



# Board Meeting Summary

5 March 2025

## Key Decisions and Actions

### Email Management

- The Board discussed nominations for managing the ESA Manager email account.
- A Board member raised concerns about workload and lack of Board support for managing daily emails, emphasising the need for a clear process and support, preferring a single point of contact over a collective approach.
- The Board decided to explore a shared mailbox, with Board members tasked with contacting ISEEK about setup and categorisation.
- Auto-response suggested.
- The Board noted outdated authorised personnel on the ISEEK account and agreed to remove them, adding two Board members for sufficient authorisation.
- Motion passed to remove previous Directors and add Board members as authorised personnel.

### FARMC Update

- The Board discussed a brief update on the need for amendments to the delegations' policy.
- The Board informed that amendments would be presented for ratification at a future full Board meeting.
- Financial statements from ESA staff are currently unavailable; an agreement has been made to follow up for the next meeting presentation.
- The upcoming budget process was announced with emphasis on the importance of financial planning and management.
- The Board acknowledged the significant value of collaboration with members and committees.
- Stakeholder input is highlighted as crucial for budget alignment with strategic and operational requirements.
- Discussion on the necessity of updating ANZ bank account signatories.
- Proposed that the FARMC Chair should not be a signatory to maintain oversight independence.
- Agreement that the Chair should not approve payments was also reviewed.
- Formal documentation is required for necessary bank changes.
- Motion passed to remove previous Directors and add Board members as signatories on the ANZ bank account.

## **Director Code of Conduct**

- The Board engaged in detailed discussion about the Director Code of Conduct, establishing clear guidelines for behaviour and responsibilities.
- The Board recognised the need for a formal code to ensure transparency, accountability, and ethical conduct.
- Agreement that a clear framework would maintain professionalism and integrity in Board activities.
- The code includes procedures for addressing conduct breaches with reporting to the Chair.
- An amendment was proposed and agreed upon, addressing situations where the Chair might be involved in a complaint, with the Vice-Chair or a designated Board member handling such cases to ensure a fair process.
- Motion passed to adopt the Director's Code of Conduct with discussed amendments.

## **Board Meeting Minutes**

- The Board held a comprehensive discussion on improving communication with members.
- Concerns were raised about the lack of member communication, noting minutes not posted on the website since early 2023, leading to members feeling uninformed about Board activities and decisions.
- The Board acknowledged the need for greater transparency and the role of effective communication in building member trust.
- Several options were discussed, including creating brief Board meeting summaries highlighting key decisions and discussions.
- Summaries could be less detailed than full minutes, but they provide members with insights into Board activities.
- Process of redacting minutes to protect sensitive information discussed.
- A Board member offered to draft a summary of previous meetings as a trial to be shared with the Board for feedback before online posting.
- The Board agreed that the approach could balance transparency and confidentiality.
- Discussed involving ESA staff in improving the Board communication process.

## **Social Media Presence**

- The Board discussed a proposal about enhancing ESA's social media presence to improve communication and member engagement.
- Aim to use social media for regular updates about Board activities and important organisational events for members.
- Content should include Board meeting summaries, member achievement highlights, strategic initiative updates, and profiles of volunteers and staff.
- Content should be engaging and informative, providing value to members and encouraging interaction.
- The Communications Officer would primarily create and manage social media content, guided by the Board and supported with a clear plan and specific messaging guidelines.

## **AGM Voting Update**

- The Board discussed the AGM voting update, focusing on ensuring accuracy and compliance with constitutional requirements.
- A Board member spoke with the guest representative.
- The Board emphasised the importance of ensuring that final vote counts accurately reflect the true intentions of delegates and members.
- The Board acknowledged the need to ensure that actions taken are both legally sound and transparent to the membership.
- Importance of clear member communication highlighted.
- Representative expected to finalise voting review and present findings at next Board meeting.

## SLA Feedback

- The Board briefly discussed feedback provided on the Service Level Agreement with Equestrian Australia.
- The representative had submitted the Board's feedback before the deadline based on prior discussions and the Board members' input regarding SLA terms and conditions.
- Feedback compiled from comments and suggestions submitted by some Board members, noting that not all provided input.
- Once a response is received from Equestrian Australia, the Board will review any further revisions.
- The Board emphasised the need to finalise the SLA promptly for smooth operations and alignment with national standards.
- Suggested members might want to understand SLA progress with updates communicated publicly.

## Other Business

- **State Championships Role:** A Board member informed the Board that the jumping committee had requested them to chair the ground jury at the state championships, along with associated remuneration.
- The Board member sought permission to accept the role and its associated remuneration.
- No objections were raised with the Board supporting involvement.
- **Royal Adelaide Show:** The Chair attended a meeting with RAS organisers to discuss potential inter-school competition involvement, representing a positive step in strengthening the ESA-RAS relationship.
- **Committee Requests:** A Board member raised a previous request for an individual to speak to the Board, with agreement to invite speakers to the next meeting.
- **Email Access:** Discussion about email access issues faced by committees.
- Board member assisted the dressage committee.
- The Board acknowledged ongoing difficulties and the need for consistent policies ensuring committees use official ESA email addresses.