

## Minutes of Equestrian Queensland Board meeting held 17 October, 2017 (805pm-1032pm) At Sports House South, Woolloongabba

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

**Apologies:** K Bickford

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

Agenda Item	Decision/Outcome
<b>Welcome, Apologies &amp; Conflict of Interest Register</b>	
	In camera session held without management prior to the formal commencement of the meeting. The Board meeting commenced at 8:05pm, chaired by DF. No conflicts of interest were tabled in relation to agenda items.
<b>1.2 Risk Register</b> <i>Declining volunteer workforce</i>	No discussion, deferred to the next meeting.
<b>Approval of minutes</b>	
<b>2.1 Previous Meeting - September</b>	<p>Special resolution deadline (3/10) lapsed while CEO on leave. ENT vote not raised at state chair meeting 5/10 as more important items on the agenda. No further matters arising from the minutes.</p> <p><b>MOTION 1 (EQ171001)</b>            "That the minutes and summary of the Board Meetings held on 28 September, 2017 be approved".            MOVED: S Austin SEC C Collier CARRIED</p>
<b>CEO Report</b>	
<b>3.1 Management Report</b>	<p>Management report tabled:</p> <ul style="list-style-type: none"> <li>• 2017 AIC highlights and lowlights with full ED report due 31/10 and IQ meeting 14/11</li> <li>• GIS data information has now been collated and submitted.</li> <li>• Participation/growth strategy- revised dates for scoping over coming weeks ahead of the sport committee forum on 9 November.</li> <li>• Membership growth rate 4.8%, including 81% retention, 10% returning and 14% new. Benchmarking this against other sports/states would assist with future forecasting.</li> </ul> <p>PT provided a brief overview of the HMBLAG meeting with WH&amp;S presentation and will provide a written report.</p>

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<b>3.2 Budget Commentary and board pack</b>	<p>Rikard Kumlin from Redshed attended to provide budget commentary for YTD financials He highlighted:</p> <ul style="list-style-type: none"> <li>the strong financial position, particularly sport committees all trading profitably which is a significant improvement since Redshed were first contracted in 2014.</li> <li>quality of the reporting including the addition of the board pack overview.</li> </ul> <p>On prompting from CG:</p> <ul style="list-style-type: none"> <li>Some observations of possible improvements (uploading invoices)</li> <li>Suggested considerations for future budget forecasting</li> </ul> <p><b>MOTION 2 (EQ171002)</b>          "That the September management &amp; financial reports including commentary be accepted".          MOVED: C Gregory SEC D Finch CARRIED</p>
<b>3.4 Implications to Changing Accounting Standards</b>	<p>RK advised that accounting standard changes were compulsory from 1 January 2019. Since EQ is not a reporting entity, changes were not a legal requirement but should be considered.</p> <ul style="list-style-type: none"> <li>Unearned revenue not applicable and Government Grant can be managed through reporting process.</li> <li>Disclose EQ operations heavy reliance on volunteer service in notes, rather than the onerous task of attempting to quantify through timesheets.</li> <li>Unless higher market rate quantified in the lease agreement there is no requirement to disclose on the balance sheet.</li> </ul>
<b>Items for Discussion/Noting</b>	
<b>4.1 Matters Arising from State branch meeting 5/10 and prep EA AGM</b>	Report provided by attending delegate CC which included some agreed improvements in reporting.
<b>4.2 Sport Committee Forum Agenda 9/11</b>	Scheduled for Thursday 9 November.
<b>4.3 Sponsorship Forum Update 21/10</b>	<p>Despite Broncos commercial manager promoted at keynote speaker and free attendance for members, unfortunately insufficient registrations to be viable. PT view that clubs are looking at sponsorships as donations whereas sponsors are wanting ROI. Does the topic need to be rebranded 'Sponsorships are not a donation'. Other contributing factors could be desire to grow, capacity to implement, schedule clashes. KB &amp; MH to consider repackaging to maximise engagement.</p>

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<b>4.3 Sponsorship Forum Update 21/10</b>	Despite Broncos commercial manager promoted at keynote speaker and free attendance, unfortunately insufficient registrations to be viable as at close. KB agreed to postpone the forum. PT look on this that clubs are looking at sponsorships as donations whereas sponsors are wanting ROI. Does the topic need to be rebranded 'Sponsorships are not a donation'. Other contributing factors could be desire to grow, capacity to implement, schedule clashes. KB & MH to consider how to repackage to maximise engagement. Forum presenters, registered attendees and suppliers advised.
<b>4.4 Consideration of new recreational category</b>	Recreational category is only part of broader proposal, preference to understand broader context of participation growth strategy prior to adopting new category.
<b>Items for Ratification</b>	
<b>5.1 Sport Committee Minutes</b>	<p><b>MOTION 3 (EQ171003)</b>            "That the September minutes received from Sport Committees be accepted".</p> <p>Discussed the issue of penalties for results not being provided by minority of affiliates and increased costs for office to perform entry checks and results entry when using non-compatible providers.</p> <p>If SC's choose to go with a new results supplier not compatible with EA online, they are to incur the 5% processing fee which the EQ office will inherit from manually doing entry checks and results.</p> <p>MOVED: N O'Farrell SEC: C Gregory CARRIED</p>
<b>5.2 Membership &amp; Horse Rego approvals - Sept</b>	<p><b>MOTION 4 (EQ171004)</b>            "Horse registrations and memberships be accepted for September, 2017".</p> <p>MOVED: N O'Farrell SEC: C Collier CARRIED</p>
<b>General Business</b>	
<b>General Business</b>	<p>CC raised the following for discussion:</p> <ul style="list-style-type: none"> <li>• alternative venues for Christmas Party on 8/12</li> <li>• EQ Awards Night update.</li> </ul>
<b>Next Meeting</b>	<p>Meeting closed at 10.32pm</p> <p><b>The next scheduled Board meeting to be held on Tuesday 21 November, 2017.</b></p>