



## Minutes of the Board Meeting

4 and 5 November 2019

Best Western Airport Conference Centre  
33 Ardlie St  
Attwood VIC

Meeting opened 09.20am

**Attendees** Andrew Munn (Chair), Michelle Simberg, Trevor Parry, Rochelle Veitch, Sarah Wheeler, Prue Walduck

**Staff** Amanda Olthof

**Guest** Kathy Ngyuen, Associations Forum

### 1 Administration

#### 1.1 Welcome

#### 1.2 Apologies

Ian Preuss

#### 1.3 Register of declaration of interest

Register of declarations of interest was tabled and 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 WHS

No issues of concern raised

#### 1.5 Call for general business

Meeting adjourned 0940

**Guest Presentation** - Kathy Nguyen, Manager Client Services from the Associations Forum presented to the Board on Board roles and responsibilities, governance, best practice and the Corporations Act.

Meeting reconvened 12.25

## 2 CONFIRMATION OF PREVIOUS MINUTES

### 2.1 Minutes of AAA Board teleconference held 2 October 2019

Minutes of the AAA Board meeting held 2 October 2019 as circulated were considered.

**B19/M101:** The Board **RESOLVED** to confirm the minutes of 2 October teleconference as a true and correct record.

AM left meeting and handed chair to PW. 12.35

## 2.2 Minutes of AAA Board meeting held 21 September 2019

Minutes of the AAA Board meeting held 21 September 2019 as circulated were considered.

The single issue discussed at this meeting needs to be determined under the AYE apprentice rules.

Only one attendee present to confirm the minutes.

12.44 – AM returned to the meeting and took chair

## 2.3 Minutes of AAA Board meeting held 6 September.

Minutes of the AAA Board meeting held 6 September 2019 as circulated were considered.

Only one attendee present to confirm the minutes.

## 3 MATTERS ARISING

The Board discussed suri fleece length as part of the showing and judging rules. The Board acknowledges that while the previous Board initially announced the suri fleece changes as a rule change, after considerable negative feedback from the membership, the previous Board then advised the membership that it was to be a trial, however there is no minuted evidence to this effect. The current Showing and Judging Rules show the change as a rule change and not a trial. Further discussion on this issue deferred to the next Board meeting.

**B19/M102:** The Board **RESOLVED** to acknowledge that while the previous Board changes to the showing and judging rules on suri fleece length had been communicated to membership as a trial, there is no minuted evidence that this was in fact a trial, therefore the Board considers that it was a rule change.

The Board will discuss further

Discussion on the Codes of Conduct and agreement to review complaints procedures.

The Board discussed a communique outlining Board resolutions to all members rather than making Board minutes available to all members in line with governance best practice

13.40 meeting adjourned

14.10 meeting reconvened

## 4 EXECUTIVE REPORTS

### 4.1 President's Update

The President presented a written report outlining the achievements of the Board since taking office on 21 September. These included:

- Appointment of Sarah to Board to fill a casual vacancy
- Appointment of Michelle to Board to fill the casual vacancy of Treasurer

- Teleconference to assign Board portfolios and Regional responsibilities
- Teleconference with Regional Presidents on 14 Oct covering:
  - Centralised accounting
  - Training and Education
  - Alpaca Youth
  - Marketing
  - Membership issues
  - Website
  - Conferences
  - Convenor Training
- All Regions now on same webpage format
- New Showing and Judging Committee appointed
- Draft EOI for new AAYE committee is almost ready for release to the membership
- Received recommendation from previous SJC on apprentice judge appointment

#### 4.2 CEO Report

The CEO presented a written report outlining administration, policy updates, AAA website and communications and membership figures and engagement.

Website advertising was discussed in detail, with a media kit released to seek advertising on the new website.

The Board discussed member feedback on the cost of IAR database functions.

**B19/M103:** The Board **RESOLVED** that regions who wish to opt in for localised advertising on their regional website will be charged \$200 for the development costs of the function.

