

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.
1.2 Risk Register <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 - October	MOTION 1 (EQ211101) "That the minutes and summary of the Board Meetings held on 17 th October, 2017 be approved". MOVED: D Finch SEC C Gregory CARRIED
CEO Report	
3.1 Management Report	Management report tabled: <ul style="list-style-type: none"> • Scoping for participation growth including consideration of recreational category • Sportspass Rewards including consent clause to preserve member Privacy • Squad agreement review complete with consistent in format, distribution timelines and coordinated dates included in 2018 HP calendar after consultation with HP coordinators • Cashflow budget templates provided to sport committees ahead of Treasurer meeting 29/11. • Annual staff performance appraisals complete with recommendation on maternity leave to minimise disruption to member service and achieve best utilisation of team experience. • Annual Sport Committee Forum 9/11 reflecting on many achievements in 2017 with calendar congestion a challenge in 2018.

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



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