

**AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)**  
**Minutes of the Board Meeting**  
**6 September 2019**

**1. CONVENING OF MEETING**

AAA President Ian Frith declared the meeting open at 8.13 on Friday 6 September 2019.

- 1.1. **PRESENT:** Ian Frith (IF), Sue Harris (SH), Steve O’Keefe (SOK), Andrew Hulme (AH) Trevor Parry (TP) Sharon Dawson (SD)  
**IN ATTENDANCE:** Amanda Olthof (AO)
- 1.2. **APOLOGIES:** Ian Preuss (IP). Note that proxy was 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. No additional declarations noted.
- 1.4. **WORK HEALTH AND SAFETY WHS** No additional items.

**2. CONFIRMATION OF PREVIOUS MINUTES**

Minutes of the AAA Board meeting held 26 July 2019 as circulated were considered and minor amendment made.

**B19/M74** The Board **RESOLVED** to confirm the Minutes of the AAA Board meeting on 26 July 2019 as a true and correct record

**3. MATTERS ARISING**

Action items discussed and completed actions removed.

- The Board noted the SQNSW complaint to TP regarding the MYOB licence / auditing costs as part of a user pays system. SOK reported that he was happy to join a teleconference of the region to explain and outline the potential GST savings. Discussion on why regions were approaching Board Directors not responsible for their regions with concerns.
- Royal show judge allocation process needs further investigation. If the show is being judged by AAA rules, and want an Australian qualified judge, they need to use AAA judge allocation process
- SJC action – convenor of royal shows is the one choosing the judge, write to Royal shows to inquire how the process works for each show.

**4. EXECUTIVE UPDATE**

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

Verbal report presented and discussed.

**B19/M75** The Board **RESOLVED** that the President’s report be accepted.

**4.2. CEO UPDATE** – Amanda Olthof

CEO report presented and discussed.

The new website was demonstrated and discussed. Regional issues regarding the website were discussed. CEO to develop a business continuity plan for the company.

Mitcham body corporate issues discussed. Proposal to improve the laneway and sell the piece of land on behalf of the body corporate discussed. CEO to write to tenant letting them know what is proposed, and asking any objections, Ask real estate agent regarding the proposed process and the offered price.

**B19/M76** The Board **RESOLVED** to approved proposal for upgrade of the laneway and sale of the adjacent land provided no objections from the tenant and the agent confirms the price as reasonable.

Peruvian delegation itinerary has been drafted with the Peru Trade Commission. It involves flying into Sydney, hiring a minibus, travelling through NSW visiting farms, to Canberra for the Canberra Royal, through to Vic to visit a number of farms, then over to SA for a number of days with Chris Williams, who they requested as they have a pre-existing relationship, for shearing demonstrations.

The AAA has been offered a number of archival documents relating to the importation of alpacas in the 1800s by Charles Ledger. Mr Robert Warneke has requested a coloured fleece to compensate for the documents. CEO to contact Mr Warneke to arrange a photographer for the handover of documents, and a media release to celebrate. Action to discuss with Australian archives re copying of the documents and originals to be properly archived.

New Finance Manager, Vanessa Lester, has started in the Finance Manager role for 25 hours per week. A part time accounts payable position has been advertised to be filled at a lower level.

**B19/M77** The Board **RESOLVED** that the CEO's report be accepted.

#### 4.3. TREASURER'S UPDATE – Steve O'Keefe

Written report presented and discussed.

Financial statements presented. Balance sheet as at 31 July shows surplus for month of \$148,905 including 19/20 membership renewals. Membership renewals down by 10.7% on last year. Registration and transfer income up 10%.

Regions charged for their MYOB licence fees and share of external accountancy and audit fees.

Total current assets totalled \$978,544 with total current liabilities of \$116,178. Total net assets of \$1,713,600

Austrade export market development grant to be lodged with an expected receivable of \$31,500 based on China market development activities.

Annual Audit – Crow Horwath have not finalised the audit. Audited financials are not able to sign off, a teleconference will be arranged for this purpose.

Action – Audit and risk committee to examine potential income for the next three years without drawing on assets. May consider re-assessment of the way that membership fees are calculated.

#### 4.4. Audit and Risk Committee Report



Auditor appointment and resignation to be discussed at next Board meeting.

Formalisation of asset valuation to be discussed at teleconference

Showing and judging payments are to be submitted within 30 days of the event. No claims are to come directly to the Finance Manager.

Judge agreements be redesigned to look at the cost for the same show in the previous year.  
Judge profile forms to be introduced to assist in the reimbursement process.

AYE committee has delegated authority in the amended delegation framework.

Trophy cabinet payments were raised. All unpaid invoices were credited back, refunds were processed to any known payments.

**B19/M78** The Board **RESOLVED** that Ashley Turner from Animal Health Australia be invited to sit on the Audit and Risk Committee.

