

**Minutes of Equestrian Queensland Board meeting held 16 January, 2018 (630pm-904pm)
At Sports House South, Woolloongabba**

Attendance: D Finch, P Toft, C Collier, S Austin, C Gregory and N O'Farrell

Apologies: K Bickford

In attendance: M Helmers and S Duffy

Agenda Item	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	
1.1 Conflict Register	No conflicts of interest were tabled in relation to agenda items. Board happy to retain current process for declaring conflicts.
1.2 Risk Register <i>SA absent from this discussion as attending agenda item in IQ meeting</i>	Risk register discussion around impact of social media posts on reputation. Existing in mitigation tool are: EA Social Media Policy and basic social media crisis guidelines within the EQ Sport Committee Manual. Does not cover all situations but provides a reference framework. Secondary consideration is determining policy alignment and audience relevance for content which is being developed or shared with the preamble framing accordingly.
Approval of minutes	
2.1 Previous Meeting – 21 November	MOTION 1 (EQ160101) "That the minutes and summary of the Board Meetings held on 21 November, 2017 be approved". MOVED: C Collier SEC C Gregory CARRIED
CEO Report	
3.1 Management Report	Management report tabled including hot issues and highlights. MOTION 2 (EQ160102) "That the management report circulated be approved". MOVED: C Collier SEC N O'Farrell CARRIED
3.2 and 3.3 Budget Commentary and board pack	Congratulations to the team for 2017 financial results. Audit process commenced with audited financials to be provided at the next Board meeting. MOTION 3 (EQ160103) "That the December financial reports including commentary be accepted". MOVED: C Gregory SEC P Toft CARRIED

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3.4 2018 Budget Forecast - draft	Deferring approval of 2018 budget to next meeting. Several versions since November although preference to explore zero based budget. PT thanked Charles Gregory treasurer for his contribution which has significantly improved financial reporting.
3.5 2018 Milestones	Quarterly milestones document circulated highlighting a snapshot of 16 milestones across four strategic pillars provide focus for reporting on progression of each (four per quarter). More detail to be further flushed out through the operations plan.
Items for Discussion/Noting	
4.1 Matters Arising from EA meeting 19/12 Minutes	EA December Minutes not yet distributed. EA provided financials and KPI's and how they are tracking for the half year. Definite progression from previous years in reporting to the State Branches, but still room for improvement on KPI's. Optimistic targets but was assured that contingencies were in place should they not meet their revenue targets. Advised that there was nothing to suggest EA won't meet those targets.
4.2 EQ Awards evening – 3 February	All progressing well with ticket sales to close on Thursday 25 January.
4.3 Rule changes ahead of NSC Agenda deadline 9/2	EA improved notice for national sport committee meetings. As previously discussed, propose rule change to include recording of jumping falls to improve data for rider safety.
Items for Ratification	
5.1 Sport Committee Minutes	<p>MOTION 4 (EQ160104) "That the November minutes received from Sport Committees be accepted". MOVED: N O'Farrell SEC: C Collier CARRIED</p>
5.2 Membership and Horse Registration approvals – December	<p>Renewal process was significantly improved on previous years. Ensure that new category is a focal point on future meetings that is the growth category for 2018.</p> <p>MOTION 5 (EQ211105) "Horse registrations and memberships be accepted for December, 2017". MOVED: D Finch SEC: N O'Farrell CARRIED</p>

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5.3 Hall of Fame Inductee	<p>MOTION 5 (EQ211105) “That the Hall of Fame Inductee as recommended by the panel be accepted and inducted into the EQ Hall of Fame at the Equestrian Queensland Annual Awards”.</p> <p>MOVED: C Collier SEC: P Toft CARRIED</p>
6. Next Meeting	<p>A schedule for monthly board meetings for the year was circulated with board papers, which included an outline of timing related agenda items in addition to the monthly standing items.</p> <p>Meeting closed at 9.04pm.</p> <p>The next scheduled Board meeting to be held on Tuesday 20 February, 2018.</p>