



**AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)**

**Minutes of the Board Meeting**

**30 November 2018**

**CONVENING OF MEETING**

The AAA President, Ian Frith declared the meeting open at 0808

**PRESENT:** Ian Frith, Steve O'Keefe (via phone 8.50-10.30), Sharon Dawson, Sue Harris, Andrew Hulme (via phone conference), Ian Preuss

**IN ATTENDANCE:** Amanda Olthof

**APOLOGIES:** Trevor Parry

**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. Sue Harris declared her position as a partner in Madgwicks Law.

**CONFIRMATION OF PREVIOUS MINUTES**

Minutes of the AAA Board meeting held 20 / 30 October as circulated were considered and minor amendments made.

**B18/M96:** The Board **RESOLVED** to confirm the Minutes of the AAA Board meetings as a true and correct record. **CARRIED**

**MATTERS ARISING FROM PREVIOUS MEETINGS**

- Ongoing members dispute and code of conduct issues discussed and letters to be written.
- Change of email addresses for Board members to @alpaca addresses discussed and to be communicated to membership
- Business planning session organised for 19 January discussed. Opportunity for members to bring a friend or people whose membership has lapsed.

**PRESIDENT'S UPDATE**

Ian Frith gave an update, including on export situation and work with the DAWR and EMAI to remedy. President's report accepted as read.

**CEO UPDATE**

CEO updated the Board on current issues:

- Mitcham lease has been signed
- Board meeting schedule arranged in advance.

- As we improve the way that we do things, the organisation will be able to be more effective in representing member needs and advocating on their behalf.
- Jocelyn Ryan has joined the office team in the position of Finance and Administration Manager.
- The Memorandum of Understanding with Animal Health Australia has been implemented and includes assistance in the finance, communication and events space. A dedicated events resource, Rachel Webb will start in the AAA office 10 hours per week to assist in running the National Show and preparations for the International Alpaca Conference.
- Initial discussions have been held with other bodies about office space, however the shared space has been an issue for them. CEO will continue to scope other organisations that may be interested in sharing our facilities.
- All Board members have now been set up with an @alpaca.asn.au email address, that will be communicated to membership.
- Digital media has started to be planned out with the assistance of the AHA MOU. This will involve a re-jig of the Facebook page, a curated “member’s-only” group associated with the Facebook page. These will fit into the overall communications strategy. Also planned are weekly newsletters for the membership, which will be short punchy updates as a general overview. A template is under design to make the newsletter more visually appealing. Each month there will be a longer newsletter that will incorporate the President’s report. These will replace the current eblasts that go out through mail chimp.
- The website will require attention in the new year as it runs off an old platform. AHA under the MOU may be able to assist in this redesign.
- A member workshop has been arranged on 19 January in Canberra through the Business Enterprise Centre. Cost has been set at \$30 (\$50 non-members) to cover catering and the set-up costs of the program. Every participant then can sign up for 4 hours of free advice from the NSW government Business Enterprise Centre. The day will focus on increasing the commercialisation and business skills of our breeders.
- The integrity of the Q-Alpaca program is a concern and I recommend a short-term working group is established to look at a review. State governments rely on the integrity of the system to underpin interstate animal movements and it is of interest to the Animal Health Committee at national level.
- Copy for the next edition of the WOA magazine is due early December. Sue Harris has written an article on fleece buyers and I have prepared articles on life members and certificates of appreciation, an obituary for Karen Caldwell and an article on Q-Fever in humans. Ian Davison has prepared an article on the “Alpaca Male” concept.
- The Mitcham property lease has been formalised and the tenants have moved in. Property manager has been handling issues at the property including air conditioning.
- **Action** – AO to develop a full marketing plan aimed at new members and present to the Board.

CEO’s report accepted as read.

SOK arrived in person 10.40

## TREASURER’S UPDATE

Financial statements for the 4 months ended 31 October 2018 show a surplus of \$140,834; \$18,952 less than budgeted (excluding NSW & Tasmania) and \$135,887 less than the same period last year. Income of \$490,847 is \$15,018 less than budgeted (excluding NSW & Tasmania regional income) whilst total expenditure of \$387,045 is \$3,504 less (excluding NSW & Tasmania regional income)

As proposed and resolved at the June board meeting, bank accounts have been opened for the purpose of funding R & D, Youth Development & Market Development with \$60,000 invested into these 3 separate accounts from the proceeds of the sale of AAFL shares. Future expenditure in these areas will be funded out of the respective bank accounts.

