovator acquisition.</p> <p>MOTION 5 (EQ210305) All supportive of the regional program eligibility and conditions outlined in the draft. MOVED: C Collier SEC: D Finch CARRIED</p>
General Business	None
Next Meeting	The meeting was closed at 8.15pm. The next scheduled Board meeting is to be held on Tuesday 17 April, 2018.



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