

**Minutes of Equestrian Queensland Board meeting held
Tuesday 17 September 2019 (7.00pm – 9.30pm)
At Sports House, Castlemaine Street, MILTON**

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	No in-camera session. Meeting opened at 7pm	
2.0 Meeting opened	<p>Directors in Attendance: D Finch, J Huppert, C Keable, N O'Farrell</p> <p>Apologies: S Austin and N Ballard</p> <p>Guests: B Toft, S Duffy</p>	
3.0 Declarations of Conflict of Interest	No new or additional conflicts noted.	
4.0 Minutes of Previous Meeting including flying minute	<p>MOTION 1 (EQ170901)</p> <p>"That the minutes held on 13 August 2019, and any flying minutes circulated and summaries 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>MOTION 2 (EQ170902)</p> <p>"That the minutes of sport committees received be accepted".</p> <p>Board in agreement that the sport committee minutes be approved.</p>	BT and SD to work with Sport Committee so that minutes are clearer.
6.0 Matters arising from the Sub/Sport Committee Minutes	No matters arising.	
7.0 Strategic Objectives & Executive Reports		
7.1 CEO Report & Monthly Financials	<p>CEO progress report circulated</p> <ul style="list-style-type: none"> • Risk Register – separate item 7.2 of agenda. • Policy review – separate item 7.3 of agenda • Statewide facility plan – separate item 7.4 of agenda • Staffing – review of staffing structure including streamlining co-ordination of service delivery and projects. • 2019 Quarterly milestones – report to follow separately • Membership statistics – continued growth across participation and recreational categories. Internal KPI set for 4000. • Insurance – seeking clarity for EA re: insurance provision for officials. EA members are covered under the Gow-Gates scheme whilst engaged in non-income earning equestrian activities. ATO provide a statement as to what it considers as income and non-income earning activities for volunteers and honorariums. Seeking clarity in writing from GG and the ATO regarding insurance cover for EA officials. 	

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7.1 CEO Report & Monthly Financials	<ul style="list-style-type: none"> Ongoing concerns related Carriage Driving. Proposing to appoint an external sports governance consultant facilitator/mediator to deliver session. EQ Constitution – currently reviewing constitution. USC – meeting with Pro-vice Chancellor re: partnership opportunities. Overview on August financials provided. <p>MOTION 3 (EQ170903) “That the August management & financial reports including commentary be accepted”.</p> <p>Board in agreement.</p>	
7.2 Risk Register Review	Further review to risk register with suggestions from JH. Issues that have already arisen need to be removed from the register as they are no longer a risk if it has already occurred and processes and procedures should have been implemented to manage the issue.	Revised register to be represented.
7.3 Policy Review	Current policy suite of documents had been provided to the board for discussion. Suggestions around policies to be removed, reviewed to added to. Process and timeline provided.	Deliver proposed suite at October board meeting
7.4 Statewide Facilities Project	Draft Equestrian Queensland Statewide Facilities Plan tabled at the meeting for review.	CEO to forward draft by email and Board to provide feedback
7.5 EQ Draft Budget	Meeting held with SA, CK, Redshed and management to discuss draft budget. Various budget scenarios discussed.	CEO to provide scenarios for consideration and approval at next board meeting
8.0 Other Items for Ratification & Noting		
8.1 EA Strategy Meeting, Outcomes and Next Steps	Minutes for EA Strategy meeting noted.	
8.2 EA Constitution – ENT	<p>Status of ENT with EA and agree on an approach in regards to providing assistance and support for ENT as a full voting member.</p> <p>Board in agreement.</p>	CEO to discuss option with ENT.
8.3 EA Elected Director – EA Nomination	<p>With the EA AGM scheduled for 7 November, EA Director nominations have been called for. As per the constitution there is a nominations committee that is required to review those nominations.</p> <p>MOTION 3 (EQ170903)</p>	DF to forward nomination to EA for the EA Nominations Committee

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	<p>"That EQ nominate Jacqui Huppert to the EA Nominations Committee".</p> <p>Board in agreement.</p>	
8.4 EQ Judiciary Panel	Following the completion of two recent tribunals hearings regarding alleged breaches of EA Code of conduct, it has become evident that it has been difficult to secure the required number of panel members. A tribunal must consist of not less than 3 members and no more than 5, with one being appointed to act as chairperson who does not hold any voting rights regarding the determination of the offence or the penalty.	Additional panel members to be sourced particularly in the areas of law and/or mediation.
8.5 EQ Disciplinary Hearing Outcome	Draft notice with recommendation tabled at the meeting as it relates to the complaint at the Dressage Queensland Youth Championship held in July, 2019.	
8.6 EQ Annual Awards Night	Annual awards night to be held at Victoria Park Golf course. Appointment of SA to the Working Party to delivery the event. Commencement of communications plan to members to commence with the Save the Date to be distributed on Wednesday 17 September.	
8.7 Yellow Cards, Official Warnings, Reported Concussions & Rider Fall Report	Last report received from EA with additional yellow cards information.	Date sorted reported to be provided at next Board meeting.
8.8 Rider Fall report	Detailed falls report continues to be tabled to identify any trends.	
8.9 Show Cause Notice – Rider Fall	Commitment from member has been received in writing 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.
8.10 Membership and Horse Registrations	<p>MOTION 4 (EQ170904)</p> <p>"Horse registrations and memberships be accepted for August, 2019".</p> <p>Board in agreement.</p>	
8.11 Correspondence	Brisbane CDI thank you letter received.	
8.12 Member & Other Complaints/Tribunal Outcomes	Updated register of current issues tabled for information with a concise verbal overview provided.	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2019 Board calendar tabled. Sport Committee Forum scheduled for 17 October, 2019.	Draft agenda to be provided.

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9.2 Other Business	Equestrian Queensland policy review.	All policies to be sent to all Directors for review.
	The meeting closed at 9.30pm. The next scheduled Board meeting is to be held on Tuesday 15 October 2019 at Sports House Milton.	

SUMMARY