

**SUMMARY Minutes of Equestrian Queensland Board meeting held
Tuesday 19 October 2021 (6.30pm – 10.30pm)
Held at Sports House, 150 Caxton St, Milton and ZOOM**

| Agenda Item | Decision/Outcome/Discussion | Action/Time Frame |
|---|---|---|
| 1.0 In Camera Session | An in-camera session was held with members of the EQ Next General Advisory Group | |
| 2.0 Meeting opened | <p>Meeting opened at 7.45pm.</p> <p>Directors in Attendance at Sports House: C Keable, J Harm, N Ballard, N Lockhart and D Holland</p> <p>Directors in Attendance via ZOOM: J Huppert</p> <p>Apologies: G Lung</p> <p>In attendance: B Toft and S Duffy</p> <p>Guests: SJ Seery (EQ Next Gen) and C Holland (EQ Next Gen)</p> | |
| 3.0 Declarations of Conflict of Interest | Conflict of Interest register reviewed. Conflicts of interest were added interests to the register. | |
| 4.0 Minutes of Previous Meeting including flying minutes | <p>MOTION 1 (EQ191001) “That the minutes and summaries held on 21 September, 2021 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>Communication as to the National approach of awarding honorary life members.</p> <p>MOTION 2 (EQ191002) “That the minutes of sport committees received be accepted”.</p> <p>Board in agreement.</p> | |
| 6.0 Matters arising from the Sub/Sport Committee Minutes/Other | <p>No other business arising.</p> <p>Update on active action register.</p> | |
| 7.0 Strategic Objectives & Executive Reports | | |
| 7.1 EQ Chair Update | National Health & Safety Online Conference has been advertised over a number of online sessions end of November through to December 2021. | |
| 7.2 2021 Strategy & Safety Updates EQ 2022 – 2025 Strategy & Values | <p>Workshop with EQ team on Tuesday 19 October 2021 to discuss EQ values and consider implementation plan for EQ Strategic plan.</p> <p>Board Director to act as project sponsor/s for strategies/initiatives.</p> | |

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| | <p>EQ Strategic Plan – Implementation Template example (Updated version). Plan is to have the implementation plan to be finalised for EQ Board and Sport Committee forum in late November/early December.</p> <p>EQ Board to discuss, consider and nominate a Board lead for each strategy/initiative (project sponsor).</p> <p>Some initiative areas may require project resourcing.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Developing KPI and performance indicators to support the plan (currently underway) • Preparing 2022 Operational Plan in alignment with Strategy (November 2021) • Strategy Document ready for the Sport Committee Forum (Dec 2021) | |
| 7.3 EQ Sport Integrity Framework | Work continuing re National Integrity Framework. EA Board has endorsed NIF. Awaiting further advice. | |
| 7.4 EQ Risk Management & Risk Register | <p>The revised draft Equestrian Queensland Risk Matrix using the Sport Australia template provided for the approval of the EQ Board. Revised to provide a more conservative (less tolerant approach) based on feedback from Directors.</p> <p>With approval of the policy (approved at the September meeting and matrix, the new risk register and reporting templates can be finalized and provide to the EQ Board for approval.</p> <p>At this stage, there has been no requirement to engage an external consultant to assist. Risk Register is a living document.</p> <p>MOTION 3 (EQ191003) “That the draft Equestrian Queensland Matrix as provided be accepted”.</p> <p>Board in agreement.</p> | Risk register and framework to be submitted. |
| 7.5 CEO Report & Monthly Financials | <p>Budget & Financial Position</p> <p>Sound and solid. EQ Branch and consolidated surplus projected. Noticeable increase in the amount of horse registration in 2021. Still some favourable budget allocations to be expensed. Savings in promotional and marketing that has not been utilised.</p> <p>Sport Committees all in solid position. Yet to close closeout GWC expenses as it relates to FEI.</p> <p>Confirmation from QLD Gov Sport and Rec re 2021-22 funding allocation of \$200,000 to be received in October 2021.</p> | |

