

**Minutes of Equestrian Queensland Board meeting held 20 September, 2016 at 630pm  
At Sports House South, Woolloongabba**

**Attendance:** P Toft, C Lok, S Austin, N O'Farrell

**Apologies:** C Collier, D Finch and K Bickford

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

Issue	Decision/Outcome
<b>Welcome, Apologies &amp; Conflict of Interest Register</b>	
	The Board meeting commenced at 6.45pm, with Peter Toft (VC) chairing in the absence DF who was an apology in advance due to commitments in Mackay.
<b>Approval/Confirmation of previous minutes</b>	
	<p><b>MOTION 1 (EQ092001)</b>            "That the minutes and summary of the Board Meetings held on 16 August, 2016 be approved".</p> <p>MOVED: C Lok SEC S Austin CARRIED</p>
<b>Financials</b>	
<p><b>EQ &amp; SC August EOM Financials &amp; YTD</b></p> <p><b>Unbudgeted item – proposal to invest portion of additional revenue</b></p>	<p>YTD revenue continues to exceed forecast largely due to membership and horse registration growth. Expenditure tracking less due to operational efficiencies and savings to the change in process for PCAQ rebate on junior membership (as per previous meeting).</p> <p>Given fifth consecutive consolidated healthy surplus, the October/November meeting could explore investment options into strategic priorities which are not currently resourced (eg showcase events). In 2015, an additional one-off of \$8k was allocated into sport development (as it was oversubscribed at the time) and further funds to assist Sport Committees (\$13k) in addition to their regular annual discretionary provisioning (\$42k).</p> <p>Kay McGrath preferred provider for media training and rather than charge state squad members a fee, the preference was to seek approval for event budget increase to cover the fee.</p> <p>Sponsorship workshop is an arising opportunity but not initially budgeted. KB networks ensure quality panel of field experts, but need budget provision for venue and catering if we are to provide as service to sport committees, event sub-committees and affiliates at no cost.</p>

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<b>Compliance register</b>	<p><b>MOTION 2</b> <span style="float: right;"><b>(EQ092002)</b></span>            “That additional expenditure up to an internally approved cap be provisioned to accommodate the preferred media training at the HP seminar &amp; the venue hire/catering for a Sponsorship workshop”.</p> <p>MOVED: P Toft SEC N O’Farrell CARRIED</p> <p><b>MOTION 3</b> <span style="float: right;"><b>(EQ092003)</b></span>            “That the August, 2016 Finance Reports as presented be accepted”.</p> <p>MOVED: C Lok SEC N O’Farrell CARRIED</p> <p>Document circulated to provide an overview of the status of obligations to satisfy they have been fulfilled. No action required.</p>
<b>CEO Report</b>	
<b>Strategic Priority Progress Update</b>	<p>CC provided three documents relating to her portfolio which were circulated:</p> <ol style="list-style-type: none"> <li>1. Draft Proposed EQ Constitutional changes for 2017.</li> <li>2. SP 2.5: discussion paper for MER document with issues and options. Recommendation for the Sport Committees to provide feedback to EQ about their responses to the issues</li> <li>3. SP 4.3 Awards categories for the EQ Awards night for improved alignment FEI-EA-EQ and format to compress the evening schedule. Changes were to add a best groom award, change the Para Equestrian to broaden the category to “against all odds” which was consistent with FEI and not exclusive to current para-equestrian of the year award. In additional, school of the Year and Team of the year, duplication made into one. Junior sport changed to Rising Star of the Year only one category for Service to Sport.</li> </ol> <p>All were appreciative of the concise briefing and supportive of the proposed recommendations.</p>
	<p>KB not in attendance, but MH outlined the Showcase events workshop 23/8. Sport committee representatives attended to brainstorm ideas for strategic priorities 1.3 &amp; 1.4.</p>

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	<p>SA provided her overview of items relating to 1.1 &amp; 1.4 in her portfolio:</p> <p>Outlined the proposed recommendations regarding the 2017 sport development funding as suggested by Christine Thompson.</p> <p><b>MOTION 4</b> <span style="float: right;"><b>(EQ092004)</b></span></p> <p>“Recommendations as outlined by SA as it relates to the Sport Development Funding be approved”.</p> <p>MOVED: S Austin                      SEC N O’Farrell                      CARRIED</p> <p>Provided feedback on 2016 Draft EQ Survey for our members to be circulated in late September. EA are currently compiling a survey on economic impact to be circulated at the end of the week, but also had some elements of membership satisfaction by request of states not doing their own survey. EVIC had also put out their stakeholder engagement survey but it had a facility management focus.</p>
	<p>PT – Update on the missed opportunity for a MCP positive news story to show EQ’s commitment to integrity and welfare of the horse.</p> <p>Overview of the inspection 30/8 of two possible cross country course sites. EQ’s role was connecting and facilitating introductions to technical people who could assist.</p>
<b>Communications Trends</b>	<p>Tabled monthly communications trends which highlight continued growth in digital reach across multiple platforms including 18% growth for website unique visitors and 30% click rate for article links in enews which is a strong engagement metric amongst the membership subscription.</p>
<b>SRQ 2016-2019 Bidding Submission Update –Part B</b>	<p>Submission of Part B submitted following advice of funding range. Letter received which put us into a funding range of \$150,000 - \$200,000. MH was optimistic of an increase based on performance and has presented a case to review. Department has same budget to spread amongst more recognised bodies so status quo outcome is expected.</p>

