



Australian Alpaca  
ASSOCIATION

**AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)**

**Minutes of the Board Meeting held at the Airport Motel & Convention Centre, Attwood, VIC  
5-7 February 2016**

**1. CONVENING OF MEETING**

Michelle Malt, President AAA declared the meeting open at 3.04 pm  
5 February – Meeting adjourned at 5.42 pm  
6 February – Meeting reconvened at 3.45 pm and moved in camera  
6 February – Meeting adjourned at 5.00 pm and came out of camera  
7 February – Meeting reconvened at 8.40 am  
7 February – Meeting closed at 12.05 pm

**PRESENT:** Michelle Malt, Annette Woodgate, Chris Cronshaw, Jeff Willis, Nick De Bruyn, Greg Scarlett, Dinah Fisher, Fiona Vanderbeek

**IN ATTENDANCE:** Kris Brown

**2. APOLOGIES:** Ian Braithwaite

**3. 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. It was noted that the Audit and Risk Committee had indicated that this should record details of any other company or trust in which a director was recorded as a Director or Trustee.

**4. CONFIRMATION OF PREVIOUS MINUTES**

**4.1. *Minutes of AAA Board meeting held 20 January 2016***

Minutes of the AAA Board meeting held 20 January 2016 as circulated were considered.

**B16/M06:** The Board **RESOLVED** to confirm the minutes as tabled at the meeting as a true and correct record. CARRIED

**4.2. *Minutes of AAA Board meeting in camera held 20 January 2016***

Minutes of the AAA Board meeting in camera held 20 January 2016 as circulated were considered.

**B16/M07:** The Board **RESOLVED** to confirm the minutes as tabled at the meeting as a true and correct record. CARRIED

## 5. PRESIDENT'S REPORT – Michelle Malt

### 5.0. President's report tabled and noted.

Colourbration 2015 – follow up emails to Jenny Ford; phone call with Cherie Wastle to query if reports and/or payment received – payments received but reports still outstanding, trademark name returned to AAA (AAA to own Colourbration name), funds into AAA bank account and not separate account.

**Action:** Chris Cronshaw to clarify with Sam Hearn payments made by Vic Central in relation to Bendigo Showgrounds for 2015 and has anything been paid for the Showgrounds in 2016 and will Vic Central be running Colourbration during 2016.

**Action:** Chris Cronshaw to email Cherie Wastle, requesting break down of what was received from JD Gould Investments in relation to Colourbration 2015.

**Action:** Formal letter from AAA President and Treasurer to be sent to JD Gould Investments Pty Ltd requesting information as per agreement signed in August 2015. Chris Cronshaw to circulate draft for approval.

### 5.1. 2016 National Show and Sale Report tabled and discussed.

**B16/M08:** The Board **RESOLVED** to endorse the appointment of Dinah Fisher as the Director Liaison for the 2016 National Show and Sale. CARRIED

### 5.2. Corporate Calendar Second half of the year updated for distribution

### 5.3. National Office Report Report tabled and noted. Outstanding action items completed and noted.

**Action:** Amendments to the membership table to be made – delete 2013 and 2014 and include new members on a monthly basis.

### 5.4. Animal Transfers by region – January 2016 Report tabled and noted.

5.5. Animal Registrations by Region – January 2016  
Report tabled and noted

5.6. AAA Member Discussion Paper  
A paper and correspondence tabled by a AAA member was reviewed and the response provided by Michelle Malt, AAA President, to the member was noted.

## 6. TREASURER'S REPORT – Chris Cronshaw

6.1. Budget Projections to 30 June 2016  
Report tabled and noted. Budget to be monitored on an ongoing basis until the May face to face board meeting.

6.2. Overview of Audit Risk and Finance meeting provided.  
Chair – Steve O'Keefe  
Recommendation to be prepared regarding alternative income streams for the AAA  
Financial delegation of authority – in the absence of a general manager it is to revert back to the AAA Executive  
OHS Working Party review – comprehensive and recommendation to adopt.

**Action:** On the recommendation of the ARF committee the OHS document is to be distributed to the AAA Board to review with a view to be formally adopted as policy at the next Board meeting.

**Action:** Michelle Malt to send letter of thanks to Angela Smith.

Youth Groups x 3 bank accounts and want to be under AAA umbrella but bank accounts under their control. Must conform as per the regions.

**Action:** Recommendation from ARF is to establish Youth Group bank accounts to operate under the conditions of the AAA and for the AAA to provide oversight as per the regional accounts.

**Action:** Fiona Vanderbeek to approach three Youth Groups and discuss options and AAA oversight.



**7. COMPLAINT – Nick De Bruyn**

An overview of a complaint received from a member was provided.

