

**SUMMARY Minutes of Equestrian Queensland Board meeting held
Tuesday 16 June 2020 (8.05pm – 9.45 pm)
Via ZOOM**

| Agenda Item | Decision/Outcome/Discussion | Action/Time Frame |
|---|--|---|
| 1.0 In Camera Session | No in-camera session. Meeting opened at 7.35pm | |
| Meeting via ZOOM with SC and Advisory Group | EQ Board held meeting held via ZOOM with Sport Committees and Officials sub-committee and coaching advisory group to discuss the Voluntary Administration process and the meeting to be held on Friday 19 June. CK gave an explanation to the members and a Q&A session to discuss the upcoming process and then what was required from the membership post that first meeting. Equestrian Queensland advised the group how EQ would voting. | |
| 2.0 Meeting opened | Directors in Attendance: D Finch, J Huppert (phone), C Keable, S Austin, J Harm and N Lockhart Apologies : N Ballard Guests: B Toft, S Duffy | |
| 3.0 Declarations of Conflict of Interest | No new or additional conflicts noted. | |
| 4.0 Minutes of Previous Meeting including flying minutes | Outstanding action items from previous meeting MOTION 1 (EQ160601) “That the minutes held on 19 May, 2020 and any flying minutes circulated and summaries of the Board Meeting be approved.” Board in agreement that the minutes be approved. | Publish all approved summaries of the minutes to the EQ website and include in the next e-news. |
| 5.0 Sub/Sport Committee Reports/Minutes | MOTION 2 (EQ160602) “That the summary minutes of sport committees received be accepted”. Board in agreement that the sport committee minutes be approved. | |
| 6.0 Matters arising from the Sub/Sport Committee Minutes/Other | No matters arising. | |
| 7.0 Strategic Objectives & Executive Reports | | |
| 7.1 EA Governance Administration/EQ Strategy | EA Strategy documentation from 2019 re-tabled at this meeting on work previously completed but not progressed. Details of this documentation commenced in 2019. JH provided documentation on future direction as a preliminary draft for the Board to consider and provide feedback on. | |

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| | <p>Discussion required on what have we got, what do we need and how do we get there. Key subjects around risk management, general regulations, by-laws and policies, education and insurance program remain priorities for the states.</p> <p>The Board members thanked JH for her time involved in the preliminary document.</p> | |
| <p>7.1 CEO Report & Monthly Financials</p> | <p>Policy and Risk – work ongoing</p> <ul style="list-style-type: none"> • Draft risk management to be circulated in the coming weeks for feedback. • Top Six priorities <ol style="list-style-type: none"> 1. Risk Management (including horse and rider welfare, governance, finance, people and competitions) draft policy framework provided. 2. Complaints Handling Procedure under EA Rules and By-Laws 3. Sport Committee Operations (including terms of reference, funding operations, SC Manual and reporting) 4. Financial Delegation Policy (Board and Sport Committees) – completed in part 5. Biosecurity Policy and Plan - reviewed 6. Board Operations Policy (including terms of reference, nominations committee, code of conduct, performance review and assurance programs). 7. Coronavirus - risk to health, events, program and budgets. New biosecurity resources developed to support COVID-19 recovery and return to activity. Draft terms of reference submitted to EA for Biosecurity & Horse Welfare working group and approved by all State Branches. 8. Budget – revised budget at previous meeting. YTD still ahead of original budget. | |
| | <p>Officials & Coaching Committee/Advisory Groups – paper to be included in board pack with option to consider.</p> <p>Statewide Facilities Project – project on track. Implementation plan provided for feedback.</p> <p>Operations</p> <p>Staff and remote working – remote working systems working well. Administration team working from office 3 days per week. Separate agenda item to provide overview of new initiatives etc.</p> <p>Membership Statistics – breakdown provided. 37 members have still joined in the time since restrictions were implemented. Positive for EQ.</p> <p>Club Development – workshops deferred.</p> | |

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| | <p>Opportunities & Advocacy Collaboration with other horse sport organisations – provide and share information to improve consistency across the industry. Feedback has been positive and other organisation are using this information to support their messaging. QHIA forum discussed in 8.6</p> <p>Safety & Medication Service Provision –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>Queensland Government – COVID-19 Roadmap 7.3</p> | |
| <p>EQ Draft 2020 COVID10 Budget (Version 1)</p> | <p>Proportionally behind in revenue, but offset by reduced expenses. IQ currently have a \$11,000 deficit.</p> <p>MOTION 3 (EQ160633) “That the May management & financial reports including commentary be accepted”.</p> <p>Board in Agreement</p> | |
| <p>7.2 COVID-19 Impact/Easing of Restrictions</p> | <p>76 in attendance from club affiliates and multiple horse sport organisations invited, including Pony Club Queensland. Follow plan and advice and plan in accordance with Industry COVID Safe Plans.</p> <p>Operate in a scenario of 1 person per 4m2.</p> <p>Submission on behalf of all horse sports a number of weeks ago. Difficult for horse sports to operate with groups of 20 but will follow all other principals. Documentation has been provided to affiliates including the Queensland Government checklist. Slight amendments to be made around feedback provided by affiliate/event organisers.</p> | |
| <p>8.0 Other Items for Ratification & Noting</p> | | |
| <p>8.1 ICDF</p> | <p>Less receipted in levies, as anticipated with budget, but effectively the current scenario sufficient funding of \$26,000.</p> | |
| <p>8.2 Mid-year membership offering</p> | <p>Mid-year membership offering provided for two scenarios for consideration. 1st offering approved and can then make adjustment based on take up in August.</p> <p>To commence draft budget in 2021 either reduction to membership fees or deploy funds to assist clubs in rebuilding. Provide incentive to members that join early.</p> <p>Board in agreement.</p> | |

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| 8.3 Dressage Queensland – proposed financial contribution towards QSEC improvements works | <p>Paper provided to support a request from Dressage Queensland to provide capital contribute towards the repair of arenas at Caboolture Dressage Group, Barr Oval.</p> <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That the EQ Board approves the allocation of \$13,888 from DQ for the project subject to CDG securing the \$20,000 grant from the Queensland government 2. That the EQ Board approves the further allocation of up to \$14,000 from DQ to the project for fibre subject to DQ raising the necessary funds through virtual activities and rider sub committee events and provision and approval of a revised and detailed budget for the 2020 Brisbane CDI. | |
| 8.4 Statewide Facilities Plan – implementation | Standing item | |
| 8.5 Yellow Cards, Official Warnings, reported Concussions & Rider Falls | No report received. | |
| 8.6 Membership & Horse Registrations | <p>MOTION 4 (EQ160604) “Horse registrations and memberships be accepted for June, 2020”.</p> <p>Board in agreement.</p> | |
| 8.7 Correspondence | <p>* Thoroughbred after care – call for submissions * Thank you email from DQOSC</p> | |
| 8.10 Member & Other complaints | Report provided. | |
| 9.0 Other Business & Next Meeting | | |
| 9.1 Board Calendar | 2020 Board calendar tabled. | |
| 9.2 Other Business | <ul style="list-style-type: none"> • 2019 Sport development funding outcomes to be provided in next member newsletter. Details of applicant, level of accreditation and amount expended to be provided. <p>No other general business.</p> | |
| | <p>The meeting closed at 9.45pm.</p> <p>The next scheduled Board meeting is to be held on Tuesday 21 July, 2020.</p> | |