

**Minutes of Equestrian Queensland Board meeting held
SUMMARY Tuesday 16 November 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 6.30pm.</p> <p>Directors in Attendance at Sports House: C Keable, N Ballard, and D Holland</p> <p>Directors in Attendance via ZOOM: J Huppert, G Lung and J Harm</p> <p>Apologies: N Lockhart</p> <p>In attendance: B Toft and S Duffy</p>	
3.0 Declarations of Conflict of Interest	Conflict of Interest register reviewed.	NB noted involvement as Steward for register
4.0 Minutes of Previous Meeting including flying minutes	<p>MOTION 1 (EQ161101) “That the minutes and summaries held on 17 October, 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>The national approach Honorary Life Membership is not a priority at this stage. EQ Board to make a decision on any potential action for 2022. Item raised later on agenda.</p> <p>MOTION 2 (EQ161102) “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	Clarification around Eventing Queensland lower level rules as it relates to membership requirements as opposed which is not in alignment with State Branches.	
7.0 Strategic Objectives & Executive Reports		
7.1 EQ Chair Update	<p>EQ Chair provided communications which related to a motion that requires the members support of appointment of a working committee around the EA reform which will address the restructure of the sport. It is perceived that there is a lack of action from EA. Documentation suggests a discipline focused approach to the reform.</p> <p>EA Strategic planning process consultation has been scheduled for Monday 29 November 2021 between 1 and 5pm and an agenda has been provided. Under the constitution this is required annually.</p> <p>Consult with the EQ Sport Committees to seek advice as to their relationships with the EA Discipline Committees prior to 29 November.</p>	<p>EQ to form a position.</p> <p>Additional EQ Board members may attend as observers.</p> <p>Create a survey to seek feedback from EQ Sport Committees to see what relationship they have with the EA Discipline Committees, prior to 29 November.</p>

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7.2 EQ 2022 – 2025 Strategy & Implementation Plan	Detailed brief yet to be provided. Currently concentrating on the reform with the Sport Committees followed closely by health and safety and medical service provision.	Implementation plan to be provided early 2022.
7.3 CEO Report & Monthly Financials	<p>Budget & Financial Position Sound and solid. Noticeable increase in the amount of horse registration in 2021. Still some favourable budget allocations to be expensed especially as it relates to Sport Development Funding where initiatives have been approved by acquittals yet to be received.</p> <p>Sport Committees all in solid position. Yet to close closeout GWC expenses as it relates to FEI.</p> <p>2021 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</p>	
	<p>Policy and Risk Review Work continuing re National Integrity Framework. EA Board has endorsed NIF. Still awaiting further advice</p> <p>EA Draft Risk Framework attached. See separate item Some work to do, particularly around definition of events and prescribed activities for disciplines.</p>	
	<p>High Performance EA Competitive Edge – Chris Burton – 30.11.2021 (Taking the Next Steps)</p> <p>EQ currently with discipline committees, Jane Harms and Gary Lung about consideration and plans for Youth Development/High Performance activities in 2022. .</p>	
	<p>State-wide Facilities Project</p> <p>Project on track. Standing item EQ Board meeting</p> <p>Toowoomba Showgrounds – Business case being led by council. Strategic planning underway. Council in principle agreement to fund next steps</p> <p>Townsville – EQ to lead equestrian network planning (desktop) exercise - Stage 1. Council to fund remaining stages</p> <p>QSEC – process underway to improve service and preparation of venue and surface. Venue planning underway re-revised masterplan and improved surfaces. Meeting with QSEC in late November</p>	

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	<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 landowner to support project. Far North QLD, Gold Coast and Redlands to progress in 2022</p> <p>COVID-19 Waiting on clarification as it relates to vaccination requirements.</p> <p>Membership Statistics and EQ Pathways Campaign See break down below. Tracking well. Exceeding 4200 members for first time</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>Governance Workshops Finance literacy and governance zoom forum with Red Shed Business advisors delivered on 11 October with over 30 attendees. Very well received.</p> <p>AJTL Exploring opportunity to work with AJTL for a Jumping Teams event at Magic Millions on Gold Coast in early January 2021</p>	
	<p>Opportunities & Advocacy. Meeting with Pony Club Queensland Pony Club Queensland are in agreement to EQ's proposal to hold a joint PCQ & EQ Board meeting in the coming months. Monday 25 October 2021. See separate paper</p> <p>Topics to include Safety, Horse Welfare, Culture, Facilities, Participation, Volunteers and Governance</p> <p>EQ Thank you Series & Volunteer Recognition Program – updated provided at Board meeting.</p> <p>Honorary Life Membership – The item was raised and discussed at a recent CEO meeting about the establishment of a national policy for the awarding of Honorary Life Membership. Still no clear position from EA.</p> <p>Recommendation to confer Hon Life Membership to the 7 EQ members that represented Australia at Olympic or Paralympic Games that are not Hon Life Members. Announce at EQ Awards and confer at AGM.</p>	

