



**AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)**  
**Minutes of the Board meeting held at**  
**Level 3, 95 Northbourne Avenue, Canberra**  
**Sunday 17 June 2018**

**1. CONVENING OF MEETING**

The AAA President declared the meeting open at 9.11am

**PRESENT:** Ian Frith, Fiona Vanderbeek, Steve O’Keefe, Sharon Dawson and Andrew Hulme

**IN ATTENDANCE:** Nil

**2. APOLOGIES:** Chris Williams, Sue Harris

**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.

Steve O’Keefe asked that it be noted that he was appointed a director of the Waratah Alpaca Fibre Co-Op, on 16 August 2018.

**4. MINUTES OF PREVIOUS MEETING**

**B18/M64:** The Board RESOLVED to approve the Minutes of the AAA Board meetings held 8-10 February 2018, 19 February 2018 and 14 March 2018 subject to a minor amendment to the minutes of 19 February 2018. CARRIED

**5. MATTERS ARISING FROM PREVIOUS MEETINGS**

**5.1 Head Training Judge**

Following on from the meeting on 19 February, it was noted that the position of Head Training Judge will no longer exist under the new training system

**5.2 Show ring attire**

**B18/M65:** The Board RESOLVED that AAA black shirts will replace white coats in the show ring, to be phased in by 1 July 2021. An official AAA black vest may be worn over the black shirt. CARRIED

**Action:** S&J Rules will need to be amended. FV to send a copy to Cath Lukin.

**5.3 Karen Jiang**

Karen Jiang has agreed to the payment of an annual retainer plus fees for additional special projects. SOK reported on discussions with Karen regarding her ability to liaise directly with Australian fleece collection groups.

**B18/M66:** The Board RESOLVED that SOK will draft a contract to include the ability to liaise with collection groups after approval by the Board. CARRIED

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#### 5.4 Progress on fleece supply enquiries following report to members on China

To date one EOI had been received from Waratah.

**B18/M67:** The Board RESOLVED to allocate sample orders based on EOIs received. The selected collections groups will be required to sign an agreement to meet required standards for that order prior to being given contact details for the purchaser in China. The AAA will provide an endorsement letter specific to that order and at this stage a levy of 55c/kg (inc GST) will be payable. Fleece levy to go to MATC account. A levy of \$5.50/animal (inc GST) to be payable for animal exports. CARRIED

**Action:** SH and AH to draft agreement

**B18/M68:** The Board RESOLVED to offer Waratah the opportunity to progress signing the agreement in relation to processor 2. *Abstained:* Steve O'Keefe. CARRIED

#### 5.5 Member complaint

*Andrew Hulme left the meeting.*

**B18/M69:** The Board RESOLVED to approve letters drafted for sending to three of the four members about whom a complaint had been received. CARRIED

*Andrew Hulme rejoined the meeting.*

#### 5.6 Australian Sheep and Wool Show

SD reported that all is in hand for this event on 20-22 July, with only travel remaining to be booked.

### 6. 2018/19 Budget

**B18/M70:** The Board RESOLVED to approve a balanced budget as presented by the Treasurer. CARRIED

### 7. New Financial Policy for AYE, RDE MATC

The following recommendation was put to the Board by the Treasurer:

*“Following the sale of AAFL shares this financial year for \$70,000 it is proposed to set aside these sale proceeds for the establishment of 3 separate funds:*

	\$
<i>Youth Development</i>	<i>20,000</i>
<i>Commercialisation &amp; Market Development</i>	<i>20,000</i>
<i>Research &amp; Development</i>	<i>20,000</i>

*These funds are to be set aside in separate interest-bearing cash management a/c's to be used for future expenditure in these 3 separate cost centres. Any interest so derived shall also be used to fund the expenditure of the 3 cost centres.*



*In addition to this it is proposed that the following amounts be set aside monthly to fund budgeted expenditure in the 3 cost centres.*

