

**SUMMARY - Minutes of Equestrian Queensland Board meeting
Tuesday 17 January 2023 (6.30pm –9.20pm)
Held at Sports House Milton and on ZOOM**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	In-camera session was not held.	
2.0 Meeting opened	<p>Meeting opened at 6.37pm.</p> <p>Directors in Attendance: N Ballard, D Holland, N Lockhart & A Allard, G Lung (ZOOM)</p> <p>Apologies: Nil</p> <p>In attendance: B Toft and S Duffy</p>	
3.0 Declarations of Conflict of Interest	Conflict of Interest register: reviewed	
4.0 Minutes of Previous Meeting including flying minutes	<p>MOTION 1 (EQ170101) “That the Minutes dated 22 November, 2022 and the Summary of the 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 (EQ170102) Flying Minutes circulated during the month as it related to</p> <ul style="list-style-type: none"> • Squad appointments • IQ Handbook Review • Show Horse By-laws and Leaderboard 2023 review • November finance pack. 	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	<p>Items to note</p> <ul style="list-style-type: none"> • Horse Fatality and process followed 	
7.0 Strategic & Executive Reports		
7.1 Chair Update	Shared services conversation to be driven by the states. To be discussed at CEO meeting scheduled in February.	
7.2 Risk & Strategy Update	Risk register was reviewed and CEO & AA provided overview.	BT to investigate licence of worksafe 365.
7.3 CEO report, Monthly Financials, 2022 reforecast	<p>Integrity: No matters with Sport Integrity Australia related to EQ.</p> <p>Child Protection: Implementing safeguarding officers at IQ State Championships (EQ Staff member). Rolling out media accreditation process for all EQ events in 2023. Included in club news</p> <p>Risk Management & Strategy: Separate item noted on the Agenda.</p>	

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	<p>State Event Safety Officer (SESO) (See attached document A). EA and EACC asking that for 12month trial in states. Linked t to Coronial Recommendation. Has been trialled in Victoria. EQ looking to resource/support internally. Trial to start in Jan 2023. See attachment A.</p>	
	<p>Safety & Medical Provision Draft EA Medical Service Provider Framework. EQ continuing to pilot parts of framework, whilst seeking input/feedback from EQ sport committees. Currently scoping with EA plan to pilot framework at selected events from Jan 2023</p> <p>Further updates to online incident reporting form (FORM 8) have been released by EA including a Horse Incident Reporting Form.</p> <p>Draft EA Medical Service Provider Framework – not yet received. Forms have been updated.</p> <p>EA Structure and Reform Verbal update provided.</p> <p>Horse Traceability See Standing Item 8.1</p> <p>State-wide Facilities Project & Facilities Update re EQ State-wide Facilities Strategy 2019-2028 is to be published by Nov 2022 See Separate Agenda Item 8.4</p> <p>Officials and Coaching Advisory Groups Information noted. EQ providing support.</p> <p>EQ Sport Committees Verbal update provided.</p> <p>Sponsorship Hygain whole of sport engagement. New agreement for 2023 underway.</p> <p>2032 Meeting held with BCC in November. EQ to create draft terms of reference for facilities legacy working group. Awaiting feedback.</p>	

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	<p>Pony Club Queensland & IQ Jumping Event Joint meeting deferred. Sought opportunity for further meeting.</p> <p>Pony Club & IQ Jumping Invitational delivered November. SIMP process and actions responded.</p> <p>EQ Next Gen Priorities include profile, intervarsity launch and event engagement. Working on project plan.</p> <p>Intervarsity roll out continuing. Mentoring program still being developed.</p> <p>EQ and QSport Awards Verbal Update</p> <p>MOTION 3 (EQ170103) “That the CEO & Financial reports for the month of January be approved.”</p> <p>Board in Agreement</p>	
<p>7.4 2023 Budget</p>	<p>The EQ Board approved the 2023 budget at the November 2022 Board Meeting.</p> <p>Currently finalizing the 2022 and December 2022 monthly reports. It is anticipated that EQ will report a deficit based on additional spending around education, facilities and event expenses across EQ in 2022 and a decline in horse registrations compared to 2022. It is anticipated that EQ Branch will also report a small consolidated deficit based on additional event expenses incurred for Dressage Queensland and Show Horse Queensland in 2022.</p> <p>It is anticipated that a draft of the December 2022 and 2022 financial statements will be available by end of January 2023 for approval via Flying Minuet as per normal end of year process.</p> <p>MOTION 4 (EQ221104) “That EQ Budget for 2023 with the revisions be approved for 2023 ”.</p> <p>Board in Agreement</p>	

