



**AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)**

**Minutes of the Board Meeting**

**20 October 2018**

**[continuation 30 October via teleconference]**

- **CONVENING OF MEETING**

The AAA President, Ian Frith declared the meeting open at 0803

**PRESENT:** Ian Frith, Steve O'Keefe, Sharon Dawson, Sue Harris, Andrew Hulme, Trevor Parry, Ian Preuss

**IN ATTENDANCE:** Amanda Olthof; Craig Lynch (8.45 – 10.50)

- **APOLOGIES:** nil

- **REGISTER OF DECLARATION OF INTEREST** – It was noted by the President that this Register was to be used by directors for any listed agenda items or anomalies that arise during the meeting where an interest needs to be declared.

- **BOARD EXECUTIVE POSITIONS**

**B18/M85:** The Board **RESOLVED** to ratify the appointment of the Board executive effective 20 October 2018 being Ian Frith, President; Sue Harris, Vice President; Steve O'Keefe, Treasurer.

**CARRIED**

- **CONFIRMATION OF PREVIOUS MINUTES**

Minutes of the AAA Board meeting held 10 August and 22 September 2018 as circulated were considered and small amendments made.

**B18/M86:** The Board **RESOLVED** to confirm the Minutes of the AAA Board meetings as a true and correct record.

**CARRIED**

- **MATTERS ARISING FROM PREVIOUS MEETINGS**

.1. **Dispute Mediation**

Independent mediator appointed in Bendigo to mediate on a complaint at regional level.

.2. **Member Dispute**

The Board discussed a dispute between two members involving database manipulation and directed the CEO how to resolve the issue.

- **PRESIDENT'S UPDATE**

- President's report accepted as read.
- President welcomed two new members to the Board
- Excellent voter turnout of 60%, attributed to the ease of the electronic voting process.  
Healthy attendance at the company's AGM



- AWEX agreement discussed.

- **CEO UPDATE**

CEO updated the Board on upcoming implementation of strategic priorities. Noted that staffing arrangement was to change

- **TREASURER'S UPDATE**

- Treasurer presented financial statements for the quarter ended 30 September 2018 showing a surplus for the period of \$140,834 which is \$5,785 more than budgeted (excluding NSW & Tasmania) and \$133,191 less than the same period last year. Income of \$458,774 is \$10,220 less than budgeted (excluding NSW & Tasmania regional income) whilst total expenditure of \$31,896 is \$17,399 less (excluding NSW & Tasmania regional income)
- Judges Travel & Accommodation Expenses were discussed. Judge travel reimbursement claims will be limited to incidentals & car travel per km claims. This policy will have the added advantage of ensuring that convenors/judges are not left out of pocket and that the AAA is able to obtain corporate discounts

**B18/M87** The Board **RESOLVED** that all judge's bookings to be centralised to the national office and paid for by the national office. **CARRIED**

- Regional Treasuries discussed all regions to be offered the service of the national office for the payment of all expenditure and MYOB bookkeeping and financial reporting. This will ensure that all regional expenditure is appropriately authorised prior to payment and that supporting documentation is retained. It will provide the added advantages of being able to claim GST input tax credits and saving monthly MYOB licence fees. regional treasury

**B18/M88** – The Board **RESOLVED** that all regions to be offered the service of the national office for the payment of all expenditure and MYOB bookkeeping and financial reporting **CARRIED**

- Youth Group Expenditure was discussed.
- **B18/M89** – The Board **RESOLVED** that all AYE expenditure to be authorised by a relevant state representative on the AYE committee prior to payment by the national office. **CARRIED**
- Due to income anomalies, the accounts of one region are being examined. The committee of this region will be written to regarding a breach of financial delegation. The President will be removed as an authoriser for a period of 12 months.
- Sydney Royal Show Committee was discussed - Current funds and assets held by this committee to be transferred to the NSW Region and all future Sydney Royal Show income to be banked into the NSW region account and all future Sydney Royal Show expenditure to be authorised by the NSW regional committee. It was noted that the Sydney Royal Show committee had not provided any financial reporting to the AAA national office for the 3 years prior to 2017/18. It was also noted that the 30 June 2018 financial reporting included



discrepancies regarding invoices provided at year end. Accordingly, as this show accounted for a loss of \$11,000 in the 2017/18 financial year and as this committee's assets and results are consolidated in the AAA company accounts it is further recommended that this committee be asked to provide a copy of all paid invoices. An internal audit of the financial records of the Sydney Royal Show Committee over the last 3 years is also recommended.

**B18/M90** – The Board **RESOLVED** that all funds and assets held by Sydney Royal Show Committee to be transferred to the NSW Region and all future Sydney Royal Show income to be banked into the NSW region account and all future Sydney Royal Show expenditure to be authorised by the NSW regional committee. **CARRIED**

The current Treasurers will be approached to provide invoices for the last 5 years for the purposes of an internal audit of the financial records of the Sydney Royal Show Committee over the last 3 years.

