

**SUMMARY Minutes of Equestrian Queensland Board meeting held
Tuesday 21 April 2020 (6.30pm –8.35pm)
At Sports House, Caxton Street, MILTON**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	No in-camera session. Meeting opened at 7.35pm	
2.0 Meeting opened	<p>Directors in Attendance: D Finch, J Huppert, C Keable, S Austin, N Ballard, J Harm and N Lockhart (Lane)</p> <p>Welcome to new EQ Board Directors Jane Harm and Naomi Lockhart (Lane).</p> <p>Guests: B Toft, S Duffy</p>	<p>NL & JH to forward short resumes to BT</p> <p>BT to prepare media release to be circulated prior to publication</p>
3.0 Declarations of Conflict of Interest	No new or additional conflicts noted.	
4.0 Minutes of Previous Meeting including flying minutes	<p>Outstanding action items from previous meeting</p> <ul style="list-style-type: none"> • Reviewing other legal models • ICDF approval for two events to be deferred. Ensure that decisions and mechanisms are well documented. <p>MOTION 1 (EQ210401)</p> <p>“That the minutes held on 18 March 2020 and any flying minutes circulated and summaries of the Board Meeting be approved.”</p> <p>Board in agreement that the minutes be approved.</p>	<p>Publish all approved summaries of the minutes to the EQ website and include in the next e-news.</p>
5.0 Sub/Sport Committee Reports/Minutes	<p>MOTION 2 (EQ210402)</p> <p>N’OF will continue to review minutes and bring any items to the Boards attention when required.</p> <p>“That the summary minutes of sport committees received be accepted”.</p> <p>Board in agreement that the sport committee minutes be approved.</p>	
6.0 Matters arising from the Sub/Sport Committee Minutes	<p>Jumping Queensland current criteria needs to be reviewed. Consequences of non-attendance at clinics and/or off the horse seminars needs to be clearly written in both the criteria and the contract.</p>	
7.0 Strategic Objectives & Executive Reports		
7.1 CEO Report & Monthly Financials	<p>Policy and Risk – work ongoing</p> <ul style="list-style-type: none"> • Draft risk management has been circulated for feedback. • Top Six priorities <ol style="list-style-type: none"> 1. Risk Management (including horse and rider welfare, governance, finance, people and competitions) 2. Complaints Handling Procedure under EA Rules and By-Laws 	

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<p>7.1 CEO Report & Monthly Financials</p>	<p>3. Sport Committee Operations (including terms of reference, funding operations, SC Manual and reporting)</p> <p>4. Financial Delegation Policy (Board and Sport Committees) – completed in part</p> <p>5. Biosecurity Policy and Plan</p> <p>6. Board Operations Policy (including terms of reference, nominations committee, code of conduct, performance review and assurance programs).</p> <p>Coronavirus - risk to health, events, program and budgets, noted as separate Agenda item.</p> <p>Budget – revised budget provided in separate attachment.</p> <p>Officials & Coaching Committee/Advisory Groups – terms of reference behind schedule. Commencing with NO’F to progress.</p> <p>Statewide Facilities Project – project on track. Implementation plan provided for feedback. Mechanisms, timelines, reporting in place.</p> <p>Biosecurity – Draft Terms of Reference submitted to EA. Awaiting advice from EA in regards to next steps.</p> <p>Operations</p> <p>Staff and remote working – remote working systems in place and working well under the circumstances. Planning and developing webinars/educational pieces on coaching, stewarding, official development, safety, training, medication control etc along with delivery of virtual activities, including ongoing advice to members/non-members around government restrictions. Commencement of direct engagement with clubs and affiliates in regards to impact of COVID-19</p> <p>Membership Statistics – breakdown provided. Trend continues with decrease in senior membership but increases in participation and recreational categories.</p> <p>Club Development – workshops deferred.</p>	<p>BT/SD</p>
	<p>Opportunities & Advocacy</p> <p>Collaboration with other horse sport organisations – provide and share information to improve consistency across the sections. Feedback has been positive and are using this information to support their messaging.</p> <p>Safety & Medication Service Provision – now preparing to deliver as a webinar. Prepare simple factsheets to support event organisers, clubs and officials on requirements of medical/first aid coverage and personnel required in line with National discipline rules.</p> <p>Granting Funding Success – Gambling Community Benefit Fund Grant approval to purchase new electronic timing gear to support events to a value of \$18000</p>	

