

**Minutes of AAA Board Videoconference
16 February 2021**

10:00

Via zoom

1. CONVENING OF MEETING

1.1. **WELCOME** President Brett Fallon opened the meeting at 10.12

1.2. **PRESENT:** Brett Fallon, Sarah Wheeler; Carolyn Austin; Julie Wilkinson; Mick Williams; Lee Sadler; Prue Walduck.

1.3. **IN ATTENDANCE:** Amanda Olthof

2. APOLOGIES, DECLARATION OF INTEREST AND WHS

2.1. **APOLOGIES:** nil

2.2. **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.

2.3. **WORK HEALTH AND SAFETY WHS** COVID discussions

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the AAA Board videoconference dated 2 February 2021 as circulated were considered and minor amendments made.

B21M05 The Board RESOLVED to confirm the Minutes of the AAA Board video conference held 2 February 2021 as a true and correct record.

4. Business arising from previous meeting.

- Budget to go to FARC.
- Brett's communications went out as a video via social media and website.
- Education item re 50% cost sharing with regions – to be discussed at next council meeting.
- Member benefits paper to be presented at next meeting.

5. GOVERNANCE

5.1. AICD Not for Profit Governance Principles

- Each meeting the Board will consider and discuss the AICD's Not-for-Profit Governance Principles (Principles) as part of commitment to ensure good governance within the organisation. The Board discussed *Principle 2 – Roles and Responsibilities*, which covers:
 - Directors' roles are clear and understood by the board.
 - Directors understand and meet their duties under the law.
 - Directors meet any eligibility requirements relevant to their position.
 - Delegations of the board's authority are recorded and periodically reviewed.
 - The role of the board is clearly delineated from the role of management.
- Board executive has authority under the constitution. CEO has responsibility tasked by the Board – provide with the resources and autonomy to manage the company. Due to the urgency and timeliness, Board authority can be delegated to individual directors or to the CEO. These decisions need to be advised to the Board, especially if there are fiduciary implications or if there are longer term policy implications.
- Going forward, if there are executive decisions made, these will be communicated to the Board as an FYI and then a full discussion at the next Board meeting if required.
- All policy decisions will be documented by the full board.



6. EXECUTIVE REPORTS

6.1. PRESIDENT'S REPORT

- Council meetings are planned more regularly. Attendance by Board Directors is voluntary. Sarah's attendance requested at next meeting that will focus on education.
- Member's Only Facebook group reinvigoration was discussed as an additional communication tool for members. The group would be set up as a private group for members only with all Board and CEO as moderators. Action – the group to be established by CEO with targeted communications to members inviting participation and explaining the purpose.
- IAR rules – no feedback received from membership following consultation period. Carolyn raised query about expenses to the AAA. Brett confirmed that the rule changes will have no financial implications.

The Board discussed the ability to record half parentage of unknown parentage registrations (clause 3.3f) and agreed that there will be an ability to record one parent from either male or female lines with DNA verification.

B21M06 The Board RESOLVED to approve the amended IAR rules as at 16 February and communicate the changes with members.

- AAA partners - Negotiations have begun with two parties (Nutrien and breeders' choice. Auction) to bring them onto the group of partners. Suggestion that there be an additional web page on AAA website for Breeder's Choice Auction. Nutrien have particularly requested copy of the AAA member database. This is not possible due to privacy laws. Increasing member benefits remain the focus.
- Webinars being arranged – agronomy webinars with Rob Harborne. Approach possible presenters for alpaca value adding webinars – for example alpaca fashion, agritourism, meat etc. Demonstrating the possibilities in the future of the industry in line with the strategic plan.

6.2. TREASURER'S REPORT

Carolyn reported on the National alpaca halter show scheduled for Bendigo, 20-22 August 2021

Judge allocation for the national show was discussed. The process for appointing Judges for the National Show entails SJC, after consultation with the National Show convenors, putting forward a recommendation to the Board for approval prior to announcement

Action - Expressions of interest for show convenor for 2022 to go out to membership.

Action - Announcement of show date to be advertised to members.

B21M07 The Board RESOLVED to hold the National Halter show on 20-22 August 2021 in Bendigo with Paul Haslin and Lyn Dickson as convenors.

