

**SUMMARY of the Minutes of Equestrian Queensland Board meeting
Tuesday 30 August 2022 (6.30pm –9.30pm)
Held at Sports House Milton and on ZOOM**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	In-camera session was not held	
2.0 Meeting opened	<p>Meeting opened at 6.30pm.</p> <p>Directors in Attendance: N Ballard, D Holland, N Lockhart & A Allard, G Lung</p> <p>Apologies: Nil</p> <p>In attendance: B Toft</p>	
3.0 Declarations of Conflict of Interest	Conflict of Interest register: No amendments to be made.	
4.0 Minutes of Previous Meeting including flying minutes	<p>MOTION 1 (EQ300801) “That the Minutes dated 19 July, 2022 and the Summary of the 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 (EQ300802) Sport Committee July meeting minutes be accepted.</p>	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	Nil matters arising from the July Sport Committee Minutes.	
7.0 Strategic & Executive Reports		
7.1 Risk Management Workshop	<p>7.1 Risk Management Workshop</p> <ul style="list-style-type: none"> • Reviewing existing risk register • Identifying risks • Rank the risks • Assign risk owners • Consider/develop mitigation plans for the top risks • Review plans regarding communication of risks and changes to situations. • Audit/compliance processes <p>ACTION: BT to revise EQ Risk Register with additional items and distribute risk ranking assessment to EQ Directors individually to rank risks using EQ matrix ahead of September 2022 EQ Board meeting.</p>	
7.2 Strategy workshop	<ul style="list-style-type: none"> • Review EA draft strategy (subject to release) • Align the EQ strategy with EA strategy (where possible) • Review, assign, re-assign owners for each EQ strategic initiatives <p>ACTION: EQ to adopt the EA values as values for EQ. BT to review existing EA & EQ strategic plan to align EQ strategy where possible.</p>	

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8.0 Other Business		
8.1 CEO report and Financials	<p>MOTION 3 (EQ300804) “That the CEO & Financial reports for the month of July be approved.”</p> <p>Board in Agreement</p>	
8.2 Membership & Horse Registrations	<p>MOTION 4 (EQ300804) “That the EQ Board approves the Memberships and Horse Registrations as provided for the month of July”.</p> <p>Board in Agreement</p>	
	<p>The meeting closed at 9.30pm.</p> <p>The next scheduled Board meeting is to be held on Tuesday 20 September, 2022 @ 6.30pm</p>	