



AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)

Minutes of the Board Meeting

1 June 2019

1. CONVENING OF MEETING

AAA President Ian Frith declared the meeting open at 10.07am on Saturday 1 June 2019.

1.1. **PRESENT:** Ian Frith (IF), Sue Harris (SH), Steve O'Keefe (SOK), Ian Preuss (IP), Trevor Parry (TP)
IN ATTENDANCE: Amanda Olthof (AO)

1.2. **APOLOGIES:** Sharon Dawson (SD), Andrew Hulme (AH). Note that proxies were received.

1.3. **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.

1.4. **WORK HEALTH AND SAFETY WHS** will be a standing item at Board meetings and also at Regional meetings. Long working hours of staff were noted.

2. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the AAA Board meeting held 29 March 2019 as circulated were considered.

Minutes of AAA Board teleconference 9 May 2019 as circulated were considered and a minor amendment made.

B19/M38 The Board **RESOLVED** to confirm the Minutes of the AAA Board meeting 29 March 2019 and teleconference held 9 May 2019 as a true and correct record **CARRIED.**

3. MATTERS ARISING

Action items discussed

4. EXECUTIVE UPDATE

4.1. **PRESIDENT'S UPDATE** – Ian Frith

Verbal report presented and discussed. Special mention was made of continuing efforts into current export situation and the work being done to open export markets. Q-Fever project was discussed. Animals are now with Sydney University, with preliminary results expected in August. It was noted that there is no guarantee that New Zealand will accept the results of the EMAI testing project for Q Fever.

NSW Winter Wonderland show was facing cancellation due to lack of volunteers. Volunteers have now been found and the show will go ahead, with Sharon Dawson as convenor.

The postponed International Conference was discussed. The President has been approached by the Austrian Alpaca Association regarding hosting the 2021 International Alpaca Conference. The Board agreed to support Austria holding the 2021 Alpaca conference through offers of guest speakers, and support to establish the Federation of International Alpaca Associations



B19/M39 The Board **RESOLVED** that Ian Frith, President will work with Austrian Alpaca Association to support the 2021 International Alpaca conference

The Royal Agricultural Society of Victoria has changed the dates of the Royal Melbourne Show for 2019 from July to October. Due to the date change, a special dispensation has been granted for exhibitors that would have qualified in July, but the October date change makes them ineligible under fleece length rules.

B19/M40 The Board **RESOLVED** that a special dispensation be granted for exhibitors at the 2019 Royal Melbourne Alpaca Show that would have qualified in July under fleece length rules, but the October date change makes them ineligible.

The International Judges Clinic is being established and plans for development continue. The aim is for Australia as the southern hemisphere alpaca hub.

A member has requested that the Board consider a permanent trophy for coloured animals as the Nationals in memory of Karen Caldwell. The Board discussed that options for a trophy for Paraders or Young Judging as well as the coloured animal option be offered to Andrew Caldwell.
Action – IF to contact Andrew to discuss his wishes

B19/M41 The Board **RESOLVED** that the President's report be accepted.

CARRIED

4.2. CEO UPDATE – Amanda Olthof

Written report presented and discussed.

Anyone who is involved in an AYE activity, including all junior events and any event involving overnight stays must provide a copy of their Working with Children card to the relevant regional executive or regional youth committee, prior to the event, before they are given permission to participate. A copy of the card must be provided to the AAA office to maintain a register.

B19/M42 The Board **RESOLVED** that the WWC policy be amended and a process "how to register in each state" document will be developed for each region and provided to the regional executive and committees to be provided to all people intending to participate.

Action: Regions and AYE groups will be contacted regarding a youth event checklist to record the event for insurance purposes. Information will also be included in convenor pack being prepared by SJC.

Action: reminder in next newsletter re WVC card and SJC to remind all conveners of requirements.

Action: AO to send reminders to all regions, as well as Chair and Secretary of SJC regarding requirements under company insurance policies to report all WHS incidents.

Action: reminder to all conveners re responsibility to report all incidents at shows.

The framework of the new website was demonstrated, and comments sought. Aim is to launch the new website at the National Show.

Action: AO to seek pictures for use on website from membership.



4.3. TREASURER'S UPDATE – Steve O'Keefe

Written report presented and discussed.

Financial statements presented noting a decrease in revenue due to decline in membership

- The sale involving a 20 discount on registration fees was announced to the membership on 15 May. Members have also been advised of the 3%, 1 July registration fee increase
- Treasurer will contact the Regional Committees to advise that post 1 July they will be invoiced for their regional MYOB licence fees (approximately \$44 per month incl GST and a further \$88 per month incl GST) for their share of annual external audit and accountancy fees.

Annual Audit - Crowe Horwath have confirmed that they will be performing their interim audit testing on 26 and 27 June and further that they have schedule their final audit testing for 19 – 20 August.

B19/M43 The Board **RESOLVED** that regions to be sent a copy of the strategic plan and a copy of the raw survey results with a request that each region provide a copy of their 24-month operational plan to the Board by 1 August

B19/M44 The Board **RESOLVED** to accept Treasurer's report as presented

Treasurer presented the budget as developed by Board in out of session budget session.

