

**SUMMARY Minutes of Equestrian Queensland Board meeting held  
Tuesday 24 August 2021 (6.30pm – 9.30pm)  
Held at Sports House, 150 Caxton St, Milton and ZOOM**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	In-camera session with Show Horse Queensland.	
2.0 Meeting opened	<p><b>Meeting</b> opened at 7.30pm.</p> <p><b>Directors in Attendance via ZOOM:</b> C Keable, N Ballard, N Lockhart, D Holland, J Huppert and G Lung</p> <p><b>Apologies :</b> J Harms     <b>In attendance :</b> 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. Conflict of interests added for NB and one removed for DH.	
4.0 Minutes of Previous Meeting including flying minutes	<p><b>MOTION 1 (EQ240801)</b> “That the minutes and summaries held on 18 July, 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 (EQ240802)</b> “That the minutes of sport committees received be accepted”.</p> <p>Discussion around the support of eventing clubs utilising the current surplus left in the Sport Development Funding to support Safety Initiatives i.e. recommendation under the National Eventing Rules as it relates to the recommendation of cross country jump judges having a First Aid Certificate. Consider supplier doing a bulk cost for multiple clubs.</p> <p>Board in agreement.</p>	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	<p>No other business arising.</p> <p>Update on active action register. Provide insurance policy schedules and quotes on Cyber Insurance to DH and response to IQ matter.</p>	
7.0 Strategic Objectives & Executive Reports		
7.1 EQ Chair Update	More formal update from EQ as to progress expected from EA by the end of the year.	
7.2 2021 Strategic Planning – Feedback, Values and Implementation	<p>Strategic planning was placed in e-news and website to the members as to seeking feedback by 11 August. No feedback provided. Next steps are to consider the vision, operationalise it, set KPI’s. Look at next 2022 first with defined outcomes and goals under each of the strategic initiatives. Board to consider a lead under each of the initiatives and support the CEO and operations. Values have changed slightly. Definitions under each of the values need to be simple and recitable, especially as it relates to culture.</p> <p>October/November presentation of Operations Plan.</p>	BT to consult with JH as to the revised wording to shape the draft for next Board Meeting.

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<p><b>7.3 EQ Risk Management &amp; Risk Register</b></p>	<p>Risk Management Framework as provided by Sports Australia, documentation of which makes it simple for organisations to utilise. EQ's Risk Register needs to be modernised.</p> <p>Proposal from EQ CEO to engage consultant (if required) due to risk management experience and equestrian sport knowledge and scale of scope (1-2 days work).</p> <p><b>MOTION 2 (EQ240803)</b> "The Board endorses the framework and agrees to the engaging of a consultant to assist with the process".</p>	<p>Schedule a stand allow workshop to revise the EQ Risk Register.</p>
<p><b>7.3 CEO Report &amp; Monthly Financials</b></p>	<p><b>Policy and Risk Review</b> Work continuing re National Integrity Framework.</p> <p>EA have appointed an interim National Complaints Manager. This role will be responsible for the rollout of the National Integrity Framework. They will be gathering the feedback from stakeholders, reviewing Constitutions and by-laws to ensure consistency and embedding these into the new policies. They will also work with States to implement the new policies.</p> <p>In addition, this will be the point person for complaints. They will triage all complaints and decide where they need to be handled and what can be sent to SIA (which hopefully is most). TBC whether this role takes on management of the complaints, that can't be forwarded onto SIA, on behalf of the States.</p> <p>Have submitted formal feedback to EA regarding SIA documents and proposed minor changes to best apply to equestrian sport and broader context.</p>	
	<p><b>High Performance</b> EA Competitive Edge – Coaching Philosophies – Tuesday 24 August 2021 (opened to all HP and emerging athletes across EA state branches.</p>	
	<p><b>Officials Coaching Advisory Group</b> Working towards the establishment of a whole of sport officials working group.</p> <p><b>State Wide Facilities Project</b> – Project on track. Standing item EQ Board meeting Project on track. Standing item EQ Board meeting</p> <p>Lockyer Valley Project – Business case approved by Lockyer Valley Regional Council. Heads of Agreement to be considered and then funding opportunities.</p> <p>Toowoomba Showgrounds – Next meeting with Toowoomba Regional Council and Toowoomba Showgrounds 27 July 2021.</p>	