Regional capitation fees for the September quarter were paid in October. As resolved at the June board meeting capitation fees representing 50% of regional youth/education membership fees collected for the period have also been paid to the respective youth groups in NSW, Queensland, South Australia and Victoria. Upon opening of an account for the Western Australian Youth Group, the same capitation fees will be paid to that state group.

**Action** – chart of membership to be developed.

Animal Health Australia has advised that they will not be undertaking a sublease of the office space.

Spectacular accounts have been closed off and a final amount of \$6073 (as 50% of profit) will be invoiced by the convenor.

### **SYDNEY SHOW**

As proposed and resolved at the previous meeting on recommendation from the Audit and Risk Committee, monies were transferred out of the Sydney account following financial anomalies, including pre-signed cheques being held. This will allow the AAA to claim GST and provide strengthened accountability for AAA funds and financial controls. These decisions have caused some angst amongst committee members.

A meeting was held with NSW Regional representatives, AAA Board representatives and the Sydney Royal Agricultural Show Society regarding future involvement in the Sydney Royal. The meeting was considered positive overall and all parties are looking forward to the future.

Discussion on a AAA asset situation where a trailer was purchased in individual names, stored at their home, insured in their personal name, towed by their vehicle and paid for transfer of registration fees into their personal name, not AAA. This trailer will be registered by the AAA and brought into the AAA insurance policy.

**Action** - An application for a credit card for the Sydney Royal convenor will be arranged.

**Action** - The account will be kept open and prize money allocated into the account so that it can be presented as prize money at the show.

Treasurer's report accepted as read

### **REGULATIONS**

A potential re-draft of regional regulations was discussed, and a survey will be distributed to gauge member feeling on what changes might be required to regulations. Discussion on the definition of "youth", electronic voting for regions, state youth groups, and zones / proportional representation and other potential survey questions that need to be canvassed.

**B18/M97:** The Board **RESOLVED** that a survey to be distributed prior to Christmas via survey monkey to all classes of membership. **CARRIED**

### **COUNCIL MEETING**

A full AAA Council meeting has been scheduled for 16-17 February in Canberra following a Board meeting on 15 February. Agenda items will be requested from Council members.

## eAlpaca UPDATE

Sue Harris presented a paper on eAlpaca and change requests to the program.

- Discussed issue of lapsed memberships and transfers. Ealpaca allows for transfers within 12 months of lapsing.
  - **Action** – SH to write a paper to discuss proposal to changes regarding lapsed memberships for both transfers and certifications from lapsed memberships.
- Change requests to eAlpaca discussed by the Board. The approved changes included:
  - 10pm financial rollover.
  - Show levy management and reporting change approved by Board
  - Assistance for first time show exhibitors - Showing and judging committee are working on the PDF document for the website which can be reached from a link in eAlpaca.
  - Notification to exhibitors of changed animal inspection procedures at all shows so that exhibitors will be responsible for some checks.
  - Notification of new/approved shows
  - DNA verification requests - this work has approval in principle subject to completion of spec and fee estimate.
  - 'Free in June" for new memberships - has been approved.
- Shows Administration updated for show billing to be accessible to Administrators (not just the Super Administrator) so that staff can access information.
- Renewal prompts will be included in eAlpaca.
- Commercial register - this project is gaining traction with Ian Preuss as the chair. Recommendations from the working group regarding potential eAlpaca impacts will be discussed and considered in conjunction with Nathan Bailey from iSimplify.
- Inclusion of last shearing date for fleece entries
- Youth Memberships
- Best new breeder & Alpaca of the State - changes have been approved for inclusion in eAlpaca.
- Fleece length at shows, rule 56 – was discussed and approved in principle depending on fee charged.
- Fertility requirements at shows (females) rule 59 - female animals 48 months or older must have produced a cria registered or recorded on eAlpaca.
- Certification requirements at shows (males 48 months and over) - on the recommendation of the SJC we are repealing this rule.

