

**SUMMARY Minutes of Equestrian Queensland Board meeting held
Tuesday 15 February 2022 (6.50pm – 8.30pm)
Held at Sports House, 150 Caxton St, Milton and ZOOM**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	In-camera session held	
2.0 Meeting opened	<p>Meeting opened at 6.50pm.</p> <p>Directors in Attendance via ZOOM: C Keable, N Ballard, and D Holland, J Huppert, G Lung, J Harm and N Lockhart</p> <p>In attendance: B Toft and S Duffy</p>	
3.0 Declarations of Conflict of Interest	Conflict of Interest register - no adjustments were made.	
4.0 Minutes of Previous Meeting including flying minutes	<p>MOTION 1 (EQ150201) “That the minutes and summaries held on 25 January, 2022 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 (EQ150202) “That the minutes of sport committees received be accepted”.</p> <p>Board in agreement.</p> <p>Motion for consideration at next meeting to invite N O’Farrell in the minute reviewing role.</p>	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	<p>Outstanding</p> <ul style="list-style-type: none"> • Clarification around Eventing Queensland lower level rules as it relates to membership requirements as opposed which is not in alignment with State Branches. • PCQ joint meeting invitation to be extended 15 March 2022 prior to the AGM on 30 March. • Implementation of Integrity Framework and what support any would be provided to officials who are engaged by the States if subject to a compliant. • Strategic Plan implementation – to be emailed for review next meeting on 16 March 2022 	<p>SD to follow up with EVQ</p> <p>BT to arrange</p>
7.0 Strategic Objectives & Executive Reports		
7.1 EQ Chair Update	EA update – shift in focus at the State level to be more focussed on the addressing issue in constitution. General support from state branches. ETAS Chair to lead work re proposed changes of the EA constitution.	
7.2 2021 Financials and Audit	<p>Flying Minute was circulated to ratify end of year financials. Not final until the audit has been completed. The consolidated result for Equestrian Queensland is approximately \$121k pending audit.</p> <p>MOTION 2 (EQ150203) “That the December 2021 EQ and Sport Committee financials be accepted”.</p>	

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<p>7.3 CEO Report & Monthly Financials</p>	<p>Policy, Risk and Reform</p> <p>Integrity:</p> <p>Currently developing process flow chart to support clubs and event organisers to respond to complaints either through discipline rules (on field of play) or through the Sport Integrity Australia – Independent Complaints Process.</p> <p>Liaising with EA in regards to establishing process regarding the potential provision of assistance or support for officials who are performing a role on behalf of EQ, an EQ Discipline Committee and/or an EA affiliated club who are subject to a complaint.</p> <p>Child Protection:</p> <p>Currently developing process regarding deployment of Child Safeguarding officers for EQ events in alignment with national integrity framework. Seeking advice as to an accreditation and training register for appointed officers. Intention at this time is to pilot with Interschool QLD events.</p> <p>Safety and Medical Provision</p> <p>In early 2022, EQ will be piloting a risk and medical services provision framework with selected/targeted events to identify issues that clubs and event organisers experience with sourcing and funding external medical care and services for events and activities. Currently identifying events to rollout in Feb /March</p>	
	<p>Officials and Coaching Advisory Group</p> <p>Continuing engagement about potential advisory group with sport committees.</p> <p>EQ Coaching Advisory Group delegates on EA Coaching Committee (Trudy Dougall and Grant Paddison) have been re-appointed for a three year term.</p> <p>EQ Intensive Coaching Clinic being held at Fig Tree Pocket on 4-5 April 2022.</p>	
	<p>State-wide Facilities Project</p> <p>Project on track. Standing item EQ Board meeting</p> <p>A review and update of the EQ State-wide Facilities Strategy 2019-2028 is underway. Plan is to publish an update in April.</p> <p>Toowoomba Showgrounds –Master planning underway. EQ to lead engagement with all horse sports. Equine Centre of Excellence event to be held at Toowoomba Show.</p> <p>EQ currently facilitating improvement works to Dressage Park for QLD World Show (formerly Gatton WC). EQ funding labour cost for ELD to level arena, Showgrounds funding material. In process of relocating 2022 Interschool State Championships from Marlborough to Toowoomba.</p>	

