

**SUMMARY Minutes of Equestrian Queensland Board meeting held  
Tuesday 14 November 2019 (6.30pm – 9.55pm)  
At Sports House, Castlemaine Street, MILTON**

<b>Agenda Item</b>	<b>Decision/Outcome/Discussion</b>	<b>Action/Time Frame</b>
<b>1.0 In Camera Session</b>	No in-camera session. Meeting opened at 6.30pm	
<b>2.0 Meeting opened</b>	Directors in Attendance: D Finch, J Huppert, C Keable, N O'Farrell, S Austin, N Ballard  Apologies: Nil  Guests: B Toft, S Duffy	
<b>3.0 Declarations of Conflict of Interest</b>	No new or additional conflicts noted.	
<b>4.0 Minutes of Previous Meeting including flying minute</b>	<b>MOTION 1 (EQ141101)</b>  "That the minutes held on 15 October 2019, 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
<b>5.0 Sub/Sport Committee Reports/Minutes</b>	<b>MOTION 2 (EQ141102)</b>  "That the minutes of sport committees received be accepted". Board in agreement that the sport committee minutes be approved.	
<b>6.0 Matters arising from the Sub/Sport Committee Minutes</b>	No matters arising.	
<b>7.0 Strategic Objectives &amp; Executive Reports</b>		
<b>7.1 CEO Report &amp; Monthly Financials</b>	CEO progress report circulated <ul style="list-style-type: none"> <li>• Policy and Risk register review – ongoing.</li> <li>• Budget – 2020 budget documentation prepared – referred to in item 7.3</li> <li>• Officials and Coaching Committee/Advisory Groups and the Group to a Sub-Committee - discussion paper and terms of reference behind schedule.</li> <li>• Statewide Facility Plan – project on track – to be published in early December.</li> <li>• Biosecurity – EA working group formed.</li> <li>• EQ Staffing – revised organisational structure provided – no net increase to FTE's.</li> <li>• Memberships – overall 4.6% increase. continued growth across participation and recreational categories. Proposed renewal wording included in board pack.</li> <li>• Insurance Seeking clarity re: insurance provisions for officials.</li> </ul>	

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<p><b>7.1 CEO Report &amp; Monthly Financials</b></p>	<ul style="list-style-type: none"> <li>• Club Governance workshops – 9 Nov Townsville (10 representative out of 8 clubs) large portion of insurance questions asked. Next two workshops on 3 Nov Moreton Bay Region and 24 Nov Gold Coast.</li> <li>• National Interschool 2020 – nothing to report at this stage.</li> <li>• DQOSC – Judges Forum - EQ CEO attending the DQ Official Sub- Committee – Officials forum on 30 November 2019 and presenting three sessions on; Code of Conduct, EA Concussion Protocol and Insurance.</li> <li>• EQ Disciplinary Tribunal - Decision from Tribunal received on 11.10.2019 and communicated to respondent – fine remains outstanding. Documenting process as part of policy review.</li> <li>• EQ Constitution - completing compete review of constitution ahead of AGM.</li> <li>• EQ Award sponsorships – securing new sponsors for Awards night.</li> <li>• Overview on October financials given. Solid position coming into the end of the year \$110k surplus. Potential capital expenditure in relation to MIMS clips purchase with some residual saving going into 2020. Term deposit - were receiving favourable rates but due to current interest rates, NAB forecasting 12 – 18 months status quo or reduce further. SA attended workshop - important thing as NFP Boards should be thinking about what your investment policy, where would we like to invest. To have 3 pools of funds, operating funds, funds easily accessible, and lastly look at long term investment and which vessel would we use. NFP Boards should consider what is risk tolerance. AAA rate bonds are relatively safe which would give the members comfort may be volatile in the short term.</li> </ul> <p><b>MOTION 3 (EQ141103)</b>            “That the October management &amp; financial reports including commentary be accepted”.</p> <p>Board in agreement that the October management and financial reports be approved.</p>	

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<b>7.2 Policy Framework</b>	<p>Delegation of Authority Policy, provided as a draft for discussion, formed through a version that was provided. Clear delegation distinction from Board to CEO.</p> <p>Biosecurity Event Plan, document has been provided to Biosecurity Queensland. Subject to endorsement from BQ, document will be published on the EQ website.</p>	Board to provide feedback.
<b>7.3 2020 Budget projection</b>	<p>2020 Budget projection whilst endorsement of the budget was required at the meeting, agreement was required in relation to the fee structure tonight 2020 which included no increase in membership fees with the exception of clubs.</p> <p>Board in agreement to fee structure and Sport Development Funding revised structure approved.</p>	To be reworked with some other assumptions. BT to provide revised forecast to the Board.
<b>7.4 Statewide Facilities Project</b>	Project on track final amendments being made to the document which includes infrastructure priorities.	
<b>8.0 Other Items for Ratification &amp; Noting</b>		
<b>8.1 EA Strategy, AGM, Constitution and ENT</b>	CK and BT attended the EA AGM. Good to attend in person and was productive. ENT seeking to be recognised as a full member. Supported by EQ.	
<b>8.2 QHIA &amp; Qld HBMACG Update</b>	General Meeting held on 31 October, to set the meeting for their AGM in November. Kirra tick facility on the agenda for more than 10 years, take proactive. Board in agreement that BT be appointed to the Board of QHIA on Thursday 28 November	
<b>8.3 Biosecurity, Titre Testing, Stall Side Testing</b>	BT and NO appointed on Working Group and working on document to be considered.	
<b>8.4 Qld Government Equine Welfare Inquiry</b>	Terms of reference to the inquiry – no submission required from EQ.	
<b>8.5 Yellow Cards, Official Warnings, Reported Concussions &amp; Rider Fall Report</b>	Last report received from EA with additional yellow cards information.	
<b>8.6 Rider Fall report</b>	Detailed falls report continues to be tabled to identify any trends.	
<b>8.7 Correspondence</b>	Most recent Eventing Technical Delegate reports tabled. FEI competency based, Ready Steady Tokyo, HP report.	

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<b>8.8 Membership and Horse Registrations</b>	MOTION 4 (EQ141104) "Horse registrations and memberships be accepted for October, 2019".  Board in agreement.	
<b>8.9 Member &amp; Other Complaints/Tribunal Outcomes</b>	As per register.	
<b>8.10 Sport Committee Forum</b>	Agenda circulated to Sport Committees. Forum 26 November 2019 at Milton. CAG and DQOSC invited also.	
<b>8.11 QSPORT Awards Night – 30 Nov 2019</b>	Complimentary ticket provided to nominees and their partners. CEO and Board members attended	
<b>9.0 Other Business &amp; Next Meeting</b>		
<b>9.1 Board Calendar</b>	2019 Board calendar tabled. Sport Committee Forum scheduled for 26 November, 2019.	
<b>9.2 Other Business</b>	Christmas Lunch dates to be circulated. DQ 7 December, JH to attend. EVQ 14 December.	
	The meeting closed at 9.45pm.  The next scheduled Board meeting is to be held on Tuesday 21 January, 2019 at Sports House Milton.	