	\$	\$ p.a
<i>Youth Development</i>	1,250	15,000
<i>Commercialisation &amp; Market Development</i>	1,667	20,000
<i>Research &amp; Development</i>	3,333	40,000

*It is proposed that these monthly contributions will be additional to any revenue (including external grants or sponsorship) raised by the 3 cost centres.*

*The basis of this recommendation is to ensure that the proceeds from the AAA's former investment is not squandered on future operational expenditure. It also is seen as a basis for assisting this and future Boards with budgeting in these 3 key development areas."*

**B18/M71:** The Board RESOLVED to approve the new financial policy for AYE, CMD and R&D as presented by the Treasurer.

CARRIED

#### **8. National show perpetual sponsorship**

The following recommendation from Paul Haslin, endorsed by the SJC, regarding the pricing of national show perpetual trophy sponsorship was discussed.

*"The initial fee to be \$300 plus GST and thereafter an annual fee of \$100 plus GST will secure continuation of the sponsorship for a maximum of 5 consecutive years. In the event, that there is no expression of interest in taking over the sponsorship by another financial member, there will be an option for the sponsor to continue, on a year to year basis.*

*The increase in the annual fee reflects the rising cost of maintenance, engraving and freight costs as well as the provision of space in the printed program as recognition of the sponsor."*

**B18/M72:** The Board RESOLVED to approve the above pricing strategy for perpetual trophy sponsorship.

CARRIED

#### **9. GDPR compliance**

It was agreed that the new CEO will need to investigate AAA obligations in relation to GDPR

#### **10. UPDATE ON AAS**

##### **10.1 Progress Report**

The event's convenor forecasts a significant loss from this year's AAS. SD and IF will be organising an educational section at the show, to assist newer breeders or international visitors requiring education on alpaca husbandry and welfare.

**Action:** SOK to discuss financials with Paul Haslin

### **10.2 Attendance by Chinese delegates**

It is hoped that one or more delegations from China may attend the AAS, following the recent AAA visit to China. They have expressed interest in some farm visits as part of their itinerary.

**Action:** IF and SH to put out an EOI to members interested in hosting a farm visit in Victoria, NSW and possibly SA (time permitting). SH will then compile some potential itineraries for Chinese visitors.

### **10.3 Trophy engraving and polishing**

Cath Lukin has agreed to take responsibility for this task and will collect trophies from the Canberra office. In future years it is expected that this role will be conducted by AAA office staff.

### **10.4 Presentation on Internal Parasites**

Paul Haslin has requested sponsorship of around \$1,500 to cover the cost of a presentation by Abdul Jabbar and Jane Vaughan at the AAS.

**Action:** IF to discuss with Paul Haslin

## **11. UPDATE FROM SHOWING & JUDGING COMMITTEE**

### **11.1 Payments to judges**

The SJC has proposed that all payments to judges for expenses incurred are processed through the national office, rather than via Regions, which is causing delay in judges being reimbursed. Where Agricultural Societies are paying judge expenses an alternative system will be required.

**B18/M73:** The Board RESOLVED to approve the reimbursement of judge expenses via the national office. Judges will submit expense claims to the convenor to forward to the national office for payment. If necessary, the national office will invoice Agricultural Societies. CARRIED

### **11.2 Training and assessment of Judges**

Jenny Jackson has provided SJC with a proposal to assist with judge training and assessment. The proposal does not aim to compare or rank judges, but to assist each judge in improving on their individual performance. The proposal is to video judges during shows and transmit these clips to JJ, who will then share this with the judge and use it as a basis for discussion and to contribute towards an overall assessment of achievement. A judge can opt out of this element of their assessment but will not then be able to gain these accreditation points towards maintaining their Standard.

**B18/M74:** The Board RESOLVED to approve the proposed training and assessment tool. CARRIED

### **11.3 Judges Code of Conduct**

The SJC has recommended changes to the current Code. After discussion it was agreed that this needs further review before being endorsed.

