



# Board Meeting Summary

## September 2022

The Board met on 21 September 2022 in the Boardroom. Previous minutes from the 17 August 2022 meeting were accepted and **outstanding actions** reviewed.

### EA

- Chair & EO provided an update on
  - EA Strategic Plan progressing. Update provided to the Board including the Nationally Aligned Strategy document.
  - Draft EA documents on Roles & Responsibilities, EA Functions and Shared Services discussed; and
  - Update on NIF Child Safety Policy & Addendum.

### ESA

- Executive Officer monthly report reviewed and discussed.
  - SA Government Grants – Two grants submitted this financial year with a third to be submitted by 30 September 2022. The third grant must be a collaborative grant working with other organisations. A fourth grant, likely to be an infrastructure grant, to open later in the year.
  - ESA has been successful in receiving an operational development grant of \$40,000/year for four years plus CPI of 2.5%. Grant has numerous conditions to meet to remain eligible. This replaces the former sustainability grant that ESA was receiving.
  - Governance training – EO finalising appropriate training for Board & DC's.
  - Correspondence in/out:
    - Show Jumping State Champs
    - Conflict of Interest matters
    - Membership matters
    - Complaint matters
    - Changes to the Constitution
    - Change of Public Officer
    - Insurance response for D&O cover for Board members who are not ESA members
    - Other general correspondence
- All correspondence reviewed and discussed.
- EO & Chair meeting with ORSR on 19 October to discuss results from Governance Survey completed by ESA earlier in the year.
  - Update on discussion regarding advertising for a media/marketing position
  - Remaining policies have been reviewed and updated. The following updated policies were approved by the Board:
    - Delegation of Authority
    - Expense Claim Reimbursement
    - Work Health & Safety
    - Conflict of Interest

- Governance Document Management
- Honorary Membership
- Social Media Policy
- Catastrophic Fire Rating (removed and will be discussed as part of risk register)
- Lightning Safety (removed and will be discussed as part of risk register)

All ESA policies have now been reviewed and have been given a review date for further reviews.

- Discussion regarding the number of EA & ESA policies and ability to reduce the number of policies for ease of use.
- Update provided on the NIF Child Safety Policy & Addendum. Need to finalise as is a requirement for government funding.
- Risk Register – draft continues to be worked on.
- Proposed changes to the Constitution – feedback had been received from numerous members. All feedback received and discussed. After discussion it was agreed which feedback would be incorporated into the proposed changes and Chair to notify the members who had submitted feedback. Proposed Constitution to be sent to members with AGM documents on 30 September with an explanation of the proposed changes.
- AGM – update on AGM documentation and process discussed and agreed.
- Update on ESA Strategic Plan & Operational Plan – Final amendments to be made before being sent to the Board for final approval. Once approved advise membership of the new ESA Strategic Plan. Once the Strategic Plan is approved will then update and finalise the Operational Plan.
- Governance Review Plan – outstanding matters being reviewed and implemented with the plan to be finalised in Calendar 2022.
- EOI received from Kathleen Dalitz to join the ESA Board – discussed and agreed.
- Complaint matters discussed.

#### **Finance Audit Risk Management Committee (FARMC)**

- August 2022 Combined and DC P&L, BS – discussed and accepted.
- August 2022 Bank reconciliations, balances confirmed – discussed and accepted.
- Payments to Board members/related entities discussed
- Audit is now completed. Process ran very smoothly. No issues identified by the auditor.
- Annual FY22 financial statements reviewed and approved
- Auditor's report and Management letter reviewed and approved
- Draft risk register presented and discussed
- Good take-up of membership renewals. Overall, slightly better than same time last year.
- Circular resolutions passed since last Board meeting were noted.

#### **DCs**

- Next Combined DC meeting to be held on 2 November 2022.
- Minutes from Combined DC meeting held on 24 August 2022 noted.
- New Discipline & Coaching Committee By-Law has been communicated to the membership.
- Dressage – Discussion regarding EA membership By-Law and proposed motion. Assistance sought for judge's development scheme and equality between DC's. Minutes from 22 August 2022 & 19 September 2022 meeting noted. Discussion regarding decision for Para and judges upgrading.
- Dressage Judges – Minutes from 16 September 2022 meeting noted.
- Jumping – Minutes from 9 August 2022 meeting noted. Discussion regarding cancellation of State Championships and refund of entry fees. Discussion regarding outcome of Jumping Forum. Proposed date for 2023 State Champs approved by the Board for 15-17 September 2023.

- Show Horse – organisation continues for the HOTY show.
- Vaulting – Minutes from 13 September 2022 meeting noted.
- Eventing – Proposed OC Grant assistance package received and discussed. EO to raise additional queries with Eventing DC.

The next meeting will be held on 19 October 2022 in the Boardroom and via WebEx.

*Note: Some of the items are ongoing due to the complexity and requirements for finalising these matters.*