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7.5 EA AGM	<p>Recommendations:-</p> <ul style="list-style-type: none"> A) The EQ Board resolve that Senior Recreational Members continue to have the right to attend and vote at general meetings of the branch. B) That the EQ Board resolve that the right to nominate for EQ Board and Sport Committee elections is retained as it is with members required to be Senior Competitor, Senior Participant or Supporter in compliance with clause 17.2 of the EQ Constitution. C) That the EQ Board considers the list of WEG athletes in the attached for nomination as a EQ Honorary Life Members at the EQ AGM via special resolution. D) That the EQ Board approve the proposed AGM timelines <p>AGM Key dates and timeline</p> <ul style="list-style-type: none"> • 30 January 2023 – AGM Notice and call for nominations and motion issued • 10 February 2023 - Nominations for Board and Sport Committees and submission of notices of motion close • 22 February 2023 – AGM Agenda, including any motions and business issued including elections/voting if required • 20 March 2023 – Elections/voting close (if required) • 20 March 2023 – Publish Annual Report (previously released at AGM) • 22 March 2023 – EQ AGM followed by EQ Board meeting. <p>Keep current Board meeting date for March (to be decided closer to the AGM).</p> <p>MOTION 4 (EQ170104) “That EQ Board approve the above recommendations and AGM key dates and timeline”.</p>	
8.0 Other Business		
8.1 Standing Business Item (Member Safety & Horse Welfare)	<ul style="list-style-type: none"> • Cattle Tick and Authorized Horse Only Certifier Course • TD Report – Warwick 	

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8.2 Standard Business Item (Culture)	<ol style="list-style-type: none"> 2023 IQ Handbook Review 2022/23 Member Survey distributed to members – closes on Sunday 22 January. Results to be tabled at next meeting. 	
8.3 Standing Business Item (High Performance)	<ul style="list-style-type: none"> EQ Youth Performance Camp overview provided. Feedback distributed to participants. Debrief with Sport Committees on Monday 30 January. Final Figures still to be realised by contribution from EQ is in alignment with Budget allocation. Eventing Queensland Elite & Future Squad paper provided. <p>MOTION 5 (EQ170105) “That EQ Board approve the Eventing Queensland Elite & Futures Squad as provided by Eventing Queensland.</p>	
8.4 Standing Business Item (State-wide Facilities Plan)	December 2022 Facilities Update to members paper provided which include updates on QSEC, Townsville, Gold Coast, Far North Queensland and the Redlands.	
8.5 Next Gen Advisory Group Appointments	<p>Appointments to the Next Gen Advisory Group provided by flying minute.</p> <p>MOTION 6 (EQ170106) “That the EQ Board approves the appointment of Olivia Farrell, Lydia Forde, Tahlia Criss (existing members) and Isabella Forsyth and to the Next Gen Committee”.</p>	
8.7 Membership & Horse Registrations	<p>MOTION 7 (E170107) “That the EQ Board approves the Memberships and Horse Registrations as provided for the month of December”.</p> <p>Board in Agreement</p>	
8.8 Yellow Cards, Official Warnings, Reported Concussions and Exemptions	Reports tabled.	
8.9 Correspondence	.	
8.10 Member Complaints	Report tabled and overview provided.	
	<p>The meeting closed at 9:25pm.</p> <p>The next scheduled Board meeting is to be held on Tuesday 21 February 2023 @ 6.30pm</p>	