**B18/M98:** The Board **RESOLVED** to approve change requests to eAlpaca.

**CARRIED**

## SHOWING AND JUDGING UPDATE

Sharon Dawson reported a very successful meeting of the SJC held in the office in Canberra in October.

- SD stepped down as chair of the SJC and was elected back as chair. Additional committee positions are:
  - Cath Lukin is Secretary and responsible for updating showing and judging rules and standard operating procedures and will assist with judge allocations by organising Judges agreements.
  - Julie Wilkinson will run the fleece show of the 2020 International Conference and run the 2019 fleece show in micron bands
  - Lee Sadler is responsible for retired judge plaques and perpetual trophies
  - Shane Carey and Natasha Clark will update new breeder information for eAlpaca.
  - Darren Hard will allocated judges.
  - Judge training manual will be
- The judge training manual is to be updated by Natasha and Julie.

Recommendations for rule changes from SJC were discussed as follows:

<b>Rule number</b>	<b>commentary</b>	<b>Conclusion</b>
	Alpaca halter or fleece shows that are not endorsed as AAA shows, are not able to utilise a AAA judge. Neither are they able to utilise AAA support and resources, including the AAA logo and insurance	RATIFIED
	amend Progeny classes to delete "11 month."	RATIFIED
	Highly commended ribbons to be available at each show, to be used at judge's discretion	RATIFIED
	Changes to nomenclature for junior handler, youth parader and young judge	RATIFIED
Rule 59	No change	RATIFIED
Rule 60	SJC recommendation to repeal rule of a mature male needing to be certified in order to be shown	RATIFIED
Rule 58	The sentence "a predominantly grey alpaca may be entered in fancy class if it is registered with the APP prefix and displays six or more evenly sized spots throughout the blanket area" from the definition of grey to the definition of fancy	RATIFIED
Rule 8	change to reflect "request judge through eAlpaca"	RATIFIED
Creation of rule 26a	That, if the first placed alpaca does not enter the ring for consideration for champion, then the second placed alpaca is included in assessment for reserve champion	RATIFIED
Rule 30	Change minimum fleece length for suri to 50mm for all shows. Huacaya remains at 30mm	RATIFIED
	Pre-show inspection list amended to remove checks for teeth, testicles, lice and tail, and make these aspects self-managed.	RATIFIED The exhibitor checklist on eAlpaca will be amended to account for this.
Rule 31	That an isolation pen to be provided by convenor so that any alpacas found to have lice are able to be separated from others without the exhibitor being sent from the show. The reference to "mites" be removed as these cannot be confirmed without a skin scraping and a microscope	RATIFIED
Rule 32	That pre-show inspections are conducted with the exhibitor (or their nominated representative) in the pen and the steward conducting the pre-show inspections and the scribe outside the pen	RATIFIED
Rule 50	That the show ring exhibitors' uniform will include the AAA logo on either the AAA black shirt or the AAA black vest. The vest may be worn over the AAA black shirt or a black shirt (either with long sleeve or short sleeves). These are worn over long black trousers or a long black skirt and clean brown or black closed-in shoes.	RATIFIED

**ACTION** - A working group will be formed to discuss breed standards and report back; the group is to be diverse and include Cameron Holt as an expert in fleece.

**ACTION** – SJC to seek information from Jane Vaughn on why maidens are not considered viable ET dams

Additional recommendations discussed regarding colour championship shows was not taken up  
Change to age class classifications for suri fleece to be the same as for huacaya fleeces was not taken up.  
Rule 56 proposal by SJC that the trial of under 18/14 months fleece be extended for a five-year period (I.e. until 2024) was discussed and not ratified.

Rule 26 proposal to change “shall” to “may” for both Champion and Reserve Champion. Extensive discussion about the occasions when a first placed alpaca is not brought back into the ring for consideration for the champion ribbon and where this leaves the second placed alpaca in this class was discussed and not ratified.

