

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	In-camera session.	
2.0 Meeting opened	Meeting opened at 7.30pm. Directors in Attendance: J Harm, N Ballard, J Huppert, S Austin and C Keable  Via ZOOM: N Lane, J Huppert and D Finch  Guests: B Toft, S Duffy	
3.0 Declarations of Conflict of Interest	No new or additional conflicts noted. Board member declared conflict of interest as it related to the approval of January horse registrations.	
4.0 Minutes of Previous Meeting including flying minutes	<b>MOTION 1 (EQ160201)</b>  “That the minutes and summaries held on 19 January, 2021 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	<b>MOTION 2 (EQ160202)</b>  “That the minutes of sport committees received be accepted”.  Board in agreement.	Agenda item to be added to March Board meeting of review of Minutes – ongoing.
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	Reference to items as raised in communication.	
7.0 Strategic Objectives & Executive Reports		
7.1 EA Governance and Committee/ reform working group nominees	EA forming Strategy Review/Governance Reform Working Groups. EQ to identify and nominate two representatives to be part of a broad reform working group.	TOR to be sort from EA to assist with EQ recommendations of correct candidates into those groups.
7.2 EQ Strategy / Risk	Board Risk & Strategy Workshop to be scheduled for Thursday 4 March - 6.30pm – 8.30pm ZOOM. Proposal received from a provided regarding a Strategic Planning piece inclusive of Sport Committees. Opportunity to complement the work to be done by EA. Current seeking proposals from other external providers.	Additional proposals to be sourced for comparisons and ideas.
7.3 CEO Report & Monthly Financials	<b>Policy and Risk Review</b> - work is continuing. Draft Risk Management Policy and Risk Appetite Statement provided in Nov 2020 board pack. EA National Safety Officer to attend EQ Board Strategy and Risk workshop date.	

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	<p><b>Coronavirus and Biosecurity</b>– All events to have electronic registers i.e. Nominate. EQ Club Forum to cover this. Biosecurity Workshop with EVQ to be planned and delivered in April 2021.</p> <p><b>Officials &amp; Coaching Committee/Advisory groups</b> – Working towards the establishment of a whole of sport officials working group. Working towards a March 2021 delivery in draft for release post EQ AGM.</p> <p>New temporary waiver form available for coaches on EA webpage whilst EA seek to develop a national form.</p> <p><b>State Wide Facilities Project</b> – project on track.</p> <p><b>Sport Committee &amp; Forum</b> : Key actions from SC forum;</p> <ul style="list-style-type: none"> <li>- Official education /funding and pathways support</li> <li>- Safety/Helmet tagging for IQ in 2021</li> <li>- Lack of Volunteer and youth on committees (Next Gen)</li> <li>- Regional support and Benefits</li> </ul> <p>Next Forum to be held in April 2021.</p> <p><b>Board &amp; Sport Committee Inductions</b> : planning underway to support onboarding of new delegates</p>	
	<p><b>Operations</b></p> <p><b>Staff</b> – Engagement of casual staff ending in late February. Dependent on workload and budget, may re-engage junior on a casual as needed basis.</p> <p><b>Membership</b>– tracking slightly behind in some categories. EQ has waived \$50 lapse fee until end of February. Commencing new membership pathway campaign to highlight benefits (draft to be provided by email). Launching content via 5 week marketing plan from 15 February with engagement with board and Sport Committees, then coaches and clubs etc before else.</p> <p>Covers Beginning Pathway, Reactivate pathway, Coaching Pathway and Supporter Pathway.</p> <p><b>Budget</b> – 2021 EQ budget has been approved. Sport Committee building budgets.</p> <p><b>2020 Member Survey</b> – results provided as an overview for the Board. Comment grouping, themes, action land and outcomes to be provided in April/May. Significant increase in non-members completing survey.</p>	
	<p><b>Club Development &amp; Governance Workshops</b> – Club Forum / Good Governance being delivered on 24 Feb online. Plan for face to face delivery on Toowoomba and Central Queensland.</p> <p><b>Show Horse Queensland</b> – exit interview completed. Verbal update provided.</p>	
	<p><b>Opportunities &amp; Advocacy</b></p> <p><b>Dressage Queensland/CDG</b> – See additional item. DQ Strategy Forums outcomes.</p> <p>Proposed QSEC investment – awaiting engineering report as to investment approval.</p> <p>DQ tabled changes as it relates to squad selection criteria for 2022 to incorporate results for part of 2020.</p>	

