

**SUMMARY Minutes of Equestrian Queensland Board meeting held
Tuesday 21 September 2021 (6.30pm – 9.30pm)
Held at Sports House, 150 Caxton St, Milton and ZOOM**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	No in camera session was held.	
2.0 Meeting opened	<p>Meeting opened at 6.40pm.</p> <p>Directors in Attendance at Sports House: N Ballard, N Lockhart and D Holland</p> <p>Directors in Attendance via ZOOM: C Keable, D Holland, J Huppert and G Lung</p> <p>Apologies: J Harms</p> <p>In attendance : B Toft, S Duffy</p>	
3.0 Declarations of Conflict of Interest	Overview provided of actual, potential and perceived conflicts of interests. Conflict of Interest register reviewed and updated.	
4.0 Minutes of Previous Meeting including flying minutes	<p>MOTION 1 (EQ210901) “That the minutes and summaries held on 26 August, 2021 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>Overview provided by BT regarding the process and insurance aspect of the Eventing State Championships due to the level of officials required to officiate at the event unlike to attend to the current restrictions in place for NSW and VIC.</p> <p>MOTION 2 (EQ210902) “That the minutes of sport committees received be accepted”.</p> <p>Board in agreement.</p>	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	<p>No other business arising.</p> <p>Update on active action register.</p>	
7.0 Strategic Objectives & Executive Reports		
7.1 EQ Chair Update	<p>Updated received from the EA Board on 30 August, 2021 which was well received and that feedback was provided to the of EA. There has been communication received during the course of the month as it relates to EA adopting all 31 recommendations as provided by the coronial enquiry.</p> <p>EA will meet with the NEC Tuesday 21 September and EA Board meeting is scheduled for Wednesday 22 September.</p>	

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<p>7.2 2021 Strategy & Safety Updates EQ 2022 – 2025 Strategy & Values</p>	<p>EA Board Strategy Update and Health & Safety reports provided.</p> <p>Strategy Update documentation was provided by EA, which outlined the process of consultation and timelines. Timelines have somewhat softened as to what had been provided earlier.</p> <p>Health & Safety progress report related to the 2021 audit and where we are currently at with the training, tracking & tools and the timeline of 2022-2024 as it related to implementing the next phase. 25 of the 31 recommendations have been completed.</p> <p>Key area is training and we know that our members are not quite yet competent on the implementation of the safety requirements.</p> <p>Risk needs to be managed by consideration to how the implementation will affect eventing organisers</p> <p>Sport Australia is provided to NSO a learning management system to assist with risk management.</p> <p>Health & Safety committee has been announced with Queensland Joel Gordon Queensland forming part of the committee.</p> <p>Existing values and newly drafted Value statements (after team workshop) provided Values are and should be inbedded in actions of what we do, but most members wouldn't know what EQ's value statements are.</p> <p>Team had a workshop and how to simply the value statements so they were recitable for board, sport committees, staff, volunteers to try to influence change. EQ Board need to have a view and provide feedback on the values.</p> <p>Still some work to be done, but consideration as to an acronym. Final documentation to be provided at October Board meeting.</p>	<p>EQ Board to look over the documents.</p> <p>BT to forward the appointment communication to the Board.</p>
<p>7.3 EQ Sport Integrity Framework</p>	<p>Further meeting with Sport Integrity Australia and the States and agreed that the framework be adopted in full in principle. EQ have submitted formal feedback to EA regarding SIA documents and proposed minor changes to best apply to equestrian sport and the broader context. SIA will only deal with the issues that fit within the framework.</p> <p>EQ will need work on processes and matters that don't fall within the NIF.</p>	

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<p>7.4 EQ Risk Management & Risk Register</p>	<p>Draft Risk Management Policy for acceptance pending any feedback.</p> <p>Sport Australia template with EQ as the identity. Generic policy that is applied across SSO's.</p> <p>Recommendations to endorse this policy and then in a separate workshop work on the risk matrix. An external consultant has not been engaged at this point.</p> <p>EQ needs to consider its own risk appetite using the matrix provided as a base level guide provide by Sport Australia and layer the work provided by EQ previously.</p> <p>BT gave overall of consequence descriptors and examples of how that would apply to EQ.</p> <p>EQ risk register matrix EQ Board members need to provide feedback. The risk register needs to be a working, living document not a policy. BT to provide risk register in its new format in the next Board meeting.</p> <p>DH provided feedback on the dollar amounts as provided in the matrix particular as it related to litigation and whilst the dollar amount may at times be low it was important for the board to have full visibility on any litigation matter. EQ to consider framing any investigation/litigation matter as an escalation to the Board.</p> <p>MOTION 2 (EQ210903) "That the draft Equestrian Queensland Risk Policy as provided be accepted".</p> <p>Board in agreement.</p>	
<p>7.5 CEO Report & Monthly Financials</p>	<p>Budget & Financial Position Sound and solid. Highly noticeable is the total amount of registration of horses on 2021. Still some sizeable budget allocations yet to be expended and there is a saving of promotional and marketing that has not been utilised.</p> <p>Sport Committees have solid position.</p> <p>Yet to close closeout GWC expenses as it relates to FEI.</p> <p>Confirmation from QLD Gov Sport and Rec re 2021-22 funding allocation received – extension for 12 months to September 2022 - \$200,000. \$100,000 to be carried forward to 2022.</p> <p>Policy and Risk Review Work continuing re National Integrity Framework.</p>	

