



AUSTRALIAN ALPACA ASSOCIATION

Minutes of the Board

video conference

9 April 2020

1. CONVENING OF MEETING

Chair Andrew Munn declared the meeting open at 10:00 9 April 2020.

1.1. **PRESENT:** Andrew Munn, Prue Walduck; Sarah Wheeler Rochelle Veitch; Trevor Parry; Carolyn Austin

IN ATTENDANCE: Amanda Olthof

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. No additional declarations noted.

1.4. **WORK HEALTH AND SAFETY WHS** Noting Covid-19 precautions and work from home arrangements for staff continuing

2. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the AAA Board teleconference held 19 and 20 March 2020 as circulated were considered

B20M27 The Board **RESOLVED** to confirm the Minutes of the AAA Board video conference held 19 and 20 March 2020 as a true and correct record

3. EXECUTIVE REPORTS

3.1. PRESIDENTS REPORT

Andrew gave a verbal report on the current issues of importance to the AAA. Issues discussed included:

- Andrew is very busy with his day job
- Regional Presidents meeting held to very positive reception
- Proposal for engaging with overseas alpaca societies re eAlpaca.

3.2. TREASURER'S REPORT

Carolyn Austin presented treasurer's report and provided a budget indicative of trends. Carolyn indicated that the company would be cash flow positive until the end of the financial year. The effect of the Pandemic has seen:

- The cancelation of shows and a drop in both income and expenses
- Savings on board travel as no face to face meetings are being held
- Registration and transfers have continued to see the impact of drought, fire, floods and Covid19
- The commercial rent issue will impact on the bottom line given the tenant is not operating
- The company has registered for JOB KEEPER and will be eligible for a refund of PAYG after BAS is lodged.

Projected Loss for the year 2019-2020 is estimated at \$152,000 – currently funded from Cash Reserves

The board discussed sponsorship for the AAA's newsletter. 3 newsletter sponsors available per month, \$100 each.



3.3. CEO's report

Amanda presented a written report outlining issues including:

- Business continuity plan has been enacted with all staff now working primarily from home.
- AHA proposed at the meeting at Member's Forum for a core program increase of 1.5%, funded by a proposed increase in core subscriptions (using 0.5% reserves). For the AAA, a 1% increase in core subs is equivalent to \$57. (\$7659 in 19/20 to \$5736 in 20/21).
- AGM timing and the timelines to the AGM was progressed. Contingency for remote AGM to be prepared
- Board assessment and Board report card to members
- Communications including new social media themes
- Membership figures and member engagement
- Policy review
- Strategic planning and annual operating plan. AOP template to come out of the strategic plan so that each portfolio can be accountable
- Shane Read medal, life membership and regional certificates of appreciation all to go ahead this year.

B20M28 The Board **RESOLVED** that the 2020 Annual General Meeting to be held on 3 October, with location to be confirmed.

4. GOVERNANCE

4.1. Regional issues

Andrew reported on the recent informal meetings with regional presidents, which have been very positively received.

- All regions have agreed to move to standard centralised accounting for 1 July start of 20/21 financial year. Need to finalise processes to ensure that all are clear, and that each region has appropriate viewing rights in MYOB and NAB
- Agreement by regional presidents for proposal to remove regulations from constitution
- Regional operational plans and budgets required for 20/21
- All regions to provide positive membership messages – good opportunity to tighten processes and plan membership activities for the future.

Regions conducting survey of members was discussed.

4.2. Board Assessment Survey

The Board assessment survey was completed by all directors. A stand-alone discussion on the themes and actions will be held.

4.3. Member Survey

The annual member survey has been drafted and agreed by the Board. Additional questions discussed including membership categories. It will be given a “sanity check” by a member with statistical testing experience before being distributed in May.

4.4. Planning cycle

The Board discussed the 20/21 planning, budget and review cycle. A draft of the AOP will be distributed by CEO. Planned actions for the year as well as budgets to be completed for discussion at next meeting.



4.5. AAA Constitution

Agreement to pull the regulations from the Constitution. Examination of the failed motions from 2019 Annual general Meeting.

Action – all directors to carefully read the constitution and look at what needs to change and what needs to go to the members as a motion.

5. MEMBER ISSUES

5.1. Ealpaca Update

Trevor reported on the introduction of the A5 where the owner of the cria doesn't own the dam.

Work continuing on the change process for eAlpaca to explain any eAlpaca changes.

Contract with Simplify due for renewal in November to exercise the second three-year term. Negotiations to begin in July. Value of eAlpaca discussed and the potential for Association to purchase IP. TP to discuss potential value of system.

5.2. Keeping members connected

Prue presented a proposal of a series of educational social media webinars to keep members engaged during the COVID-19 lockdown which has resulted in the cancellation of all shows, Regional Training and networking activities. The proposal was discussed and decision that this should be the focus of the Education and Training Committee.

6. COMMITTEE REPORTS

6.1. Showing and Judging

Show Convenor Manual was presented for Board approval. The Board agreed that the manual needed significant work and all directors to provide comment for further discussion at future meeting.

6.2. AYE

An update from the AYE committee was noted.

AYE judge ratification proposal was discussed. Board requested that the paper be re-presented at a future meeting with further background information.

AYE judge's proposal paper was presented and discussed. The board discussed membership requirements for parader judges and agreed that the same requirements would be in place as for halter judges.

Proposal paper to be re-presented at a future meeting when the process has been developed further.

Andrew advised that both himself and Bronwyn were to withdraw from Parader Judging.

7. PORTFOLIO REPORTS

7.1. Market Access and Trade

The Board noted a report from Prue that EMAI have released the report on the QFever testing protocols to the Department of Agriculture. It is anticipated the Department of Agriculture will present the Q Fever proposal to NZ MPI in the short term to help facilitate market access into NZ.

7.2. Training and Education

An Education and Training committee to be established. National training plan to be rolled out to regions. EOI to go out to member with announcement by Anzac Day.

7.3. Biosecurity Health and Welfare



Sarah reported that the Biosecurity Working group has met several times to work through the review of Q Alpaca. The BWG recommended a tiered program to provide a wider scope for increased member participation in a biosecurity program. With most members likely to opt for a Bronze or Silver level, rather than the Gold Standard. Gold Standard would comply with the entry requirements for WA. During in the meeting the need for post-mortems (PM) was discussed, with the consensus that there is a need but not necessarily for all three levels. Currently, PM's are the only form of surveillance that our industry has, with the assurance of regular timely reporting it can be used to identify emerging diseases as well as assist in decision making for industry research and development. With timely reporting, trends can be identified, and members advised accordingly to monitor or act on information received regarding an identified mortality trend. The revised Q Alpaca ideally needs a new name and needs to scale to include large and small herds as well as ensuring those currently using Q Alpaca for animal entry to WA can continue to do so with ease. Sarah advised that the Biosecurity Working Group could not find a way forward due to disagreement between the Veterinarians and the Breeders on the working party.

The proposal to use R&D funding to engage a consultant to assist with the development of a revised program was discussed and the Board requested that the paper be re-presented at a future meeting with further background information.

8. GENERAL BUSINESS

Next meeting 7 May

Meeting closed 13.10

Minutes accepted as a true and correct record

Andrew Munn, AAA President

9 May 2020