



**AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)**  
**Minutes of the Board Meeting**  
**29 March 2019**

**1. CONVENING OF MEETING**

Friday 29 March 2019 - AAA President Ian Frith, declared the meeting open at 8.33am  
Friday 29 March 2019 - AAA President adjourned the meeting at 16.40 pm  
Monday 8 April 2019 - AAA President re-opened the meeting via teleconference at 17.01 pm  
Monday 8 April 2019 - AAA President closed the meeting at 20.25

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

1.2. **APOLOGIES:** Nil

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.

*8/4/19 Sue Harris declared her relationship with consultant to MACE Engineering who provided the electrical report.*

**2. CONFIRMATION OF PREVIOUS MINUTES**

The circular resolution **B19/M014** was recorded following signature by all parties on 21 March 2019

*The Board **RESOLVED that** the International Alpaca Conference scheduled for May 2020 be postponed to at least 2021.*

Minutes of the AAA Board meeting held 15-17 February 2019 as circulated were considered and a minor amendment made

**B19/M15:** The Board **RESOLVED** to confirm the Minutes of the AAA Board meeting 15-17 February 2019 as a true and correct record CARRIED.

**3. MATTERS ARISING FROM PREVIOUS MEETINGS**

**3.1. Timing of AGM**

Discussion on holding AGM at National Show. Difficult with preparation of accounts and auditing timing. While there are regions that are not having their accounts managed by the National Office, the complexity of auditing means that the AGM cannot be held at the same time as the National Show.

**B19/M16** The Board **RESOLVED** that from 1 July 2019 MYOB licence fee costs will be imposed on regions



### 3.2. Breed Standards Working Group

The Board discussed the establishment of a breed standards working group which will require 3 directors, 3 SJC reps plus a processor or fleece expert and a veterinarian and will have a longer-term commercial view looking at increasing yield per animal, uniformity and conformation. Short term guidance for shows and longer term for breeding programs

**Action** – SJC to establish working group and make recommendations to Board

## 4. EXECUTIVE UPDATE

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

Verbal report presented and discussed. Special mention was made of current export situation and the work being done to open export markets through Q-Fever testing and government advocacy.

### 4.2. CEO report – Amanda Olthof

Written report presented and discussed. Requirement for an additional staff resource, particularly with additional workload of show administration was discussed. The Board agreed to recruit an additional staff resource “member liaison officer” on a part-time basis of up to 20 hours per week

**Action:** Code of Conduct for committees to be developed.

All Board members signed the Board Code of Conduct

**B19/M17** The Board **RESOLVED** to appoint Avil Arts to redesign the AAA website, including the daughter websites for regions to self-manage.

**Action:** AO to terminate contract with supplier “sites by design” for the IAC website.  
Please do no further work and provide information of what has already been completed

**Action:** A kit will be sent to all new and renewing members for the 2019. It will include a copy of the gastrointestinal worm study report. All new and renewing members will also receive an email with a copy of the code of conduct, IAR rules, fee sheet, PIC data and an eAlpaca overview.

**Action:** Letter to be sent to NSW member re unacceptable behaviour at Canberra show following a complaint

The problems with worksafe at Canberra show were discussed, and the requirement to meet the Australian Standards for electrical installations.

**B19/M18** The Board resolved to suspend the use of fans as of 2 April. No use of fans at shows are allowed to be hung off panels while we await advice from electrical consultant. **CARRIED**

Action: advise SJC re fan usage. SJC to develop risk assessment matrix for shows

Action: Toowoomba show this weekend will require an electrical safety inspection and sign off prior to the show signing

Action: guidance document to be prepared and distributed re use of fans at shows

Action: Risk assessment to be completed for all shows.



AO to look at review of all AAA policies and procedure documents

#### 4.3. TREASURER'S UPDATE

Written report presented and discussed.

**B19/M19** The Board resolved to decrease the joint membership fee from \$315 per year to \$275 from 1 July 2019

**B19/M20** The Board resolved to give a 20% discount on alpaca registrations between 20 May 2019 and 30 June 2019.

**B19/M21** The Board resolved to implement an additional levy equivalent to the judge's levy (i.e. \$2 halter and \$1 fleece) to cover administration training for all show entries from 1 July 2019.

The Board noted that the QLD region has requested that the national office take over management of their regional accounts.

Regional Youth Committee expenditure approval for up to \$500 at state committee level. Higher amounts to go to AYE for approval.

## 5. MEMBER AND REGIONAL ISSUES

### 5.1.1. eAlpaca UPDATE

The Board noted the following:

- Change to shows admin role with Maddy Bissel appointed. Protocol and showing inquiries to go through Maddy to Nathan
- Shows admin role is to support convenors in eAlpaca, test new functionality and check practicality of new design features
- Matching suri fleece classes to huacaya. Much more work than anticipated, old classes must be retained for archive records, but the system doesn't like overlap between age ranges of old classes to new. Some fundamental changes required which impact the entire system.
- Split youth and educational membership for joining and renewals this year in eAlpaca – all schools now free – to confirm and adjust fee on eAlpaca once split
- TP queried link form show results to animal pedigree - Nathan investigating.
- Nathan attended the Redhill Show. The sheep fraternity use 'show online' – good for running an entire show but no gate keeping function
- Commercial registry – fee estimate on hold until working group comes back with scope. Fee will depend to some extent on whether only full members can register or change to rights if associates can register commercial stock
- vet functionality ready but not to be rolled out until show system is fully functioning
- eAlpaca support for compulsory extras in a show – not yet specified. Shows Administrator to assist with the spec, the SJC to approve design
- convenors able to edit shearing date – has been done with suri class change

Action: TP volunteered to do a change management process for eAlpaca changes

### 5.1.2. Ealpaca Change Requests

- Ealpaca change requests were discussed and agreed.



