

Minutes of Equestrian Queensland Board meeting held 20 June, 2017 (645-940pm) At Sports House South, Woolloongabba

Attendance: D Finch, C Gregory, P Toft, K Bickford

Apologies: N O'Farrell, C Collier, S Austin.

In attendance: M Helmers and S Duffy

Issue	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	
	The Board meeting commenced at 6:45pm. No conflicts of interested were tabled in relation to agenda items.
Approval of minutes	
	<p>PT enquired as to whether there had been any impact of the EvQ levy introduction. MH advised that it had been published this month in 'On-Course' newsletter circulated to Eventing members but did not come into effect until August. CG noted that EvQ treasurer had not yet contacted him regarding EvQ using some of their reserves to towards the safety initiatives which the levy was seeking to fund. No further matters arising from the minutes.</p> <p style="text-align: center;">MOTION 1 (EQ200601) "That the minutes and summary of the Board Meetings held on 16 May, 2017 be approved". MOVED: D Finch SEC P Toft CARRIED</p>
CEO Report	
3.1 Management Report	<p>Summarised succinct report of highlights including improved coordination and cohesion between state branches, new milestone for unique visitors to EQ website and FOD delivering its tenth successive surplus which is reinvested back into development and more detailed membership segmentation (retention/recruitment/returning/lapsed). Some hot issues were also discussed:</p> <ul style="list-style-type: none"> • Unexpected EA Admin Levy Increase Proposal • NSJC adoption and EA ratification of new rule regarding horse age classification • EA automotive partnership with RAMS (announced in April) has caused conflicts with potential AIC NRS which the rights holder (EA) did not identify until final stage despite full disclosure by ED appointed by EQ early in negotiations. <p style="text-align: center;">MOTION 2 (EQ200602) "That the CEO Management report be accepted". MOVED: K Bickford SEC C Gregory CARRIED</p>

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Financials	
4.1 Budget Commentary	<p>Budget commentary with additional CEO explanatory notes was circulated and discussed along with EOM May financials. Actuals still tracking slightly ahead of forecast for revenue largely due to horse registrations, expenditure tracking under due to timing.</p> <p>An email received from EA indicated a price rise to swabbing lab fees which would have an estimated 30-50% impact on EQ's MCP.</p>
4.2 Board Pack	<p>CG provided an overview on the refined board pack. It was agreed that it provided a comprehensive overview of key comparisons to provide a simple and compressed format which provided an accurate snapshot. MH expressed his gratitude to CG for his review and recommendations which despite additional workload in the short-term, have enhanced the quality and efficiency of reporting and monitoring.</p> <p>MOTION 3 (EQ200603) "That the May financial reports including commentary be accepted". MOVED: C Gregory SEC K Bickford CARRIED</p>
4.3 EQ & SC EOM- May	Circulated for reference.
4.4 Compliance register	<p>MOTION 4 (EQ200604) "That the tabled compliance register has completed requirements in required timeframes". MOVED: C Gregory SEC K Bickford CARRIED</p>
Items for Ratification	
5.1 Sport Committee Minutes	<p>MOTION 5 (EQ020605) "That the May minutes received from Sport Committees be accepted". MOVED: K Bickford SEC: D Finch CARRIED</p>
5.2 Delegate to EA National Show Horse Committee	Acknowledgement of the sustained contributions of the outgoing Queensland delegate as the longest serving delegate on the national show horse committee and acceptance of the the flying minute ratifying the recommended new appointment of Darryl Hayes and Andrew Ryan as alternate.

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5.3 Membership and Horse Registrations and Approvals	<p align="right">MOTION 6 (EQ160506)</p> <p>“Horse registrations and memberships be accepted for May, 2017”.</p> <p>MOVED: K Bickford SEC: C Gregory CARRIED</p>
5.4 Membership Services-Sportspass Discount	<p>Following referrals from other sports utilising (ie Gymnastics Queensland), an assessment was made with the lead and circulated with the following points:</p> <ul style="list-style-type: none"> • Worthwhile trialling as the trial comes at no cost to EQ and appear to provide genuine discounts to EQ members. • Given member discounts aren’t the primary focus of EQ (in fact member loyalty offers was ranked lowest in the suite of 7 benefits in the 2015 EQ membership survey), be sure to consider where it sits in the hierarchy when framing the wording of the announcement to the members. • Ensure the announcement advises that the no cost trial will seek feedback from members prior to evaluating the merit of its continuation and also advise that other state branches are also considering participating in this. <p>Agreed with points raised but given no urgency for launch the preference was to defer to allow some additional checks and balances to ensure Member Privacy paramount.</p>
Items for Discussion	
6.1 EQ Risk Register	<p>Following the preparatory work done by CC in the previous board session and subsequent feedback from directors on identifying risks to collectively rate, CG lead a workshop a list of 23 risks were rated using a score (1-3) across three variables (likelihood/consequence/visibility) according to definitions on the scale.</p> <p>Top ten risks would be identified for discussion on the EQ risk register which would be a standing item on future board meetings to ensure prioritisation of focus.</p>
6.2 EA levy Proposal & Chairs Dinner	<p>DF provided a summary of the meeting with state branch chairs and following dinner with EA. While the unexpected additional admin levy proposed by EA had been subsequently withdrawn, there were still questions outstanding from previous circulated correspondence which needed to be addressed.</p>

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6.3 EQ Member benefit-Insurance Comparison	A matrix comparing the insurance schedule of benefits between EA, PCA & ESI which had been provided to EA to seek comparable quotes was circulated.
6.4 Matters Arising from EA May Board Meeting Minutes	<p>The EA May Board Minutes were circulated on 4/6. The improvement in timely distribution of the minutes to the state branches was acknowledged as was the disclosure in the tabled conflict of interest register. There were some queries raised over how conflicts were managed, particularly given there are two prominent Event Directors (ED's) on the EA Board.</p> <p>The intent for the incumbent EA directors re-stand was noted. Given they are both event directors, the question was raised as to what skills the EA board are seeking and where are the current gaps.</p>
General Business	
7.2 Website Bios	Website should be updated to highlight the credentials of the board as another way to demonstrate value to members. Had received some but others still outstanding.
Next Meeting	<p>The next scheduled Board meeting to be held on Tuesday July 18, 2017.</p> <p>Meeting closed 9:40pm</p>