**B19/M104:** The Board **RESOLVED** to renew the contract with NEOGEN for DNA testing through to the end of May 2020.

CEO to request costs for SNP and microsatellite retesting costs.

Treasurer is look at the existing AHA MOU with the CEO prior to renewal.

The Board agreed for the CEO to examine existing policies and return to the Board with drafts for review.

#### 4.3 TREASURER'S UPDATE

Michelle presented a verbal Treasurer's report.

National show budgets and figures were discussed.

Noted that the fiscal position as discussed at AGM had shifted significantly.

The Board agreed to appoint an additional staff resource to make up difference in hours between previous and current Finance Manager.

**Meeting closed 1745 4 November**

**Meeting opened 0810 5 November**



## 5 GOVERNANCE

### 5.1 Review of strategic direction

The Board discussed the current strategic plan and took an action item to come back to future meeting with amendments (eg increase alpaca take up at abattoirs).

Potential changes to membership categories and member benefits to be discussed – Michelle to come back with a paper

### 5.2 Regional Issues

Andrew reported on the successful teleconference held with regional presidents, planned to be held quarterly to build relationships. Discussion included:

- National approach to centralised training resources as well as shows convenor training in eAlpaca.
- Governance and structure around youth groups discussed.
- The importance of consistency in all messages and marketing for regions discussed
- Council meeting scheduled for 8 and 9 February in Canberra for regional presidents. All regions to provide and present their regional operational plan, including budgets, show calendars and training requirements.
- Exit and entry surveys to determine why have people joined the association and to understand what people want from their membership discussed. Lapsed memberships to be chased up by regions.

**B19/M105:** The Board **RESOLVED** that the AAA Council will meet in Canberra on 8-9 February 2020

**B19/M106:** The Board **RESOLVED** that the Chair SJC and Chair AYE invited to attend Council meeting.

**B19/M107:** The Board **RESOLVED** that the Facebook Member's Discussion forum would not reopen.

### 5.3 Complaints Procedure

The Board discussed the current complaints and grievance procedure and agreed to conduct a review of all existing Codes of Conduct and the procedure.

### 5.4 Constitutional Change

The Board approved the distribution of the new AAA Constitution following motions at the AGM to amend Clause 8.1

## 6 MEMBER ISSUES

### 6.1 eAlpaca

The outstanding amendments to eAlpaca discussed.

### 6.2 Integrity Issues – IN CAMERA



## 7 COMMITTEE REPORTS

### 7.1 Showing and Judging

The newly formed SJC have met once by teleconference. A formal handover has not been received from the outgoing committee.

Trevor has received recommendations on a number of matters from the outgoing SJC and will take those and hand to the new SJC for review.

**B19/M111:** The Board **RESOLVED** that Michelle Malt be appointed chair of SJC effective from 19 November.

#### 7.1.1 Allocation of apprentices / judge intake

Outgoing SJC provided recommendations to the board on the apprentice judge intake. Raw score sheets received from SJC chair for intake. The Board examined the raw data and have come up with a ranking and agreed that the top 6 be appointed as apprentices.

Analysis by Board to be sent back to SJC requesting further information on the methodology used for the recommendations and the difference between the score rankings and recommendations made to the Board.

**B19/M112:** The Board **RESOLVED** to formally acknowledge the success of 6 applicants (Rubey Williams, Ariana McAuley, Kurtis Parker, James Wheeler, Lisa Charteris, Taryan Mathews) who will be appointed as apprentices in accordance with the raw data provided by the SJC analysed by the Board.

Remaining applicants will be reviewed at a later stage.

#### 7.1.2 National Show

Paul Haslin has indicated that he is willing to act as convenor of the 2020 national show.

Defer discussion on location, to next meeting

### 7.2 AYE

**B19/M113:** The Board **RESOLVED** for expressions of interest to be received for a refreshed AYE committee with reps from each state.

