



**SUMMARY Minutes of Equestrian Queensland Board meeting held
Tuesday 20 October 2020 (6.30pm – 9.35pm)
Held via ZOOM**

EQ Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	No in-camera session. Meeting opened at 6.30pm.	
2.0 Meeting opened	<p>Directors in Attendance: D Finch, C Keable, J Harm, N Ballard, J Huppert and S Austin, N Lane (left meeting at 7.20pm)</p> <p>Guests: B Toft, S Duffy</p>	
3.0 Declarations of Conflict of Interest	No new or additional conflicts noted.	
4.0 Minutes of Previous Meeting including flying minutes	<p>MOTION 1 (EQ201001)</p> <p>“That the minutes held on 16 September, 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>	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	<p>MOTION 2 (EQ201002)</p> <p>“That the summary minutes of sport committees received be accepted”.</p> <p>Board in agreement.</p>	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	No matters arising.	
7.0 Strategic Objectives & Executive Reports		
7.1 EA Administration/ EA Committee of Inspection	General interest in state branch board election has been heightened. Expecting announcement on the new EA board. Recommendations would need to be referred back to KordaMentha which would include recommendation as it relates to the EA Chair.	
7.2 EQ Strategy and AICD Course Feedback	Attendance at AICD Course by Board directors, SA, JH and NL. SA and JH provided exceptional feedback as it related to the content considering the different modelling, and heartening to see that from a governance perspective we are on track with the principles. Board provided with the documentation on Governance principles. EQ need to revisit the appetite for risk and creating a policy. To be tabled at next meeting budget and risk register which should include the IQ helmet tagging. Whilst it not mandated national regulations, for combined training this process was implemented at IQ States. Leading into AGM strategy needs to be put on the agenda which then links into new appointments on the board.	




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7.3 CEO Report & Monthly Financials	Overall in a favourable position, income for membership notably lower than what was forecast for 2020, due to decline in senior competitor category, who have downgraded to participant membership. Currently reviewing into what that looks like for us next year. Unfortunately, due to 2021 pre-payment of Sport & Recreation funding of \$100k, in advance we would have been eligible with Job Keeper. Redshed making enquiries. All sport committee's looking favourable with small surplus.	
7.3 CEO Report & Monthly Financials	<p>Policy and Risk Review - work is continuing. Draft Media Accredited provided which include blue cards requirements. Draft of National Risk Management policy due for internal circulation with State Branches next month (November).</p> <p>Biosecurity & Coronavirus – Revised Industry plan permitting 1000 at events with protocols and event checklist in place. Compliance checked by Queensland Health at IQ States. Pre-notification to Queensland Health as it related to IQ states, prior to restrictions being lifted. First steps to researching into online horse health declarations. SD to report back next month. Next Qld Gov. Horse Welfare meeting on 12 November.</p> <p>Officials & Coaching Committee/Advisory groups – EA in process of reviewing EA Coaching Committee Charter and appointment process. See separate agenda item for EQ CAG and EOI for EQ CAG.</p> <p>State Wide Facilities Project – project on track.</p>	
	<p>Operations</p> <p>Staff – Busy 6 weeks for the team, supporting and attending major events. Leave planned for staff in October and November. Advertise EOI Casual junior for 3 months leading into March 2021, support administrative tasks such as results uploads, membership renewals.</p> <p>Membership– see break down provided. Trend with decrease in senior competitor membership and increase in participation membership. Overall membership numbers favourable given COVID. EQ to deliver code of the conduct video. To be utilised leading into membership renewals and form part of the membership renewal process. Working with Lloyd Raleigh from Nominate. Digital piece to support a campaign, leading into renewals. Review of membership “downgrade” to understand ‘the why’ as to why the senior competitors haven’t renewed in that category. This will inform what we will campaign on as to retain those members. Opportunities and growth in recreational and participant categories.</p> <p>Budget – 2021 draft budget requires more work over the course of this week. EQ Board & Sport Committee Treasurers meeting planned for 8 December. 2021 Draft budget to be approved at meeting on 19 November.</p> <p>Complaints – separate item.</p>	