- Shows admin manual to be developed. SJC to identify someone who can work on this with SH and Shows Administrator
- Shows convenor manual almost completed.
- Youth parader and junior judging entries to be done through eAlpaca. Paraders open to non-members. Guest accounts need to be established. SH to liaise with Treasurer and costs attributed out of youth development accounts.

## 5.2. Member Satisfaction Survey

The drafted member satisfaction survey was distributed for discussion. The Board then held an in-camera discussion on the proposed survey and suggested changes. The Board will consider further, in particular, issues of fleece length at shows and reconvene

### SHOWING AND JUDGING

Sharon Dawson, Board liaison on SJC reported that she had stepped down from the chair role of SJC. Marc Mulette was nominated at the SJC meeting and voted in as Chair.

**B19/M22** The Board **resolved** to appoint Marc Mulette to the position of Chair SJC.

*Meeting closed 4.40pm*

*The meeting recommenced on 9 April at 5.01pm*

### Member Issues (continued)

## 5.3. Draft Regulations and Results of Regional Regulation Members Survey

The Board discussed regulations which have been re-drafted to address issues which have arisen in relation to the existing Regulations, to formalise the relationship between the Australian Alpaca Association and existing youth groups formed in four states and to foster the creation of youth groups in other states to promote youth activities in the alpaca industry and to reflect the results of the recent survey of members regarding the terms of the Regulations.

The results of the Regional Regulations Survey were discussed. One hundred and eighty-six members answered the survey which is a statistically significant sample. The results have been used to develop the amendments to the draft regulations. Consultation will take place with membership, for recommendation of voting at AGM.

**B19/M23** The Board **resolved** to redraft the regional regulations and send draft for consultation to all Presidents, then 7 days later send to all members with a covering briefing paper. CARRIED

The draft regulations will be open for comment for all members until 30 May 2019.

## 5.4. Member Satisfaction Survey

The Member satisfaction survey was revisited, and some amendments made.



**B19/M24** The Board **resolved** to send the member satisfaction survey to all members following distribution to regional Presidents. CARRIED (1 ABSTENTION)

### 5.5. Integrity Panel

The Board discussed the newly drafted Integrity Panel Charter which was raised at 2019 Council Meeting. The Integrity Panel's purpose is to assist the Board and the National Office with ethical issues, and in particular questions of misconduct on the part of members of the Company. Incumbent Regional Presidents will sit on the Integrity Panel. For resolution of particular issues, members of the panel will appoint a working group for each issue

**B19/M25** The Board **resolved** to adopt the Integrity Panel charter and send to Presidents and membership.

### 5.6. Codes of Conduct

A revised member code of conduct has been drafted to replace previous codes to ensure appropriate behaviour of members.

**B19/M26** The Board **resolved** to adopt the new Member Code of Conduct and for member agreement with the Code to be built into the membership renewal process.

A new Committee member Code of Conduct has been drafted for all members of AAA Committees

**B19/M27** The Board **resolved** to adopt the new Committee Code of Conduct and for agreement with the Code to be required by all committee members

#### B19/M22 and Judging Update

Sharon Dawson presented the draft minutes of the SJC meeting of 21 March.

The process for perpetual trophies at the National Show was discussed. It was agreed that all perpetual trophies are to be returned to the National Office immediately after the National Show each year.

Photos will be taken of the winners with their trophy.

**B19/M28** The Board **resolved** that National Perpetual trophies will be on display at the National Show then be immediately returned to the Office

**B19/M29** The Board **resolved** that photos of the two Supremes will be displayed at the National office each year.

The Board discussed the 2019 Judge's intake and the workshop weekends planned to train new up and coming Judges to join the ranks of our Australian judges.

**B19/M30** The Board **resolved** that a request for expressions of interest in the judge's intake are sent out to membership.

**B19/M31** The Board **resolved** that cost equalization will take place for the second stage of the judge intake process to ensure that it costs all participants the same amount.

SD to report back to the Board when costs and budgets are developed by SJC.

### 6.1.2. Judge



SOK raised judge allocation policy and requested that it be minuted and addressed by the SJC. It was noted that two judges have been allocated more shows than any other judge. 11/21 shows has raised concern with the Board. Request that the SJC comes back with a response.

It was requested that the SJC report back to the Board with details of Royal Show procedure for each Royal Show – is the judge allocated by the RAS or by SJC and who pays the costs for these judges in each case.

