

**SUMMARY Minutes of Equestrian Queensland Board meeting held  
Tuesday 13 August 2019 (7.30pm – 9.40pm)  
At Sports House, Castlemaine Street, MILTON**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
<b>1.0 In Camera Session</b>	The meeting was opened at 7.30pm.	
<b>2.0 Meeting opened</b>	Directors in Attendance: D Finch, S Austin, N Ballard, J Huppert, C Keable, N O'Farrell  Apologies: Nil  Guests: B Toft, S Duffy	
<b>3.0 Declarations of Conflict of Interest</b>	No new or additional conflicts noted.	
<b>4.0 Minutes of Previous Meeting including flying minute</b>	<b>MOTION 1 (EQ130801)</b>  "That the minutes held on 18 June 2019, 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
<b>5.0 Sub/Sport Committee Reports/Minutes</b>	<b>MOTION 2 (EQ130802)</b>  "That the minutes of sport committees received be accepted".  Board in agreement that the sport committee minutes be approved.	BT and SD to work with Sport Committee so that minutes are clearer.
<b>6.0 Matters arising from the Sub/Sport Committee Minutes</b>	No matters arising.	
<b>7.0 Strategic Objectives &amp; Executive Reports</b>		
<b>7.1 CEO Report &amp; Monthly Financials</b>	CEO progress report circulated <ul style="list-style-type: none"> <li>• Risk Register – first review completed.</li> <li>• Sports Committee advisory group a potential sub-committee.</li> <li>• EA CEO's meeting scheduled for 16 August in Perth.</li> <li>• Statewide facilities project – project on track with council consultation commenced and will continue through the rest of August. Draft report for presentation in September to EQ Project Steering Committee and EQ Board.</li> <li>• Resignation EQ SDO, HP, Education and MCP with official last day Thursday 14 August. Review operating structure with intention to streamline co-ordination and service delivery of projects.</li> <li>• Quarterly milestones on track.</li> </ul>	

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<b>7.1 CEO Report &amp; Monthly Financials</b>	<ul style="list-style-type: none"> <li>• Mid year membership offering on track for internal KPI of 4.6% increase – currently on 3.8% increase.</li> <li>• Equestrian Australia HP funding confirmed. EVQ has been advised.</li> <li>• EA communication – concerns raised with EA regarding information being distributed directly to members without prior consultation.</li> <li>• QCAS – met with QCAS GM. EQ to present an info session at their bi-yearly conference in January.</li> <li>• Moreton Bay Regional Council (QSEC) acquired additional land. Council receptive to proposal to make the land available as a XC course.</li> <li>• Overview on July financials given.</li> </ul> <p style="text-align: center;"><b>MOTION 3 (EQ130803)</b> “That the July management &amp; financial reports including commentary be accepted”.</p> <p>Board in agreement</p>	<p>CEO to provide quarterly milestones update at September board meeting.</p>
<b>7.2 Risk Register Review</b>	<p>Reviewed revised risk register. Assigned board member to review draft treatment and controls for presentation at September Board meeting.</p>	<p>CEO to work with JH and represent register in September board meeting</p>
<b>7.4 Future EA Capability Questions</b>	<p>EQ’s position is to refer to the minutes/meeting summary from the EQ Board meeting with EA Directors – on 21 May 2019 which detailed EQ’s position on priorities and issues.</p>	<p>CEO to re-issue meeting summary to EA CEO.</p>
<b>8.0 Other Items for Ratification &amp; Noting</b>		
<b>8.1 EQ Constitution</b>	<p>Complete full review and identify any areas that potentially require amendments.</p> <p>Board in agreement.</p>	<p>Draft to be prepared prior to end on 2019</p>
<b>8.2 EQ Board Director EOI</b>	<p>Hold the vacancy until the EQ AGM. Board to take the opportunity to do strategic work.</p>	<p>CEO to advise applicant of outcome</p>
<b>8.3 Biosecurity, Hendra Virus &amp; Titre Testing</b>	<p>Information noted. No action required at this time.</p>	

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<b>8.4 Yellow Cards, Official Warnings, Reported Concussions &amp; Rider Fall Report</b>	Last report received from EA with additional yellow cards information included from the most recent Queensland events. Detailed falls report highlighted trends of re-occurring falls.	Policy review to be undertaken in 2019
<b>8.5 Show Cause Notice – Rider Falls</b>	Letter to be sent to member advising of matter. Seek response and commitment from member in writing as to what commitment is required (i.e. lessons, dropping down levels) to avoid being placed on the EQ Rider Ineligibility Register.	Review rider fall data and draft policy in regard to what number of falls in what period constitutes the placement of a rider on the EQ Rider Ineligibility Register.
<b>8.6 EQ Tribunal outcome and review</b>	Outcome of recent tribunal hearing provided. Discussion around difficulties of securing panel members. Look to extending from within the membership from all sports.	
<b>8.7 Member &amp; Other Complaints/Tribunal Outcomes</b>	Updated register of current issues tabled for information with a concise verbal overview provided.	
<b>8.8 Correspondence</b>	Updated Technical delegate reports across Eventing and Interschool provided for information.	
<b>8.9 Membership and Horse Registrations</b>	<b>MOTION 4 (EQ130804)</b> “Horse registrations and memberships be accepted for July, 2019”.  Board in agreement.	
<b>8.10 Program 6 Regional Facilities and Equipment grant applications</b>	Application for Tropical North Queensland and Redlynch Equestrian Approved. Application from Interschool Queensland for radios outside grant scope. Due to operating surplus and validity of application, Equestrian Queensland to provide a one off fixed asset purchase for radios. Savings from office re-location to be used to fund radio purchase.  Board in agreement.	
<b>9.0 Other Business &amp; Next Meeting</b>		
<b>9.1 Board Calendar</b>	2019 Board calendar tabled	
<b>9.2 Other Business</b>	Equestrian Queensland policy review.	All policies to be sent to all Directors for review.
	The meeting closed at 9.40pm.  <b>The next scheduled Board meeting is to be held on Tuesday 17 September 2019 at Sports House Milton.</b>	