B19/M45 The Board **RESOLVED** to accept the budget presented by Treasurer with a budgeted \$17,728 loss, with recommendation for the Treasurer and Finance Manager to investigate further budgetary savings.

B19/M46 The Board **RESOLVED** to cancel the postponed 2020 International Alpaca Conference due to budgetary position

B19/M47 The Board **RESOLVED** that sitting Board members to be reimbursed for attendance at AGMs.

B19/M48 The Board **RESOLVED** that from 1 July 2019 daily allowance for AAA judges attending shows to be increased to \$75, with no further meal or incidental expenses to be paid.

5. REGIONAL ISSUES

5.1. Proposed Regional Regulations

Three responses to the regulations were received. SH and AO to work through and come to next meeting with further draft of the regulations for discussion.

5.2. VCR / VWR Regional Merger

Following the recent Ordinary Regional Meetings (ORM) of the Victorian Western Region (VWR) and Victorian Central Region (VCR), the Board was informed that VWR voted in favor of merging the two regions (ie. altering boundaries of regions, as per Annexure A - Regional Regulations). The VCR opted to have its own members vote (comprised of full members) at its ORM (18 May), which was in favor of the merge.

B19/M49 The Board **RESOLVED** to support merging of the VCR and VWR regions and **RESOLVED** to support the changeover of the VCR and VWR regional merger to coincide with the financial year roll-over



Action - The Treasurer to take back to the president of the two regions that the name of the merged region be the "Victorian Region"

5.3. Regional Support

Head office and Board support for upcoming regional annual meetings discussed. All regions to be reminded to sign Code of Conduct for Committee Members.

6. MEMBER ISSUES

6.1. eAlpaca UPDATE

Ealpaca report provided by SH outlining all eAlpaca changes or requests that are underway or completed. Ealpaca change requests were discussed and agreed. The Board noted the report.

6.1.1. eAlpaca Agreement

eAlpaca is covered by a cloud-based software agreement. Contract signed under previous president and signed under the understanding that eAlpaca would come online in February 2017. It in fact launched in November 2017.

B19/M50 The Board RESOLVED that a formal contract variation will be prepared due to the delay in launch of eAlpaca to have an end date of November 2020 rather than February 2020. Note that three months prior to that, rights to options will be discussed.

Action – SH to discuss with Simplify Solutions the disaster recovery plans

Action – CEO to table a disaster recovery plan for AAA

6.2. Member Satisfaction Survey

The raw results from the member satisfaction survey was discussion. Results to be graphed and communicated.

7. COMMITTEE REPORTS

7.1. SHOWING AND JUDGING

Board requests that a formal recommendation is received from SJC for promotion of judges.

Board requests from SJC clarification on the formal process of judge progression

Kyneton fleece show request discussed. The Board is not providing endorsement but will make a judge available for the show to be run under AAA rules. All costs are to be covered by the show society.

B19/M51 The Board RESOLVED to accept the SJC recommendation for a change to the way that SJC allocates judges to shows creating a system where once a convenor requests a judge, he/she is assigned a judge rather than given a choice from a list.

8. PORTFOLIO REPORTS

8.1. MARKET ACCESS AND TRADE

SH gave a comprehensive presentation on the trade mission to China. The delegation included the 2019 Prime Trade Fair, where it was obvious that the market has changed from last year away from natural



fibres to “new fabrics” which were “chemical”, polyester fibres. The other emerging products (plant herb based, artic fox, racoon, mink, yak, etc). Noticeably less natural fibres (no silk this year). Mills were visited which resulted in some orders for sample supply of alpaca fibre. The delegation met with the China Animal Agriculture Association, China Animal Husbandry Group, China Wool and Textile Authority, AusTrade and DAWR Agricultural Counsellor, and the China Sheep Dealer Club.

The Board discussed key risks and opportunities. Fleece suppliers to be approached for a teleconference to discuss outcomes of the trip and opportunities for fleece sample supply.

B19/M52 The Board RESOLVED to contact fleece collection agencies with opportunities to supply fleece samples.

8.2. COMMERCIAL HERD

No written report presented. IP reported on options for herd recording. Cost prohibitive to replicate eAlpaca as a commercial herd register. Recommendation that associate memberships be opened to “record” (not register) inactive females for a fee.

Action – IP and SH to investigate costs to allow associate memberships to record animals as inactive from registered parentage. Must supply an annual return spreadsheet of animals

8.3. EDUCATION AND TRAINING

TP reported that no TAFES in other states to take up classing course. WA course still being run.

TP to continue investigating web-based training and costs, including shearing videos.

Regions are not providing requested training information.

9. MEMBER ISSUES

IN CAMERA – COMPLAINT AGAINST JUDGE

10. GENERAL BUSINESS

- Correspondence from member re unknown parentage – discussed.
Action – CEO to draft response explaining that parentage will not be recorded in eAlpaca for a female of unknown parentage
- Correspondence from member regarding knackery services for cull alpacas discussed. Response back (cc in VCR) that the Board in the new strategic plan are looking at this issue, however in the short term there are no easy solutions.

The Meeting closed at 16:06

Chairman _____

Dated 26 July 2019 _____