Australian Alpaca
ASSOCIATION

AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)
Minutes of the Board Meeting held by Teleconference
14 March 2018

1. **CONVENING OF MEETING**
AAA President, declared the meeting open at 7.10pm

PRESENT: Ian Frith, Fiona Vanderbeek, Sue Harris, Steve O'Keefe, Chris Williams and Andrew Hulme

IN ATTENDANCE: Nil

2. **APOLOGIES:** Sharon Dawson (joined meeting at 7.32pm)

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. **MINUTES OF PREVIOUS MEETING**

Minutes of the AAA Board meetings held 8-10 February 2018 and 19 February 2018 were held over for consideration at a later meeting.

5. **MATTERS ARISING**

5.1. **Letter received from Diane Marshall**

Tabled for discussion. Ian Frith will draft a response.

5.2. **Ratification of Amber O'Neill as an Associate Judge**

B18/M43: The Board resolved to ratify the appointment of Amber O'Neill as an Associate Judge.
CARRIED

5.3. **Australian Alpaca Spectacular – Show Format**

Discussion concerning whether the format should revert to an Age Show. The Board has previously agreed to trial the 2017 format for two years in 2017 and 2018 and felt that it was appropriate to raise the arguments for and against a change to the format with the convenor but that, given the prior agreement it was not appropriate to direct the convenor to alter the format for 2018.

Sharon Dawson joined the meeting at 7.32pm

Also discussed the issue of conducting pen tours at the 2018 show but noted that some breeders would be reluctant to have their alpacas handled before the judging was completed which means that pen tours might only be feasible on the Sunday.

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5.4. **Report from Dr Bruce McGregor**

Report received from Dr Bruce McGregor was tabled for discussion. The report will be made available in full for members to read.

5.5. **Letter received from Julie Blake**

Tabled for discussion. Ian Frith will draft a response.

5.6. **Letter received from Tim Blake**

Tabled for discussion. Sue Harris will draft a response.

5.7. **eAlpaca change requests**

The proposed changes are expected to cost approximately $20,000 and to enhance eAlpaca as a capital asset of the Company.

B18/M44: The Board RESOLVED to approve expenditure on the proposed changes to eAlpaca. CARRIED

5.8. **Lease of new premises – discussed in camera**

Premises under discussion are in the building occupied by Animal Health Australia (AHA) at 95 Northbourne Avenue, Braddon, Canberra, ACT.

The premises initially offered were a space of 54sqm but a larger area of approx. 90 sqm is now offered. If accepted we would be able to sub-let space to two entities, one being the Livestock Biosecurity Network (a subsidiary of AHA), the other would be a recruiter working in the Livestock/Biosecurity Industry.

Discussed the terms set out in the draft letter of offer. Would want further terms commensurate with those granted to AHA and two car parking spaces.

AHA has indicated it would grant a separate licence agreement to the AAA allowing us the use of their conference rooms and balcony, particularly for weekend meetings, at no charge.

Noted the advantages of the proposed premises and the opportunity to develop our relationship with AHA.

B18/MIC1: The Board RESOLVED to proceed with relocation of the AAA office to Canberra and to negotiate further regarding offices at 95 Northbourne Avenue CARRIED

– **Out of Camera**

5.9. **Suri Interest Group**

There has been some discussion regarding the possible re-founding of the Suri Interest Group. Could be a forum to focus on the commercial possibilities of suri fleece.

5.10. **Employsure**

Compliance review – the Company passed the compliance review conducted by Employsure.

Staffing issues - discussed in camera

Staffing issues arise for those who do not wish to move to Canberra when the new office is opened.

Liz Cecil has been employed on a casual basis with the AAA for less than a year and employment can be terminated.

The permanent staff, Janette Law and Jo Rothque have accrued holiday and long service entitlements a provision for which is held in a separate account and can be paid with no effect on the Company's Profit & Loss Statement. As a small employer, the Company is exempted from any obligation to pay redundancy payments, however, the recommendation is that we pay ex gratia redundancy payments where staff agree to accept ex gratia payment plus entitlements in final settlement of all their entitlements from and claims against the Company.

Discussed the redundancy process and the manner in which meetings with the staff should be conducted. Ian and Steve will fly to Melbourne for meetings with the staff over two days.

Discussed how to manage notice to members of the impending office relocation and also arrangements for relocation of IT.

Discussed recruitment arrangements for employment of a General Manager/CEO and a Finance/Administration Manager should current staff choose not to relocate.

B18/MIC2: The Board RESOLVED to proceed with the process recommended by Employsure, to include ex gratia redundancy payments for permanent staff not relocating to Canberra CARRIED

B18/MIC3: The Board RESOLVED to use Carnovale Recruitment for the recruitment of staff if those currently employed choose not to relocate to Canberra CARRIED

Out of Camera

5.11. **Karen Jiang**

Steve O'Keefe noted that some of the cost of engaging Karen could be covered by an Austrade Market Development Grant.

Steve and Ian will meet with Karen to negotiate her contractor agreement. She will need to advise what entity she wishes to be engaged through, whether a company or in her own name.

5.12. **Working with Children Policy**

It will be up to the Convenor of each show to obtain and collate checks. A form has been created for Convenors to complete and sign off

5.13. **AYE Charter**

B18/M45: The Board RESOLVED to approve the draft AYE Charter subject to some minor amendments.

6. PRESIDENT'S REPORT

In Camera, arising from the President's report there was discussion of updates from DAWR regarding export. Canada will be opened for live Australian alpaca exports possibly within two weeks. The Company has been asked to work on a task force with DAWR for export of animals to UK and EU.
Out of Camera

7. FINANCIAL REPORT

Revised 2017/18 Budget Surplus figures and forecast surplus for 2018/19 tabled.

