

Minutes of Equestrian Queensland Board meeting held 19 June, 2018 (7.15pm-9.45pm) At Sports House South, Woolloongabba

Attendance: D Finch, C Collier, P Toft, K Bickford, N O'Farrell, C Gregory (on phone)

Apologies: S Austin

In attendance: M Helmers, S Duffy

Agenda Item	Decision/Outcome
Welcome, Apologies & Conflict of Interest Register	The meeting was opened at 7.15pm after an in-camera session. No conflicts were declared.
1.1 Annual Risk Register Review	<p>Review of the existing register to determine gaps or changes to the top ten risks. Some further discussion ensued regarding their impact and possible contingencies.</p> <ol style="list-style-type: none"> 1. National body performance impacts on member service (suite of benefits and perceived offering value which impacts on recruitment & retention), advocacy (stakeholder reputation and credibility), financial (industry sponsors, government funding, key providers) and legal (insufficient insurance cover or cost prohibitive premiums). Specific examples include: <ul style="list-style-type: none"> • \$20,000 less to spend on our members due to changes to ICDF being managed by the States. • Insurance schedule of benefits coverage not increased (due to cost containment) while 25% insurance program surplus retained by EA and not used to absorb premium increases. • Coaches insurance premium expected to rise and concerns over adequacy of cover. <p>Acknowledged that there were many permutations to consider around the top two risks, but that further consideration needs to be given to treatment strategies to mitigate and also possible contingencies.</p>
1.2 Coaching committee	<p>MOTION 1 (EQ190601) "That establishment of an EQ Coaching Advisory Group be approved". MOVED: P Toft SEC C Collier CARRIED</p>
Approval of minutes	
2.1 Previous Meeting – May	<p>MOTION 2 (EQ190602) "That the minutes and summary of the Board Meetings held on May 15, 2018 be approved". MOVED: K Bickford SEC N O'Farrell CARRIED</p>

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CEO Report	
3.1 Management Report – progress on milestones	The quarterly milestone report was circulated summarising update on Q2 milestones. It included reference documents including new regional subsidy criteria (1.1), 18-24 year old research (1.4), EQ ICDF application form (2.1).
3.2 Budget Commentary and board pack	<p>The commentary summarised a positive variance for YTD actuals which were outperforming forecast due to 3.8% growth in membership revenue from 7% growth in membership volume with surplus tracking ahead of forecast. Reiterated that we need to complete the year in a surplus position. 60+ days debtors are mainly a reflection of event sponsor invoices being issued early by sport committees and not delayed payment or increased bad debts. Noted that cash flow forecast was not adjusted and that we are currently working on a cash basis not accrual.</p> <p>MOTION 3 (EQ190603) “That the May management & financial reports including commentary be accepted”. MOVED: K Bickford SEC C Collier CARRIED</p>
Items for Discussion/Noting	
4.1 JQ Agenda item	EQ Board met with JQ Chair and JQ treasurer to discuss a list of outstanding issues. All questions were satisfactorily answered and JQ were advised to make sure that they raise issues at the time.
4.2 EA Update including ICDF announcement 28/5	EQ paid all outstanding levies to EA, but with the changes to the structure of the ICDF this left events unfunded. Draft letter provided to the board was supported.
4.3 SDO Clubs Role Update	Position description as agreed to was advertised. Management commenced interview process with recommendation to follow.
4.4 Outstanding items	<p>Discuss status of a fee outstanding items:</p> <ul style="list-style-type: none"> - Communication to be sent to coaches (draft tabled). Advisory group clause to be added. - IQ supervisor issue – no changes to current process. - Discuss allocations to Brisbane CDI dinner tickets (4) & VIP Carl Hester master class (2) & general admission (4). - Bio log book ready for print with lowered unit cost (\$8/unit).

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Items for Ratification	
5.1 Sport Committee Minutes	<p>MOTION 4 (EQ190604) “That the minutes received from Sport Committees be accepted”. MOVED: N O’Farrell SEC: C Collier CARRIED</p>
5.2 Membership and Horse Registration approvals – May	<p>MOTION 5 (EQ190605) EOM May report highlighted 7% growth in YTD membership volume. “Horse registrations and memberships be accepted for May, 2018”. MOVED: C Collier SEC: D Finch CARRIED</p>
Next Meeting	<p>The meeting was closed at 9.45pm.</p> <p>The next scheduled Board meeting is to be held on Tuesday 17 July, 2018.</p>