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| | <p>Policy and Risk Review Work continuing re National Integrity Framework. EA Board has endorsed NIF. Awaiting further advice</p> | |
| | <p>High Performance EQ currently engaging with discipline committees, EQ Directors about consideration and plans for Youth Development/High Performance activities in 2022.</p> | |
| | <p>Officials Coaching Advisory Group Draft Term of Reference provided for whole of sport officials working group.</p> <p>Propose to include as discussion at EQ Board and Sport Committee. Need to have a soft disclosure with the DQOSC ahead of the of the Sport Committee Forum. CEO to attend DQOSC meeting on 26 October.</p> <p>EQ has funded education calendar in 2021 due to a strong surplus from 2020.</p> <p>Intention to launch at Sport Committee forum.</p> <p>State Wide Facilities Project – Project on track. Standing item EQ Board meeting</p> <p>Toowoomba Showgrounds – Meeting held. Business case being led by council. Proposals EQ to facilitate joint strategic planning process with EQ clubs. See separate paper in Item 8.2. Proposal for EQ to fund stage 1 and 2a (total investment \$3,200)</p> <p>Townsville – EQ to lead equestrian network planning (desktop) exercise - Stage 1. Council to fund remaining stages.</p> <p>QSEC – process underway to improve service and preparation of venue and surface. Venue planning underway re-revised masterplan and improved surfaces.</p> <p>Continuing to target individuals to be part of other project group groups.</p> <p>EQ to lead projects to support planning process and support engagement and secure funding contribution from land owner/Councils.</p> <p>COVID-19 No new information.</p> | |

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| | <p>Club Development and Forum Continuing to plan for face to face and or zoom delivery workshops for Toowoomba and Central Queensland.</p> <p>Governance Workshops Finance literacy and governance zoom forum delivered on 11 October with over 30 attendees. Very well received.</p> <p>AJTL –classes to be held in conjunction with Magic Millions in January. Work with them to affiliate and ensure adequate insurance coverage is taken.</p> | |
| | <p>Opportunities & Advocacy. Meeting with Pony Club Queensland EQ's proposal is to hold a joint PCQ & EQ Board meeting has been scheduled for 26 October 2021. Draft agenda prepared for the meeting. 3 or 4 delegates from PCAQ and the same amount from EQ Board. Topics may include insurance (a harder item to take on – different brokers and the programs are managed by the National offices); Safety (ie Medical coverage), Horse Welfare, coordination of event calendars. The things that are done so well by PCAQ is the education of the riders in horse management etc. 4 Board members to attend ZOOM meeting.</p> <p>EQ Thank you Series & Volunteer Recognition Program – updated provided at Board meeting.</p> <p>Honorary Life Membership – The item was raised and discussed at a recent CEO meeting about the establishment of a national policy for the awarding of Honorary Life Membership.</p> | <p>CEO to follow up with EA re national approach.</p> |

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| | <p>MOTION 4 (EQ191004) “That the September CEO report and September financials be accepted”.</p> <p>Board in Agreement</p> | |
| 7.6 National Redress Scheme | <p>An overview of the National Redress Scheme was provided by the CEO.</p> <p>MOTION 5 (EQ191005) That the EQ Board Equestrian Queensland provides in principle support for the National Redress Scheme. At this time EQ is not a named entity and given there is no information to suggest that EQ may become a named entity into the future EQ has decided to not join the National Redress Scheme at this time. However, in doing so EQ commits to reconsider this decision should EQ become a named/identified entity within 6 weeks of any such notification.</p> <p>Board in Agreement</p> | |
| 8.0 Other Items for Ratification & Noting | | |
| 8.1 Standing Business Items – Members Safety & Horse Welfare, Culture | <p>Horse Welfare – Whiskers</p> <p>PCAQ communications tabled, which placed responsibility for enforcement on event organiser and volunteers.</p> <p>Awaiting advice from EA as to any planned controls and communication re Horse Whiskers. If not actioned by EA, EQ to prepare own comms. Need to be very conscious of how we support officials on the ground to implement rule.</p> <p>EQ to support SHQ with on ground presence at Jan and Feb 2022 event to implement rule. The phased in period is now with implementation is 1 January, 2022.</p> <p>EQ CEO meeting with QCAS Board on 25 October 2021 to discuss implementation.</p> | |
| 8.2 Standing Business Item Culture – Volunteer Recognition | <p>EQ launched the Volunteers Thank you Series. Allows for a peer to peer to nomination. Needs more awareness amongst our Sport Committees and clubs as to nominations. Certificates now name the nominator. October Volunteer Thankyou Series recognises volunteer from FTP.</p> | |

