



**Minutes of AAA Board Videoconference  
30 July 2020**

**1. CONVENING OF MEETING**

1.1. **WELCOME** Acting Chair Prue Walduck declared the meeting open at 14.05

**PRESENT:** Prue Walduck; Sarah Wheeler; Trevor Parry, Carolyn Austin; Andrew Munn; Cathi McMullen; Mick Williams; Brett Fallon

**IN ATTENDANCE:** Amanda Olthof

1.2. **APOLOGIES:** nil

1.3. **REGISTER OF DECLARATION OF INTEREST** - It was noted by the Chair that the 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. Trevor, Mick and Sarah declared their interest as suri breeders. Brett declared interest as an ANZ employee.

1.4. **WORK HEALTH AND SAFETY WHS** Nil

**2. CONFIRMATION OF PREVIOUS MINUTES**

Minutes of the AAA Board teleconference held 3 June, 25 June and 14 July as circulated were considered.

**B20M79** The Board **RESOLVED** to confirm the Minutes of the AAA Board video conference held 3 June as a true and correct record

**B20M80** The Board **RESOLVED** to confirm the Minutes of the AAA Board video conference held 26 June as a true and correct record

**B20M81** The Board **RESOLVED** to confirm the Minutes of the AAA Board video conference held 14 July as a true and correct record with an amendment

**3. MATTERS ARISING**

Action items were discussed and completed items removed. All directors to check action items and update against their responsibilities.

**4. EXECUTIVE REPORTS**

**4.1. PRESIDENTS REPORT**

Andrew announced to the Board his resignation from the role of AAA President effective 7 August 2020 due to an international career move. The election of President's role will be announced with the other AGM call for nominations.

Andrew left the meeting at 14:36

CA took the Chair and called for nominations for an Interim President from within the group to sit in the Chair until the AGM in line with the AAA Constitution Clause 12.6

TP nominated Prue Walduck, seconded CM.

Prue discussed her expectations of confidentiality and support of decisions collectively made. The key values of integrity, inclusivity, recovery from mistakes and support were outlined. The areas of



improvement that she is striving for include discipline, accountability for outstanding actions, support of CEO and staff, and newsletter communication from each Director.

**B20M82** The Board **RESOLVED** that Prue Walduck will sit as Interim President of the AAA until the 2020 Annual General Meeting in line with clause 12.6 of the AAA Constitution.

The Board discussed the role of Vice President and the role will remain vacant.

#### **4.2. ACTING PRESIDENTS REPORT**

Prue reported that has been acting as President over the last few weeks while Andrew was on sick leave.

20/21 budget communication to go the Regional Presidents then out to all members.

As Director of the Member Services Portfolio Brett will take the lead on reviewing the survey results and developing a subsequent action plan.

Prue introduced “The Shows Must Go On” project to develop a way to conduct shows in 2021 in a COVID environment, which cognisant that the shows may have to accommodate different COVID scenarios (such as border closures) and that there may need to be temporary modifications to show formats and rules. Mick to look after this under the Special Projects portfolio.

The use of the Board Portal platform was discussed. The discussion forums are a management tool, not a decision-making mechanism or a substitute for formal Board discussions. Discussions on one topic are in the one place and can be used to clarify issues so that there can be more efficient and transparent decision making. Board minutes are to be ratified via circulating resolution prior to the next meeting.

#### **4.3. TREASURER’S REPORT**

Carolyn Austin presented a written Treasurer’s report and provided a budget indicative of trends. Jobkeeper has been received for the months April, May, June, and receipt of these payments is expected to continue after the initial period of 30 September based on the financial position. Completion of the financial audit has been delayed due to year end actions from 2018-2019 year not being acted upon. The team are rectifying those errors, noting these are balance sheet adjustments and do not affect the P&L results.

An eAlpaca undercharge to members was discussed.

#### **4.4. CEO’s report**

The CEO presented a report summarising member survey results, the current PeTA campaign on alpaca shearing and the AAA response, and recent international engagement activities.

Membership renewals opened on 1 June and current membership figures stand at a total of 870 (compared with July 2019 of 975).

The Board was advised that a volunteer admin was removed from admin access to eAlpaca.

### **5. GOVERNANCE**

#### **5.1. Finance Audit and Risk Committee**

FARC met on 17 June and provided a set of recommendations for Board consideration.

The Board agreed with the following recommendations from FARC:

- Establishment of a grants register in Head Office for recording of all grant applications at a regional and national level.
- Board to advise all convenors (through SJC) that the gifts presented to judges at AAA shows be token in nature only.
- all shows and events running under the AAA flag must use eAlpaca for all transactions including financial sponsorships

A recommendation that Judge's per diem change to a maximum of \$75 per day on substantiation of appropriate tax invoices was discussed. Carolyn will develop a paper for Trevor to take to the SJC for discussion on how to achieve the aims of the recommendation.

