



Board Meeting Summary

November 2022

The Board met on 16 November 2022 in the ESA Boardroom. All board members in attendance. Previous minutes from the 19 October 2022 meeting were accepted and **outstanding actions** reviewed. The minutes from the “post-AGM” Board meeting held on 26 October 2022 to elect the Board Chair and Vice-Chair were also accepted.

EA

- EA AGM is coming up. CH to attend on behalf of ESA. Discussion held re nominations for EA Board.

ESA

- Governance Training – agreed to move forward with Kelledy Jones Lawyers to provide governance training to Board and DC members over two sessions probably in December 2022 partly funded by grant funds.
- AGM – Board held a discussion on the review of the AGM and the outcomes. Board to continue discussions and consider changes to format for next year’s AGM. Board also discussed matters raised at the AGM and is reviewing and updating forms to improve process.
- Board voted on a way forward to manage a DC committee member
- Update provided on grant application for the project titled “Supporting Future Champions”.
- Governance Review Implementation Plan – progressing well and only a couple of outstanding matters. Had meeting with ORSR and have provided a written progress update.
- Executive Officer monthly report reviewed and discussed including updates on:
 - AGM
 - Horse SA
 - New Show Horse Committee
 - Membership Numbers & financials
 - Call to set ½ year membership dues from January 2023
 - Other general issues.
- Correspondence in/out:
 - ORSR re governance training
 - Kelledy Jones re governance training
 - Invite to Minister for Sport to attend Awards Dinner
 - Other general correspondenceAll correspondence reviewed and discussed.
- Update on Integrity matters was provided.
- ESA Strategic Plan released to membership mid-October. Operational plan to be prepared to finalise this process.
- Report from Chief Measurer providing an overview of measuring for the previous 12 month period.
- Awards night – ongoing discussion regarding the awards night and the VIP invite list.

DCs

- Combined DC meeting held on 2 November 2022. Another effective meeting. Discussions held on:
 - Annual Report, AGM and DC Annual Meetings
 - Shared drive
 - Strategic Plan
 - Grants
 - Swabbing
 - Financing and reporting
 - Child Safeguarding
 - Awards Night
 - State Championships
 - DC updates and discussions resulting from the updates
 - Next meeting to be held on 7 December 2022
- Dressage – Minutes from 19 September 2022 & 17 October 2022 meetings noted together with outcome of annual meeting held 14 November 2022.
- Jumping – Minutes from 18 October 2022 meeting noted.
- Eventing – Minutes from 8 November 2022 (general and annual) meetings noted.

Finance Audit Risk Management Committee (FARMC)

- October 2022 Combined and DC P&L, BS – discussed and accepted.
- October 2022 Bank reconciliations, balances confirmed – discussed and accepted.
- Payments to Board members/related entities discussed and approved.
- Increase in legal fees for constitution review approved.
- Increase in legal fees for complaint matter approved.
- Update on Hybrid securities performance provided
- Discussed and agreed to discount membership fees by 30% from early January 2023 for the remainder of the membership year.
- Conflict of Interest register – discussed with forms to be update and all Board members to provide a new COI form on an annual basis.
- Review and discussion regarding draft Risk Register – to go to DC's for review.
- Discussion and approval of an end of year Board/DC BBQ for Board and committee members to meet.
- Update on the Child Safety Officer and the need for DCs to have child safety officers.
- Circular resolutions passed since last Board meeting were noted including:
 - New Show Horse committee members
 - Increase in facilitator's fee for jumping forum
 - Show Horse travel invoice for official for HOTY event
 - Show Horse rugs invoice for HOTY event.

The next meeting will be held on 14 December 2022 in the ESA Boardroom and via WebEx.