**B18/M99** – The Board **RESOLVED** to approve rule changes to the Showing and Judging Rules **CARRIED**

A judge recruitment weekend will be held in 2019.

Assessment of judges will be completed by an independent assessor.

Discussion on paper presented by Trevor Parry regarding appointment of judges. Judge appointment now being carried out by Darren Hard and not Director responsible.

**B18/M100** – The Board **RESOLVED** that the National show will be held 23-25 August in Canberra and Canberra be booked for at least the next three years **CARRIED**

**B18/M101** – The Board **RESOLVED that** Adrienne Clarke be promoted from an Associate judge to a full judge **CARRIED**

The Board accepted the report of the SJC representative.

#### **MEMBERSHIP SERVICES UPDATE**

Ian Preuss gave an update on the member services he has been investigating.

**Action** CEO to provide a state membership breakdown to assist in negotiations

#### **COMMERCIAL REGISTER UPDATE**

Ian Preuss gave an overview of commercial register work and how envisaged to fit within eAlpaca model. Benefit to establish a lower cost basis for commercial animals without compromising the stud register. IP to work with a working group and report back to Board

#### **AWEX CLASSING CONTRACT**

AWEX contract for alpaca discussed. Contract due for renewal at end of calendar year.

**B18/M102** – The Board **RESOLVED** that the AWEX contract to be renewed with minimal amendment. **CARRIED**

#### **Biosecurity**

Board discussed the necessity to review QAlpaca system to incorporate a wider biosecurity focus.

**B18/M103** – The Board **RESOLVED** that a working group be established to look at a tiered biosecurity system as a replacement program for QAlpaca. **CARRIED**

#### **INTERNATIONAL UPDATE**

Ian Frith reported on monthly meetings held with the DAWR and we have also had dialogue with EMAI, the NSW DPI's Centre of Excellence for Plant and Animal Health.

So far, all alpaca serum samples have tested negative in the Q fever ELISA which we are currently

aiming to validate, and we await the arrival of new test kits from overseas to continue this process. The ELISA uses a Protein A/G conjugate (labelled antibody) which is the reagent in this kit that allows for multi-species detection. We have also managed to source an alpaca-specific conjugate which will also be trialled for comparison.

EMAI are continuing to test the JD ELISA for alpacas and due to some complexities with the testing protocols, it has been discovered that the previous ruminant specific ELISA that was being used for JD was not suitable for use on alpaca samples. Serological tests give an indication of exposure and are not an indicator of active infection or shedding of the pathogen, while PCR measures whether the animal is shedding the pathogen. EMAI have sourced an alpaca-specific conjugate which will be used in further testing.

At our request, DAWR have approached 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.

#### MARKET ACCESS AND TRADE UPDATE

- Development of secondary fibre market discussed. Discussed the importance of promotion of industry.
- Fact sheets translated into Chinese provided to CAAA members.
- CAAA have asked for guidance in using eAlpaca through screenshots with instructions.

#### YOUTH UPDATE

- Jillian Holmes has agreed to take on the role of chair of AYE
- A longer-term strategy to involve and incorporate youth members into the organisation is required.

#### GENERAL BUSINESS

- Ian Preuss recommended to establish a feedback register for drought impacted breeders. IP to develop questions to survey membership (e.g. are you impacted by drought, do you need – feed / agistment / water)
- The Board considered correspondence from Cameron Holt on fleece. Trim on / trim off testing was discussed. All fleeces at the National were tested for trim on and trim off. Trim on can provide a more consistent micron mean. Require information other than mean micron. Standard deviation has not been rewarded in the show ring or utilised in breeding programs.

**B18/M104** – The Board **RESOLVED** that an independent statistical assessment be undertaken on the fleece data from the national show. **CARRIED**

- **Action** - Andrew Hulme to arrange statistician to look at trim on – trim off statistics.
- **Action** – Letter to Cameron Holt advising that Board has considered his paper and have sought independent statistical advice so that they can decide in conjunction with the SJC for 2019 national show
- Correspondence – Magazine editor requesting prepayment of contract to purchase paper. Not approved. **Action** – CEO to advise.

Meeting closed 6.16

Chairman



Dated

15/2/19