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	<p>Townsville – EQ to lead equestrian network planning (desktop) exercise - Stage 1. Council to fund remaining stages. Opportunity to engage all horse sports. Stage one to be finalised in early March 2022</p> <p>QSEC – process underway to improve service and preparation of venue and surface. Works underway to outdoor ovals works pending to indoor to be confirmed in Feb 2022.</p> <p>Gold Coast – consultant work being led by GCCC. Recommendation going to Council.</p> <p>Far North QLD, Gold Coast and Redlands to progress in 2022</p>	
	<p>COVID-19</p> <p>Continuing to monitor. Currently, there is some confusion regarding showground. Essentially, unvaccinated people can attend Showgrounds in accordance with the rules that apply for that activity. I.e. outdoor sport is not restricted to vaccinated people. Unvaccinated and vaccinated people may attend outdoor sport. In the context of running an equestrian event, organisers need to operate event in accordance with the Covid safe checklist.</p> <p>2021 Operational Plan See separate item – Outcomes.</p> <p>Membership Statistics and EQ Pathways Campaign See break down below. Tracking well.</p>	
	<p>Club Development and Forum Next club forum on 23 February 2022.</p> <p>Governance Workshops See below</p>	
	<p>Equestrian South Australia Support</p> <p>Currently providing administrative support to ESA.</p> <p>Key details:</p> <ol style="list-style-type: none"> 1. Commenced 10/02/2022 under a Service Level Agreement. <p>The services/areas that EQ will assist ESA with include, graphic design, member communication</p>	

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	<ol style="list-style-type: none"> 1. (website updates, social media and email content), Membership and horse registration and Data entry/results entry into data system. 2. Fee/Cost (cost recovery for EQ – Casual, Grade 4 Clerical & Administrative Officer, Sporting Organisation Award + on costs). Fee is subject to any change to rates as per the Award. 3. EQ using casual staff to perform work to not impact EQ priorities. <p>Sport Committee Inductions and Funding Distributions All sport committee have been issued advice re upcoming AGM and annual reports.</p> <p>In February and March 2022, EQ staff will attend all sport committee meetings and deliver the annual sport committee induction for all existing sport committee members. The EQ Sport Committee Manual has been revised and updated for 2022. Copy attached</p> <p>Following the EQ AGM, a second and combined induction will be completed for all new sport committee members</p> <p>Opportunities & Advocacy Queensland Shows</p> <p>EQ CEO to present at the rescheduled Queensland Show AGM and state conference in Cairns on 19 March 2022.</p> <p>EQ and QLD Show have implemented a bulk affiliation process for 2022 and partnering on other initiatives</p> <p>Sponsorship EQ has entered into a multifaced sponsorship agreement with Hygain which includes sponsorship of the Interschool Championship series, whole of sport education and the high performance squads for Jumping and Evening.</p>	
	<p>2032 Meeting being held late February with BCC re Victoria Park.</p> <p>EQ to create draft terms of reference for facilities legacy working group.</p> <p>Pony Club Queensland & IQ Jumping Event Joint PCQ & IQ invitational event a success. Commitment from both parties to continue for 2022 and beyond.</p> <p>Unable to secure. Seeking opportunity for March meeting</p>	

