

**SUMMARY of the Informal Meeting of Equestrian Queensland Board
Tuesday 21 February 2023 (6.30pm –8.30pm)
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	Meeting opened at 6.40pm. Directors in Attendance: N Ballard (ZOOM), D Holland, N Lockhart Apologies: A Allard, G Lung In attendance: B Toft and S Duffy	
3.0 Declarations of Conflict of Interest	Conflict of Interest register. Nothing to add to the register.	
4.0 Minutes of Previous Meeting including flying minutes	Previous minutes and summary provided for approval.	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	Sport Committee minutes provided. <ul style="list-style-type: none"> Show Horse Queensland first event – small surplus 	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	No matters arising.	
7.0 Strategic & Executive Reports		
7.1 Chair Update	Email circulated as it relates to State Representatives on EA Nominations Committee and Fees & Levies Committee. Consider for future, any Queensland representatives that could be nominated for the EA Board?	CEO to advise EA of nominated delegate.
7.2 EA Reform	Meeting with CEO EA. Agenda to be forwarded. Shared Service draft document provided EA Working Group for review with timelines.	Meeting date to be confirmed with EA. EQ to provide framework to EA.
7.3 Risk and Strategy Update	<ul style="list-style-type: none"> Risk Management - Assigning of roles to be left with the Board and CEO. EQ has been made of one matter/concern. EQ has prepared a briefing and reported concern to Sport Integrity Australia, QLD Police, QLD Government Department of Children and Families. Person is not a current EQ member. 	Assigning of roles to be reviewed post AGM
7.4 CEO report	<p>Integrity: No matters with Sport Integrity Australia related to EQ.</p> <p>Child Protection: Implementing safeguarding officers at IQ State Championships (EQ Staff member). Rolling out media accreditation process for all EQ events in 2023. Included in club news.</p> <p>EQ has been made of one matter/concern. EQ has prepared a briefing and reported concern to Sport</p>	

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	Integrity Australia, QLD Police, QLD Government Department of Children and Families. Person is not a current EQ member	
	<p>Risk Management & Strategy: Separate item noted on the Agenda.</p> <p>State Event Safety Officer (SESO – attachment A). EQ has commenced roll out of duties within EQ office with pilot completed at Toowoomba Express Eventing and Tamborine CCI.</p> <p>Safety & Medical Provision Draft EA Medical Service Provider Framework. EQ continuing to pilot parts of framework, whilst seeking input/feedback from EQ sport committees. Currently scoping with EA plan to pilot framework at selected events from Jan 2023</p> <p>Further updates to online incident reporting form (FORM 8) have been released by EA.</p> <p>EA Structure and Reform Verbal update to be provided and Agenda Item 7.2.</p> <p>Horse Traceability No New business</p> <p>State-wide Facilities Project & Facilities Update re EQ State-wide Facilities Strategy 2019-2028 published in December 2022 and January 2023</p> <p>See Separate Agenda Item 8.4</p> <p>QLD World Cup See Attached C</p> <p>Membership Statistics and EQ Pathways Campaign See breakdown below. Tracking well. See attachment B</p> <p>Officials and Coaching Advisory Groups Some conflict occurring at national level within EA Coaching Committee. EQ providing support.</p> <p>EQ Sport Committees Verbal update provided.</p> <p>Sponsorship Hygain whole of sport engagement. New agreement for 2023 underway.</p>	

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	<p>2022 Meeting held with BCC Deputy Mayor in November. EQ to create draft terms of reference for facilities legacy working group. Awaiting</p>	
	<p>Pony Club Queensland & IQ Jumping Event Joint meeting deferred. Sought opportunity for further meeting. Planning for mid year.</p> <p>EQ Thank You Volunteer Recognition Program Update to be provide at Board Meeting. Focus retiring sport committee representatives</p> <p>EQ Next Gen Priorities include profile, intervarsity launch and event engagement. Working on project plan.</p> <p>Intervarsity roll out continuing. Mentoring program being developed.</p> <p>Potential Issues REGI – See attachment D – BT to travel to Rockhampton on 1 March. Mullins redrafted Notice. Scott- Young See attachment F</p>	
7.5 2022 End of Year Result and 2023 Forecast/Budget	<p>January 2023 ahead of this time last year. \$5,000 behind on revenue due to timing of receipt of sponsorship.</p> <p>Draft audited financials due 7-10 days prior to the AGM.</p>	January financials to be forwarded and confirmed by flying minute.
7.5 EQ AGM	<p>Equestrian Queensland Board and Sport Committee Nominations and AGM communication and election to be published on Wednesday 22 February 2023.</p> <p>Keep current Board meeting date for March (to be decided closer to the AGM).</p>	NB to reach out to new board member.
8.0 Other Business		
8.1 Standing Business Item (Member Safety & Horse Welfare)	<ul style="list-style-type: none"> Show Cause Notice K Humphrey – Rider Safety Ineligibility Register By-Law 	
8.2 Standard Business Item (Culture)		
8.3 Standing Business Item (High Performance)	2024 Dressage Squad Criteria and Contract	

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8.4 Standing Business Item (State-wide Facilities Plan)	<p>No funding has been gazetted yet for the venues. Government currently considering venues.</p> <ul style="list-style-type: none"> • Infrastructure funding for a surface at Toowoomba has been applied for. • QSEC data supplied to support any development • Other 	
8.5 Member Survey	Report provided of 2022 EQ Member Surveys – information pieces around Regional and volunteer initiatives.	To be published on website.
8.5 EQ Coaching Advisory Group	<p>The EQ Coaching Advisory Group (CAG) currently consist of five members being: Darryn Fedrick, Grant Paddison, Karen Crommelin, Sasha Ulasowski and Trudy Dougall.</p> <p>Trudy Dougall is currently the Chair of the EQ CAG. Trudy is also the Queensland delegate on the EA Coaching Committee and Grant Paddison is the secondary delegate.</p> <p>Sasha Ulasowski has recently resigned from the CAG due to work and family commitments (see 8.10).</p> <p>EQ is due to call for Expressions of Interests for the CAG. The current Terms of Reference for the CAG allow for member to serve two terms of two year.</p> <p>It is proposed to extend this to allow members to serve up to three terms of two years (see attached terms of reference) .</p> <p>A draft of the EOI information is provided below for the Board’s information</p>	
8.7 Membership & Horse Registrations	Reports provided for the month of January.	
8.8 Yellow Cards, Official Warnings, Reported Concussions and Exemptions	Reports tabled.	
8.9 Correspondence	<ul style="list-style-type: none"> * Resignation received Emily Ballard * Resignation received from Sasha Ulasowski * Letter as drafted by John Mullins 	
8.10 Member Complaints	Report tabled and overview provided.	
8.11 Board Calendar		



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	The meeting closed at 8:30pm. The next scheduled Board meeting is to be held on Wednesday 22 March 2023 @ 6.30pm	

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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)
April 2022	SD	EQ to look at ways through EA online to provide support and assurance to take burden off event organisers	Green	May 23	Underway Pilot of Safety/Assurance duties in Eventing in 2023
May 2022	BT	Develop draft Terms of Reference for EQ Safety Working Group	Green	July 22	ON HOLD – awaiting activation of EA WH&S Committee
June 2022	BT	Liaise with QRIC re process for safe removal of deceased horse from events	Green	July 22	Underway
July 2022	BT/SD	Mentoring Programs – see what is available for Next Gen	Green	Mar 23	Underway
Jan 2023	BT	Risk Register and implementation of Worksafe 365	Green	Mar 23	