*Meeting moved in camera at 3.45 pm*

*Meeting moved out of camera at 5.00 pm*

**8. STRATEGIC PLAN BEYOND 2016 – All**

Deferred until second half of calendar year.

**9. AAA TRANSFER, REGISTRATION AND MEMBERSHIP FEES REVIEW – All**

Deferred until report available.

**10. MEMBER SERVICE WORKING PARTY UPDATE – Annette Woodgate**

Update and survey of member responses tabled and noted.

10.1. Report re AAA GM - Report tabled and noted.

**11. INDUSTRY SKILLS FUNDING – Fiona Vanderbeek**

Report tabled and noted.

**12. BIOSECURITY AND ANIMAL WELFARE – Q-ALPACA – Ian Braithwaite**

Report tabled and noted.

**B16/M09:** The Board **RESOLVED** to reject the request for the member to rejoin Q-Alpaca in 2015-16.

**Action:** Kris Brown to advise the member that reinstatement has been rejected as per the conditions of Q-Alpaca membership.

**13. COUNCIL RECOMMENDATIONS**

The Council expressed the view that members wanted a magazine to continue but were amenable to the number of issues being reviewed with a minimum of three per year. CARRIED

The AAA Board considered the recommendation from Council to have three editions of the Alpacas Australia magazine per year for 12 months

**B16/M10:** The Board **RESOLVED** to produce three editions (printed and online) of the Alpacas Australia magazine during the 2016/17 financial year. **AGAINST:** Dinah Fisher. **CARRIED**

**Action:** AAA Board to issue a request for Expressions Of Interest from the AAA membership to produce, (editing and graphic design functions) a magazine, including securing advertising at rates approved by the AAA Board. The request for EOI is to be sent by the end February to return to the National Office by early April (confirm date).

**Action:** Kris to locate previous Magazine Editor advert for review and edit and email to Michelle

**B16/M11:** The Board **RESOLVED** to include a copy of the Australian Alpaca annual magazine with the next edition of the quarterly members magazine to be sent to all members. **CARRIED**

#### 14. GENERAL BUSINESS

##### 14.1. New members listing – circulated

**B16/M12:** The Board **RESOLVED** to endorse the new members. **CARRIED**

##### 14.2. Paraders – National Show and Sale

**Action:** Dinah Fisher to discuss with Sarah Wheeler and Fiona Vanderbeek to speakwith Janie Hicks regarding inclusion at NSS or finding alternative show.

##### 14.3. Colourbration 2016

Tentative booking for the Bendigo Showgrounds by VCR. VCR will meet with convenors and possibility date could change.

##### 14.4. Constitution

Based on legal advice to the Board, Annette Woodgate was directed to expand the current Constitution Working Party to encompass feedback from AAA members. Annette requested direction from the board and stated she needed a brief for the working party. The Board decided to follow advice given by the consultant lawyer (AAA Member) which involves:

- Map processes that deliver objects
- Clarify the detailed activities
- Assign activities to appropriate roles (*i.e. Director, Staff, Membership Group*)
- Generate role descriptions



- From activities and roles – decide on structure
- When structure chosen – draft into Constitution

The current aim is to now have a draft Constitution for review by members for discussion at the 2017 AAA AGM

14.5. Annette Woodgate advised the Board that she and the Chair of the Members Services Working Party were not prepared to take on the financial responsibility outlined in the Strategic Plan's brief. It is their opinion that financial modelling is performed by Finance and perhaps qualified accountants.

14.6. It was noted by the Board that the MSWP has completed its AAA Strategic Plan nominated tasks of:

- Fixing the National Show and Sale date for the next 3 years.
- Through member survey taken, bringing the Board's attention to the need for an upgrade of the website and IT scoping project to commence.
- Introducing a members incentive value add program.

The above are now to be carried forward by the Board and it was suggested by Annette Woodgate to close the current MSWP as it has completed its task.

14.7. Jeff Willis advised the Board that some regions are now updating their websites and that if AAA is not careful it will be left behind.

Annette Woodgate stated that on two separate occasions she had put up Board papers drawing attention to the urgency of upgrading the current AAA website. At the first tabling, Annette was advised to go back to the IT provider and request a quote for the upgrade of the AAA main website only as opposed to the quote including all 13 regions as well as the AAA main website. Annette stated that the Treasurer had approved the current quote and that expenses for this upgrade would come from AAA capital. Annette stated that it was urgent the Board address this issue on behalf of AAA members and was requested by the Board to table the Website Upgrade Paper again at the February teleconference.

**Action:** Annette Woodgate to table the AAA Website Upgrade board paper at the 24 February Board teleconference for further review and action.



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The Meeting closed at 12.05 pm

Chairman \_\_\_\_\_

Dated 22 March 2016