AAA Board rep and NSW president to meet with the Sydney Royal Committee

- Financial Delegation Authorities as reviewed by the A&R Committee were presented and discussed.

**B18/M91** – The Board **APPROVED** the updated financial delegation authorities. **CARRIED**

#### - **CORPORATE GOVERNANCE**

Craig Lynch from Sneddon, Hall and Gallop attended the meeting to discuss Director duties and corporate governance for the Association.

#### - **DIRECTOR PORTFOLIOS**

Director Portfolios were discussed and allocated as follows:

- Ian Frith: President, Audit and Risk, Overseas, Tasmania, Victoria Western, Q Fever
- Sue Harris: Vice President, assist President in all matters eAlpaca, Victoria Eastern
- Steven O'Keefe: Treasurer, Victoria Central, Audit and Risk Chair
- Sharon Dawson: Showing and Judging, Convenor, National Show, Canberra Show, NNSWSQLD, QLD
- Andrew Hulme: Alpaca Youth Education, Market Access and Trade, NSW
- Trevor Parry: Training and Education, AWEX, Western Australia
- Ian Preuss: Membership including Member Services, South Australia
- Amanda Olthof (CEO): Company Secretary, NLIS, Animal health, welfare and biosecurity, Research and Development, assist President with Q Fever

#### - **REGIONAL ISSUES**

- Regional regulations review was discussed. Survey of membership to address issues that come up regularly from the membership to be developed and distributed.
- Regional communications discussed. Each Director has responsibility for liaison with a region and communicating with them.
- Council meeting set for 15-17 February 2019 in the Canberra offices.

#### - **ALPACA YOUTH UPDATE**

- Discussions on youth structure. Ideas to be included in the regulation survey



- Noted that J Holmes A/Chair of AYE committee as K Caldwell has stepped down.

- **SHOWING AND JUDGING UPDATE**

- .1. **Alpaca of the Year** concept put forward by the S&J committee was discussed. The new state awards aimed at enticing members to enter as many Regional shows as possible. Ribbon winning alpacas at each regional show on the AAA show calendar will be allocated points as shown below. The competition will commence on 1 January 2019 and will conclude just before the National Show. In future years the competition will commence immediately after the National Show to include results from regional shows held after the National Show.

The state to which an alpaca belongs will be determined by the state in which its owner has their alpaca stud. The alpaca with the highest points accumulated for shows in its state will win Alpaca of the State in its state, free entry into the National for that animal plus a bonus animal entry, PLUS \$250 towards expenses for attending the National. Second place in each State, will win a free entry for that animal plus a bonus free entry for another animal. Third place will win a free entry into the National for that animal.

Points will be allocated as follows

- Supreme..... 9 points
- Champion and best of colour.....7 points
- Reserve Champion..... 6 points
- 1st..... 5 points
- 2nd..... 4 points
- 3rd..... 3 points
- 4th..... 2 points
- 5th or highly commended.....1 point

If by chance there is a draw, the winner will be decided by the S& J Committee, who will look at number of shows, placings received, and number of entries into shows, with a final decision being decided on higher placings.

**B18/M92** The Board **RESOLVED** to accept the Alpaca of the Year proposal.

**CARRIED**

.2. **Best New Breeder**

The Board discussed the S & J Committee recommendation for a new award for *Best Animal in the State bred by a New Breeder* to promote and reward new breeders who in the six years since starting are doing well in the show ring, indicating a positive breeding program. Animals must be registered with the herd prefix of the new breeder. Entrants for 2019 need to be new members who joined the AAA in or after the year 2014. The same points scoring system for Alpaca of the State will apply to the New Breeder award in each state, but all new breeders under six (6) years will go up against each other separate from the main competition. The prize for the new breeder of the winning animal will be a perpetual trophy recognising that achievement.

**B18/M93** The Board **RESOLVED** to accept the Best New Breeder proposal.

**CARRIED**



.3. **National Show**

- 2017 National Show discussed. Some accounting issues still to be resolved with the convenor. Convenor to be approached for a release for 2017.
- South Australia Region has rescinded the request to hold the 2019 National Show.
- Survey results from the 2018 National Show were discussed.
  - Colourbration will be separated out and offered to Vic Central as it's original home.
  - 1 ring, 2 judges will be the format
  - Australian judges will be used.
  - No auction for 2019 and parameters for 2020 auction will be carefully considered

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**B18/M94** The Board **RESOLVED** that in 2019 that National Show will be separate show, to be held in Canberra **CARRIED**

- .4. Show uniforms were discussed following feedback from members. The issue has been referred to S & J for discussion
- .5. Judges training workshop held in October was very beneficial, learning about fibre density at Avington merino stud.
- .6. The Board discussed an S&J recommendation following a request from the convenor to make Wodonga a Colour Show for 2019 to celebrate the show's 20<sup>th</sup> anniversary. It was agreed that this will be only be for 2019 and will revert to an age show in 2020.