**Action:** SD to liaise with SH regarding a revised draft for consideration at the next meeting.

## **12. AYE Update**

### **12.1 Youth capitation fee**

AH submitted a proposal that a capitation of 50% of youth membership fees be directed to the State/Region youth group to which the member belongs, rather than to general Regional funds, to be used to support regional events and encourage recruitment. To be eligible for these funds, youth

groups must bank through the AAA National Office, demonstrate a strategic interaction with their Region and have active involvement from AYE State representatives.

**B18/M75:** The Board RESOLVED to approve the proposed youth capitation fee. CARRIED

### **13. UPDATE ON OFFICE RELOCATION**

#### **13.1 Appointment of CEO and Finance/Administration Manager**

**B18/M76:** The Board RESOLVED to approve the appointment of Amanda Olthof as CEO (from 2/7/18) and Aaron Makochekanwa as Finance/Admin Manager (from 18/6/18). CARRIED

#### **13.2 Update on closure of Mitcham Office**

IF reported that the Mitcham office officially closed on 14/6/18 with a farewell gathering held for Jo Rothque and Janette Law. Removalists have packed up the office for arrival in Canberra on 18/6/18, with final items to be collected by IF.

#### **13.3 Update on Northbourne Avenue lease and AHA agreement**

A Lease Proposal agreement was signed on 13/4/18. Service Agreement with AHA for use of meeting rooms etc signed on 4/5/18.

#### **13.4 Update on letting of Mitcham premises**

IF reported that the agent has shown the property to various potential tenants, with an indication of a rental of \$53,000pa + outgoings on a 3+3 year lease.

#### **13.5 Update on IT/telecoms**

Peter Newhouse of Collective Talents has been appointed to oversee the installation of a new computer system in Canberra, to utilise cloud-based Microsoft 365 software, and to provide ongoing support. The VOIP phone system from Mitcham will be relocated to Canberra.

#### **13.6 Staff Induction**

SOK will spend time with Aaron during his first week. Amanda and Aaron will undergo two days of eAlpaca training on 20-21 June.

### **14. COMPLAINT FROM ADRIENNE CLARKE**

Correspondence had been received from Ms Clarke regarding last minute changes to scheduling at the Sydney Royal Show 2018, resulting in an animal potentially missing its class.

**Action:** SJC to respond and ensure improvements in future scheduling announcements.

### **15. NOMINATIONS FOR LIFE MEMBERSHIP**

Decision deferred to next meeting once all nominations received.

### **16. NLIS**

Discussion deferred until after commencement of CEO.

### **17. CORRESPONDENCE FROM M BISSELS AND T KOTSIAKOS**

Correspondence had been received from M Bissels and T Kotsiakos regarding the new rule to require a female aged over 48 months of age in the showring to have had a registered cria. Both requested that consideration be given to stipulating that this cria should not have been born by embryo transfer. In their opinion maiden females should not be used in ET programs due to risk of damage during the procedure and because birth of an ET cria does not prove the female has the genetic capability to herself deliver and raise a cria.



**Action:** SD to seek the opinion of the SJC. IF to seek the opinion of Dr Jane Vaughan. IF to write to M Bissels and T Kotsiakos.

**18. WORLD ALPACA CONFERENCE 2020**

It was noted that one submission has already been received with a second expected. Submissions to be discussed at next Board meeting.

**19. CORRESPONDENCE FROM SUSTAINABLE APPAREL COALITION**

Deferred.

**20. WEBSITE/SOCIAL MEDIA**

It was agreed that the new CEO be tasked with updating the website and developing a social media strategy.

**21. GENERAL BUSINESS**

**21.1 Photographs of National Supreme Champions**

It was agreed that consideration be given to producing prints on canvas of National Supreme Champions to be displayed in the AAA office in the 12 months following the AAS.

**21.2 Assistance for new show exhibitors**

SD suggested the possible inclusion of some guidance for new exhibitors to be included in the show entry section of eAlpaca.

**Action:** FV to discuss with Nathan Bailey

There being no further business the Meeting closed at 5.15pm

Chairman:

Dated: 10 August 2018