### 5.2. Policy Review

The Board considered and discussed policies

**B20M83** The Board **RESOLVED** to ratify policies on Sponsorship, Conflict of Interest, Whistleblowers, Events (including cancellation), Working with Vulnerable People and Confidentiality.

The Board approved the development of a policy manual to house all company policies.

### 5.3. Member Awards / Recognition [in camera]

The Board discussed in camera the Life membership nominations and regional certificates of appreciation. The Board noted that there were no nominations for the Shane Read Medal.

### 5.4. Member Services

- AAA Board considered and approved an EOI to be sent to the AAA membership seeking committee members for a Membership Services Committee
- The member survey results were noted and discussed.
- Commercial referral agreements were discussed and the Board agreed to pursue the concept for organisations that are consistent with AAA values.

### 5.5. AAA Constitution

The Board discussed the previously discussed proposed changes to the AAA Constitution.

**B20M84** The Board **RESOLVED** to postpone any changes to the AAA Constitution until 2021.

### 5.6. Family Memberships

Family memberships as approved at the July 14 Board Meeting were further discussed to clarify the Board's interpretation of the Constitution regarding classes of Membership. The Board agreed that the new class of membership could be created under Clause 4.1vii - *Other classes of Member as may be determined by the Board in accordance with this Constitution.*

## 6. PORTFOLIO UPDATES

### 6.1. Research, Development

The Board discussed a proposal from Sarah to develop a R&D strategy to ensure a prompt and agile response to opportunities for funding and collaboration. The Board agreed that research and development is important to the future of the industry and that a comprehensive Research, Development and Extension strategy is to be developed and presented to a future Board meeting with a costed option paper with a range of potential projects.

### 6.2. Q Alpaca Review

The Board engaged in a robust debate when re-presented with a proposal to call for tenders for the review of the QAlpaca program, and an alternative paper. There was agreement that the QAlpaca program was overdue for a comprehensive review. It was agreed that a tiered program was necessary to ensure relevance to a majority of members. Discussion was held on postmortem requirements and the availability of alpaca veterinarians. The need to ensure that the AAA meets shared biosecurity responsibility and the expectations of both state and federal governments and ensuring that animals can be freely transported into WA were discussed.

**B20M85** The Board **RESOLVED** that an EOI for a review of the QAlpaca program go out to suitable consultants.



### 6.3. Showing and Judging

The SJC have reviewed the current version of the AAA Showing Rules and made recommendations to the Board regarding changes following consultation with 13 AAA members who responded to a call for submission.

A recommendation to change the handler's attire (Rule #50) was not supported by the Board.

A recommendation regarding a change to rule #56 on suri fleece length was presented. The recommendation was *"a return to the 24 month fleece length rule and introduce short fleece classes as a trial (at the discretion of Convenors, subject to entry numbers) for 3 years, with data collected from Convenors/eAlpaca with regard to entry numbers, fleece age (in months) so that this can be assessed as a Trial"*.

The meeting was suspended at 17:09 to reconvene on 8 August 2020.

**The meeting reconvened via video conference at 14:07 on 3 August 2020** with Prue Walduck as chair. Present at the meeting were Sarah Wheeler; Trevor Parry, Carolyn Austin; Cathi McMullen; Mick Williams (from 14:19); Brett Fallon. Amanda Olthof was in attendance

#### Showing and Judging (continued)

The Chair reminded all Directors to present well thought out Board papers with properly researched recommendations and papers that had enough information to enable Directors to make good decisions.

The history of the rule change and the "trial" was discussed and each director had an opportunity to discuss their views on the suri fleece length proposal and the wider issue. A number of options were put forward and there was agreement that suri breeders drive the outcome.

**B20M86** The Board RESOLVED that there be a moratorium on the "January 2021" rule change [Alpacas should be shorn annually and for show entry must have a minimum fleece length of 50 millimeters for Huacaya and Suri and a maximum fleece age: • For Huacaya and Suri of under 14 months] until such a time as the Showing and Judging Committee return to the Board with appropriate data through survey under oversight of the AAA Board (where all suri owners, even those with a single suri are properly consulted) and show entries.

Further SJC recommendations were discussed.

**B20M87** The Board resolved that given the circumstances of 2020 and the cancellation of many Shows, that for 2021 there be an exemption to the Showing Rules to enable one fleece shorn in 2019 OR 2020 to be entered into a show.

**B20M88** The Board resolved to a change in section 2 of the Showing Rules that entries in the fancy classes are eligible for Championship or Supreme Awards in the halter classes.

A recommendation from the SJC that entries for Most Valuable Fleece class be free of charge if the fleece has already been entered separately into the fleece show was discussed. The SJC is to look at this issue again, taking into account the costs involved for fleece testing.