- **COMMERCIAL AGREEMENTS**

- Update on commercial contact agreements. Discussion on AAA endorsement and levy of 55c / kg to support market development.
- Swing tag licencing discussed, as well as the obligations that the AAA has under the agreements regarding promotion. **Action** - AH to draft eblast regarding swing tags.

- **Q FEVER UPDATE**

President and CEO met with DAWR to discuss NZ import requirements and Q Fever testing regime. Included in discussion was:

- Department is continuing to pursue direct EU market access.
- FTA agreement remains unsigned but on the radar.
- There was also a report on meetings with the Elizabeth Macarthur Ag Institute. Blood testing commenced and of those bloods so far tested all have been negative. Arrangements have been made for a limited number of animals to be infected with Q Fever to develop a vaccine or other appropriate treatment for Q Fever. Ethics approval is required before that work can commence, and this process can be lengthy.
- We have asked DAWR to approach the Ministry for Primary Industries in New Zealand to advise of Australia's progress and to seek permission to re-open New Zealand to Australian alpacas on the proviso that Australia will continue with its testing regime. We will have to wait for that reply. Canadian market is now open for Australian animals. Noted that Canada to EU market closed due to disease outbreak. Limited uptake due to cost of freight. AAA to take out advertisement in Canadian alpaca magazine to promote Australian animals.



- **R&D UPDATE**

- Held to next meeting

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- **GENERAL BUSINESS**

- Business enterprise centre training for members in January in Canberra
- Member dispute discussed. AO to follow up

The meeting closed at 16.09

**Meeting recommenced via teleconference on 30 October at 18.15**

- **PRESENT:** Ian Frith, Sue Harris, Sharon Dawson, Andrew Hulme, Trevor Parry, Ian Preuss  
**IN ATTENDANCE:** Amanda Olthof
- **APOLOGIES:** Steve O'Keefe

**OFFICE SUPPORT**

A proposal from Animal Health Australia for accounts, events and communications was discussed. was discussed

**B18/M95** The Board **RESOLVED** to accept the proposal outlined in the Memorandum of Understanding subject to any minor amendments that the Treasurer and CEO consider appropriate. **CARRIED**

**INTERNATIONAL ALPACA CONFERENCE**

- The Board discussed the international conference and agreed that November 2020 timing was appropriate. The main theme should centre on commerciality of the alpaca industry.
- Aim for the coreference to be over 2 -3 day. Sharon Dawson as Board rep on the organising committee will present the Board with the NSW proposal including budgets.

**R&D**

Barber's Pole project proposal was discussed and decision not to fund given concerns about current vaccine usage.

**MEMBER EDUCATION**

Business training has been tentatively arranged for 19 January through the NSW Business Enterprise Centre. Training will take place in Canberra office with small charge for participants.

**REGIONAL UPDATE**

- IF and SD reported on the new QLD executive. Di Baker is the new President, Luke Samways new Treasurer and Jeff Willis A/ Secretary. TP to approach QLD re member training required in QLD
- Regional handover of committees discussed and what the Board can do to assist in the process. Handover packs are sent from head office but require updating.
- Survey to be developed for amendments to regional regulations.



#### COMMERCIAL REGISTER

IP to chair a four-person working group to consider development of a commercial alpaca register. Membership will be approached for interest in sitting on working group. to report back to the Board by mid-March 2019.

#### S&J UPDATE

S&J to have committee meeting mid-November and will provide full report at next meeting.

#### NATIONAL SHOW

Board noted that new committee in SA had retracted their offer to hold the National show.

SD gave an overview of plans for National Show to be held in Canberra in 2019.

Board agreed that 22-25 August dates are suitable.

Discussed possibility for AGM at the show. To be discussed further but will require audited accounts to be finalised.

Sponsorship and accommodation packages discussed. New events staff member will assist with this.

#### SYDNEY ROYAL

The Sydney Royal accounts were discussed. A request for all accounts over the last five years has been made and a meeting arranged between the RAS, AAA and the NSW region representatives.

#### AWEX

AWEX certification of alpaca classers and the ongoing contract with AWEX discussed. TP to follow up with AWEX CEO Mark Graves.

#### Q Fever

Q Fever test results were all negative and EMAI is waiting for new kits to arrive

IF remains in regular contact with Cheryl Jenkins from EMAI.

#### COMMUNICATIONS

AH proposed a weekly newsletter to all members, with digestible snippets of information. Will be implemented in February 2019.

Meeting closed 19.35

Chairman

Dated

30 Nov 2018