Discussion on the young judge apprentices and the need for them all to be AAA members and meet all rules under the guidelines.

## 8 PORTFOLIO REPORTS

### 8.1 Market access and trade (MAT)

Prue reported on a written paper.

Main objectives of the portfolio are market access for live animal exports and fibre, as well as improvements in domestic and international markets. Aim to open borders into NZ as quickly as possible, and to address protocol into EU for live animals.

Q fever project report is due this month from department. If the report on Q Fever is positive, market access is dependent on NZ MPI accepting the test results. Awareness

that there is a divided camp in NZ – anecdotal evidence that some NZ breeders are lobbying MPI to not open borders.

The AAA will continue to lobby opportunities for direct access to EU through DAWR and the ag counsellor based in Brussels. Prue to put together a package of information for the ag counsellor to use to help lobby the EU parliament.

Board request for EOI for working party including subject matter experts. Prue has proposed a number of suggested members and SMEs to approach.

The necessity of a “pull” campaign from buyers to their own country governments to import outside of an export agreement was discussed.

**B19/M114:** The Board **RESOLVED** that a working party is established for exports and that subject matter experts are approached to sit on the committee to assist.

Prue to action the bale licence and stencil.

## 8.2 Education and Training

Sarah reported on a holistic approach to training. Discussed a library of basic animal husbandry videos on YouTube. Biosecurity education needs for the industry discussed. Convenors and stewards training discussed. Training in show roles outlined (eg videos of team at Royal Sydney – “what is my role”).

**B19/M115:** The Board **RESOLVED** that a working party is established through expressions of interest for education.

## 8.3 Marketing, Commercialisation and AWEX

AWEX – Code of Practice is still under development by Andrew Munn and Julie Hocking.

Registration of classers will be discussed with AWEX.

AAA Magazine the existing contract with World of Alpacas is in place until June 2020. Will be reviewed by the Board around March 2020.

Advertising in Camelid Connections was discussed and not approved.

## 8.4 Biosecurity, Animal Health and Welfare

Sarah presented on the Biosecurity Working Group - brief for the group is to review QAlpaca to reflect the needs of today’s biosecurity requirements.

QAlpaca review discussed the board is in general agreement for a tiered system. Cost of post-mortems has been an issue. No perceived benefit for the Q-Program for many members. Sarah to bring a reviewed Q Program to Board for approval

Sarah gave a comprehensive presentation on the risks to the alpaca industry of an emergency animal disease incursion.

## 9 GENERAL BUSINESS





- 9.1 Tracy Krupa has written to the Board on impacts of the drought on AAA members. She has established a Facebook page for members impacted by the drought. AM to put together options for individual members  
The Board discussed a survey to highlight who might be impacted by drought and in what area. Response to letter empathising issues raised and appreciating concern for fellow breeders. AAA will continue to lobby government and individuals can seek assistance and support through existing mechanisms.  
Drought issues being faced by members was discussed. Options were discussed including quarterly membership subscription.
- 9.2 Rob Harborne has written to the Board re costs of convenors and judges. Board discussed. No awareness of any payments outside of the established procedures
- 9.3 An offer from AnnMarie Ashton Wyatt to contribute to project planning on drought to be examined at next meeting
- 9.4 Website search algorithm was discussed and to be looked at by developers.
- 9.5 Peru Alpaca Fiesta is scheduled for April 2021. AAA to look at group travel arrangements for members.
- 9.6 Final draft of the convenor training manual is due for delivery and will then be distributed to regions and convenors.

## **10 NEXT MEETING DATES**

Teleconference – 3 December (Tues) 900 – 1100

Teleconference – 7 January (Tues) 900 – 1100

Board meeting – 7 February – Canberra

Council Meeting 8-9 February – Canberra

Teleconference – 3 March (Tues) 900 – 1100

Teleconference – 7 April – (school holidays)

Board meeting May TBC

**The Meeting closed 15.40**

Chairman A.MUNN

Dated 3 DECEMBER 2019