

**Minutes of Equestrian Queensland Board meeting held 15 August, 2017 (6.30pm-9.15pm)  
At Sports House South, Woolloongabba**

**Attendance:** D Finch, C Gregory, P Toft, K Bickford, N O'Farrell, C Collier

**Apologies:** S Austin

**In attendance:** M Helmers, S Duffy

Issue	Decision/Outcome
<b>Welcome, Apologies &amp; Conflict of Interest Register</b>	
	The Board meeting commenced at 7:40pm, chaired by DF. No conflicts of interest were tabled in relation to agenda items.
<b>Approval of minutes</b>	
<b>2.1 Previous Meeting - July</b>	<p>Matters arising- KB advised she will send through her bio.</p> <p>No further matters arising from the minutes.</p> <p><b>MOTION 1 (EQ150801)</b>            "That the minutes and summary of the Board Meetings held on 15 August, 2017 be approved with the agreed amendment".            MOVED:                      K Bickford                      SEC                      P Toft                      CARRIED</p>
<b>3.1 Top Ten risks – mitigation for top two</b>	<p>Top two risks rated highest in the previous evaluation were discussed.</p> <p>DF provided an overview of the EQ executive recent correspondence with the state chairs and EA ahead of the EA board meeting on 31/8.</p> <p>EA have a casual a vacancy left by Leigh Clifford to fill and two positions up for election at the AGM (Event Directors, MH &amp; GR). Perspectives on the skills required were shared and some possible options were discussed.</p> <p>Further focus on remaining relevant with retention of existing members and diversify offering to new audiences.</p>

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<b>3.2 EA 2017-2020 Strategic KPI's</b>	First observations were that despite objective being worthy, they were aspirational and un-costed without baseline references. Measurements will help to evaluate success and celebrate milestones.
<b>3.3 National/State Communication Over view</b>	A summary of existing communication was circulated.
<b>CEO Report</b>	
<b>4.1 Management Report</b>	<p>Management report noted.</p> <p>Additional update provided on the 2017 AIC to accommodate developments since report written circulated 8/8 which were noted. Management advised that nominations for the 2017 AIC closed Monday 14/8 and exceeded forecasts which was encouraging. KB made some suggestions regarding promotional campaign for the 2017 AIC involving mascot integration to raise awareness of merchandise ahead of the event.</p> <p>The Interschool video was discussed in the context of being a piece of promotional material with versatility both digitally and at relevant events to highlight comradery and team spirit.</p> <p>EA's announced partnership with Virgin was discussed. Defer assessment until the discounts can demonstrate genuine savings over time. Need transparency to help Tristan meet deliverables.</p>
<b>4.2 Budget Commentary</b>	Budget commentary for EOM July financials noted.
<b>4.3 Board Pack</b>	<p>Events turnover and declining margin were discussed following some questions on the promising YTD comparisons. It was noted that the purpose of the events were qualitative while maintaining a positive margin as a minimum would be the objective.</p> <p>Given strong cashflow position, CG advised the board that management was requested to identify, through consultation with the relevant sub committees, further funds that could be invested in the ING account.</p> <p><b>MOTION 2</b> <span style="float: right;"><b>(EQ150802)</b></span>          "That the July financial reports including commentary be accepted".          MOVED: C Gregory SEC C Collier CARRIED</p>

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<b>Items for Discussion/Noting</b>	
<b>5.1 EA National events package</b>	Correspondence highlighting EA's request for EQ to provide events for EA to fulfil their existing contractual requirements with TEQ.  The board discussed and decided to retain the existing position.
<b>5.2 Livestock Industry Horse Liaison EAD Training 24/8 Melbourne</b>	Thursday 23 August – AHA emergency response to events training. PT, MH and KW delegates, two of which will be covered by QHIA. Feedback from training to determine target audience and whether regional representatives from NQ should be considered to attend next workshop scheduled in December in Adelaide.
<b>Items for Ratification</b>	
<b>6.1 Sport Committee Minutes</b>	<b>MOTION 3 (EQ150803)</b> "That the July minutes received from Sport Committees be accepted". MOVED: N O'Farrell SEC: K Bickford CARRIED
<b>6.2 Membership and Horse Registration approvals - June</b>	<b>MOTION 4 (EQ150804)</b> "Horse registrations and memberships be accepted for July, 2017". MOVED: N O'Farrell SEC: K Bickford CARRIED
Issue	Decision/Outcome
<b>7. General Business</b>	The board discussed the current status of the Equestrian Northern Territory committee with specific reference to that committee not having voting rights in relation to matters relevant to EA. It was resolved that EQ would advocate to raise ENT's status to full voting member of EA.
<b>Next Meeting</b>	<b>The next scheduled Board meeting to be held on Tuesday 19 September, 2017.</b>  Meeting closed <b>9.15pm</b>