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	<p>Townsville – Preliminary meeting held with Townsville council and state government. In person meeting was to be held on 18 Aug at Townsville site (Blue water Equestrian Centre). Meeting deferred. EQ CEO to travel to Townsville (cost \$800 flight, accom etc) for workshop planning and business case in September 2021</p> <p>QSEC – process underway and working well with council to improve service and preparation of venue and surface. Venue planning underway re-revised masterplan and improved surfaces. Masterplan to be provided to EQ.</p> <p>Continuing to target individuals to be part of other project group groups. Initial funding allocation of \$2,000 for each project to allocated to support each project planning process and support engagement and funding contribution from land owner to support project.</p>	
	<p><b>COVID-19</b> Community Sport restrictions eased as of 4:00pm Friday 20 August 2021.</p> <p>Planning underway for contingencies should QLD/SEQ enter further lockdowns particularly with Brisbane CDN.</p> <p>Meeting scheduled for Friday 20 Aug to develop contingencies and dates for when decisions will be made about event and how it may be delivered or if when we may need to postpone or cancel.</p>	
	<p><b>Membership</b> – See break down provided. Tracking well. Exceeded 4000 for the first for first time. Large increases in Participant category.</p> <p><b>Budget</b> – Confirmation from QLD Gov Sport and Rec re 2021-22 funding allocation received – extension for 12 months to September 2022 - \$200,000. \$100,000 to be carried forward to 2022. Draft Reforecast Budget meeting with Red Shed for 24 August 2021</p> <p><b>Participation</b> - EA is in the process of recruiting for a Participation Manager. This role will be responsible for the deliverables under EA’s Core Participation funding agreement with Sport Aus. These include: development of a whole-of-sport participation plan and participation initiatives; rollout of the LMS, with appropriate content; discussions and future direction with Pony Club; Diversity and inclusion plan (including a RAP); and review/delivery (where appropriate) of various programs – Ready Set Trot, Interschools, Sporting Schools, etc. They will be a point person on national participation initiatives, working closely with the State branches.</p>	

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Agenda Item	<p><b>Insurance</b> Still on going with EA.</p> <p>Most coaches now have their update CoC. New EA broker Marsh yet have publish details about policy conditions completed renewal.</p> <p>Currently obtaining cyber insurance. Awaiting final policy coverage and price from provider. Expected to be approx. \$2,000 for 12 months.</p> <p><b>Club Development and Forum</b> Continuing to plan for face to face and or zoom delivery workshops for Toowoomba and Central Queensland</p>	Action/Time Frame
	<p><b>Sport Committee Governance &amp; Conflict</b> EQ CEO provided verbal update.</p>	
	<p><b>Opportunities &amp; Advocacy.</b></p> <p><b>QSEC</b> Master planning and facility investment planning underway with MBRC</p> <p><b>Meeting with Pony Club Queensland</b> Pony Club Queensland are in agreement to EQ's proposal to hold a joint PCQ &amp; EQ Board meeting in the coming months (likely October 2021). Draft agenda to be prepared next month. Topics to include Safety, Horse Welfare, Culture, Facilities, Participation, Volunteers and Governance.</p> <p><b>EQ Thank you Series &amp; Volunteer Recognition Program</b></p> <p><b>Financials</b> – Overall of positive position provided which included the positive financials of each of the Sport Committees. GWC, Interschool still to be finalised. Dressage has expenses yet to incur with upcoming events.</p>	
	<p><b>MOTION 4 (EQ240804)</b> "That the July CEO report and July financials be accepted".</p> <p>Board in Agreement</p>	
7.4 EQ 2021 Budget Re-forecast, 2021 Mid Year Fees	Budget re-forecast to be submitted. Engaged with Redshed as to template to be utilised now and moving forward. Board to consider appetite for Investment and opportunity to seek guidance in this area.	
8.0 Other Items for Ratification & Noting		

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8.1 Standing Business Items – Members Safety & Horse Welfare, Culture	Information on documentation provided by New Zealand. Agricultural Chamber in NZ adopting process.	
8.2 Standing Business Item Culture		
8.3 Standing Business Item State-wide Facilities Plan	Lockyer Valley Concept map provided. Concept not dependent on 2032 Olympics. It is a Teir 2 training facility.  Concept map provided for Toowoomba Showground. Toowoomba Regional Council are keen to activate Showgrounds site and are engaging resources to support project working group. Visual overlay provided.	
8.4 Jumping Queensland Committee	No item presented.	
8.5 Eventing Queensland Squad appointments	<b>MOTION 5 (EQ240805)</b> “That the EQ Board endorsed the Eventing Queensland Squad be accepted”.  Board in Agreement	
8.6 Vaulting Queensland Committee Appointment	<b>MOTION 6 (EQ240806)</b> “That the EQ Board endorsed the Vaulting Queensland Committee appointment”.  Board in Agreement	
8.7 EQ Awards	Overview of planning of the EQ Awards. Rydges on 12 February recommended as venue for the 2021 Equestrian Queensland Awards night. N Lockhart to provide guidance as to criteria and Board representative for nominations panel.	
8.8 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	Reports tabled.	
8.9 Membership & Horse Registrations	<b>MOTION 7 (EQ240807)</b> “Horse registrations and new memberships be accepted for July, 2021”.  Board in agreement.	
8.10 Correspondence		
8.11 Member & Other complaints	Report provided.	



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<b>9.0 Other Business &amp; Next Meeting</b>		
<b>9.1 Board Calendar</b>	2021 Board calendar tabled.	.
<b>Agenda Item</b>	<b>Decision/Outcome/Discussion</b>	<b>Action/Time Frame</b>
<b>9.2 Other Business</b>		
	The meeting closed at 9.20pm. The next scheduled Board meeting is to be held on Tuesday 21 September, 2021.	



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