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<b>Items for Ratification</b>	
<b>Sport Committee Minutes</b>	<p>Minutes presentation continued to be improved. Sport committees needed to ensure that full names (other than attendees) be provided. NO highlighted that the show horse minutes had included unsubstantiated statements which were not appropriate for the level of contribution to the sport in Queensland that the person had contributed.</p> <p><b>MOTION 5</b> <span style="float: right;"><b>(EQ092005)</b></span>            "That the August minutes received from Sport Committees".            MOVED: N O'Farrell SEC: S Austin CARRIED</p>
<b>Membership and Horse Registrations and Approvals</b>	<p>Membership comparison circulated showing 4.3% growth on equivalent period in 2015.</p> <p><b>MOTION 6</b> <span style="float: right;"><b>(EQ092006)</b></span>            "Membership and horse registrations be accepted for August, 2016".            MOVED: C Lok SEC: N O'Farrell CARRIED</p>
<b>Membership Awareness/Promotion Campaign</b>	<p>A recent membership workshop 16/8 identified low awareness of EQ membership amongst opportunity segment (club members) it was agreed at the August EQ meeting (EQ081604) that the saving from PCAQ rebate be invested into a membership conversion project for activation in the final quarter (Oct-Dec 2016) and that a proposal be tabled for the September board meeting.</p> <p>The tabled proposals were from credible providers targeting three objectives:</p> <ul style="list-style-type: none"> <li>• Raise awareness of EQ membership amongst potential members</li> <li>• Reinforce EQ core values and consolidate brand position amongst existing members</li> <li>• Develop capability within our club affiliates</li> </ul> <p>MH believed that the proposal provided better outcomes (marketing collateral review, online campaign including dedicated advertising budget, promo video production, sales force training) than the PCAQ rebate which was approved in the original budget forecast.</p> <p>Given the absence of three directors, it was agreed to also seek their feedback prior to approval.</p>
<b>Flying minute resolution</b>	<p>C Collier as EQ delegate at the EA AGM.</p> <p><b>MOTION 7</b> <span style="float: right;"><b>(EQ092007)</b></span>            "The Board approved Cathi Collier as the delegate at the EA AGM".            MOVED: P Toft SEC: N O'Farrell CARRIED</p>

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<b>Items for Discussion/Noting</b>	
<b>EA Financial FY2015/2016</b>	EA financials tabled as provided by email on 20/9.
<b>EQ Joint Session Changes</b>	Agenda has not yet been finalised although Governance and strategy were two important areas identified by EQ.
<b>EQ proposed constitution amendments for 2017 AGM</b>	Reviewed and noted that need to provide sufficient notice to the members. Collate feedback from Sport Committees with vision to have information collated and provided at the November Board meeting for ratification.
<b>Judiciary Panel</b>	A number of minor complaints being handled, EQ Chair has been briefed on status of each. One possible candidate for tribunal from inadvertent judge error at HOTY on 17/9.
<b>Outstanding matters from correspondence</b>	<p>EA announcement 8/9 not to bid for WEG resulted in cancellation of feasibility study presentation.</p> <p>PT was still interested in obtaining a copy of the study. MH indicated it was unlikely given it was conditional on confidentiality agreement requirement from TEQ which had not been executed due to disagreement on wording of draft and that they have also previously indicated they would not provide the study without the presentation first to provide context.</p>
<b>General Business</b>	
<b>Sponsorship Workshop/HP Seminar</b>	<p>Overview provided for HP seminar earlier in agenda. Good line up had been secured and board thanked SU for assembling an exceptional panel on a modest budget.</p> <p>KB arranging meetings with key people in October to discuss their availability for sponsorship workshop which will determine timing.</p>
<b>Warwick Horse trials</b>	Had some internal issues involving difference of views resulting in committee member resignations. In the interests of the Warwick International, EQ/EvQ put forward a proposal to reinstate them with conditions to fulfil event commitments with long term decisions to be reviewed at the WHT scheduled AGM after the event.

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<b>Hendry Vaccination Policy</b>	<p>Nathan Anthony had spoken with PT at a recent event and felt that there had been a shift in EQ's position and would like to meeting with the EQ Board.</p> <p>EQ position was clear in its parliamentary inquiry submission and that it would be premature to meet prior to recommendations from the standing committee due 22/10/16.</p> <p>Any meeting with EVA be deferred until early 2017, preferably with industry as it relates to all stakeholders with correspondence through their endorsed representative.</p>
<b>Next Meeting</b>	<p>Meeting closed 8.40pm</p> <p><b>The next scheduled Board meeting to be held on Tuesday 18 October 2016.</b></p>