

- Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	In-camera session.	
2.0 Meeting opened	Meeting opened at 6.40pm. Directors in Attendance: C Keable, N Ballard, N Lockhart, J Harms, D Holland, J Huppert and G Lung  In attendance : B Toft, S Duffy	
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	<b>MOTION 1 (EQ200401)</b>  “That the minutes and summaries held on 17 March, 2021 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	<b>MOTION 2 (EQ200402)</b>  “That the minutes of sport committees received be accepted”.  Board in agreement.	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	Discussion as it related to GL’s role as DQ HP lead. GL is currently continuing to fill the role until DQ find replacement. Role is the liaison/conduit between DQ and Squad members and there is no decision making capacity within that currently framework.	
7.0 Strategic Objectives & Executive Reports		
7.1 Board inductions	EQ Board were provided with details of either casual vacancies or co-optee’s on the following Sport Committees:- <b>Jumping Queensland</b> Trevor Hyatt Terri Langdon <b>Dressage Queensland</b> Sally Devlin Ashley Pryde <b>Driving Queensland</b> Fiona Strachan <b>MOTION 3 (EQ20403)</b> “That the appointments by the Sport Committees be accepted”. Board in agreement.	
7.2 Over of EQ Safety Forum, HP Forum & other workshops	Reports provided outlining the month’s progression on both the EQ Safety Forum and HP Forum.  EA NSO provided 3 informative and well received Forums across EQ Team, Sport Committees and EQ Affiliates. EQ have distributed a survey to all EQ affiliates and event	EQ to look at ways through EA online to provide support and assurance to take burden off event organisers.

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	<p>organisers regarding their current first aid arrangements to give us a better understanding of where the strengths and weaknesses are and how able they are to fulfill the EA Safety requirements.</p> <p>HP Forum, off horse to be further discussed with the Sport Committee HP Leads and planning to deliver the first of the Competitive Edge Program topics, commencing in May.</p> <p>Equiprove – CK attended the Equiprove Forum - in the early stages of an equine network that makes it easy and convenient for the Australian equine community to access, record and send their equine data to whomever they choose. \$3m required.</p>	
<p><b>7.3 2021 Strategic Planning Overview</b></p>	<p>Appointed consulting firm have commenced consulting with Advisory &amp; Sport committees. Current schedule:</p> <ul style="list-style-type: none"> <li>• 6:30pm Thu 15/4 - Next Gen Advisory Group</li> <li>• 6:30pm Tue 20/4 - Interschool QLD</li> <li>• 6:30pm Thu 22/4 - EQ Coaching Advisory Group</li> <li>• 7:00pm Tue 27/4 - Show Horse Qld</li> <li>• 6:30pm - Sun 2/5 - Driving QLD</li> <li>• 6:30pm - Mon 10/5 - Dressage QLD</li> <li>• 6:30pm - Tue 11/5 - Eventing QLD</li> <li>• Vaulting QLD TBC (May)</li> <li>• Jumping QLD TBC (late April /early May)</li> </ul>	
<p><b>7.4 Policy Overview</b></p>	<p><b>Policy and Risk Review</b> – EQ Selection and Selector Policy review – notation provided against current Policy.</p>	<p>SD consult with NO’F for feedback on amendments. Provide draft May Board meeting.</p>
<p><b>7.5 Staff Recognition Program</b></p>	<p>Engaged with consulting firm to support the development of a Staff Recognition Program – a framework to recognise and reward individual and team performances in both a formal and informal manner. Copy of the draft Program provided to the Board for feedback.</p>	<p>EQ Board approval and budget allocation to be considered in May, 2021.</p>
<p><b>7.6 Volunteer Recognition Program</b></p>	<p>The framework provided for review in the Staff Recognition Program would then be utilised to development a Volunteer Recognition Program.</p> <p>EQ Board was supportive of the concept and provided further ideas of where our Volunteers can be recognised</p>	

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<p><b>7.7 CEO Report &amp; Monthly Financials</b></p>	<p><b>Policy &amp; Risk Review</b> Initial Risk &amp; Safety workshop completed Thursday 4 March with Meredith Chapman (EA NSM). Sport Committee and Club &amp; Affiliate safety workshops delivered in April 2021 (see item 7.1)</p> <p>National risk management framework underway. No timeline at this stage. Currently developing EQ/IQ risk management plans 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.</p> <p>Lesson learned/debrief completed post fall at Fig Tree Pocket in Mach with EA, FTE and EQ participating in meeting.</p> <p><b>HP Content Review</b> - Meeting with EA HP Competitive Edge content in March 2021. Meeting with QAS to be scheduled for May 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 May 2021. New temporary waiver form available for coaches on EQ 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. Working group EOI published.</p> <p><b>Sport Committee &amp; Forum</b> Key actions from Nov 2020 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 June 2021. Linked to strategic planning process with Sagacity Consulting</p> <p><b>Board &amp; Sport Committee Inductions</b> Formal inductions being delivered in March and April at Sport Committee meetings.</p> <p><b>Membership</b> – breakdown provided. Tracking slightly behind 2020 stats. Commenced a new membership pathway campaign to highlight benefits</p> <p><b>Budget</b> – 1<sup>st</sup> Budget re-forecast will be prepared in April for May Board pack. Further positive variances projected.</p>	

