

**SUMMARY Minutes of Equestrian Queensland Board meeting held
Tuesday 19 May 2020 (6.30pm –8.35pm)
Via ZOOM**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	No in-camera session. Meeting opened at 7.35pm	
2.0 Meeting opened	Directors in Attendance: D Finch, J Huppert, C Keable, S Austin, N Ballard, J Harm and N Lockhart, Guests: B Toft, S Duffy	
3.0 Declarations of Conflict of Interest	No new or additional conflicts noted.	
4.0 Minutes of Previous Meeting including flying minutes	Outstanding action items from previous meeting MOTION 1 (EQ190501) “That the minutes held on 21 April, 2020 and any flying minutes circulated and summaries 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	MOTION 2 (EQ190502) “That the summary minutes of sport committees received be accepted”. Board in agreement that the sport committee minutes be approved.	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other		
7.0 Strategic Objectives & Executive Reports		
7.1 CEO Report & Monthly Financials	Policy and Risk – work ongoing <ul style="list-style-type: none"> • Draft risk management to be circulated in the coming weeks for feedback. • Top Six priorities <ol style="list-style-type: none"> 1. Risk Management (including horse and rider welfare, governance, finance, people and competitions) draft policy framework provided. 2. Complaints Handling Procedure under EA Rules and By-Laws 3. Sport Committee Operations (including terms of reference, funding operations, SC Manual and reporting) 4. Financial Delegation Policy (Board and Sport Committees) – completed in part 	

	<ol style="list-style-type: none"> 5. Biosecurity Policy and Plan - reviewed 6. Board Operations Policy (including terms of reference, nominations committee, code of conduct, performance review and assurance programs). 7. Coronavirus - risk to health, events, program and budgets. New biosecurity resources developed to support COVID-19 recovery and return to activity. Draft terms of reference submitted to EA for Biosecurity & Horse Welfare working group and approved by all State Branches. Awaiting advice. 8. Budget – revised budget at previous meeting. YTD still ahead of original budget. 	
	<p>Officials & Coaching Committee/Advisory Groups – paper to be included in board pack with option to consider.</p> <p>Statewide Facilities Project – project on track. Implementation plan provided for feedback.</p> <p>Operations</p> <p>Staff and remote working – remote working systems working well. Administration team working from office 3 days per week. Separate agenda item to provide overview of new initiatives etc.</p> <p>Membership Statistics – breakdown provided. 37 members have still joined in the time since restrictions were implemented. Positive for EQ.</p> <p>Club Development – workshops deferred.</p>	
	<p>Opportunities & Advocacy</p> <p>Collaboration with other horse sport organisations – provide and share information to improve consistency across the industry. Feedback has been positive and other organisation are using this information to support their messaging. QHIA forum discussed in 8.6</p> <p>Safety & Medication Service Provision –Prepare simple factsheets to support event organisers, clubs and officials on requirements of medical/first aid coverage and personnel required in line with National discipline rules.</p> <p>Queensland Government – COVID-19 Roadmap 7.3</p>	
<p>EQ Draft 2020 COVID10 Budget (Version 1)</p>	<p>Continue to be conservative given the circumstances. JobKeeper commences this fortnight.</p> <p>MOTION 3 (EQ190503) “That the April management & financial reports including commentary be accepted”.</p> <p>Board in Agreement</p>	

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7.2 EA COVID-19 Impact Membership Insurance & Nominate	EA presentation tabled which included financial modelling, membership, insurance and nominate.	
7.3 Qld Government – COVID-19 Roadmap to Easing Restrictions	Stage 1 - clear message from Queensland Government that this stage does not support community organised activities but informal type gatherings. PCAQ now directing their members to Equestrian Queensland's messaging. Stage 2 supports co-ordinated activities – visual graphic's being communicate ensure that the messaging is clear.	
7.4 COVID-19 Response & Recovery	Comprehensive document provided by EA SO. Board to provide feedback or any questions are to be forwarded to BT by end of the week.	
8.0 Other Items for Ratification & Noting		
8.1 EA Board Update & Information	Comprehensive overview provided – outside influencing were impacting in the sporting being able to do what is required. Three 3 news directors to be appointed. EQ Board to discuss any candidates that the Board wish to support. EA EOI to be released to the States.	
8.2 Show Horse QLD Committee	Paper and supporting documentation tabled provided. Member has admitted to the mistake and immediately rectified the issue once brought to attention. Potential project to work with in the interim. BT to speak with committee Chair. Board in agreement.	
8.3 Overview of new initiatives	EQ Team reports on initiatives on the activities through COVID-19. ABC Radio interview on the regional involvement due to COVID-19. Positive ongoing outcomes including new products from the initiatives implemented.	
8.4 2020 revised event calendar & major events	Event Overview National interschool has been cancelled – same block timeline to be used for State Championships– NT to be invited to participate. Potential for a mini state of origin. Youth Dressage Queensland to host 2021 HOTY – on track for delivery of event in September TEG 3DE – postponed GWC – announcement – whether it can be delivered next year and calendar alignment and how that fits in. DQ Brisbane CDI- good positive story for competitors	

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8.5 QHIA – Recovery planning for Horse Sports	QHIA meeting, 20+ participants from various horse sports. EQ Board members JH and NL. CEO QSport (also member on Ministers Advisory panel). Well known in the industry and extremely informative, together with Biosecurity Queensland. Confirmed that horse sports were well positioned due to biosecurity processes implemented for some time. Formal submission provided for Stage 3.	
8.6 Statewide Facilities Plan – implementation	Formalised plan that creation of working groups to attach to those facilities. EQ to have a representative on each of those. To be co-ordinated in the coming months. Progress report back to the memberships and plan is for 10 year strategy supporting affiliates with the project that is to occur at those 38 facility sites. Terms of reference/charter to be set and provided to each of the working groups.	
8.7 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	No report received.	
8.8 Membership & Horse Registrations	MOTION 4 (EQ190504) “Horse registrations and memberships be accepted for April, 2020”. Board in agreement.	
8.9 Correspondence		
8.10 Member & Other complaints	Updated reported provided at the meeting including additional issues with TNJC.	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2020 Board calendar tabled.	.
9.2 Other Business		
	The meeting closed at 9.35pm. The next scheduled Board meeting is to be held on Tuesday 16 June, 2020.	