The Board agreed to the recommendation that Young Judge competitors in the oral section are allowed two minutes (changed from 3 minutes) to inform the over judge of the reasons for their placing. In order to align with ASA regulations for Young Judge Competitions.



The Board agreed that the requirement for ribbons to have year of the relevant show should be restricted to Royals and AAA National Show.

The draft Show Convenor Manual was resubmitted and approved as a draft document for the SJC Chair to finalise once changes are made including that show budgets must be submitted to regional committees and a list of relevant policies for convenors to refer to.

#### **6.4. Education Portfolio Update**

Report held over to next meeting

#### **6.5. Market Access Update**

A written MATC report was presented for information outlining recent meetings with BAS on market access to UK and NZ re alpaca specific Q Fever testing.

##### **6.5.1. Guaranteed Australian Alpaca Swing Tags**

The Board discussed the effectiveness of the current AAA Swing Tags parameters involved in qualifying a product eligible to display AAA Swing Tag. Mick and Sarah will investigate the issue further and return to the Board with recommendations.

#### **6.6. AYE Update**

The Board discussed a set of Youth Group Governance rules and a revised Charter for the AYE Committee presented by Brett. The Youth Group Governing Rules provide structure to include new and existing Youth Groups within the Company.

**B20M89** The Board **RESOLVED** to ratify the Youth Group Governing Rules as presented

**B20M90** The Board **RESOLVED** to ratify the revised AYE Charter as presented

The Board considered the Youth Paraders Judges process as presented to provide structure to the existing Youth Paraders judging process. The Board requested that the AYE develop a criteria for promotion to senior judge. Further, the board requested that the “up-tier” process and the criteria involved in the apprentice assessment to be documented. A current membership is required for parader judges.

**B20M91** The Board **RESOLVED** to ratify the process for Youth Parader Judges as presented

**B20M92** The Board **RESOLVED** to ratify Casey Sulman and Caitlin Armson-Graham as apprentice judges

#### **6.7. eAlpaca**

The Board agreed that a negotiating team of Trevor, Brett and Carolyn discuss the renewal of the eAlpaca contract with Simplify Solutions.

#### **6.8. COVID shearing**

The Board discussed a set of shearing guidelines for the alpaca industry to be used during COVID to ensure that AAA complies with Safe Work Australia and the relevant state and territory WHS authorities by providing clear guidelines for Covid-19 Shearing.

The Board approved the Shearing Guidelines, along with the provision of other assistance collateral including template letters to be distributed to members. AAA has been successful in having alpaca shearing identified as an essential agricultural service and has been assisting with border access arrangements and visas for shearers to make sure that the shearing season is workable.



## 7. GENERAL BUSINESS

- 7.1. Fee schedule that was approved at an earlier meeting was revisited and a minor amendment made to the fees charged for 2 DNA tests. The fee schedule for fees increasing in January 2021 to be advertised to members through the newsletter.
- 7.2. COVID Shows
- 7.3. Following an approach from a vet student, the Board discussed the Richard Dixon Memorial Scholarship.

**B20M93** The Board **RESOLVED** to advertise the Richard Dixon scholarship for a senior veterinary student(s) up to a maximum of \$3000 with possible multiple recipients.

- 7.4. Carolyn raised a concept of a AAA run stud male auction to engage members. Males must be certified and must have won a blue ribbon. The concept was supported, and Carolyn will prepare a proposal for a future meeting.
- 7.5. Direct referral schemes were discussed and Judge Numbers – Following the news that Andrew and Bronwyn Munn will be relocating overseas, as well as the judges located in NZ, Sarah raised the potential shortage of judges when showing starts post-COVID. Sarah requested that the Board review the apprentice intake.

The Board requests that the SJC provide a report to the Board on how to address the shortage of AAA judges going forward given the loss of Andrew and Bronwyn, as well as some judges based in NZ.

16:35 – Trevor Parry left the meeting

- 7.6. Council meetings / presidents' meetings. Brett requested that full Council meetings be reinstated. Prue explained her vision to continue with regular President's meetings with a different Board member in attendance at each meeting to discuss a specific Board topic or issue. The meetings will, from now on, be minuted to reflect the decisions made at the meeting. Prue did agree there was merit in holding a Council meeting with full Board attendance in the future.
- 7.7. the Board agreed to apply for the ANZ Community referral scheme where the AAA receives a small referral bonus if a member takes up a loan product with the ANZ and mentions AAA. The WFI insurance referral scheme is still in use by some regions and the members services committee will look further at this.

### Upcoming meetings

- 27 August
- 24 September
- 21 October
- 18 November

Meeting closed 16.55

**Minutes confirmed via circulating resolution of the AAA Board B20M94 dated 21 August 2020**