

## Minutes of Equestrian Queensland Board meeting held 21 November, 2017 (630pm-945pm) At Sports House South, Woolloongabba

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

Apologies:

In attendance: M Helmers

Agenda Item	Decision/Outcome							
Welcome, Apologies & Conflict of Interest Register								
	No conflicts of interest were tabled in relation to agenda items.							
<b>1.2 Risk Register</b> <i>Declining volunteer workforce</i>	Discussion around managing the broader trend of a declining volunteer workforce while sustaining a value proposition and maintaining consistency and fairness (ie fair/equitable/sustainable). Event director was used as an example to discuss the benefits of remuneration along with the accompanying challenges (elevated expectations and withdrawal of other volunteers). Board view is that accountabilities to role responsibilities should be the same whether paid or not. Key is to have better role descriptions and milestones and deliverables defined to empower improved performance monitoring and agreed for success. Candidate selection needs to consider alignment of knowledge/experience to role requirements. Consider volunteer reward system that provides benefits based on hours contributed.							
Approval of minutes								
2.1 Previous Meeting -	MOTION 1 (EQ211101)							
October	"That the minutes and summary of the Board Meetings held on 17 <sup>th</sup> October, 2017 be approved".							
	MOVED: D Finch SEC C Gregory CARRIED							
CEO Report								
3.1 Management Report	<ul> <li>Management report tabled:</li> <li>Scoping for participation growth including consideration of recreational category</li> <li>Sportspass Rewards including consent clause to preserve member Privacy</li> <li>Squad agreement review complete with consistent in format, distribution timelines and coordinated dates included in 2018 HP calendar after consultation with HP coordinators</li> <li>Cashflow budget templates provided to sport committees ahead of Treasurer meeting 29/11.</li> <li>Annual staff performance appraisals complete with recommendation on maternity leave to minimise disruption to member service and achieve best utilisation of team experience.</li> <li>Annual Sport Committee Forum 9/11 reflecting on many achievements in 2017 with calendar congestion a challenge in 2018.</li> </ul>							



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3.2 Budget Commentary	MOTION 2				(EQ211102)			
and board pack	"That the October management & financial reports including commentary be accepted".							
	MOVED:	C Gregory	SEC	D Finch	CARRIED			
	Any doubtful debts to be written off before EOY with black list note to avoid engaging in future sponsorship deals.							
3.4 2018 Budget Forecast	CEO to continue development with Treasurer over the coming week leading up to the sport committee Treasurer meeting on 29/11.							
Items for Discussion/Noting								
4.1 Matters Arising from EA	EA board minutes and joint session notes were circulated on receipt on 13/11 to accompany the internal							
Joint Session 2/11	summary from EQ CEO on 3/11. Despite EA deficit, DF & MH provided a verbal overview commending							
	EA on the imp	roved transparency of	their financial re	eporting.				
4.2 State Wide Facility Plan	Capability statement for possible candidate circulated. Funding opens in February and closes in April.							
4.3 Hendra Position	NO tabled documents which raises some questions of DAF current wording which requires further							
Statement	clarification. PT to take to QHIA to seek industry perspective and arrange follow up meeting with DAF if							
	industry endor	rsed.						
Items for Ratification								
5.1 Sport Committee	MOTION 3				(EQ211103)			
Minutes	"That the October minutes received from Sport Committees be accepted".							
	MOVED:	N O'Farrell	SEC	C: K Bickford	CARRIED			
5.2 Membership and Horse	MOTION 4				(EQ211104)			
Registration approvals -	"Horse registrations and memberships be accepted for October, 2017".							
August	MOVED:	K Bickford	SEC	: C Gregory	CARRIED			
5.3 2018 State Squads	MOTION 5				(EQ211105)			
-	"That the state squads which have been selected in accordance with selection policy and the criteria are accepted".							
	MOVED:	N O'Farrell	SEC:	K Bickford	CARRIED			



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5.4 Memberships Fees 2018	A proposal for 2018 membership fees was circulated, staying within an acceptable CPI increase (1.5%). It included a recommended activation of the new EA recreational category, joining EWA as the first two states leading into the renewal period.							
	A final decision on the introduction of the recreational category is pending further information ahead of the renewal which is scheduled for 27/11.							
	MOTION 6(EQ211106)"That the 2018 proposed membership fees are accepted with the exception of participant senior which i to be deferred until a decision I made on the recreational category by flying minute'.							
	MOVED:	C Collier	SEC:	C Gregory				
General Business								
General Business	PT provided the biosecurity log book prototype which he would be presenting to QHIA for industry endorsement. SD to check quote with alternative printing supplier to ensure comparable.							
Next Meeting	Meeting closed at 9.45pm							
	The next scheduled Board meeting to be held on Tuesday 16 January, 2018.							