

**Summary Minutes of Equestrian Queensland Board meeting  
held 21 February, 2017 at 630pm at Sports House South, Woolloongabba**

**Attendance:** N O'Farrell, C Collier, D Finch, C Lok, K Bickford, S Austin

**Apologies:** P Toft

**In attendance:** M Helmers, S Duffy, C Gregory (invited)

Issue	Decision/Outcome
<b>Welcome, Apologies &amp; Conflict of Interest Register</b>	The Board meeting commenced at 7.30pm. No conflicts of interested were tabled.
<b>Approval of minutes</b>	
	<p><b>MOTION 1 (EQ210201)</b>            "That the minutes and summary of the Board Meetings held on 20 January, 2017 be approved".            MOVED: D Finch SEC C Lok CARRIED</p>
<b>Financials</b>	
<b>EQ &amp; SC January EOM Financials &amp; 2016 EOY</b>	<p>Budget commentary was discussed as circulated. Currently ahead of forecast and memberships are 20% ahead of the equivalent period last year, but end of first quarter next month will provide a better indication on growth or earlier take up.</p> <p>Following on from Redshed and office working closely with each of the SC Treasurer's over the past quarter, for the first time SC's now have a budget forecast added into their financials in 2017.</p> <p>Awards actuals within the approved budget forecast, as conscious decision to give additional FOC as a service to branch chairs &amp; previous winners. Highlights package to showcase new venue &amp; MC.</p> <p><b>MOTION 2 (EQ210202)</b>            "That the January Finance Reports as presented be accepted".            MOVED: C Lok SEC N O Farrell CARRIED</p>
<b>Audit Overview</b>	<p>Size of EQ revenue growth (12%) not reflected on consolidated (2.4%) as dressage turnover reduced by 25% due to no FOD being held in 2016. The Treasurers report added the clarification around EQ's consolidated net surplus <b><i>(including the Sport Committee funds)</i></b>.</p> <p><b>MOTION 3 (EQ210203)</b>            "That the board ratify the Equestrian Queensland audited financials as tabled by the auditor".            MOVED: C Lok SEC D Finch CARRIED</p>

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<b>CEO Report</b>	
<b>Strategic Priority Progress Update</b>	<p>Update provided by leads on the following:</p> <ul style="list-style-type: none"> <li>• Sponsorship forum scheduled for 25/2 deferred to last weekend in October, due to lack of registrations due to timing.</li> <li>• HP Seminar audience, to be attended by mostly, new 2017 squad members who were announced in December, to be held at the Sleeman Sports Centre.</li> <li>• Member benefits awareness commenced at sign on days with visits to clubs in various locations scheduled in January/February. Highlighted the need to continue face to face visits with our clubs and their members and also that it was imperative that the key messages around member services needed to be delivered by the team.</li> <li>• Statewide Facility Plan submission update, including partner with Ernest &amp; Young (EY) after due diligence satisfied it was a benchmark provider.</li> </ul>
<b>Communications Trends</b>	<p>Monthly communications trends summary report circulated highlighting 19% annual growth in unique website visitors (and 22% on sessions) compared to equivalent previous period. E-news engagement is high with a click rate of 35%. Social media reach continues to expand with EQ Facebook page reaching the 8,000 milestone for EQ and 18,000 cumulative across all sport committee pages.</p>
<b>Items for Ratification</b>	
<b>Sport Committee Minutes</b>	<p>Sport Committees were acknowledged for timely and detailed minutes.</p> <ul style="list-style-type: none"> <li>• Discussion around the decisions at SC meetings and the role of EQ review for both draft minutes (for comment) and adopted minutes (ratify).</li> <li>• EA Minutes – NO raised the importance of state delegates on national committees being given agenda in advance to prepare and minutes distributed promptly after. MH indicated this issue was raised in the EA joint session and following subsequent discussions with EA CEO there had since been improvements with the exception of ADC which were received six months after despite much chasing up EA office.</li> <li>• Dates for SC meetings need to be published in advance to allow opportunity for state branches to contribute to agenda items particularly for skill based structures where there are no state delegates. This is particularly important when rules amendments are being considered to ensure resource implications for compliance given state branches often deal directly with the event organisers responsible for adherence.</li> </ul>

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<b>Sport Committee Minutes (Continued)</b>	<p>EQ sports Development team presentation to Eventing meeting (13/2) and Dressage (DJSC 8/2) regarding SDP criteria improved understanding of funds available and how they link to proposed SC activities.</p> <p><b>MOTION 4</b> <span style="float: right;"><b>(EQ210204)</b></span>            “That the January minutes received from Sport Committees be accepted”.            MOVED: N O’Farrell                      SEC: K Bickford                      CARRIED</p>
<b>Membership and Horse Registrations and Approvals</b>	<p><b>MOTION 5</b> <span style="float: right;"><b>(EQ210205)</b></span>            “Membership and horse registrations be accepted for January, 2017”.            MOVED: K Bickford                      SEC: C Collier                      CARRIED</p>
<b>Items for Discussion/Noting</b>	
<b>EA Economic Impact Research Findings</b>	<p>EA’s Economic and community impact research findings tabled including independent data which provides credibility and context to assist with advocacy and investment. Not yet published from EA, but announcement imminent.</p>
<b>Draft Annual Report</b>	<p>Annual report was tracking well to meet March 1 print deadline. Noted that there was a Ministerial change in Queensland. Waiting on statement from new Sports Minister.</p>
<b>Judiciary Panel and Member Protection Overview</b>	<p>Concerns over the increasing expectations for state branches in dispute resolution are exposing some deficiencies in current resourcing. Discussion around scope of the member protection policy, the extent of its reach given the social media policy and how it relates to general regulations. Process needs to be clearer to ensure all state branches and EA have consistent interpretation and application. There is a very good flow chart but is difficult to find and currently does not form part of the EA Member Protection policy (EAMPP). Imperative that our event organisers/clubs are aware of their role and authority under the policy, to empower them to act with early intervention at the source. Unfortunately, there is a low take up amongst clubs for free Member Protection Officer (MPO). Once the national review is complete (undertaken by Paula Ward and Peter Dingwall) and resources updated, there is an education opportunity to our affiliates. Concerns over the time that may take and the potential cost in the meantime.</p> <p>Tennis have a policy that exclude a non-member/parent from coming to an event. Strict by-law for extreme offenders where they ban the child in some cases and have had reasonable success with it.</p>

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<b>Outstanding Matters from correspondence</b>	Nil to report.
<b>General Business</b>	
<b>State Branch CEO Meeting 24 March 2017</b>	Invited CEO's and Chairs to a lunch meeting Friday 24 March. Majority of CEO's accepted, with the exception of EA CEO due to prior commitments. Agenda items requiring national feedback have been provided to her to address in writing prior to the meeting.
<b>Pryde's EasiFeed Whole of Sport Sponsorship</b>	EQ and Pryde's have agreed to terms with an increased investment to events. As evidence of an evolution, larger events are moving more towards contracted positions which includes, Event Director Leasa Stephens for National AAOR, Annie Macdonald as Interschool Nationals, Leesa Murray for CDI and Youth Nationals and DQ sponsorship co-ordinator Nicolette Barrett.
<b>EQ Awards night</b>	CC wished to acknowledge and thank the team for their hard work which contributed to the events success. All agreed it was a great team effort which was well executed.
<b>Next Meeting</b>	Meeting closed 9.05pm <b>The next scheduled Board meeting to be held after the EQ AGM on Wednesday March 15, 2017.</b>