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	<p>Club Development & Governance Workshops – Good Governance workshops being planned for late November. Expensed in 2019 so there are no fixed cost for the workshop other than travel</p>	
	<p>Opportunities & Advocacy Dressage Queensland/CDG - DQ & CDG previously requested approval for capital allocation to support refurbishment of outdoor arena at Barr Oval. CDG were initially unsuccessful in securing the additional government grant through Queensland Sport and Rec. EQ’s approval for funding was pending the grant being successful. Have requested a revised project scope and brief from DQ & CDG. DQ is looking at a small surplus this year after a loss in 2019. Recommendation was initially to not support the funding allocation but since the report was written, additional information has been provided that the grant has now been approved. Seek approval for the allocation to be provided once written confirmation has been received.</p> <p>Safety & Medication Service Provision – EA currently preparing resources to support event organisers, clubs and officials with determining level of medical/first aid coverage and personnel required in line with national discipline rule and state rules. Recommending planning for safety forum in November 2020. Currently completing safety review for IQ. Lesson Learn i.e. helmet tagging, coaching.</p> <p>Intensive Coaching/SSTA/CE – Great feedback received. Huge workload to plan and deliver. Great effort from the team who planned, coordinated and delivered the workshops. Opportunities to further improve moving forward. Great branding for EQ as an innovator and leader.</p>	
	<p>EQ Code of Conduct Video – membership renewal campaign – Please see draft code of conduct video which we recorded at IQ States. Some edits to occur, remove non accredited coaches, re-film junior member, add more wording about EQ values.</p> <p>The video is amazing and one of the best things we have done this year.</p> <p style="text-align: center;">MOTION 3 (EQ201003) “That the September management & financial reports including commentary be accepted”.</p> <p>Board in Agreement</p>	
<p>7.4 2020/2021 Planning – membership, policies & procedures</p>	<p>Sport Committee Forum to be held on Tuesday 17 November with EQ Board meeting to be held on Thursday 19 November, face to face, where possible. Draft Sport Committee Forum agenda tabled, which includes Board overview of succession planning with committee and board members completing 2 terms.</p>	



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	<p>Revision of the Sport Committee Charter is outdated and needs reviewing. BT to forward tracked changes ahead of November board meeting and ahead of the AGM.</p> <p>EQ Guidelines for the grant of accreditation as a Media Photographer and Authorisation to undertake commercial photography at events, accredited and appropriate.</p>	<p>BT to forward tracked changes ahead of November board meeting and ahead of the AGM.</p>
<p>7.5 COVID-19 Impact/Easing of Restrictions</p>	<p>Correspondence received regarding easing of COVID-19 restrictions. Operate up to 1000 people, includes presentations AGM etc and now extends past the field of play.</p>	
<p>8.0 Other Items for Ratification & Noting</p>		
<p>8.1 EQ Coaching Advisory Group/EA Coaching Committee</p>	<p>National Coaching Committee, made up of one delegate from each States, GMVE, is the Queensland delegate. States have been encouraged to provide additional delegate to support. EA CEO is currently reviewing the EA Coaching Committee charter with potential changes to an Advisory Group due to the perceived conflict of interest. The review would then align with Sports Australia framework and AICD.</p> <p>Any decisions made by the EQ CAG should come back to EQ board to be ratified. Original EQ CAG appointed in 2018. Reviewed EQ Terms of Reference tabled with suggested changes and added to propose a term of each of the members, suggested 2 years, and serve no more than two consecutive terms. EQ to run an expression of interest process before the end of 2020, with the intent to retain some existing highly skilled members and add new members to support succession planning. Board provided feedback on the documentation tabled.</p>	<p>BT to amend CAG terms of reference and re-circulate for approval.</p>
<p>8.2 Major Event Reviews</p>	<p>Deferred.</p>	
<p>8.3 Safety , Horse Welfare and Medical Response</p>	<p>Deferred.</p>	
<p>8.4 High Performance Planning 2020-21</p>	<p>Brief overview of plans for high performance in 2021. EA to directly deliver national education program for 2021 financial year with continue focus on eventing on horse of \$12500. Approval to utilise 2020 EA off the horse funding aimed at juniors/young riders focus on Rider Fall Safety Training with Lindsay Nyland. Also to ensure that topics delivered of original funding agreement, such as sports physiologist, veterinary, parents sessions, code of conduct, supplements, drugs and ASADA protocol, negotiating family and education, school university and conflicts.</p>	
<p>8.5 Eventing Planning / Awards Night / End of Year</p>	<p>EQ Trackside – Board in agreement with the concept for the 2020 event on Friday 4 December. EQ to reach out to existing sponsors.</p>	

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8.6 SDF Allocations	Overview provided on current allocation of SDF applications.	
8.7 State-wide Facility Plan	No further information.	
8.8 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	Reports received. Express Permission received, approved by EVQ and endorsed by EQ. 1 Reported concussions - IQ State Championships.	
8.9 Membership & Horse Registrations	MOTION 4 (EQ201004) "Horse registrations and new memberships be accepted for September, 2020". Board in agreement.	
8.10 Correspondence	Queensland off the track board (QOTT Board), whole program of operation and management of the initiatives. EQ has been asked to nominate a delegate. Nominations to be submitted by EQ on or before 28 October. EQ nominee to nominate a representative. Board in agreement.	
8.11 Member & Other complaints	Report provided with an overview given of issues arising during the course of the month. .	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2020 Board calendar tabled. Finance meeting on Tuesday 8 December.	.
9.2 Other Business	Nil.	
	The meeting closed at 9.30pm. Sport Committee Forum Tuesday 17 November, 2020. The next scheduled Board meeting is to be held on Tuesday 24 November, 2020.	