



Board Meeting Summary

18 June 2025

Key Decisions and Actions

Constitution and AGM Minutes Update

- The Board discussed updates on Constitution amendments and AGM minutes.
- Constitution updates have been submitted to CBS for review, with CBS returning standard verification queries.
- Draft minutes prepared based on circular resolution with voting tallies excluded to avoid member issues.
- Representative confirmed member attendance clarifications and noted that the previous member's request for draft minutes should not be overlooked.
- Motion passed unanimously to note the paper and approve AGM minutes for distribution to members at the appropriate time.

Board Meeting Summaries

- The Board discussed draft meeting summaries prepared following feedback from the previous meeting, with names removed and details reduced.
- Due to the volume of material, the representative recommended approval via circular resolution rather than meeting approval.
- A Board member raised concerns about repeated use of "Chair presented" in summaries, noting it could be misleading as it suggests the Chair originated all papers when other Board members may have prepared items.
- The representative agreed to modify the language to clarify authorship or remove the reference entirely.
- Chair noted that Board Meeting 2 should remain confidential and references to specific matters should be removed from public summaries, with acknowledgment only that matters were discussed for transparency purposes.
- The Chair also noted discussions pertaining to staff matters should be generalised before public release.
- Motion passed unanimously to make proposed changes, including modification of language, generalising staff-related discussions, and circulating summaries for approval via circular motion with exclusions noted.

Communications Management

- A Board member reported on correspondence management since the Board assumed responsibility for the manager's email account.
- Approximately 50 emails require Board consideration, with the oldest from February 2025 regarding safety equipment funding.
- The Chair expressed concern about the volume and difficulty tracking items efficiently.
- A Board member noted that once the backlog is cleared, the ongoing volume should be manageable for each meeting.
- Discussion was held on whether all emails required Board consideration, with confirmation that many were administrative matters that could be filed, with only items requiring responses or decisions needing Board attention.

- Agreement reached that Board member would forward specific emails for consideration, file administrative items appropriately, and organise the correspondence system before the next meeting.

State Correspondence Analysis

- The Board discussed correspondence received from other state boards expressing concerns about EA's operations, including IT procurement, financial management, governance, and processes.
- The Chair noted that a meeting between state representatives and ESA had been arranged, with an online agenda-setting meeting potentially scheduled, though details remained unclear.
- A Board member emphasised the need for specific evidence supporting all claims made by states before making informed decisions, noting the Board should not take a broad brush approach and may agree with some concerns while disagreeing with others.
- Multiple Board members expressed that the situation was confusing with insufficient evidence available, emphasising the need for clarification from all parties and noting it was tragic for the sport that matters had reached this point.
- The Board agreed that it needed to hear EA's response to state claims before making decisions, and the importance of seeing evidence behind all claims, noting it was dangerous to make claims without evidence.
- Discussion revealed states had committed to funding processes but had not followed through with payments, leaving EA to carry the full cost except for grant funding periods.
- A Board member raised significant concerns about system privacy and security, noting new legislation allowing individual compensation claims up to \$478,000 for privacy breaches.
- Motion passed by majority to note correspondence from states, look forward to participating in forums when scheduled, and seek evidence for all claims made by all parties.

Banking Arrangements

- The Board discussed the signatories needed for the ESA Eventing Squads' bank account following the previous Board decision to establish the account.
- Motion passed by consensus to approve two individuals as signatories, subject to their consent.

Staff Consultation Request

- The Board discussed the representative's telephone request asking if an external organisation could speak with staff members about membership system needs, with advice given that Board approval would be required.
- Board members requested that any such request be made formally in writing to the manager's email address for proper documentation and transparency.
- Motion passed by majority to approve designated staff members to engage regarding membership system requirements, subject to receiving a formal written request via the manager's email address and staff consent to participate.

Administrative Updates

- **Vice Chair Position:** Board member noted following departure, Vice Chair position was vacant and the candidate was nominated for the position.
- The Chair ruled that the matter should be properly considered at the next Board meeting rather than as impromptu business.
- Matter deferred to next meeting.
- **Day Membership Insurance:** Board member reported ongoing queries regarding day membership insurance coverage, noting they had written again as no response was received to the previous inquiry.
- The Board member agreed to contact EA insurance to obtain a definitive answer on the

current policy coverage.

- **Hardship Provisions:** A Board member reported contact from a member experiencing financial hardship seeking information about hardship provisions.
- Noted, while EA had included hardship provisions in communications, a specific process had not yet been established.
- Office staff to work with EA to establish formal hardship provision processes.
- **Correspondence Matters:** Board member reported on correspondence alleging breach of confidentiality regarding the communication of fees and levies information before official Board publication.
- After discussion, the Board noted that the information in question had subsequently been formally published and there was no actual confidentiality breach.
- The Board agreed that information discussed in Board meetings remains confidential until officially published through Board communications, website postings, or formal member communications.
- **Committee Updates:** Board member reported receiving correspondence from an individual advising that they no longer wished to participate in the Show Horse Committee, with several Board members expressing interest in understanding the reasons.
- A Board member sought direction on whether to contact for clarification, with advice that the matter had been resolved and no further action was necessary.
- **Life Membership Clarification:** Discussion arose regarding different categories of life membership following an inquiry about fee structures.
- Clarification provided distinguishing between Life Members who paid a lump sum historically and continue to pay current levies only, and Honorary Life Members awarded honorary status who pay no fees or levies.