

**SUMMARY Minutes of Equestrian Queensland Board meeting held  
Wednesday 16 April 2019 (7.55pm – 9.25pm)  
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 7.00pm after an in-camera session.	
<b>2.0 Meeting opened</b>	Directors in Attendance: D Finch, S Austin, J Huppert, C Keable, N O'Farrell  Guests: B Toft, S Duffy Apologies: C Gregory and N Ballard	
<b>3.0 EQ Coach Advisory Group Presentation</b>	Attendees: Members of the Coaches Advisory Group collaboratively delivered a high-level presentation of highlights, issues and plans for 2019. Great achievements considering the level of roadblocks since appointment.	BT to give CC contact regarding RTO to GVME
<b>4.0 Conflict of Interest</b>	No new or additional conflicts noted.	
<b>5.0 Minutes of Previous Meeting including flying minute</b>	<b>MOTION 1 (EQ16041)</b>  "That the minutes held on 20 March 2019 and summaries from September 2018 to March 2019 of the Board Meeting be approved." MOVED: S Austin SEC C Keable CARRIED	Publish all approved summary of the minutes to the EQ website and include in the next e-news 17 April
<b>6.0 Sub/Sport Committee Reports/Minutes</b>	Numerous items needing discussion out of the DQ minutes. BT attending next DQ meeting to be held on 17 April. Great to see the strategic planning minutes for DQ. Extremely hard working and innovative committee.  Suggested that the NIC be reinstated to ensure consistency across states in relation to the sports rules. Interschool is a pathway and progresses the juniors through this pathway and up to higher level competition with a particular focus on safety.  <b>MOTION 2 (EQ160402)</b> "That the minutes of sport committees received be accepted". MOVED: N O'Farrell SEC J Huppert CARRIED	NO to discuss this IQ to ensure that the sports rules are adhered to.
<b>7.0 Matters arising from the Sub/Sport Committee Minutes</b>	No matters arising.	
<b>8.0 Strategic Objectives &amp; Executive Reports</b>		
<b>8.1 Executive Report &amp; Monthly Financials</b>	Monthly CEO report to commence in May. Until then, CEO to keep the board informed of any hot issues as they arise and then after that to be included in the monthly board pack.	

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	<p>Draft copy 2019 operational plan tabled.</p> <p>Budget commentary. Income and expenditure sitting ahead of budget. Sport Committee financials are just under budget. EQ 1.43m - \$95k more than last year.</p> <p>Follow ups on non-renewing individual members and affiliates, whilst individuals may not be competing explain the offering by way of officials' pathway or recreational member so that they have peace of mind with the 24/7 insurance. Promotion on recreational category and the benefits. Focus for clubs would be what they are not covered for.</p> <p><b>MOTION 3 (EQ16043)</b>            "That the March management &amp; financial reports including commentary be accepted".            MOVED: S Austin SEC D Finch CARRIED</p>	
<b>8.2 Risk Register Standing Item-</b>	CEO to facilitate session on tolerance levels at next meeting, but reason to re-table the risk register was to look risks overall.	BT to facilitate a session in May/June including setting tolerance levels etc.
<b>Operational Plan 2019</b>	Draft plan provided	Feedback required from board members over next 2 weeks
<b>9.0 Other Items for Ratification &amp; Noting</b>		
<b>9.1 Membership &amp; Horse Registrations</b>	<p><b>MOTION 4 (EQ160404)</b>            "Horse registrations and memberships be accepted for March, 2019".            MOVED: J Huppert SEC: S Austin CARRIED</p>	
<b>9.2 Correspondence for noting</b>	<ol style="list-style-type: none"> <li>1. TD report from Warwick Horse Trials, falls and concussions – 65cm number of falls.</li> <li>2. TD report from Waterford Equestrian &amp; Pony Club, calls and concussion.</li> <li>3. Helmet tagging – how is it being implemented across the state.</li> </ol>	Keep register of riders falls across the disciplines. Propose to committees that it is included in their minutes. Request copies of discipline incident reports. BT to follow up on implementation of helmet tagging.
<b>9.3 Yellow Cards &amp; Official Warnings, and Concussions</b>	Lasted report received from EA.	Leave on the agenda.

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<b>9.4 EA Concussion Implementation Program</b>	Concussion documentation tabled, provided by NSO at EA. Roger Kane – preliminary communications regarding the intended conversations with the National Committees. EVQ earlier adopter.	BT to follow up on implementation coms plan.
<b>9.4 Member &amp; Other Complaints/Tribunal Outcomes</b>	At the time of distribution none had been received.	
<b>9.6 SDF applications</b>	Recommendation to approve requested amounts. Program 3 approval – need to ensure that when approval that EQ acknowledge that travel and accommodation as per the criteria was being met.	Approval letters to be sent.
<b>9.7 Vaulting Qld State Squad Criteria 2020</b>	<b>MOTION 5 (EQ160405)</b> “That the amendments to the Vaulting Queensland State Squad criteria for 2020 with suggested amendments is approved”. MOVED: N O’Farrell SEC: D Finch CARRIED	
<b>9.8 Office Relocation</b>	Current tenant has vacated the space. Confirmed spend has been confirmed to the builder. Relocation on schedule for end of May. Currently exploring moving away Telstra to headsets and using VOIP rather than fixed Telstra landlines. Some savings to move to this system.	
<b>9.9 State-wide Facilities Plan</b>	Example response – considerable amount of time digesting the criteria and questions. Small and slow uptake due to affiliates needing to discuss with various committee members. Survey can take up to 50 minutes to complete.	
<b>9.10 Data Systems</b>	Development needs to be strategically driven.	
<b>10.0 Other Business &amp; Next Meeting</b>		
<b>10.1 Board Calendar</b>	2019 Board calendar tabled.	No Action Required.
<b>10.2 Other Business</b>	Finance meeting has been scheduled for 28 November.	
	NO asked if there was anything in the constitution if the Board wished for form another “sub-committee”. BT advised that nothing in the constitution precluded the Board from doing this. Could be some preliminary discussions around a proposed “Officials Advisory Group”.	
	The meeting closed at 9.25pm.  <b>The next scheduled Board meeting is to be held on Tuesday 21 May 2019 at Sports House Milton.</b>	