

## Minutes of Equestrian Queensland Board meeting held 17 April, 2018 (7pm-9pm) At Sports House South, Woolloongabba

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

**Apologies:** K Bickford

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

Agenda Item	Decision/Outcome
<b>Welcome, Apologies &amp; Conflict of Interest Register</b>	
<b>1.1 Conflict Register</b>	The meeting was opened by DF at 7:10pm following a brief in camera session. Naomi O'Farrell declared a conflict of interest in relation to agenda item 5.3, given her role as a selector.
<b>Approval of minutes</b>	
<b>2.1 Previous Meeting – 21 March</b>	<p>Noted that all actions had been executed. An amendment to the terminology for the regional subsidy program under 5.3 was noted and endorsed and additional action item to draft a policy for Event Director Remuneration under 3.1 to be carried over to May meeting.</p> <p><b>MOTION 1 (EQ180401)</b>            "That the minutes and summary of the Board Meetings held on 21<sup>st</sup> March, 2018 be approved".            MOVED: C Collier SEC S Austin CARRIED</p>
<b>CEO Report</b>	
<b>3.1 Management Report – progress on milestones</b>	<p>The quarterly milestone report was circulated summarising final status of Q1 milestones.</p> <ul style="list-style-type: none"> <li>1.2: EQ Statewide Facility Plan 2019-2028 Project brief tabled ahead of submission deadline. Agreement to include statement that EQ has the capacity to meet unforeseen expenses included up to 10% and budget a contingency provision for 2019.</li> <li>1.4: Membership Field Officer draft PD tabled for discussion. Draft promotional flyers tabled with imagery variations for various stakeholders.</li> <li>2.1: Draft "event scheduling" guidelines paper circulated to consider implementing a process with lead time to assist managing calendar clashes in congested schedule.</li> </ul>

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	<ul style="list-style-type: none"> <li>3.1: Clarification around some of the indirect member benefits that facility upgrade investment provides.</li> </ul>
<b>Agenda Item</b>	<b>Decision/Outcome</b>
<b>3.2 Budget Commentary and board pack</b>	<p>The board pack summarised the actuals vs budget which was outperforming revenue due to 5% membership growth.</p> <p>Withheld ICDF levies were discussed. The agreed position was summarised: In good faith, EQ will pay the withheld ICDF levies from 2018 on the following basis:</p> <ul style="list-style-type: none"> <li>EA acknowledge that state branches (including EQ) expressed objection in FY16/17 and prior to FY17/18 allocation to the grass roots levy being collected from participant members and invested into ICDF.</li> <li>EA provide an undertaking that any future levies collected from participant members is not used for ICDF, rather provisioned for investment into grass roots projects with agreed criteria to increase the value proposition for participant members.</li> <li>EA publish the allocation of all levy generated projects and their source (eg ICDF/Grass Roots) in its Annual Report.</li> </ul> <p><b>MOTION 2 (EQ170402)</b>          "That the March management &amp; financial reports including commentary be accepted".          MOVED: C Gregory SEC C Collier CARRIED</p>
<b>Items for Discussion/Noting</b>	
<b>4.1 EA Service Specification Response</b>	<p>EA emailed a belated response 17/4 to the state branch submission on 23/3. There was a teleconference scheduled 19/4 for EA to talk through the response from which the CEO's would bring back to the state branch boards.</p>
<b>Items for Ratification</b>	
<b>5.1 Sport Committee Minutes</b>	<p><b>MOTION 3 (EQ170403)</b>          "That the March minutes received from Sport Committees be accepted".          MOVED: N O'Farrell SEC: S Austin CARRIED</p> <p>Sam to attend SHQ April meeting to seek further rationale behind their proposed rule changes ahead of May deadline.</p>

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<b>5.2 Membership and Horse Registration approvals – March</b>	<b>MOTION 4</b> (EQ170404) EOM March report highlighted 5% growth in YTD membership volume. “Horse registrations and memberships be accepted for March, 2018”. MOVED: C Collier SEC: N O’Farrell CARRIED
<b>Agenda Item</b>	<b>Decision/Outcome</b>
<b>5.3 Dressage Selection Criteria</b>	<b>MOTION 5</b> (EQ170405) “Dressage selection criteria was ratified with one minor amendment”. MOVED: C Collier SEC: S Austin CARRIED
<b>General Business</b>	PF provided an update on the DAF position statement.
<b>Next Meeting</b>	The meeting was closed at 9pm. <b>The next scheduled Board meeting is to be held on Tuesday 15 May, 2018.</b>