



Board Meeting Summary

19 February 2025

Key Decisions and Actions

Chair Update and EA Engagement

- The Board discussed the Chair's email update, which included acknowledgment of the Board member's resignation, updates on SLA and MOU negotiations, and a proposal for an EA leadership visit.
- The Chair suggested a structured meeting with EA leadership, including staff operational sessions, discipline chair meetings, a FARMC delegation session, and a Board workshop.
- Concerns were raised about EA directly engaging with discipline committees without Board oversight, emphasising the Board's responsibility to manage these interactions.
- The Board agreed that any meetings with EA should include Board representation.
- Motion passed with majority favour, requiring any EA communications or meetings with ESA staff or discipline committees related to SLA and MOU to be routed through the ESA Board.

Manager's Email Management

- The Board discussed an update on managing the manager's email account, noting the current Director's delegation expires March 5, with the intention to step down.
- The Board discussed potential management options.
- Directors expressed appreciation for contributions highlighting cost-saving benefits and effective communication.
- Suggested Board paper outlining preferred option with a meeting between Board members and office staff to discuss solutions.

Online Meeting Etiquette

- The Board reviewed protocols for online meeting etiquette.
- Agreed to update item one for clarity and use the "raise hand" feature to manage discussions and prevent interruptions.
- The Board discussed current procedures and communication practices, focusing on improving efficiency and effectiveness.
- Consensus on the need to streamline email communications, with important discussions reserved for Board meetings.
- Standardised agenda and clear procedures for raising issues highlighted.
- Motion passed unanimously to adopt online meeting etiquette proposal, including amendments.

Committee Appointments

- The Board addressed the Vaulting Committee vacancy.
- The Committee Chair recommended a candidate to fill the casual vacancy.
- The Board reviewed qualifications and agreed to proceed with the appointment.
- The motion passed unanimously.

Discipline Committee Minutes

- The Board discussed the handling and distribution of Discipline Committee minutes to ensure that Board members remained informed of developments.
- Discussion on establishing a clear procedure for timely submission and Board member access, possibly including in the standing Board agenda.
- Motion passed to hold the item over to the next meeting.

Discipline Funding:

- **Dressage:** The Committee requested funding for guest instructor activities, including travel, accommodation, masterclasses, and judges' training.
- The Board considered funding options, with a discussion noting that the overall budget could accommodate both initiatives without exceeding the allocated funds.
- The Board agreed to proceed with approving partial funding, including travel, accommodation, and instructor fees.
- No conflicts declared.
- Motion passed with majority voting in favour of both masterclass funding and judges' training initiative.
- **Jumping:** The Board reviewed the funding proposal for educational and development initiatives.
- The proposal included several initiatives, including clinics and training sessions for riders and officials, approved by FARMC.
- The key component was the course designers' clinic, with the Board member declaring a conflict of interest and abstaining.
- The Board reviewed the details, with a general consensus on the importance of supporting educational clinics for quality and safety improvement.
- The motion passed unanimously.
- The Board discussed the recent clinic and emphasised ESA member priority access for funded initiatives, with transparency in registration and fee processes.

Meeting Procedures

- The Board reviewed recommendations to enhance meeting procedures.
- Concerns were expressed about the transcript retention period, with the explanation that transcripts are primarily used for minute accuracy until approval and Chair signing.
- The Board acknowledged the comments but noted potential storage costs.
- Members emphasised the importance of reducing email overload and the benefits of structured in-meeting discussions with a standardised template.
- The motion passed with a majority in favour.

AGM Update

- The Board discussed the importance of transparency and commitment to membership communication.
- The motion passed unanimously to approve the recommendations.

Resignation Acceptance

- The Board formally accepted the Board member's resignation, expressing appreciation for their contributions during their tenure.
- The motion passed unanimously.
- Suggested appointment of new vice-chair for next meeting agenda, with the Board agreeing to address the vacancy for continued leadership support.

Financial Review

- The Board proposed reviewing financials at the next meeting, given that the quarter has elapsed since the last review.