

**Summary Minutes of Equestrian Queensland Board meeting held
Tuesday 18 May 2021 (8.20pm – 10.30pm)
Held at Sports House, 150 Caxton St, Milton**

- Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	In-camera session.	
2.0 Meeting opened	<p>Meeting opened at 8.20pm. Directors in Attendance: C Keable, N Ballard, N Lockhart, J Harms, D Holland, J Huppert</p> <p>Apologies : G Lung</p> <p>In attendance : B Toft, S Duffy</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. J Huppert declared conflict of interest as it related to the approval of new horse registrations.	
4.0 Minutes of Previous Meeting including flying minutes	<p>MOTION 1 (EQ180501) “That the minutes and summaries held on 20 April, 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>MOTION 2 (EQ180502) “That the minutes of sport committees received be accepted”. “That the appointed positions to Eventing Queensland, Vaulting Queensland Show Horse Queensland be accepted”.</p> <p>Board in agreement.</p> <p>It was discussed that when committee members resign that EQ formalise the current exit strategy/interview process.</p>	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	No other business arising.	
7.0 Strategic Objectives & Executive Reports		
7.1 2021 Strategic Planning Update	<p>Update on strategic planning workshops with Sport Committees and Advisory Groups:-</p> <ul style="list-style-type: none"> • Next Gen Advisory Group – completed • EQ Coaching Advisory Group – completed • Interschool QLD – completed • Show Horse QLD – completed • Driving QLD – completed • Dressage QLD – completed • Eventing QLD – completed • Jumping QLD – completed • Vaulting QLD Thursday 20 May 	

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7.2 Policy Overview	<p>Reviewed EQ Selectors and Selection Policy reviewed. N O’Farrell provided input to final version.</p> <p>First draft of amended EQ Medical and First Aid policy for comment and feedback. Proposed that EQ Policy be considered unless superseded by Equestrian Australia’s proposed.</p>	SD to forward amended EQ Selectors & Selection policy by flying minute for approval.
7.3 Staff Recognition Program	<p>Sound framework which also allows opportunity for flexibility and discretion. Ensure that record of performance is noted in a separate line item in the accounts.</p> <p align="center">MOTION 3 (EQ180503) “That the Staff Recognition Program be adopted.”</p> <p>Board in agreement.</p>	
7.4 CEO Report & Monthly Financials	<p>National risk management framework underway. No timeline at this stage.</p> <p>National meeting (NDC Chairs & State CEO’s) scheduled for 24 May 2021 to discuss:</p> <ul style="list-style-type: none"> • EAs current level of MSP (other than eventing) • Parameters for MSP- for all disciplines - based on a risk management approach • Payment of a Rider MSP levy for events and equestrian activities. • Access to regional-remote areas for MSP? • Concussion responses, incident reporting and return to sport framework (inc other SI) • Participation in Concussion in sport research • Post-event Serious Incident Debrief • Other relevant items <p>Consideration – EQ Board to nominate delegate to attend meeting.</p> <p>IQ risk management and serious incident management planning developed for upcoming Interschool events.</p> <p>Opportunity to meet with QLD Health and Emergency Services in coming months about ambulance and medical coverage in metro and regional areas to support event planning. Meeting to occur in June/July.</p> <p>See item 7.2 re policy review and item 8.1 Safety</p> <p>High Performance Meetings with discipline squads occurring being led by QLD Competitive Edge lead with support from EQ.</p>	<p>Ongoing and on track</p> <p>On track</p>

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	<p>Officials Coaching Advisory Group Working towards the establishment of a whole of sport officials working group. Working towards May 2021.</p> <p>New temporary waiver form available for coaches on EQ webpage whilst EA seek to develop a national form.</p> <p>State Wide Facilities Project – Project on track. Standing item EQ Board meeting Agenda. Progress report submitted.</p> <p>Working group EOI published. Currently targeting individuals to be part of groups,</p> <p>Sport Committee & Forum Key actions from Nov 2020 SC forum;</p> <ul style="list-style-type: none"> - Official education /funding and pathways support - Safety/Helmet tagging for IQ in 2021 - Lack of Volunteer and youth on committees (Next Gen) - Regional support and Benefits <p>Next forum to be held in late June/early July 2021. Linked to strategic planning process with Sagacity Consulting</p> <p>Board & Sport Committee Inductions Formal inductions completed with all committees, excluding Vaulting which is schedule for Thursday 20 May 2021.</p> <p>To re-cover some content (conflict of interests and governance in EQ Sport Committee Forum.</p> <p>Upcoming Major Events:</p> <ul style="list-style-type: none"> • 17 – 20 June 2021, Gatton World Cup (Gatton Showgrounds) • 25 -27 June 2021, Caboolture Festival of Jumping/ Caboolture World Cup (QSEC) • 28 June – 1 July 2021 , Interschool Queensland State Championships (Maryborough Showgrounds) • 2 July – 4 July 2021, Australian Youth Dressage Championships (QSEC) • 10 & 11 July 2021, Fig Tree Pocket International One Day Event (Fig Tree Pocket) • 17 & 18 July 2021, Interschool Queensland Eventing State Championships (Warwick) • 31 July & 1 August 2021, Eventing Queensland State Championships (Tamborine) 	

