

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	No in-camera session. Meeting opened at 8.00pm.	
2.0 Meeting opened	Directors in Attendance: C Keable, J Harm, N Ballard, J Huppert and S Austin, N Lane  Apologies: D Finch  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	<b>MOTION 1 (EQ2311001)</b>  “That the minutes held on 20 October, 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	<b>MOTION 2 (EQ201002)</b>  “That the summary minutes of sport committees received be accepted”.  Board in agreement.	Reviewing Sport Committee Charter ahead of AGM
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	No matters arising.  AAOR v Foundation	
7.0 Strategic Objectives & Executive Reports		
7.1 EA Administration	Additional invitation to be forwarded to attend Xmas Trackside event.	BT to send invitation.
7.2 EQ Strategy / Risk	Opportunity to assign individual lead areas for oversight rather than whole board across each item on the risk register. Draft Risk Appetite Statement and Risk Management Policy tabled to be reviewed.	Board to provide feedback on documentation. BT to organise separate strategy risk session to board meeting. QSEC – Tuesday 19 January. Engage facilitator

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
7.3 CEO Report & Monthly Financials	<p>Common themes emerged at EQ Board and Sport Committee</p> <p>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>Seeking support from Board Directors to attend a discipline Sport Committee meet</p>	
7.3 CEO Report & Monthly Financials	<p><b>Policy and Risk Review</b> - work is continuing. Draft Risk Management Policy and Risk Appetite Statement attached to Board pack. Still waiting advice from EA re: National Risk Management policy due for internal circulation with State Branches.</p> <p><b>Biosecurity &amp; Coronavirus</b> – Further easing of restrictions.</p> <p><b>Officials &amp; Coaching Committee/Advisory groups</b> – EA in process of reviewing EA Coaching Committee Charter and appointment process.</p> <p><b>State Wide Facilities Project</b> – project on track – end of progress report due January 2021.</p> <p><b>Sport Committee &amp; Forum</b> : reasonably low attendance. Proposing for one forum per year be mandatory for all sport committee members with overall governance required.</p> <p>Key actions: officials education/funding and pathways support/safety/helmet tagging/lack of volunteers and youth on committee (Next Gen); regional support and benefits</p>	
	<p><b>Operations</b></p> <p><b>Staff</b> – casual staff member commence in admin support role until Jan/Feb. Additional role early Dec to end of year.</p> <p><b>Membership</b>– see break down provided. Trend with decrease in senior competitor membership and increase in participation membership. Overall membership numbers favourable and growth from 2019.</p> <p>Survey underway with Participant members who were competitive in previous year.</p> <p><b>Budget</b> – 2021 draft budget provided in separate item pre-meeting.</p>	
	<p><b>Club Development &amp; Governance Workshops</b> – Club Forum/Good Governance being planned for Feb online. Plan for face to face delivery in Toowoomba and Central Queensland. Expensed in 2019 so there are no fixed cost for the workshop other than travel.</p>	
	<p><b>Opportunities &amp; Advocacy</b></p> <p><b>Dressage Queensland/CDG</b> – See additional item. Revised scope provided by DQ, previously requested approval for capital allocation to support refurbishment of outdoor arenas at Barr Oval. CDG were successful in securing 13k government grant. EQ’s approval for funding was pending the grant being successful (application was for \$20k).</p>	

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
	<p>DQ looking at a surplus this year after loss in 2019. Recommendation at this time, is to support funding allocation. Suggest to split commitment across 2020/2021</p> <p><b>Safety &amp; Medication Service Provision</b> – EA currently preparing resources to support event organisers, clubs and officials with determining level of medical/first aid coverage and personnel required in line with national discipline rule and state rules. Recommencing planning for safety forum in early 2021. Currently completing safety review for IQ. Lesson Learn i.e. helmet tagging, coaching.</p>	
	<p><b>MOTION 3 (EQ231103)</b> “That the October CEO report be accepted”.</p> <p>Board in Agreement.</p>	
<p><b>7.4 2020 Financials &amp; 2021 Budget</b></p>	<p>Conservative budget, 3<sup>rd</sup> consecutive year that membership fees have not increased. Small income for October aligned to current scenario. Expenses built on current expenses plus 2% with small surplus.</p> <p><b>MOTION 4 (EQ231104)</b> “That the Budget and October management &amp; financial reports including commentary be accepted”.</p> <p>Board in Agreement</p>	
<p><b>7.5 COVID-19 Impact/Easing of Restrictions</b></p>	<p>Correspondence received regarding easing of COVID-19 restrictions as at 1 December.</p>	
<p><b>8.0 Other Items for Ratification &amp; Noting</b></p>		
<p><b>8.1 EQ Coaching Advisory Group/ TOI / EOI and survey results</b></p>	<p>Agenda item in last month board pack. Built out responsibilities and terms of CAG. Two group members stepping down to allow for new members to join and compliment existing skillset. Balance of existing and new nominees. EOI this week to be distributed this week via media platforms.</p>	
<p><b>8.2 EQ Next Generation Advisory Group – TOR/EOI</b></p>	<p>The concept will support succession planning. Keep younger members involved in Governance and sport operations. Targeting youth between 15-25 who will report directly to the board and allow for engagement with younger members. EOI to be released and distributed via media platforms.</p>	<p>Board to provide feedback</p>
<p><b>8.3 EQ Board &amp; Sport Committee, call for Nominations/AGM</b></p>	<p>Recreational membership, not defined in the constitution as constitution allows for creation of membership classes. Category didn't allow for voting rights (Board Determined). Decision of the board to allow for voting rights to be delegated, to support the one member one vote in principal. Continued requirement of category if on EQ Board or Sport Committee. Ensure educational of no blue card no start.</p> <p>Honorary Life Membership, Mary Seefried . Chris Burton already an Hon Life Member in ENSW,</p>	