**B19/M79** The Board **RESOLVED** that the delegation framework be accepted and distributed.

## 5. Governance

5.1. Regional websites discussed

5.2. Regional operations plans received from SQNNSW, VER and WA were discussed. No other region submitted plans.

5.3. Regional Certificates of appreciation were discussed and all approved. CEO to notify regions and send certificates for presentation. Life Membership nomination was discussed. Board requested additional information on the candidate.

## 6. Member Issues

### 6.1. eAlpaca

**B19/M80** The Board **RESOLVED** to sign the agreement to Further Vary the Cloud Based Software Licence with Simplify Solutions.

Ealpaca change requests were discussed.

- Recording of inactive females in eAlpaca goes against program logic and costs will be high
- \$2 for inactive male fee can be implemented as per budget discussions
- Best new breeder and alpaca of the state calculations will be given to Nathan to run scenarios and refine the program architecture to develop the logic in eAlpaca. A running tally for alpaca of the state will start immediately.
- eAlpaca member attributes for certifications discussed (eg first aid, WWVP). The Board agreed for people to upgrade their own expiry status themselves on eAlpaca. An unallocated field to be added to allow for additional information
- Animal import backend change approved.
- Youth memberships – awaiting proposed constitutional change

### 6.2. Integrity Issues – In Camera

**B19/M81** The Board **RESOLVED** that, in light of the number of integrity issues and to avoid conflicts, immediate past presidents of regions be included in the Integrity Panel once they have signed the Code of Conduct.



**B19/M82** The Board **RESOLVED** that if the DNA test on animal involved in conflict is not conducted by 18 November, the animal will be deregistered.

**B19/M83** The Board **RESOLVED** to refer a issue to an integrity panel for resolution

## 7. COMMITTEE REPORTS

### 7.1. SHOWING AND JUDGING

SD gave a report on the National Show and suggestions for next year discussed. Survey has been sent to member for feedback on the show.

**B19/M84** The Board **RESOLVED** to accept and ratify Marc Mulette as a full judge

## 8. PORTFOLIO REPORTS

### 8.1. AWEX CODE OF PRACTICE.

TP reported that no classer list received. Code of Practice is still under review. But progressing. Expected by end October. TP is still chasing classer training information. There is nothing in Victoria, only exists in NSW currently.

### 8.2. EDUCATION AND TRAINING

TP noted that Rob Harborne, as an agronomist has offered to provide training to breeders.

### 8.3. BIOSECURITY AND ANIMAL HEALTH AND WELFARE

The Board discussed information on the development of functionality in the National Livestock Identification System (NLIS) for alpacas and llamas. Discussions resumed with ISC, a subsidiary company of MLA which now manages the NLIS database, early in 2019. The cost of development now estimated by ISC has come down significantly on the original quote, to approx. \$37,500. Ongoing maintenance costs are also expected to be approx. \$5,000 per year. This is for full functionality, on a par with sheep, cattle and goats in the database. The Llama Association of Australia has indicated their preference is for a microchip EID, which would be inserted in the neck of the animal. The draft NLIS (A&L) Business Rules, developed some years ago, already reflect this. Funding for this work will be met from funds currently maintained by AHA for alpaca traceability. This currently sits at around \$185,000. This funding will also be required for holding meetings with relevant stakeholders (such as the states & territories who oversight traceability issues) to help set up the system, communications, a possible second tag trial and the ongoing maintenance. Once the AHA funds are expended, an alternative funding mechanism will be required, but it is expected that this should not be required for at least 7-8 years.

**B19/M85** The Board **RESOLVED** to accept the NLIS proposal and for Animal Health Australia (AHA) to utilize the alpaca traceability funding to implement alpaca NLIS database functionality.

### 8.4. Market Access and Trade

The Board agreed for the CEO to approve Guaranteed Australian Alpaca licence in the future.

The Board discussed the proposal for an Australian Alpaca stencil for fleece bales. This was not previously discussed as all fleece bales were assumed to be Australian



**B19/M86 The Board RESOLVED** to develop a licence agreement for bale stencils available for purchase from the AAA for use on bales of Alpaca fleece.

#### **8.5. AYE**

The Board discussed proposals from AYE on roles and responsibilities, the parader and young judge program and the qualification process for 2020 Paraders and judges. The Board noted the resignation of two reps from QLD. Further information required on the NSW applicants.

**B19/M87 The Board RESOLVED** to approve the AYE committee position roles and responsibilities, to ratify the judge process for parader judges, to ratify the parade and judge qualification process for 2020.

**B19/M88 The Board RESOLVED** to ratify the appointment of Katelyn Holznagel and Angela Haupt to the QLD AYE committee.

#### **General Business**

CEO to investigate a consultant to look at strategy for changing the culture of the company.

The Meeting closed at 16:00

Chairman \_\_\_\_\_

Dated 17/9/2019 \_\_\_\_\_