SOK reported that there have been increased animal entry numbers at each NSW show held in 2019. It was requested by the Board that the SJC report for the last three years and the current show season a comparison of the number of suri entrants in each show. This is to be presented on an on-going basis as part of the SJC report presented at each Board meeting.

SJC is to request from show convenors their overview of the suri fleece trial.

### 6.1.3. Alpaca of the State

It has been difficult for SJC to gather alpaca of the state data from convenors and it has also discovered that there are some anomalies in different regions as it pertains to coming up with a method by which a winner is identified. The QLD show season, for example, is entirely finished in August and will have only had two shows when winners are due to communicated to the committee.

Until the parameters of alpaca of the state are updated in eAlpaca, SJC recommended that the decision for alpaca of the state is the responsibility of each region.

The Board decided that SH will provide through eAlpaca the details of every alpaca entered in a show and their placing. AH will write the program to calculate the alpaca of the state.

The SJC recommendation for a survey of only suri breeders was considered and the Board decided that the issue is for all members, not just suri breeders and the member satisfaction survey will adequately cover off on the issue of concern.

The SJC recommended to trial an allocation process that assigns shows in six-month blocks (Jan to June and July to Dec) based NOT on when they are open on eAlpaca but rather on when they are scheduled on the calendar.

**B19/M32** The Board **resolved** to approve the recommendation from SJC for allocation of shows to judges six months in advance.

The Board considered the recommendation of the SJC to implement trainer judge enrolment in a “Train the Trainer” course. The Board is supportive of the recommendation and requested that the course is scoped out and budgeted for in 2019/20 financial year.

### 6.2. National Show 2019

SD gave an overview of plans for the 2019 National Alpaca Show including trophies, photographer, trade stands, public advertising, art, product competition. Sponsorship packages to be released by mid-April. Trade display prices will be kept at the same as last year.

SD reported that the fashion parade is under development. Nadine Hulme has agreed to convene the fashion show and Rebecca Hard is keen to assist with the fashion parade.

The Board decided that entry fees at National in Canberra to be \$55 plus half pen fees



TP raised issue of WA breeders needing to leave show early to meet the WA Government biosecurity regulations (10 day out of state rule). SD will arrange for them to meet requirements.

### 6.3. MATC REPORT

AH reported on China trade delegation arrangements. Agreement to approach two cooperatives for samples of fleece.

Actions:

- Purchase 3 sets of lights to show the fleece at the fair.
- Seek samples of commercial style products
- Purchase appropriate gifts
- Banners to be reconfigured and ordered

### 6.4. MEMBERSHIP SERVICES AND COMMERCIAL REGISTER

IP reported that the working party has not met. IP has been too busy due to the drought

### 6.5. EDUCATION AND TRAINING

TP reported that he has requested from all regions details of their training programs but had very few responses. WA has expressed an interest in business planning training.

### 6.6. HEALTH / WELFARE / BIOSECURITY

AO reported that regular meetings occurring on traceability with AHA, ISC. Progress is slow.  
AO presented a draft term of reference for a biosecurity working group to look at the review of QAlpaca and a wider biosecurity program.

**B19/M33** The Board **resolved** to send the Biosecurity Working Group terms of reference out to members seeking nominations from members. CARRIED

## 7. GENERAL BUSINESS

### 7.1. FANS / ELECTRICAL

Show electrical policy and guidelines were presented and discussed. The policy and guidelines have been developed to reflect the Australian Standards 3000 and 3002. The policy and guidelines are to be referenced as a control against the risk assessment for each show.

**B19/M34** The Board **resolved** to accept the draft electrical appliance policy and guidelines and publicise to membership. The ban on the use of fans at shows to be lifted.

7.2. Complaint from a member was discussed. This case will be looked at by the executive to seek resolution.

7.3. Sharon Dawson reported that she had received a phone call from a member referencing information only available to the Board. Board members were all reminded of their obligations and responsibilities as a Board member and reminded of the Code of Conduct that all have signed.

### 7.4. IN CAMERA– bullying complaint

7.5. Correspondence from member discussed. Trial re suri fleece length is ongoing and monitoring inequality between suri and huacaya. Suri and huacaya fleece classes are being aligned in eAlpaca. **Action** - Letter to be referred to SJC for response.



- 7.6. Corro from Chinese purchasers requesting expertise. AO to respond saying that we are in China in May for CWTA trade fair and can meet with them on the trip.
- 7.7. VER Pen Panel discussion has been ongoing for some time. Original request from the VER was for the purchase of a trailer to house nationally owned panels (originally housed in Bendigo, currently in VER). The VER was given the option for discretionary spend and offered the sale of 200 panels at a cost of \$20k. The national panels currently in Berwick were borrowed from Bendigo and have not been returned.

It has been noted from correspondence that the request from the VER treasurer for the purchase of the trailer came to the Board before it was discussed at the regional level.

The nationally owned pens currently at Berwick are to be returned to the Bendigo Showgrounds.

**B19/M35** The Board **resolved** that the executive will develop a comprehensive policy regarding the management of all nationally owned panels.

The VER request will be responded to in due course.

The Meeting closed at 15.25

Chairman \_\_\_\_\_

Dated 1/6/19