



AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)

**Minutes of the Board Meeting held Best Western, 33 Ardlie St, Attwood, Vic
10-12 February 2017**

1. CONVENING OF MEETING

10 Feb - Ian Frith, AAA President, declared the meeting open at 1.09 pm

10 Feb – Ian Frith, AAA President, adjourned the meeting at 2.30 pm

11 Feb - Ian Frith, AAA President, re-convened the meeting at 8.00 am adjourned at 9.00 am

12 Feb - Ian Frith, AAA President, re-convened the meeting at 8.00 am and closed the meeting at 11.30 am

PRESENT: Ian Frith, Annette Woodgate, Chris Cronshaw, Fiona Vanderbeek, Sharon Dawson, Andrew Hulme, Chris Williams, Nick De Bruyn

IN ATTENDANCE: Kris Brown

2. APOLOGIES:

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 2-3 December 2016*

Minutes of the AAA Board meeting held 2-3 December 2016 as circulated were considered.

B17/M01: The Board **RESOLVED** to confirm the minutes as a true and correct record.
CARRIED

4.2. *Minutes of AAA Board meeting held in camera 2-3 December 2016*

Minutes of the AAA Board meeting held in camera 2-3 December as circulated were considered.

B17/M02: The Board **RESOLVED** to confirm the minutes as a true and correct record.
CARRIED

5. PRESIDENT'S UPDATE – Ian Frith
Report tabled and discussed.

5.1. ABRI meeting – Ian Frith and Fiona Vanderbeek met with representatives to discuss AAA's new registry and the relationship with ABRI once the AAA provides 12 months

notice in July 2017. Will continue with the existing contract until June 2018 and downloads to be available in advance. ABRI were very accommodating in assisting AAA with providing information for software developer.

5.2. Meeting with Crowe Horwath, Auditors

Ian Frith and Chris Cronshaw met with the auditors and discussed the AAA having a standard disclaimer across the board.

AAA Insurance is to be reviewed and addressed at the next Audit Risk and Finance meeting with a second quote to be sourced prior to next insurance renewal in November.

5.3. Meeting with Sue Harris re draft Constitution

Ian Frith and Nick De Bruyn met with Sue Harris to discuss the draft AAA Constitution.

5.4. Australian Guaranteed Alpaca swing tag

The Board approved the new swing tag which is to be available via pdf for those members who agree via licence agreement with the AAA, to use when creating their own labels.

B17/M03: The Board **RESOLVED** to approve the swing tag with a Manufactured in Australia to be included and a new Trademark organised. CARRIED

5.5. Regional/State training workshops in Business Planning and Marketing – to be organised by the Training and Education committee. A proper curriculum for the youth group is also to be created.

5.6. AAA Magazine

Report tabled and the offer from World of Alpacas was discussed.

B17/M04: The Board **RESOLVED** to endorse Trevor Pavlovich, World of Alpacas, to print and electronically produce the World of Alpacas, in conjunction with the Alpacas Australia, magazine for a total fee of \$20,000 paid over 3 years with a contract in place between the AAA and World of Alpacas.

Action: Annette Woodgate and Ian Frith to speak with Trevor Pavlovich regarding the Board's acceptance of his proposal and to advise the amended payment terms based over 3 years and not a one off fee.

Action: Annette Woodgate and Kris Brown to draft a contract based on the current Magazine Editor's contract

5.7. Paraders

Meeting with Ann Parry, Rochelle Veitch, Louise Lazarus and Ian Frith to be organised.



6. TREASURER'S UPDATE

6.1. Crowe Horwath terms of engagement letter tabled and discussed.

B17/M05: The Board has read and understood the conditions of the Crowe Horwath engagement letter. CARRIED

B17/M06: The Board authorises the treasurer to accept the engagement letter on behalf of the AAA. CARRIED.

6.2. AAFL Preference Shares

The AAA President formally requested permission from the Board to correspond with the AAFL Board and to offer them the first right of refusal in purchasing the AAA's shareholding of 150,000 Preference shares in their Company.

B17/M07: The Board **RESOLVED** to approve the AAA President to formally request in writing to offer AAFL the first right of refusal in purchasing the AAA's shareholding of 150,000 Preference shares in their Company and to respond within 21 days - to be sent by registered mail.

Action: Copy of final letter to be sent to AAA Board for information

6.3. Budget Projection Report

Tabled and discussed and amendments to the budget for the rest of the financial year made.

6.4. Amendments to the Reimbursement of Member & Officer Expenses guidelines Report tabled and discussed.

B17/M08: The Board **RESOLVED** to endorse the amendments to the Reimbursement of Member & Officer Expenses guidelines as discussed.

6.5. Transfer of Investment funds guidelines and form for the 'Request to transfer funds' from the Regions investment accounts

B17/M09: The Board **RESOLVED** to endorse and approve the guidelines and form (with minor changes made) for the 'Request to transfer funds' from the Regions investment accounts.

7. ALPACA COLOUR CLASSIFICATIONS

Report tabled and discussed – an anomaly in relation to colour classifications has been identified



B17/M10: The Board **RESOLVED** to endorse that the prefix “Solid” cannot be applied to an alpaca which is any shade of grey or roan.

B17/M11: The Board **RESOLVED** to endorse that the prefix “Solid” once entered in the relevant field of the registration form in the new registry will prevent the entry of more than one colour. Acceptable colours to include the Solid prefix are limited to: White, Fawn (all shades), Brown (all shades), Bay Black and True Black.

B17/M12: The Board **RESOLVED** to endorse that at initial login to the e-Alpaca system, the user will be prompted to undertake a review and update of their herd (alive/dead; sold etc). It is proposed that at this point incorrectly described animal colours will also be highlighted and require correction by the owner. This will only apply to Active/Alive animals.

8. SAC DECLARATION AND BIOSECURITY PROGRAMS – Fiona Vanderbeek
Report tabled and discussed and recommendations approved by the Board.

B17/M13: The Board **RESOLVED** to endorse the revised SAC Declaration and Waybill.

B17/M14: The Board **RESOLVED** to endorse the phased replacement of AlpacaMAP with a modified version of Q-Alpaca which meets the needs of WA and of commercial scale breeders.

B17/M15: The Board **RESOLVED** to endorse that a letter be sent to the Victorian authorities indicating that the AAA is working towards the phased replacement of AlpacaMAP with an alternative biosecurity program (Q-Alpaca).

9. REQUIREMENT FOR POLICE CLEARANCES
Presented at Council Meeting

10. GENERAL BUSINESS

10.1. Young farmers champion program – proposal tabled and discussed.

Andrew Hulme to provide feedback to Amber O’Neill regarding the proposal and that the Board will be investigating further.

10.2. Registry

New registry – non-members will be able to access only a limited view of animal pedigrees. However, for a small fee they can receive password access to view information for a year. This will allow valuable information on those accessing the registry to be tracked. Payment options available will be credit card and debit card only.



10.3. Training and Education – overview of committee meeting provided.

The Meeting closed at 11.30 am.

Chairman



Dated

15/5/17

CONFIRMED