

Minutes of Equestrian Queensland Board meeting held 15 May, 2018 (7pm-845pm) At Sports House South, Woolloongabba

Attendance: C Collier, C Gregory, S Austin, P Toft, K Bickford

Apologies: D Finch, N. O'Farrell

In attendance: M Helmers

Agenda Item	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	
1.1 Conflict Register	The meeting was opened by CG at 7pm following a brief in camera session. No conflicts were declared.
1.2 EA Service Specification	A status update of the EA Service specification was discussed including the recommendation from the CEO TC 9/5 and subsequent correspondence to EA summarising three key points agreed by the majority of state branches. State chairs have communicated to EA ahead their May board meeting on 17/5.
Approval of minutes	
2.1 Previous Meeting – April	<p>MOTION 1 (EQ150501) “That the minutes and summary of the Board Meetings held on April 17th, 2018 be approved”. MOVED: C Collier SEC S Austin CARRIED</p> <p>Deferral of one action (ED remuneration policy position) which has minimal impact due to contracts already being executed for 2018.</p>
CEO Report	
3.1 Management Report – progress on milestones	<p>The quarterly milestone report was circulated summarising update on Q2 milestones. Some particular areas were highlighted in discussion:</p> <ul style="list-style-type: none"> 1.3: Initiated call out for Event Management students through Griffith University liaison to source suitable candidates to shadow and support contracted ED's at targeted events. 1.4: Understanding Sport participation for 18-24 y/o desktop report tabled & abstract from research project on performance pathways in Dressage circulated to identify barriers to assist formulation of strategy to mitigate. 4.1: Insights being collated from direct calls to new and lapsed members. Discussion around categorising groups (eg maternity leave) and targeting an offering to acknowledge lifetime and multi-generational commitment to Equestrian extends beyond current membership status.

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3.2 Budget Commentary and board pack	<p>The commentary summarised the actuals vs budget which was outperforming revenue largely due to 3.8% growth in membership revenue from 7% growth in membership volume. EQ net positive position was tracking 22k ahead of the 10k forecast surplus.</p> <p>Some discussion around ecommerce as a possible future option to diversify revenue streams and also provide supplementary membership services. Potential supported given the right parameters and outlined some considerations if ecommerce pursued:</p> <ol style="list-style-type: none"> 1. Ensure any third parties engaged have platforms which are capable and preferably research a comparable sport with a proven track record 2. Understanding of equestrian audience product preferences with high passion levels <p>CC also proposed other revenue diversification option which also satisfy supplementary services are hosting unique development experiences such as masterclasses although acknowledging it is likely to have a larger investment of capital and workforce.</p> <p>MOTION 2 (EQ150502) "That the April management & financial reports including commentary be accepted". MOVED: K Bickford SEC S Austin CARRIED</p>
Items for Discussion/Noting	
4.1 Showcase Events and Commercial Affiliates	Some discussion around the contribution from commercial affiliates including showcasing to new audiences. Agreed that more discussion is required with sport committees with outcomes to be integrated into 2019 major event funding criteria.
4.2 JQ Agenda Item	JQ requested to defer until next June meeting.
4.3 EA Stallion Safe Practices Rules	<p>Concerns expressed by EQ to EA in letter 20/4. Ensuing correspondence with CEO also highlighted concerns that the policy adopted by EA had a significant change to the final draft policy circulated in October and the guidelines which has been in place for several years without issue.</p> <p>Disappointing to received feedback indirectly through EAJC Chair at an event after no response direct from EA. EQ recommendations on EA May board meeting agenda for review.</p>

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4.4 Industry Report	QHIA chair, PT, provided a summary of the QHIA AGM held on 26/4 which was attended by a diverse group including ACA president who had travelled from Central Qld. HBMA LG meeting held 1/5 which discussed some amendments to BQ communications which EQ can reference once published. Mandy Finnermore continues to be an outstanding vet liaison representative for EQ.
4.5 National Coaching Framework	Due to the absence of an education manager at EA there has been growing restlessness amongst coaches. NSW has established an EOI process for coaches to form a committee without terms of reference or defining the delegated authority. Monitor and report on relevant outcomes in NSW.
Items for Ratification	
5.1 Sport Committee Minutes	Naomi had raised one query in relation to Triequithon in the EvQ minutes which has been clarified in correspondence prior to the meeting. MOTION 3 (EQ150503) "That the minutes received from Sport Committees be accepted". MOVED: K Bickford SEC: S Austin CARRIED
5.2 Membership and Horse Registration approvals – April	MOTION 4 (EQ150504) EOM April report highlighted 7% growth in YTD membership volume. "Horse registrations and memberships be accepted for April, 2018". MOVED: C Collier SEC: C Gregory CARRIED
5.3 Dressage Selection Criteria	The policy subcommittee met with DQ delegates prior to discuss unresolved issues with selection criteria wording. An amended version was agreed and circulated prior to the EQ meeting. MOTION 5 (EQ150505) "Dressage selection criteria was ratified with the agreed amendment". MOVED: C Collier SEC: S Austin CARRIED
Next Meeting	Agreement that the annual review of the risk register would commence next meeting. The meeting was closed at 8.47pm. The next scheduled Board meeting is to be held on Tuesday June 19, 2018.