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	<p><b>Safety &amp; Medication Service Provision –</b> EA currently preparing resources to support event organisers, clubs and officials with determining the level of medical/first aid coverage and personnel required in line with national discipline rule and state rules. Forum planning March post AGM.</p>	
	<p><b>MOTION 3 (EQ160203)</b> “That the January CEO report be accepted”. Board in Agreement.</p>	
7.4 2020 Audit & Annual Report	Audit on track. Draft Audit expected week ending 26 February 2021.	
8.0 Other Items for Ratification & Noting		
8.1 EQ Coaching Advisory Group/ TOI / EOI and survey results	<p>Using a skills assessment matrix, candidates were selected.</p> <p><b>MOTION 4 (EQ160204)</b> “That the EQ CAG candidates be appointed”. Board in agreement.</p>	BT to advise candidates.
8.2 EQ Next Generation Advisory Group Nominations	<p>All nominees are eligible for appointment to the Next Gen under the TOR, except for 1 outside the age TOR. That person, with exceptional skills, to be appointed as a mentor to support the co-hort.</p> <p><b>MOTION 5 (EQ160205)</b> “That the EQ NEXT GEN candidates be appointed for 12 months”. Board in agreement.</p>	BT to advise candidates
8.3 EQ Board & Sport Committee, Nominations/AGM/ Notice of Motion	<p>AGM key dates and timeline provided with supporting documents for review including Special resolution in appointing Mary Seefried as an Honorary Life Member. EQ appointed two scrutineers, as provided under section 42.6 of the EQ constitution. MyEA to be utilised as the voting platform. Demonstration provided.</p> <p><b>MOTION 6 (EQ160206)</b> “That the EQ Board accepts the documentation provided as it relates to the upcoming AGM and the appointment of scrutineers”. Board in agreement</p>	

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<p><b>8.4 Complaints Handling process and support for junior members</b></p>	<p>Discussion relating to the complaints processes and opportunities to reduce the reluctance of members in raising issues at and post events, particularly as it relates to juniors and future repercussions.</p> <p>Discussion about opportunities to enable the majority of issues to be resolved at the time on the field of play through training, support and identification of the right people to appoint in official roles at events.</p>	<p>BT to provide information and examples of MPIO and game day protocols for dealing with complaints processes in sports of similar size and larger size sports</p>
<p><b>8.5 Dressage Queensland – Strategic Planning Review</b></p>	<p>DQ Strategy meeting to be held at Park Royal on 31 January. Verbal overview provided along with a copy of the DQ Strategic Plan 2021-2025.</p> <p>Consideration for results from 2020 to be considered for DQ Squad selection for 2022, supported by DQ Committee and DQ Selectors. One off extension to qualification period due to COVID-19 pandemic.</p> <p>Item raised at DQ Strategy forum, relating to horse welfare.</p> <p><b>MOTION 7 (EQ160207)</b> “That the DQ Squad selection for changes be approved”.</p> <p>Board in agreement.</p>	<p>BT to raise with EA and EAEVC and include EQ EvC in comms for.</p>
<p><b>8.6 2021 QLD Youth Development Camp Review and HP Planning for 2021</b></p>	<p>Update provided by JH and future recommendations. Suggestion to investigate options to send youth squad members to the AIS as part of HP Camp for specific sports science (off horse education). Potentially delivered as a national initiative with attendees from all states.</p> <p>Board all agreement as to value and supported investigation into to delivery and funding options</p> <p>Project Review/Lessons Learned virtual meeting to be held in March to seek feedback as it relates to future planning with leads from each Sport committee.</p>	<p>BT to raise with EA and state branches as to opportunities to deliver national off horse youth camp at the AIS.</p>
<p><b>8.7 State-wide Facility Plan</b></p>	<p>Item deferred.</p>	
<p><b>8.8 Yellow Cards, Official Warnings, reported Concussions &amp; Rider Falls</b></p>	<p>Reports received.</p>	
<p><b>8.9 Membership &amp; Horse Registrations</b></p>	<p><b>MOTION 8 (EQ160208)</b> “Horse registrations and new memberships be accepted for January, 2021”.</p> <p>Board in agreement.</p>	

<b>8.10 Correspondence</b>		
<b>8.11 Member &amp; Other complaints</b>	Report provided.	
<b>9.0 Other Business &amp; Next Meeting</b>		
<b>9.1 Board Calendar</b>	2021 Board calendar tabled.	.
<b>9.2 Other Business</b>	Update on EQ Awards and current challenges with end of year event.	
	The meeting closed at 9.50pm. The next scheduled Board meeting is to be held on Wednesday 17 March, 2021.	