



Board Meeting Summary

2 April 2025

Key Decisions and Actions

Chair Update

- The Board discussed a comprehensive update, including a meet-and-greet with ESA staff members and representatives.
- Positive discussion focused on introductions and clarifying roles, with the offer of support person's presence appreciated by all.
- The Chair met with the Royal Adelaide Show to discuss an interschool competition aimed at engaging young people, with the show focusing on maintaining its equestrian presence and coordinating with the Interschool Committee.
- The Chair had a phone meeting with a representative from Sport and Recreation.

Manager's Email Update

- The Board discussed the agenda item with the update provided.
- Concerns were raised about the high volume of emails and the response process.
- A Board member suggested a shared mailbox system for Board members, with the agreement that each member would help manage the email process.
- The Board recognised the importance of an email management system to improve efficiency and ensure accountability.
- Board members to contact the service provider for the member's access to the manager's email.

Financial Reports

- The Board discussed financial reports, with a request made to add a budget column to facilitate clear comparisons.
- A Board member questioned whether competition licence fees should be featured in the discipline's profit and loss statements.
- Clarified that 75 per cent of fees are usually allocated to disciplines, with confirmation of the percentage to be provided.
- A Board member emphasised the importance of including budget figures for better context.
- FARMC will handle further detailed financial discussions, refine the financial reporting process, ensure that budget figures are included, and address any concerns from Board members.

Show Horse Committee Nominations

- A discussion was held regarding the number of nominations received for the Committee, which requires a minimum of three members for a quorum.
- A Board member suggested sending a formal nomination form to all candidates to ensure fairness and transparency.
- Candidates would outline skills and agree to integrity checks and working with children checks. The Board will support the Committee in the process.

- A Director will speak with the Committee, send application forms to the nominees and request integrity checks. Chair to call Committee Chair to congratulate and provide process details.

IT Email Risks

- Consideration was given to a proposal for \$30/month security service to protect all email accounts from phishing threats and enhance email security.
- The Board member stressed the need for training about phishing attacks.
- A Director agreed, suggesting the creation of an educational package alongside technical solutions.
- A motion was made to refer the email security issue, including proposed service and educational initiatives, to FARMC for further detailed discussion.
- No objections with the motion passed.
- Representative to add email security matter to the FARMC agenda, with the Committee's discussion outcomes to be brought back to the Board for final decision.

State Government Funding

- The Board discussed the Chair's update comments, noting that the government requires ESA to submit a strategic work plan for the Board covering the current financial year.
- The Chair will add the item to the next Board agenda and provide the last year's work plan, approved by the government, along with commentary from Sport and Recreation.
- The Board needs to work on the draft strategic plan, focusing on achievable goals.
- ESA must report quarterly on the number of complaints and how they are addressed, as well as the requirements resulting from historical issues.
- A Board member proposed a special meeting to discuss and develop a strategic plan, with the Chair agreeing.
- The Chair agreed to send relevant documents and prepare for the meeting.

Office Rental

- The Board discussed renting out part of the office space to generate additional income for ESA, noting that the office space had previously been viewed as too large.
- A Director noted practical concerns, including security, separate entrances, and tenant modification costs.
- A Board member highlighted the impact of renting office space on staff, noting that working from home requires a safe and suitable environment.
- They raised concerns about managing physical items stored in the office and the need to consider the implications on staff and operations.
- A Director suggested contacting a commercial real estate agent to evaluate office space, including a plan that involves reviewing the key register.
- The Board approved members to explore rental opportunities for part of the premises.

DC Budgets and Planning

- The Board noted that ESA staff had sent requests for budget submissions from Discipline Committees, with more detailed proposals being required.
- Stressed need to understand past accomplishments and how they will meet responsibilities as defined in the terms of reference.
- A Member proposed that the Board meet with DC Chairs to allow for discussion and questions.
- Members supported reinstating regular meetings with Chairs to improve communication.
- The member suggested DC Chairs could benefit from meeting without the Board to foster more open discussions, emphasising that Chairs should take the initiative to lead meetings, identify successes and challenges to plan effectively and communicate findings to the Board.

- The Board acknowledged the need for DCs to demonstrate value by fulfilling their responsibilities and ensuring transparency in financial activities that align with strategic objectives.
- Standardised budget template considered with FARMC to develop and refine the process for budget submissions from DCs.
- The Board agreed to give DCs a clear explanation of requirements and offer support.

SLA Update

- The Board discussed the fact that EA had not provided an update and that EA had a Board meeting scheduled for that evening.

CBS Communication

- The Board discussed communication addressing Board members' previous queries about the organisation's compliance status, emphasising that all necessary processes must be in place to meet CBS requirements.
- Candidates would outline skills and agree to integrity checks and working with children checks.
- The Board will support the Committee in the process.
- Member to speak with the Committee, send application forms to the nominees and request integrity checks.
- Chair to call Committee Chair to congratulate and provide process details.

Other Business

Coaching Committee

- A discussion was held regarding the Committee's role, highlighting the lack of recent updates and concerns about its effectiveness and fulfilment of responsibilities.
- Noted, EA has appointed a National Coaching Coordinator, raising questions about potential overlap.
- The Board discussed whether a new national position could cover functions traditionally managed by the state committee.
- The Board acknowledged the need to provide coaches with essential resources and information.
- Proposed to engage with the Committee Chair to gain insights into functions and challenges.
- Chair to seek feedback from EA about how the new coordinator role functions and its intended interaction with State Committees.

EA Fees and Levies

- Attention was given to a Board member's attendance at a meeting regarding proposed increases in EA fees and levies, with concerns expressed about how these changes could impact the financial viability of ESA and its members.
- Proposed increases could raise individual membership fees further if ESA hires an Executive Officer.
- The Board must consider the potential impact on membership numbers and engagement.
- A Director suggested exploring alternative membership structures, like a user-pays system, to distribute costs based on usage equitably.
- EA is seeking feedback on proposed fees and levies, with the Board acknowledging the need for a thorough analysis.
- FARMC will prepare recommendations for the Board's response to EA.
- An agreement was reached on the importance of measured response, with the Director planning to request an extension from EA if necessary.
- The Director is to analyse the EA fee increase implications before the FARMC meeting.

Show Jumping Championship Budget

- Information was provided that the Show Jumping Committee submitted a budget for the State Championships.
- The timing of submission is noted as late, as event promotion has already begun.
- A Board member raised budget concerns.
- Member reported 92 entries to date, mostly from interstate.
- A Board member noted that show jumping fees seem lower than dressage fees, questioning whether they could be adjusted.
- The Board assigned members to collaborate with the Show Jumping Committee on budget concerns and sponsorship commitments.
- A quick decision on the budget may be needed. Expression was made of the need for better timing and preparation in future budget submissions.
- A Board member warned against normalising operating at a loss.
- Consensus that while supporting committee efforts, financial oversight and ensuring a balanced budget remain critical.

Integrity Update

- Information was provided that the Chair received a response from EA Integrity regarding advice sought, which contained confidential information.
- EA Integrity indicated the issue was beyond its remit and provided advice on actions the Board could take.
- A Board member expressed frustration with the time taken for the process.
- The Chair and representative will find a way to share EA Integrity responses confidentially with the Board.