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| 8.3 Standing Business Item State-wide Facilities Plan / Racing | <p>Reference Group to be formed - Olympic Legacy:</p> <ul style="list-style-type: none"> Creation of an Olympic Venue Legacy working Group (EA Rep/s, AOC, QLD Gov, EQ, Industry Reps). Draft Term of reference to be prepared by EQ CEO and provided to the EQ Board in October post meeting with QLD Gov on 27 October 2021. <p>Terms of Reference document to be table at next meeting.</p> <p>Toowoomba Showgrounds:</p> <ul style="list-style-type: none"> Proposal to support Strategic Planning for the equestrian activity at the site to then progress to matters planning for facilities investment. No funding available at present from State Government. Full scope proposal was attached. Proposal for EQ to fund stage 1 and 2a (total investment \$3,200), with the Council to fund the remainder. This will also assist the Toowoomba Jump who have a new committee in place and are struggling with some previous/existing committee members (verbal overview provided by CEO). <p>Townsville:</p> <ul style="list-style-type: none"> Proposing for EQ to fund desktop review of equestrian facilities network in North QLD (stage 1) with recommendations with some existing sites justifiability ruled out from onset etc. Additional stage to be funded by Council with user data analysis, SWOT re user/business models and facilities development plan that will pitch/position for facilities funding. <p>Both scenarios to be facilitated by CPR Group.</p> <p>MOTION 6 (EQ191006) "That EQ provides the funding for the amount of \$6,000 to support facilities planning in Toowoomba and Townsville was accepted".</p> <p>Board in Agreement.</p> | BT to action Toowoomba and Townsville initiatives. |
| 8.4 Sport Committee Updates | Jumping Queensland put out EOI for committee members. Total of 10 EOI's received. JQ have appointed two of the vacant positions. 2 additional people will be invited to attend their next meeting. | Formal notification to be forwarded to the Board for ratification. |
| 8.5 EQ 2021 Awards | Awards planning is on track. Nominations have opened for both the EQ Annual Awards and the Hall of Fame. QSEC Horse Home Show on the same weekend. Invite PCAQ to the event. | SD to send diary invite to Board members. |

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| 8.6 EQ Board and Sport Committee Forum – November 2021 | Sport Committee Forum tentative date Thursday 2 December 2021. Draft Agenda provided. | Invitation to Sport Committees; Advisory Groups and representative from EA |
| 8.7 EQ & PCQ Joint Meeting | Discussed above. Agenda tabled. | |
| 8.8 Yellow Cards, Official Warnings, reported Concussions & Rider Falls | Reports tabled. EA will send a report each month to each state branch on incident's reported via the Form 8. Ongoing education required with event organisers and MSP to ensure process and information is being followed. | SD to follow up recent Queensland Indoor Championships incidents. |
| 8.9 Membership & Horse Registrations | New members and new life and base horse registration reports tabled. MOTION 7 (EQ191007) "New memberships and horse registrations for September 2021 be accepted". Board in agreement. | |
| 8.10 Correspondence | EA Organisation Chart tabled which has been endorsed by the EA Board. Toowoomba ODE – Debrief and review process. | |
| 8.11 Member & Other complaints | Report provided. | |
| 9.0 Other Business & Next Meeting | | |
| 9.1 Board Calendar | 2021 Board calendar tabled. | . |
| 9.2 Other Business | Nil | |
| | The meeting closed at 10.30pm. The next scheduled Board meeting is to be held on Tuesday 16 November, 2021. | |

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Equestrian Queensland Board Meeting

Active Action Register

Red (off track)
 Amber (almost off track)
 Green (on track)

| Ref Mth | Assigned To | Action | Status | Due | Status (In Progress; On Hold or Complete) |
|------------|--------------|---|--------|----------|--|
| Nov 2020 | BT, JM SD | Arrange meeting with QAS about opportunities to link EQ HP activities and athletes with QAS programs | | April 21 | In progress, request submitted- awaiting confirmation of dates |
| Jan 2021 | BT | Document Hon Life membership appointments. Engage with other States as to their process of appointments/criteria | | May 21 | In progress. On the Agenda for the June State CEO's meeting. |
| Feb 2021 | BT | Complaints Handling - To provide information and examples of MPIO and game day protocols for dealing with complaints processes in sports of similar size and larger size sports | | April 21 | Implementation of Sport Integrity Framework – expected Oct/Nov 202 |
| April 2021 | SD | EQ to look at ways through EA online to provide support and assurance to take burden off event organisers | | May 21 | Underway |
| May 2021 | BT | Develop draft Terms of Reference for EQ Safety Working Group | | July 21 | ON HOLD – awaiting activation of EA WH&S Committee |
| June 2021 | BT | Liaise with QRIC re process for safe removal of deceased horse from events | | July 21 | Underway |