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7.2 EQ Draft 2020 COVID10 Budget (Version 1)	<p>Budget reworked conservatively for quarter April through to June. As a consolidated piece we will be able to adequately demonstrate eligibility for JobKeeper. All sport development funding deployment is in excess \$120,000, but dependent on restrictions is whether this is deployed to affiliated clubs and sport committees as recovery and assistance. Reporting against the budget each month and leave as a standing item.</p> <p>MOTION 3 (EQ210403) “That the March management & financial reports including commentary be accepted”.</p> <p>Board in Agreement.</p>	
7.3 COVID-19 Response & Recovery	<p>Comprehensive document provided by Meredith Chapman, EA SO. Board to provide feedback or any questions are to be forwarded to BT by end of the week.</p>	
8.1 Show Horse QLD Committee	<p>Complaint received from SHQ (all documentation provided).</p> <p>Board in agreement with process moving forward.</p>	
8.2 2020 EQ Sport Committee Manual	<p>EQ Sport Committees and Sport Committee manuals revision. Still yet to receive appointments on EVQ, VQ and SHQ. SC’s have been provided with updated revised sport committee manual and structure updates. BT/SD still need to work on this document as part of the policy review. As part of inducting, all sport committees to sign a confidentiality agreement. Sport committee positions and rotation document was provided which outlines the terms and appointed positions.</p> <p>Board all in agreement</p>	
8.3 2020 Revised Calendar & Major events	<p>Pryde’s EasiFeed championships and potential possibility of contracting sponsorship dollars through non-delivery of events.</p>	
8.4 EQ Webinars & Online Forum Coaching 6 May Safety 20 May MCP 3 June TBC	<p>Schedule of programs/initiatives provided of planning and developing a series of webinars on coaching, stewarding, officials development, safety/medication control (EA Cate Plummer and Meredith Chapman) and training. ZOOM platform has been used successful by some SC’s to date.</p>	
8.5 Statewide Facilities Plan – implementation	<p>Formalised plan that creation of working groups to attach to those facilities. EQ to have a representative on each of those. To be co-ordinated in the coming months. Progress report back to the memberships and plan is for 10 year strategy supporting affiliates with the project that is to occur at those 38 facility sites. Terms of reference/charter to be set and provided to each of the working groups.</p>	

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8.6 EA Strategic Directions 2020-2025	EA document provided to EQ Board, but has not yet been publicly released by EA. Aligns to conversations with other state directors at strategic session attended by SA and NB in 2019.	
8.7 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	No report received. EVQ raised questions in relation to TD's authority to effectively disqualify a member participating at an event if a certain amount of falls has occurred. With the lack of authority in the National Rules or the General Regulations, the Event Organisers needed to ensure that was set in conditions of entry and a disclaimer included in the program to allow the committee and/or ground jury has the discretion. Relates back to rider safety.	
8.8 Membership & Horse Registrations	MOTION 5 (EQ210405) "Horse registrations and memberships be accepted for March, 2020". Board in agreement.	
8.9 Correspondence	Message to FEI officials not officiating in virtual activities. EQ Virtual initiatives is an activities not a competitions that counted for points, prizes etc. Qsport co-ordinating bi-fortnightly teleconference with Sport & Rec – hasn't been of any particular value but could start unfolding in the weeks to come. Gambling Communities Benefits fund approval.	
8.10 Member & Other complaints	Updated reported provided at the meeting.	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2020 Board calendar tabled.	.
9.3 Other Business	National Interschool Championships – other state CEO's potential cancellation 2020 and rescheduled in Queensland. Work towards state event at the same time. NT to be invited.	
	The meeting closed at 8.35pm. The next scheduled Board meeting is to be held on Tuesday 19 May, 2020 at Sports House Milton or alternatively by teleconference or preferred platform.	