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
	<p>Motion endorsed by the board and then determined by the members, as part of the AGM process. Supportive of Mary Seefried included in Honorary Life Membership.</p> <p>For future action – criteria constitutes a Hon Life membership and what does EQ warrant and at what time?</p> <p><b>MOTION 5 (EQ231105)</b> “That the Board supports the nomination of Mary Seefried for Hon. Life membership as a Special Resolution for AGM”.</p> <p>Board in Agreement</p>	
<b>8.4 Major Event Reviews</b>	Draft Dressage calendar received, Show Horse calendar, Eventing calendar, Interschool calendar received.	
<b>8.5 Safety , Horse Welfare and Medical Response</b>	FYI – survey link to get data on Medical response	
<b>8.6 High Performance Planning 2020-21</b>	<p>EA High Performance Forum EA scheduled for 17 December. Forum is a follow on from 2019 AIS educational concept. The program as been renamed Competitive Edge.</p> <p>2021 Youth Camp – contribution to budget from EQ and EA. Camp held over 4 days with a comprehensive program.</p> <p>Eventing Queensland criteria changes.</p> <p><b>MOTION 6 (EQ231106)</b> “That the Board supports changes make to the Eventing Queensland Squad criteria”.</p> <p>Board in Agreement</p>	QAS – early 2021 JH and BT to reach out
<b>8.7 Safety, Horse Welfare and Medical Response</b>	Medical response survey remains open.	
<b>8.5 Event Planning / End of Year</b>	Well supported with ticket sales closing shortly. Seeking quotes on venues for 2021.	
<b>8.7 Dressage Qld – Funding support for QSEC improvements</b>	<p>Improved surfaces of major venue supported member safety and horse welfare. The approval of funding will be dependent on clarification of final project scope and confirmation of additional requirements and liabilities.</p> <p>Noting the indicated likely preference from DQ to fund the improvement of two arenas to the Martin Collins wax surface Questions:</p> <ol style="list-style-type: none"> <li>1. Has Martin Collins provide written confirmation that the wax surface is suitable for the venue and location and will not require additional sand and irrigation etc.</li> </ol>	BT supported in principal further due diligence and further oncosts are considered

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
	<p>2. If this option is supported with the approval of \$36,388 (i.e. \$13,888 from cash reserves +\$15,000 from DQRSC fundraising + \$7,500 DQ Virtual series) where is the shortfall of \$10,150 (Project cost: \$46,530 – DQ contribution: \$36,388) proposed to be funded from?</p> <p>3. Has CDG been asked to contribute funding for the option of upgrading two arenas to the Martin Collins wax surface to cover the shortfall of \$10k and would they contribute?</p> <p>4. Are there ongoing costs in relation to maintenance and who funds and requirements as it relates to water?</p>	
8.9 SDF Allocations	No major changes. 2021 is a year of accreditation so expectations would be that they are fully subscribed.	
8.10 State-wide Facility Plan	<p>Lockyer Valley Racing Equine Precinct – project is to redevelop the Lockyer Valley Race Course. Project seeking investment from EQ to support next part of project feasibility.</p> <p><b>MOTION 6 (EQ221106)</b> “That the funding of \$3000 be contributed to the projected”.</p> <p>Board in agreement.</p>	
8.11 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	Reports received.	
8.12 Membership & Horse Registrations	<p><b>MOTION 7 (EQ221107)</b> “Horse registrations, change of names and new memberships be accepted for October, 2020”.</p> <p>Board in agreement.</p>	
8.13 Correspondence	EA Measuring minutes, TD Report for TEG and	
8.14 Member & Other complaints	Report provided with an overview given of issues arising during the course of the month.	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2021 Board calendar tabled. Finance meeting on Tuesday 8 December.	
9.2 Other Business	<p>Jumping Queensland EOI – Junior and Young Rider Squad. Simple performance based criteria with review to occur in 2021 of the Jumping Queensland Senior squad.</p> <p>QHIA and HBMLG – Peter Toft and Mandy Finnimore valued contribution to these organisations. Re-appointment of Peter and Mandy for 2021 with annual report/presentation to the EQ Board in mid 2021.</p> <p>Board in agreement</p>	

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
	<p>EKKA Sponsorship proposal with benefits tabled. EQ to re-engage with EKKA to reduce contribution whilst retaining naming rights for a jump.</p> <p><b>MOTION 8 (EQ231108)</b>            “That the Board approves Jumping Qld EOI, appointment of QHIA and HBMLG representatives, Ekka Sponsorship in principal to an agreed value”.</p> <p>Board in Agreement.</p>	
	<p>The meeting closed at 10.40pm.</p> <p>The next scheduled Board meeting is to be held on Tuesday 19 January, 2021 to be held at QSEC in conjunction with QLD Youth Development Camp.</p>	