

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	In-camera session.	
2.0 Meeting opened	<p>Meeting opened at 8.00pm. Directors in Attendance: C Keable, N Ballard, N Lockhart, J Harms, D Holland, J Huppert and G Lung</p> <p>Invited guests: S Austin; D Finch In attendance : B Toft, S Duffy</p> <p>Nominations for positions on the Equestrian Queensland Board were called for and the following appointments were made.</p> <p>Chair Corey Keable Vice Chair Nick Ballard Treasurer Naomi Lockhart</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><b>MOTION 1 (EQ160301)</b></p> <p>“That the minutes and summaries held on 17 February, 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><b>MOTION 2 (EQ170302)</b></p> <p>“That the minutes of sport committees received be accepted”.</p> <p>Action Item as it related to conversation with IQ as to gear check stewards and how they contribute to the event.</p> <p>Board in agreement.</p>	Item to be added to action register.
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	Board in agreement to the appointment of N O’Farrell for a further 12 months to review all Sport Committee and Advisory Group minutes and provide commentary when required.	
7.0 Strategic Objectives & Executive Reports		
7.1 Board inductions	EQ Board Induction Overview provided	BT to send copy of induction pack and overview to all directors
7.2 2021 Strategic Planning Overview	Provide for in in-camera session with appointed consulting business attending Board meeting after AGM to discuss and confirm strategic planning proposal and process.	
7.3 CEO Report & Monthly Financials	<b>Policy and Risk Review</b> – initial Risk & Safety workshop completed on 4 March with EA NSM. Further workshops to be delivered in April and May.	

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	<p>EQ has arranged for EA NSM to travel to Qld (EQ funding 50% of the cost) on 6 April to support the delivery of education and tools for clubs and event organisers regarding safety protocols and reporting</p> <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>HP &amp; Youth Development Review – 2021 Camp review meeting completed. 2022 planning to commence including engagement with QAS. Meeting with EA HP Competitive Edge content on 15 March, 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. 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. Standing item EQ Board meeting Agenda. Progress report submitted.</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 May/June 2021, post strategic planning consultation.</p> <p><b>Board &amp; Sport Committee Inductions</b> : planning underway to support onboarding of new delegates. Formal inductions to be delivered at March Board meeting and March/April Sport Committee meetings.</p> <p><b>Operations</b> <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>– breakdown provided. Tracking slightly ahead of 2020. Commencing new membership pathway campaign to highlight benefits launching content via 5 week marketing plan with engagement with Board, Sport Committees coaches and then clubs. Covers Beginning Pathway, Reactivate pathway, Coaching Pathway and Supporter Pathway.</p> <p><b>Budget</b> – 1<sup>st</sup> budget re-forecast will be provided in May 2021</p> <p><b>2020 Member Survey</b> – over 600 responses. Results provided as an overview for the Board. Action plan and outcomes to be provided in April/May with member release planned for June 2021.</p> <p>Note: significant increase in non members completed the survey from previous survey from 2% to 11%.</p> <p><b>Club Development &amp; Governance Workshops</b> – Club Forum / Good Governance delivered on 24 Feb online. See item 8.4</p>	

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	<p><b>Opportunities &amp; Advocacy</b> Initial draft venue master plan has Equestrian from Brisbane Showgrounds and Victoria Park (cross country). Venue not locked in. Commencing active engagement with executive and political decision makes about opportunities to provide legacy for equestrian.</p> <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. Planning for safety Forum in April, 2021. Currently completing safety review for IQ.</p> <p><b>MOTION 3 (EQ170203)</b> “That the February CEO report and February financials be accepted”.</p> <p>Board in Agreement.</p>	
7.4 EQ/SC Detailed Profit and Loss Statements	Detailed Profit and Loss statement prepared for internal use and available if required /requested.	
8.0 Other Items for Ratification & Noting		
8.1 EQ Sport Committee Inductions Overview	Welcome and induction underway to support onboarding of existing and new delegates. March/April Sport Committee meetings.	Copy of Sport Committee Induction Pack to be issued to EQ Board as FYI
8.2 EQ 2020 Member survey	Further analysis underway along with preparation of action plan and outcomes which would support EQ in future planning.	
8.3 EQ 2021 Club Development Forum Overview	Report tabled from EQ Sport Development Officer. Forum ran to support affiliated clubs. Whilst 42 invitations accepted, 32 affiliated club participated in the forum. Participants have been surveyed. The most informative topic was insurance. Next Forum to be scheduled for September/October 2021. The Forum was very well received, and thanks must go to SDO for the initiative.	
8.4 EQ 2021 Sport Development Funding Approvals	SDF Regional & Safety Subsidy – fully subscribed. Worked with Regional Affiliates to support their application. ICDF in principle supported recommendation of allocation, but waiting on confirmed funding allocation from JQ.	
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	Overview of SDF development funding provided. Round one allocation \$20,000	

**SUMMARY of the Minutes of Equestrian Queensland Board meeting held  
Tuesday 17 March 2021 (8.03pm – 9.45pm)  
Held at Sports House, 150 Caxton St, Milton**

8.5 State-wide Facility Plan – Lockyer	EQ forms part of a stakeholder group on the Lockyer Valley Equine Precinct. Copy of community consultation material provide and timeline provided	
8.6 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	Reports received as well as TD report for Warwick Horse Trials.  Rider Fall Data & Medical data in the process of being collated digitally.	
8.7 Membership & Horse Registrations	<b>MOTION 4 (EQ160204)</b> “Horse registrations and new memberships be accepted for February, 2021”.  Board in agreement.	
8.8 Correspondence	Eventing Queensland Junior Squad appointment. <b>MOTION 5 (EQ170304)</b> “In agreement the combination Maddie McLain and The Griffon being appointed to the Eventing Queensland Junior Squad for 2021”.	
8.11 Member & Other complaints	Report provided.	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2021 Board calendar tabled.	
9.2 Other Business		
	The meeting closed at 9.40pm. The next scheduled Board meeting is to be held on Tuesday 20 April, 2021.	