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	<p>EQ has provided support for NIF. See separate paper.</p> <p>Currently working on document processes for matters that don't fit within NIF. Raised nationally and appetite from EA to support through National Integrity and Complaints matters.</p>	
	<p>High Performance EA Competitive Edge – Next session with Kevin McNab post Tokyo. EQ Board to provide the link to the session.</p>	
	<p>Officials Coaching Advisory Group Working towards the establishment of a whole of sport officials working group. Propose to include as discussion at EQ Board and Sport Committee forum if time permits. Intention to launch at Nov Sport Committee forum.</p> <p>State Wide Facilities Project – Project on track. Standing item EQ Board meeting Project on track. Standing item EQ Board meeting</p> <p>Toowoomba Showgrounds – Meeting held. Business case being led by council.</p> <p>Townsville – In person meeting being held on 23 Sept at Townsville site (Blue water Equestrian Centre). Meeting deferred. EQ CEO to travel to Townsville (cost \$800 flight, accom etc) for workshop planning and business case in September 2021</p> <p>QSEC – process underway and working well with council to improve service and preparation of venue and surface. Venue planning underway re-revised masterplan and improved surfaces.</p> <p>Continuing to target individuals to be part of other project group groups. Initial funding allocation of \$2,000 for each project to allocated to support each project planning process and support engagement and funding contribution from land owner to support project</p>	
	<p>COVID-19 No new information.</p>	
	<p>Membership – See break down below. Tracking well. Exceeding 4100 members for first time.</p> <p>Budget – Confirmation from QLD Gov Sport and Rec re 2021-22 funding allocation received – extension for 12 months to September 2022 - \$200,000. \$100,000 to be carried forward to 2022. Draft Reforecast – see separate paper.</p>	

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	<p>Insurance - Cyber policy in place. Copy provide in 8.8. Awareness required re reporting requirement.</p>	
	<p>Club Development and Forum Continuing to plan for face to face and or zoom delivery workshops for Toowoomba and Central Queensland.</p> <p>Finance session being planned for Oct with Rik from Red Shed to support financial literacy for clubs and sport committees</p>	
	<p>Opportunities & Advocacy.</p> <p>Meeting with Pony Club Queensland EQ's proposal is to hold a joint PCQ & EQ Board meeting in the coming months (likely October 2021). Draft agenda to be prepared next month. Topics to include Safety, Horse Welfare, Culture, Facilities, Participation, Volunteers and Governance.</p> <p>EQ Thank you Series & Volunteer Recognition Program – updated provide at Board meeting.</p> <p>Honorary Life Membership – as per our constitution defines that it is a proposal recommendation voted by the membership by a vote. EQ will need to look through consolidated list to be able to make final decision. Opportunity to recognise current and form athletes at next EQ Annual Awards.</p> <p>EQ would like to see consideration for a National approach as to implementation of Honorary Life Membership.</p>	<p>BT to forward written communication to EA</p>

