

**SUMMARY Minutes of Equestrian Queensland Board meeting held  
Tuesday 18 June 2019 (7.15pm – 10.00pm)  
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 7.15pm directly following the walk through the new EQ office.	
<b>2.0 Meeting opened</b>	Directors in Attendance: D Finch, N Ballard, J Huppert, C Keable, N O'Farrell  Apologies: S Austin  Guests: B Toft, S Duffy	
<b>3.0 In Camera Session</b>	Not required.	
<b>4.0 Declarations of Conflict of Interest</b>	No new or additional conflicts noted.	
<b>5.0 Minutes of Previous Meeting including flying minute</b>	<b>MOTION 1 (EQ180601)</b>  "That the minutes held on 21 May 2019, flying minutes circulated and summaries of the Board Meeting be approved." MOVED: J Huppert SEC N O'Farrell CARRIED	Publish all approved summaries of the minutes to the EQ website and include in the next e-news
<b>6.0 Sub/Sport Committee Reports/Minutes</b>	<b>MOTION 2 (EQ180602)</b>  "That the minutes of sport committees received be accepted". MOVED: N O'Farrell SEC N Ballard CARRIED	
<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 CEO Report &amp; Monthly Financials</b>	CEO progress report circulated <ul style="list-style-type: none"> <li>• Risk Register review applying tolerance and appetite rating system. Input required for any emerging issues that do not currently appear on the current register.</li> <li>• Sports Committee officials group potential. On agenda for State CEO meeting for EA to lead. If not taken up nationally, EQ to lead.</li> <li>• Number of position changes across the sport committees. EQ providing administrative support.</li> <li>• State CEO's meeting postponed to a time where it best suits the majority (TBC – August).</li> <li>• EA Board Directors meeting with State Branches. All States except ETAS have now had their meetings with EA Board. Discussion notes have been received from EVIC and circulated. EQ has circulated its summary notes to other states.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• EA service Specifications have been circulated to the States. CEO's in the first instance have been asked to rank on a matrix on a 1 – 5 ranking. The states can then collectively align the priorities.</li> <li>• Statewide facilities project update – now commencing conversations with government starting with Gold Coast on Wednesday 20 June.</li> <li>• EQ staffing - temporary extension to admin role for 6 months. This will allow exiting team to concentrate on current portfolios.</li> <li>• Quarterly milestones – on track for first two quarters.</li> <li>• Office relocation – under budget with some of the costs.</li> <li>• Branch levies for information. Slight increase on last year.</li> <li>• Judiciary postponed to 5 July. Panel may change due to date change.</li> <li>• Noticeably a slow month on income which was expected. Horse registrations down but still ahead of budget forecast. Interim memberships due to open mid July with plenty of enquiries being received by the team. Still on track for positive surplus.</li> </ul> <p><b>MOTION 3 (EQ180603)</b> “That the May management &amp; financial reports including commentary be accepted”.</p> <p>MOVED: D Finch SEC N Ballard CARRIED</p>	<p>BT to circulate to Board members for feedback and input.</p>
<p><b>8.2 Risk Register Review</b></p>	<p>Complete review of risk register. Board and Exec to all collectively be assigned issues. At July meeting review amended register and determine if there is a requirement for a specific board lead for any items. Proposal for a board lead to be assigned when an item or situation requires it. Emerging issues around the current EA officials program. Better communication to our officials when reaccreditation is due through available platforms will assist in future processes.</p>	<p>BT to update and circulate for endorsement at the next meeting. BT to follow up</p>
<p><b>9.0 Other Items for Ratification &amp; Noting</b></p>		
<p><b>9.1 Membership &amp; Horse Registrations</b></p>	<p><b>MOTION 4 (EQ180604)</b> “Horse registrations and memberships be accepted for May, 2019”.</p> <p>MOVED: N O’Farrell SEC: D Finch CARRIED</p>	

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<b>9.2 Yellow Cards &amp; Official Warnings, and Concussions</b>	Lasted report received from EA with additional yellow cards added at the most recent Queensland events. Detailed falls report flushed out trend of re-occurring falls. Discussion around Equestrian Queensland's Rider Safety by-law and what action was available to the board.	BT to forward show cause letter.
<b>9.3 EA Coronial Inquest Update and Safety Initiatives</b>	Summary of eventing safety initiatives provided to EQ board in confidence. Suggested protocols to be revised for declaration of any concussions received outside of events, this could form part of the nominations.	
<b>9.4 Correspondence</b>	For information 1. Concussion Protocols 2. Technical delegate reports issued at Burpengary (3 yellow cards) and TEG (2 yellow cards), with 1 person receiving two at the one event – once a competitor has received two yellow cards for the same offence in eventing this is an automatic 4 month disqualification. 3. EA Insurance premium due for 19/20	Investigate process of yellow cards being provided to CEO/Branch
<b>9.5 Member &amp; Other Complaints/Tribunal Outcomes</b>	Updated register of current issues tabled for information with a concise verbal overview provided.	
<b>9.6 Statewide Facilities Plan Update</b>	Update of current project. Communications promoting the data from the survey responses to be distributed via various platforms.	
<b>9.7 Sport &amp; Other Committee structure</b>	Some changes to some sport committees had occurred over the previous month. Vaulting and Jumping receiving additional support administratively. Vaulting have some interesting and exciting initiatives to attract, grow and develop the sport with EQ office providing support with upcoming events.  Under the EQ constitution Sport Committees are required to hold meetings every second month. CEO has now attended all sport committee meetings except for Carriage Driving Queensland. CEO to attending next CDQ meeting. BT to write EQ CDQ to instruct requirement for EQ CDC meeting. BT to attend meeting in person or teleconference.	BT to write EQ CDQ to instruct requirement for EQ CDC meeting. BT to attend meeting in person or teleconference.
<b>9.8 Sport Development Funding</b>	Current SDF allocation tabled for information.	

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<b>9.9 ICDF Funding</b>	<p>Late application received from JQ applying for \$4,000 through the ICDF fund. Currently EQ have allocated \$23,500, with the balance of allocation to be expended on the participation leaderboard program. Board agreed to allocated of \$2,500 which leaves a contingency of \$2,500.</p> <p><b>MOTION 5 (EQ180605)</b>  “Board approved ICDF allocation to Gatton World”.  MOVED: N O’Farrell SEC: D Finch CARRIED</p>	SD to advise JQ of outcome.
<b>9.10 Officials sub-committee</b>	<p>Nothing in our constitution which prevents EQ Board from appointing an advisory group similar to the CAG. EQ to explore the terms of reference for an advisory group whilst we pursue EA taking this up nationally. EOI’s to be drafted, look to sport committee representatives, and rider reps.</p>	BT to draft terms of reference for consideration by the EQ Board.
<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>	<p>The meeting closed at 9.55pm.</p> <p><b>The next scheduled Board meeting is to be held on Tuesday 16 July 2019 at Sports House Milton.</b></p>	