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	<p><b>MOTION 4</b> (EQ200404) “That the March CEO report and March financials be accepted”.</p> <p>Board in Agreement.</p>	
<b>7.8 EQ Operating Plan</b>	Cascading down from the EQ Strategic Plan - 2021 EQ Operating Plan was provided. EQ Quarterly Milestones document which then will flows into the workplans for EQ Team. To be provided quarterly as oversight for the Board.	
<b>8.0 Other Items for Ratification &amp; Noting</b>		
<b>8.1 Standing Business Items – Members Safety &amp; Horse Welfare, Culture</b>	Recommendations that the Sport Committees consider the same standing business items.	
<b>8.2 Statewide Facilities Plan</b>	EOI published – working groups to be more inclusive – 10 nominations so far.	
<b>8.3 2022 Eventing Queensland Squad Criteria</b>	<p>2022 Eventing Queensland Squad Criteria provided for ratification.</p> <p><b>MOTION 5</b> (EQ200405) “That the 2022 Eventing Queensland Squad Criteria provided for ratification be accepted”.</p> <p>Board in agreement.</p>	
<b>8.4 Yellow Cards, Official Warnings, reported Concussions &amp; Rider Falls</b>	Reports received as well as TD report for Fig Tree Pocket.	
<b>8.5 Membership &amp; Horse Registrations</b>	<p><b>MOTION 6</b> (EQ200406) “Horse registrations and new memberships be accepted for March, 2021”.</p> <p>Board in agreement.</p>	
<b>8.6 Correspondence</b>	<p><b>Elite</b> Andrew Cooper – Pepper Jack Andrew Cooper – Manhattan</p> <p><b>Futures</b> Brooke Dougall - My Locky Andrew Cooper – Hey Arnold</p> <p><b>Junior</b> Madeleine Ryder – MisterMighty Caitlin Ward - Chardale Jett</p>	

**Summary of the Minutes of Equestrian Queensland Board meeting held  
Tuesday 20 April 2021 (6.40pm – 9.30pm)  
Held at Sports House, 150 Caxton St, Milton**

	<p><b>MOTION 7 (EQ200407)</b>          “In agreement the combination provided by Eventing Queensland to be appointed to the EVQ Elite, Futures and Junior Squad 2021”.</p> <p>For information - Letter from Chair of EA’s Finance Committee outlining the tendering of the current insurance program.</p>	BT to draft letter (with DH)
<b>8.11 Member &amp; Other complaints</b>	Report provided.	
<b>9.0 Other Business &amp; Next Meeting</b>		
<b>9.1 Board Calendar</b>	2021 Board calendar tabled.	.
<b>9.2 Other Business</b>		
	<p>The meeting closed at 9.45pm.  <b>The next scheduled Board meeting is to be held on Tuesday 18 May, 2021.</b></p>	

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**Equestrian Queensland Board Meeting**

**Active Action Register**

Red (off track)  
Amber (almost off track)  
Green (on track)

Ref Mth	Assigned To	Action	Status	Due	Status (In Progress; On Hold or Complete)
Nov 2020	BT, JM SD	Arrange meeting with QAS about opportunities to link EQ HP activities and athletes with QAS programs	Green	April 21	In progress
Jan 2021	BT	Document Hon Life membership appointments. Engage with other States as to their process of appointments/criteria	Green	May 21	In progress
Feb 2021	BT	Complaints Handling - To provide information and examples of MPIO and game day protocols for dealing with complaints processes in sports of similar size and larger size sports	Green	April 21	Currently collating examples
Feb 2021	BT	Raise matter of ability of Dressage Judge to eliminate horses due to horse welfare concerns at eventing competition.	Green	April 21	To action
Feb2021	BT & SD	Explore opportunities to deliver national off horse youth camp at the AIS.	Green	April 21	To action
March 21	BT & MR	Working with IQ re clarification of gear check stewards. Roles and responsibilities	Green	April 21	To action
April 21	SD	EQ to look at ways through EA online to to provide support and assurance to take burden off event organisers	Green	May 21	To investigate
April 21	SD	SD consult with NO'F for feedback on amendments to EQ Selection & Selectors Policy.	Green	May 21	Provide draft May Board meeting.
April 21	BT	Letter to EA Finance Committee re:- the tendering of the current insurance program	Green	April 21	To action