8. SOCIAL MEDIA POLICY

B18/M46: The Board RESOLVED to approve the proposed Social Media Policy subject to some minor amendments. CARRIED

9. NATIONAL ALPACA WEEKEND

It was confirmed that this will be 5 & 6 May 2018

10. REQUEST TO SURVEY MEMBERS REGARDING FECAL EGG COUNT METHODS

B18/M47: The Board RESOLVED to approve the proposed member survey from a PhD student at Swinburne University of Technology. CARRIED

Action: Fiona will ask the office staff to circulate the survey details to members

11. LETTER TO AAFL MEMBERS FROM THE AAFL CHAIRMAN

Tabled for discussion. Noted the need to continue to point out that the AAA is not involved in the new Waratah Alpaca Fibre Co-op. The AAA seeks to encourage all fleece buyers in Australia including AAFL.

12. MICHAEL DAVIS AS ADDITIONAL AHA LIAISON

B18/M48 The Board resolved to approve the appointment of Michael Davis as an additional AHA liaison officer to work with Fiona Vanderbeek.

Action: Fiona to contact Michael Davis

13. SEARCHING FOR MEMBERS ON eAlpaca & VIA AAA WEBSITE

The default address for a member search on eAlpaca is the postal address and a member can elect to have their address kept private. A non-member can search by setting up a guest account.

Can conduct a search on the AAA website – this is currently from ABRI – should be re-directed to eAlpaca.

B18/M49 The Board resolved to set up a link from the website search function to eAlpaca. CARRIED

Action: Fiona to liaise with webmaster to arrange link

14. REGIONAL REGULATIONS REVIEW

A work in progress by Sue. Ian will forward comments to her. Other Directors also asked to forward comments to Sue.

15. AGRICULTURAL SOCIEITIES REQUESTING ACCESS TO AAA DATABASE FOR NON eALPACA SHOW ENTRIES

SomeAg Societies want to control the show entry process, using their own systems but accessing the AAA's registry for animal data. The AAA has recommended the use of the eAlpaca show system for initial entries, with the the entries then provided to the Ag Societies for import into their systems.

B18/M50 The Board resolved that the AAA should not allow interrogation of the eAlpaca system by other software, therefore access to the data on eAlpaca by Ag Society systems will not be granted. CARRIED

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16. TRAINING OPPORTUNITIES FOR OVERSEAS APPRENTICE JUDGES

The Board will seek the Showing & Judging Committee's view on such training opportunities generally. The Board has received a request from Lisa Charteris of New Zealand to attend the Australian judges' clinic, at her own expense, in June this year.

B18/M51: The Board resolved subject to the Showing and Judging Committee's agreement to allow Lisa to attend the judges' clinic in June. CARRIED

17. YOUNG JUDGING MANUAL

The AYE Committee has recommended that the age for entry to the junior judging program be between 15 and 25 and that the age limit for Paraders be 18 years. The rationale for this recommendation is that this aligns the age requirements with other agricultural industries.

B18/M52 The Board resolved to accept the recommendations of the AYE Committee. CARRIED

18. SYDNEY ROYAL SHOW

Discussed concerns about the bank account for Sydney Royal Show. About 10 years ago financial responsibility for the Alpaca Show at Sydney Royal moved from the Royal Agricultural Society to the AAA. The Bank Account was originally funded by five NSW Regions. The difficulty is that our Treasurer has never seen the accounts for the Sydney Royal Alpaca Show or details of the income and outgoings. This a concern for the auditors to the AAA. The show does produce accounts but these are not supplied to the AAA office. Our Treasurer has requested a financial report from this year's show by early July 2018. At present the show is treated as a separate region and is not registered for GST.

B18/M53: The Board resolved to request the Audit and Risk Committee to investigate and make recommendations for accounting treatment of the Sydney Royal Alpaca Show in the future. CARRIED.

19. CHINA WOOL AND TEXTILES TRADE FAIR

B18/M54: The Board resolved to proceed with the stand and to send Board representatives to China to attend the Trade Fair and meetings with interested traders and fibre processors. Representatives will be Chris Williams and Andrew Hulme with assistance from Karen Jiang. As Sharon will not be able to go, will consider sending another Board member in her place. CARRIED.

20. GENERAL BUSINESS

20.1. Judges' Clinic

Will be held at Karen Caldwell's farm 22 to 24 June. It will involve training but no formal assessment. Accreditation will be carried out by Jenny Jackson at shows.

Time will be devoted to judging suri alpacas, including in short fleece. There will be a focus on commerciality of fleece in the judging process, with input from the sheep industry and processors.

20.2. Life Membership

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The Board expects to receive several nominations for life membership for consideration at the next Board meeting.

20.3. **Access of overseas alpaca associations to Australian judges**

Applications for appointment of Australian judges for overseas shows should be handled through the Showing and Judging Committee rather than being made directly to the judges themselves.

B18/M55: The Board resolved that the President would write to other alpaca associations overseas to let them know that applications for Australian judges should be made through the Showing and Judging Committee and to request that, where an Australian judge is appointed to judge a show in their country, they provide the Showing and Judging Committee with a post-judging appraisal of that judge. CARRIED.

20.4. **Request for permanent loan of AAA pen panels by Victorian Eastern Region**

B18/M56: The Board resolved that, while the Victorian Eastern Region are welcome to borrow the panels from their current location at Bendigo, they could not hold them permanently but must return them as soon as the event for which they were required has completed and must transport them to and from Bendigo at the cost of Victorian Eastern Region. CARRIED.

There being no further general business the Meeting closed at 10.52pm.

Chairman _____ Dated 17/06/08.