



**AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)**  
**Minutes of the Board Meeting**  
**22 March 2016**

**1. CONVENING OF MEETING**

Michelle Malt, President AAA declared the meeting open at 7:33 PM

**PRESENT:** Michelle Malt, Annette Woodgate, Chris Cronshaw, Jeff Willis, Dinah Fisher, Fiona Vanderbeek, Nick De Bruyn, Ian Braithwaite (joined at 7:48 PM)

**IN ATTENDANCE: NIL**

**2. APOLOGIES: Nil**

**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.

**4. CONFIRMATION OF PREVIOUS MINUTES**

4.1. *Minutes of AAA Board meeting held 5-7 February 2016*

Minutes of the AAA Board meeting held 5-7 February 2016 as circulated were considered.

**B16/M20:** 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 held 24 February 2016*

Minutes of the AAA Board meeting held 24 February 2016 as circulated were considered.

**B16/M21:** The Board **RESOLVED** to confirm the minutes as tabled at the meeting as a true and correct record.

ABSTAINED : Nick De Bruyn

CARRIED



**5. PRESIDENT'S REPORT – Michelle Malt**

- 5.1. The National Office report was tabled and noted.
- 5.2. Tasmanian member survey – deferred
- 5.3. Alpacas Australia Magazine

The Board agreed the:

- advertising rates for the Alpacas Australia magazine during the 2016/17 Financial Year \$440 full page, \$245 ½ page, \$145 ¼ page and \$66 1/8 page (business card)  
AGAINST: Christine Cronshaw  
CARRIED
- Package rates for prepaid advertisements in all 3 issues of Alpacas Australia to be offered at 15% discount  
CARRIED
- Timing of publication of Alpacas Australia magazine during the 2016/17 Financial Year (3 editions) September – October 2016, January - February 2017 and May-June 2017;  
CARRIED
- The preferred size of the Alpacas Australia magazine during the 2016/17 Financial Year (3 editions) is to be a minimum of 40 pages  
CARRIED

A draft Expression of Interest was tabled and discussed.

**Action:** The call of EOIs for a Magazine Editor/Designer is to be circulated to members by e news by 24 March 2016

- 5.4. Strategic Plan 2014-2016 update.

**Action:** the updated strategic plan is to be uploaded to the web site

**6. TREASURER'S REPORT – Chris Cronshaw**

- 6.1. Online shop price increase report tabled and discussed.

**B16/M22:** The Board **RESOLVED** to approve the recommended price increases to items in the on-line shop from 1 July.

CARRIED

**B16/M23:** The Board **RESOLVED** to endorse a promotion of items in the on-line shop for the month of June.

CARRIED

- 6.2. WHS Policies and Procedure – extract from HR Manual

**Action:** WHS Policy and Procedures documents with covering report to be included in the agenda papers for the next Board meeting.

**7. COMPLAINT –All**

A report was tabled and discussed.

**B16/M24:** The Board **RESOLVED** to undertake a full review of the handling of the complaint received on the death of an animal at the Huon Show.

ABSTAINED: Nick De Bruyn.

The Motion was DEFEATED.

**B16/M25:** The Board **RESOLVED** to refer the proposed changes contained in the report in relation to the death of an animal at a show to the following committees:

- Showing and Judging
- Training and Education
- Animal Welfare and Biosecurity

CARRIED

**B16/M26:** The Board **RESOLVED** to implement changes to the complaint handling process as recommended in the report. The Motion was WITHDRAWN

**Action** – The Integrity Committee to undertake a review of the Codes of Conduct and the complaints handling procedure.

**8. IT REVIEW UPDATE –Fiona Vanderbeek**

8.1. AAA Website upgrade

Report tabled and noted

**B16/M27:** The Board **RESOLVED** to proceed with the AAA Website upgrade

CARRIED

8.2. IT Infrastructure review and scoping study update

Report tabled and noted.

**9. SHOWING AND JUDGING REPORT – Michelle Malt**

Report tabled and noted and accepted.

**10. MARKETING AND PROMOTIONS UPDATE – Dinah Fisher**

10.1. 2016 National Show and Sale update – report and attachments tabled and noted.



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11. **IMPROVING BOARD EFFICIENCY** – Ian Braithwaite  
Report deferred to the next Board meeting.
  
12. **NEXT MEETING** Wednesday 20 April 2016 at 7:30 EST  
The Meeting closed at 10.48 PM

Chairman \_\_\_\_\_

Dated \_\_\_\_\_