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	<p>It was agreed by the EQ Board that the past Olympians on the list provided be conferred as Honorary Life Members at the AGM and/or EQ Awards</p> <p>MOTION 3 (EQ161103) “That the members be conferred as Honorary Life members”.</p> <p>Board in agreement.</p>	
	<p>MOTION 4 (EQ161104) “That the CEO report and October financials be accepted”.</p> <p>Board in Agreement</p>	
<p>7.4 Risk Management</p>	<p>Over the past three months the EQ Board has reviewed, considered and approved a new Risk Management Policy and Risk Matrix using the Sport Australia templates.</p> <p>Equestrian Australia (EA) have recently provided copies of the below listed documents that EA has developed as part of a proposed Risk Management Framework.</p> <ul style="list-style-type: none"> • Draft – EA Medical Service Provider Risk Framework (Note: some further work is required particularly around categories for disciplines on page 6 as prescribed requirement will be unachievable from both a cost and service perspective for regional events (jumping, endurance etc) at least in the short term. • EA Incident & Concussion Protocol (Mind Map/Flow Chart) • EA Incident & Concussion Fact Sheet <p>EQ will be providing feedback on the EA Risk Framework and sharing the EA incident and concussion protocols and factsheets at the EQ Board and Sport Committee Forum in early December and more broadly to clubs, affiliates coaches and officials in December.</p> <p>Work is continuing on the EQ risk management suite of documents, however at this time priority is engaging with EA about the national risk framework, process and documents so we can align all EQ resources and documents where possible.</p> <p>EQ to engage with stakeholders to see how this documentation could be layered over current requirements given the vastness of our State. Category 1 2 and 5 are most part working. Category 3 and 4 logistically could be difficult. Feedback to be provided and a further draft is anticipated in early 2022 prior to being provided to National Discipline Committees.</p>	<p>Board to review documentation and provide feedback.</p>

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	<p>Safety documentation provided to resources for eventing organisers and affiliate clubs including process flow chart in the event of an incident. Documentation forms part of the EA Health and Safety Forum commencing in November 2021.</p> <p>Flow charts are great, consideration to the use of an app.</p>	
<p>7.5 2022 Draft Budget</p>	<p>2022 Budget Assumptions considered.</p> <p>EA can only increase fees with the agreement of the State Branches. 2021 to 1.1% increase. EQ is fortunate that any increase is after our mid year renewals of 700+ members.</p> <ol style="list-style-type: none"> 1. Fees and charges could be preliminary agreed with everyone subject to Treasurer's feedback. Renewals to be released mid next week. . 	
	<ol style="list-style-type: none"> 2. Treasurer input and carry over budget approval to early 2022 unless additional feedback is provided. <p>MOTION 5 (EQ161105) "Fees and charges are preliminary approved subject to the Treasurers feedback".</p> <p>Board in Agreement</p>	
	<p>Sport Development Funding Competition and Development Funding. Closes 8 March 2022. Club applications are subject to consultation with the relevant Sport Committee.</p> <p>Sport Development Funding Competition – Officials and Coaches – increase application to \$750 for workshops and \$500 for individuals. Total of \$15000</p> <p>MOTION 6 (EQ161106) "That the Sport Development Funding documentation provided be approved".</p> <p>Board in Agreement</p> <p>Corrective actions in place after event debrief with Toowoomba Jumping Club after CCN and Eventing State Championships.</p> <p>Tamborine Equestrian Group – partnered with Equipe to do the scoring. EQ at its costs is providing support to the supplier to align with EA online. Support the systems to be compatible</p>	

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8.0 Other Items for Ratification & Noting		
8.1 Standing Business Items – Members Safety & Horse Welfare, Culture	Child Safeguard in Sport Induction Training – sport committee, board and staff to complete the module under the National Integrity Framework.	
8.2 Standing Business Item Culture – Volunteer Recognition	EQ launched the Volunteers Thank you Series. Allows for a peer to peer to nomination. Needs more awareness amongst our Sport Committees and clubs as to nominations. Certificates now name the nominator. October Volunteer Thankyou Series recognises Jessica Jenkins from FTP.	
8.3 Standing Business Item State-wide Facilities Plan / Racing	Nil to report.	
8.4 Sport Committee Updates	After receiving a number of Expressions of Interest, Jumping Queensland seeks the approval of the Board to appoint the candidates on the JQ Committee. There are a number of members that will be invited guests until elections open in the coming months. MOTION 7 (EQ161107) “That the members be appointed to the Jumping Queensland Committee be approved”.	Formal notification to be forwarded to the Board for ratification.
8.5 EQ 2021 Awards	Waiting on advice from Rydges as to the recent Queensland Government announcements as to vaccinations requirements at venues.	
8.6 EQ Board and Sport Committee Forum – December 2021	Sport Committee Forum tentative date 7 December 2021. Draft Agenda provided. Reach out to Sport Committee for confirm any additional agenda items by end of November.	
8.7 EQ & PCQ Joint Meeting	EQ & PCQ joint meeting went well, engaged, positive and a good start. Actions items from the meeting was share of medical service provision between the two (2) organisation. IQ & PCQ Showjumping State Teams – event entries through EQ and split the costs 50 / 50. 27-28 November. Debrief post this event – 19 January prior to Board Meeting. Partner with Come & Try Days with the organisation.	Sharing of MSP documentation.

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	Potential that there is a equestrian venue on the Gold Coast – Yatala, shared across multiple horse sports – tier 4 of our Statewide Facility Plan – could scale up to tier 3. CRP Group to provide the brief to the Gold Coast City Council.	
8.8 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	Reports tabled.	
8.9 Membership & Horse Registrations	New members and new life and base horse registration reports tabled. MOTION 8 (EQ161008) “New memberships and horse registrations for October 2021 be accepted”. Board in agreement.	
8.10 Correspondence	EA HP State Funding. HP meeting on Wednesday 1 December. Slight increase in HP clinic funding. EA National Health and Safety Forums – to be recorded and link provided.	
8.11 Member & Other complaints	Report provided.	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2021 Board calendar tabled.	SD to provide 2022 calendar
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9.2 Other Business	Nil	
	The meeting closed at 9.10pm. The next scheduled Board meeting is to be held on Tuesday 18 January, 2021.	