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	<p>Membership – See break down below. Tracking well. On track to exceed 4000 member for first time.</p> <p>Budget – 1st Budget re-forecast submitted for consideration.</p> <p>EQ Member Survey Over 600 response. Results provided as an overview for Board in Feb 2021. Action plan and outcomes underway with member release planned for June 2021.</p> <p>Insurance At this time have not submitted any correspondence regarding EQ's concerns about conceptual tender process. EQ has submitted our own information to current broker Gow Gates all other states are doing the same) to explore options along with potential consolidated coverage with EA. Have sought an update from EA about tender and timeline (more critical for states who operate on a financial year i.e. NSW, SA and Vic)</p> <p>Club Development and Forum Club Forum / Good Governance delivered on 24 Feb online . See item 8.4</p> <p>Plan for face to face delivery on Toowoomba and Central Queensland.</p> <p>Sport Committee Governance EQ CEO provided verbal update. Actions required in some instances.</p> <p>2032 Olympics and Venue Initial draft venue master plan has Equestrian from Brisbane Showgrounds and Victoria Park (Cross Country).</p> <p>Venue not locked in and based on 2016 WEG feasibility study that EA completed with Tourism QLD but never included EQ. Copy of the 2016 initial venue concept map provided in Item 8.2</p> <p>Meeting with QLD government next week about opportunities to provide legacy for equestrian.</p> <p>MOTION 4 (EQ180504) "That the April CEO report and April financials be accepted".</p> <p>Board in Agreement.</p>	

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	<p>MOU Queensland Polo Association New MOU/Partnership underway with Queensland Polo Association:</p> <ul style="list-style-type: none"> • Cross Marketing – developing and retaining more active participants within the sport • Facilities Development – better utility of existing facilities QPA/EQ/Racing tracks • Horse Welfare and OTT development • Rider Education and training (basic horse welfare clinics etc) • Insurance (as supplementary option to reduce costs to participants) • Government/Stakeholder Engagement and Lobbying 	
<p>7.5 EQ 2021 Budget Re-forecast</p>	<p>Budget commentary – strong performance. Consideration to Investment strategy and options and commence a plan as to an ongoing investment portfolio.</p> <p>CEO, Chair and Treasurer met with Redshed for them to give an overview and feedback on current processes and procedures, and separation of duties. Suggested that to the current strong performance and variance that restart the surplus/variance to nil. This will ensure that appropriate tracking is correct and give a reflection on what the rest of the year looks like.</p>	<p>BT to restart budget to NIL</p>
<p>8.0 Other Items for Ratification & Noting</p>		
<p>8.1 Standing Business Items – Members Safety & Horse Welfare, Culture</p>	<p>Update to Board on incident arising at Tamborine Equestrian Group. Implementation of EQ Safety Working Group and distribute EOI.</p>	<p>BT to draft TOR</p>
<p>8.2 Statewide Facilities Plan</p>	<p>Update on legacy from potential 2032 Olympic bid would be upgrades to facilities.</p>	
<p>8.3 Yellow Cards, Official Warnings, reported Concussions & Rider Falls</p>	<p>Reports received as well as TD report for Fig Tree Pocket.</p>	
<p>8.4 Membership & Horse Registrations</p>	<p>MOTION 5 (EQ180505) “Horse registrations and new memberships be accepted for April, 2021”.</p> <p>Board in agreement.</p>	
<p>8.6 Correspondence</p>	<p>Nil to report.</p>	



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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 10.30pm. The next scheduled Board meeting is to be held on Tuesday 15 June, 2021.	



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