

SUMMARY
Minutes of Equestrian Queensland Board meeting held
Tuesday 19 January 2021 (8.30pm – 9.55pm)
Held via ZOOM

Agenda Item	Decision/Outcome/Discussion	Action/Time Frame
1.0 In Camera Session	No in-camera session. Meeting opened at 8.30pm.	
2.0 Meeting opened	Directors in Attendance: D Finch, J Harm, N Ballard, J Huppert, S Austin and N Lane Apologies: C Keable Guests: B Toft, S Duffy	
3.0 Declarations of Conflict of Interest	No new or additional conflicts noted.	
4.0 Minutes of Previous Meeting including flying minutes	MOTION 1 (EQ190101) “That the minutes held on 23 November, 2020 and any flying minutes circulated 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.
5.0 Sub/Sport Committee Reports/Minutes	MOTION 2 (EQ0190102) “That the minutes of sport committees received be accepted”. Board in agreement.	
6.0 Matters arising from the Sub/Sport Committee Minutes/Other	No matters arising.	
7.0 Strategic Objectives & Executive Reports		
7.1 EA Administration	EA AGM to be adjourned to Monday 25 January at 7pm AEST. The EA AGM required at least 5% of the membership nationally to attend or submit a proxy vote for the meeting to proceed.	
7.2 EQ Strategy / Risk	Recirculate the dates to be considered.	
7.3 CEO Report & Monthly Financials	Policy and Risk Review - work is continuing. Draft Risk Management Policy and Risk Appetite Statement provided in Nov 2020 board pack. Meredith Chapman to attend EQ Board Strategy and Risk workshop date TBC . Potential dates for the Strategy and Risk Workshop include; <ul style="list-style-type: none"> - Tuesday 2 February 2021 – to soon - Saturday 6 February 2021 – to soon - Thursday 11 February 2021 – to soon - Other to be circulated Coronavirus – All events to have electronic registers i.e. Nominate.	

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	<p>Facemasks and participant number restrictions in greater Brisbane area . Comms being communicated to members.</p> <p>Biosecurity - EQ to schedule a workshop consider risk, biosecurity and event management.</p> <p>Officials & Coaching Committee/Advisory groups – Working towards the establishment of a whole of sport officials working group. Working towards a Feb 2021 delivery in draft for release post EQ AGM.</p> <p>New temporary waiver form available for coaches on EA webpage whilst EA seek to develop a national form</p> <p>State Wide Facilities Project – project on track – end of progress report due January 2021.</p> <p>Sport Committee & Forum : Key actions from SC forum;</p> <ul style="list-style-type: none"> - Official education /funding and pathways support - Safety/Helmet tagging for IQ in 2021 - Lack of Volunteer and youth on committees (Next Gen) - Regional support and Benefits <p>Seeking support from Board Directors to attend a discipline Sport Committee meetings at least once a year to support governance message</p>	
	<p>Operations</p> <p>Staff – Operating from office. Flexible working from home available in consultation. Retained casual staff in casual adhoc basis until end of Jan 2021.</p> <p>Membership– See break down below.</p> <p>Survey underway with Participant members who were competitor members last year.</p> <p>Membership Survey – over 600 responses received. Summary of results to be provided in February board pack.</p> <p>Budget – 2021 EQ budget has been approved. Sport Committee building budgets in early February.</p>	
	<p>Club Development & Governance Workshops – Club Forum / Good Governance being delivered in Feb online.</p> <p>Plan for face to face delivery on Toowoomba and Central Queensland.</p>	
	<p>Opportunities & Advocacy</p> <p>Dressage Queensland/CDG – See additional item. DQ Strategy Meeting now Sat 30 & Sun 31 Jan. DQ Squad criteria for ratification.</p> <p>Update re-proposed funding investment for QSEC</p> <p>Safety & Medication Service Provision –</p> <p>EA currently preparing resources to support event organisers, clubs and officials with determining the level of medical/first aid coverage and personnel required in line with national discipline rule and state rules.</p>	

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	Re commencing planning for safety forum in early 2021 i.e. march post AGM. Currently completing safety review for IQ. Lesson learned i.e. helmet tagging, coaching .	
	MOTION 3 (EQ190103) “That the January CEO report be accepted”. Board in Agreement.	
7.4 2020 Financials & 2021 Budget	EQ November financials were approved by flying minute. Draft end of financials have been provided. Consolidated surplus. Great result for the 2020 year. Queensland Government stimulus and JobKeeper support was approximately \$170k Job Keeper and Cash flow payments finished in Oct 2020. 2021 is unknown and there will be no JobKeeper. MOTION 4 (EQ190104) “The proposal to accrue expenses into 2021 to support initiatives as outlined”. Board in Agreement	
7.5 COVID-19 Impact/Easing of Restrictions	To work with the clubs to remind them of their responsibilities as it relates to COVID-19/Biosecurity.	
8.0 Other Items for Ratification & Noting		
8.1 EQ Coaching Advisory Group/ TOI / EOI and survey results	EOI’s received. To be further considered.	Board to provide feedback
8.2 EQ Next Generation Advisory Group – TOR/EOI	EOI’s received. To be further considered. Consider mentors to approach to guide Next Gen.	Board to provide feedback
8.3 EQ Board & Sport Committee, call for Nominations/AGM	Release of Board and Sport Committee nominations and AGM Notice after the EA AGM. To be released Wednesday 27 January 2021	Document Hon Life membership appointments. Engage with other States as to their process of appointments/criteria.
8.4 Show Horse Queensland matter	Seek further statement and advice.	BT to speak with committee members
8.5 Dressage Queensland – Squad Criteria, Strategy & Funding to support QSEC	DQ Strategy meeting to be held at Park Royal on 31 January. Board member to attend. MOTION 5 (EQ190105) “That the Dressage Queensland Squad criteria for 2021 be approved”. Board in Agreement	BT to forward information to NL & JH

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8.6 State-wide Facility Plan	Item deferred.	
8.7 Yellow Cards, Official Warnings, reported Concussions & Rider Falls	Reports received.	
8.8 Membership & Horse Registrations	MOTION 6 (EQ190106) “Horse registrations, change of names and new memberships be accepted for December, 2020”. Board in agreement.	
8.9 Correspondence	TD Report for WHT. Discussion around medical response.	
8.10 Member & Other complaints	Nil to report.	
9.0 Other Business & Next Meeting		
9.1 Board Calendar	2021 Board calendar tabled. Finance meeting on Tuesday 8 December.	.
9.2 Other Business	Driving Queensland proposal submitted to National Driving Committee. Unofficially pathways proposal had not been accepted, currently awaiting feedback from NDC. In the meantime, EQ to seek input from officials who supported the development of the pathway and challenge test for consideration of EQ Board to endorse the piloting of the Challenging Tests by Driving Queensland by way of a virtual event.	SD to collate information and provide information to Driving Queensland.
	The meeting closed at 9.55pm. The next scheduled Board meeting is to be held on Tuesday 16 February, 2021.	