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	<p>EQ Thank you Series & Volunteer Recognition Program – Update to be provide at February Board Meeting</p> <p>New EQ Fundamental Series Project has been funded by the Queensland Integrity Racing Commission (QRIC) Racing Animal Welfare Grant and will support the promotion of "life after racing", training and opportunities for new careers and enhance welfare and safety. The Equestrian Queensland (EQ) Fundamental Series initiative will promote high quality health care to retired race horses on their first transition from the racing industry.</p> <p>Investment strategy to be considered for next meeting</p> <p>MOTION 4 (EQ150204) "That the CEO report and January Financials be accepted".</p> <p>Board in Agreement</p>	
<p>7.4 EQ 2022 – 2025 Strategy & Implementation Plan</p>	<p>Strategic Plan and Implementation Project Plan. Base line with additional work still to be completed with Board members take lead roles on projects based on conversation with Board in November 2021. Onboard PowerBI to be piloted with Sagacity Consulting with dashboard measures. Zero cost to EQ. 2032 environment plan to be considered for next 12 months.</p>	<p>BT to email document to be on agenda on next meeting.</p>
<p>7.5 COVID-19 Update & Implications</p>	<p>Discussed in CEO report.</p>	
<p>8.0 Other Items for Ratification & Noting</p>		
<p>8.1 EQ Awards Update</p>	<p>Overview of current situation provided with timelines with award recipients and highlights video to be used at EQ AGM.</p>	
<p>8.2 EQ Board & Sport Committee, call for Nominations/AGM and Notice of Motion</p>	<p>Equestrian Queensland received 1 nomination – Nicholas Ballard, who has been elected unopposed. EQ Board have the opportunity to appoint casual vacancies.</p> <p>Driving Queensland – zero nominations received. Casual vacancies</p> <p>Vaulting Queensland – 3 eligible nominations received. Elected unopposed.</p> <p>Show Horse Queensland – 5 eligible nominations received and 2 ineligible nominations received.</p> <p>Interschool Queensland – 7 eligible nominations received</p> <p>Dressage Queensland – 3 eligible nominations received. Elected unopposed.</p> <p>Eventing Queensland – 1 eligible nomination received and 1 ineligible nomination received. 1 nomination will be elected unopposed.</p>	

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	<p>Dressage Queensland – 3 eligible nominations received. Elected unopposed.</p> <p>Eventing Queensland – 1 eligible nomination received and 1 ineligible nomination received. 1 nomination will be elected unopposed.</p> <p>Jumping Queensland – zero nominations received. Casual vacancies</p> <p>Outcomes of nominations and opening of elections will be communicated on Wednesday 23 February 2022.</p> <p>Chair, CEO and Treasurers reports to be drafted.</p> <p>Elections close on Monday 21 March, 2022</p> <p>Motion Honorary Life members to be forwarded.</p>	
<p>8.3 Standing Business Items – Members Safety & Horse Welfare, Culture</p>	<p>Nil to report</p>	
<p>8.4 Standing Business Item Culture</p>	<p>Nil to report.</p>	
<p>8.5 High Performance – Eventing Queensland Discipline Criteria</p>	<p>JH provided over of Youth & High Performance Camp scheduled for delivery 5-7 April.</p> <p>Eventing Queensland Elite, Futures and Youth Squad 2023 criteria tabled.</p> <p>MOTION 5 (EQ150205) “That the Eventing Queensland Squad criteria for 2023 be accepted”. Board in Agreement</p> <p>MOTION 6 (EQ150206) “That the Eventing Queensland recommendation to appointment combinations that have met both 2022 performance criteria and 2023 criteria be accepted”. Board in Agreement</p>	<p>Maternity leave clause to be review for dressage and jumping.</p>
<p>8.6 Standing Business Item State-wide Facilities Plan / Racing</p>	<p>Lockyer Valley Equine Precinct – Draft MOU.</p>	<p>BT to action and seek variation to wording.</p>
<p>8.7 EQ & PCQ Joint Meeting – Next Steps</p>	<p>Invite PCQ to next meeting on 15 March at 7pm prior to the scheduled EQ AGM.</p>	

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8.8 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	Reports tabled.	
8.9 Membership & Horse Registrations	<p>New members and new life and base horse registration reports tabled.</p> <p>MOTION 7 (EQ151007) “New memberships and horse registrations for the month of January 2022 be accepted”.</p> <p>Board in agreement.</p>	
8.10 Correspondence	Nil to report.	
8.11 Member & Other complaints	Report provided. Complaints now referred to National Integrity Framework.	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	Updated	
9.2 Other Business	Nil	
	<p>The meeting closed at 8.30pm.</p> <p>The next scheduled Board meeting is to be held on Tuesday 15 March, 2022.</p>	