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	<p>MOTION 4 (EQ210904) “That the September CEO report and August financials be accepted”.</p> <p>Board in Agreement</p>	
<p>7.6 EQ 2021 Budget Re-forecast</p>	<p>The 2021 EQ Budget Reforecast includes YTD actuals to August and redistributes planned expenditure (sport development and event grants) which hasn’t eventuated YTD but which are anticipated to be deployed by end of year.</p> <p>Confirmation has been received by QLD Sport and Rec. Funding payment of \$200,000 for July 2021 to September 2022, to be receipted in September 2021. Carry forward of \$100,000 for 2022 budget if new accounting standard permits.</p> <p>MOTION 5 (EQ210905) “That the 2021 Budget re-forecast be accepted”.</p> <p>Board in Agreement</p>	
<p>8.0 Other Items for Ratification & Noting</p>		
Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
<p>8.1 Standing Business Items – Members Safety & Horse Welfare, Culture</p>	<p>Rider falls and incidents and the collecting of data for both EQ and EA continues to need improvement. Concussion data has assurance as to lead by EA as to the data.</p> <p>After discussion the available rider fall data will be continued to be tabled for the Board quarterly with disclaimer re limitations of data.</p> <p>EQ Rider Safety by-law allows the Board to suspend or prevent a member for participating where rider is not safe at events. The current data has allowed EQ to have visibility on the individual falls or allow EQ to follow up.</p> <p>Continue with the data collection until EA have the process, but must note that the data collected has its limitations. To be reviewed in 3 months as it relates to EA data collation and the progress as to the current process.</p>	<p>To provide the data quarterly to the EQ Board.</p>
<p>8.2 Standing Business Item Culture – Volunteer Recognition</p>	<p>EQ launched the Volunteers Thank you Series.</p> <p>The Volunteer Recognition Program to be tabled for consideration in October board meeting with the launch in 2022.</p> <p>EQ Thank you Series only allows for a peer to peer to nomination. Needs more awareness amongst our Sport Committees and clubs as to nominations.</p>	<p>EQ to add to the registration page that the nominator agrees to noted on the thank you certificate.</p>

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<p>8.3 Standing Business Item State-wide Facilities Plan / Racing</p>	<p>Meeting Summary provide for Committee of Brisbane which is a NFP partnering with large businesses to host corporate events.</p> <p>EQ CEO and potentially EQ Board Director to attend next event on 8 October. 2021. NB and NL.</p>	
<p>8.4 Sport Committee Updates, Eventing, Jumping and Show Horse</p>	<p>Eventing Queensland EVQ High Performance criteria updated to bring in line with EA HP Investment Strategy. Queensland athletes that are identified in the EQ Strategy to be included in Eventing Queensland Squad.</p> <p>MOTION 6 (EQ210906) “That the updated 2022 Eventing Queensland Squad criteria be accepted”.</p> <p>Board in agreement.</p> <p>Jumping Queensland At a recent JQ meeting Trevor Hyatt and Terri Langdon were moved into casual vacancies. EQ has published an online EOI for Jumping Queensland committee members. EOI for Event Director/s to be published in the coming days.</p> <p>MOTION 6 (EQ210906) “That the appointment of the co-optees into the casual vacancies be accepted”.</p> <p>Board in agreement.</p> <p>Show Horse At a Show Horse Queensland by-law meeting held at HOTY the by-laws were discussed. Some discussion around the qualifying criteria and different perspectives on requirements. Puts a large burden on the committee to ensure that if increased qualifiers are required that SHQ needs to ensure that the events are provided. EQ Board agreed that affiliates needed to be engaged with the process, like with others disciplines.</p> <p>MOTION 7 (EQ210907) “That the Show Horse Queensland by-laws be adopted with the committee having discretion to reduce the qualifiers should that be required”.</p>	

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8.5 EQ 2021 Awards	Project is on track. Assistance with NL as to the review of the nominations criteria. Project budget based on current figures gives a small surplus. Panel to be confirmed once sponsors for packages have been secured.	
8.7 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	Reports tabled.	
8.9 Membership & Horse Registrations	<p>One horse registration was not approved. Four of the preferences were not suitable.</p> <p>MOTION 8 (EQ210908) “Horse registrations with the exception of one and new memberships be accepted for September, 2021”.</p> <p>Board in agreement.</p>	SD to contact member as to the non-approval of the name of a horse registration
8.10 Correspondence	<p>TD reports: Fraser Coast Riders representatives reports for Warwick Horse Trials where interstate officials was the remote Course Designer.</p> <p>Thank you letter received from GWC committee</p> <p>Cyber inclusion policy – stock standard policy – APP is required CEO has.</p> <p>National redress Scheme Presentation - EQ Board to review</p>	
8.11 Member & Other complaints	Report provided.	
9.0 Other Business & Next Meeting		
9.1 QSport Awards	<p>EQ Board agreed to the nominations for the QSport Awards whereby those category winners would have been nominated from our Annual Awards recipients.</p> <p>Thursday 25 November Qsport awards.</p>	
9.1 Board Calendar	2021 Board calendar tabled.	.
9.2 Other Business		
	<p>The meeting closed at 10.05pm.</p> <p>The next scheduled Board meeting is to be held on Tuesday 19 October, 2021.</p>	



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