The Board discussed have a separate National Fleece show in January 2022 in a location and convenors to be determined. Consultation with members to occur via survey

P&L was presented by the Treasurer and discussed by the Board. Budget to be discussed by FARC and to be discussed again by Board at next meeting.

6.3. CEO'S REPORT

Written report presented by the CEO. Noted that the total membership number are in line with membership from this time in 2020. Report accepted as read.



7. BOARD ACTIONS

7.1. Shows and Events

Report presented by Prue.

- Where appropriate the judge will have two apprentices (1 replacing the ring steward) with Apprentice 1 assessing a section while Apprentice 2 observes/ring stewards. Apprentices swap roles as deemed appropriate based on numbers and sections.
- Risks associated with judge's travel and inability to obtain insurance which impacts on the level of liability of the AAA and individually for judges and other volunteers were discussed in detail.
- The Board considered that to limit the risks to judges, interstate travel was not expected.

B21M08 The Board RESOLVED that the judge's agreement be amended to reflect the impacts of COVID, including that a show convenor has right to request judge pre-test for COVID before the show; and that AAA accept no liability for any COVID related costs to the judge.

- To service states without a Judge, the Board discussed a concept of retired judges living in the relevant states to be reinstated as a temporary measure for 2021.
- Action – Request SJC to come back to the Board within a 2 week timeframe with the list of retired judges who may be suitable to invite to come out of retirement and judge AAA shows.
- A concept of state judges was discussed - Upskill local experienced breeders to a standard where they could judge a small state show. Show would have a lower status but enable the show to proceed with placings being awarded and recognised. Noted that a stakeholder working party will be formed to develop guidelines for use of these judges.
- The commercial fleece show concept was discussed as an "event" / tier 3 show rather than a separate commercial show.

7.2. Ealpaca

- A written report was tabled outlining the current actions being undertaken in the eAlpaca space. It was noted that there were several commitments made outside of Board approval by a previous director.
- The Board agreed that an eAlpaca testing team be established by the CEO to give feedback on design practicality and functionality is recommended to assist in eAlpaca development works.
- The Board agreed to invite Paul Haslin as an additional Shows Administrator to support the office capability and that he be asked to sign a Code of Conduct to fulfill this role.

7.3. RD&E and Biosecurity

Lee provided a summary of meeting with consultants contracted to provide biosecurity program. Lee reported that the response to EOI, the work that the consultants have done, and the dot points in the contract do not marry up, with governance, conflict resolution and audit pieces missing from the documents provided by the consultants.

Discussion on the material provided and Lee confirmed that the AAA now can use the information provided by the consultants and will be useful for future development of programs and frameworks.

The Board agreed that the information received is used as the husbandry and welfare components of the Sustainability framework. In background build a QA program that is a modified QAlpaca program.

The Board agreed that there will be a QA program developed as a parallel process. Maintain the structure as agreed for the John's module. Timing issue for the export issue – module built into the biosecurity program. Need module developed for Q Fever to fit into the sustainability module.

Action – Prue to send through a concept of an export module to cover QFever



7.4. Market Access and Trade

Paper presented by Prue accepted as read, noting the sensitivities of the current export situation.

Development of the export strategy has been deferred.

7.5. Members skills and Education

Build content of educational videos. Sarah to liaise with regions to develop content. No budget has been allocated at this stage.

7.6. AYE

A revised AYE Charter was presented and discussed. The charter was revised because of the lack of a quorum in the existing committee.

B21M09 The Board RESOLVED to accept the revised AYE committee charter and to go out for EOI for AYE committee members.

Action – EOI for new youth committee members to be sent out, looking for range of members from across the country

7.7. Sustainability Framework

- The timeline will be slowed down to ensure that there is full consultation with AAA members and ensure member ownership of the concepts.
- Membership to framework will be costed to cover administrative costs, and they will receive a logo for marketing. Tier 1 – every member will need to be a member. This will cover animal welfare, husbandry, staffing etc, as a base skills level. Survey to get baseline data, and all new members will need to “pass” the baseline level to gain membership.
- Tier 2 and 3 will need less administrative input and will encompass further higher-level requirements. Tier 2 – will need a sustainability committee (similar to SJC) to run and will run the accreditation process. Tier 3 will require independent accreditation.
- The Board agreed that Julie will hold an informal discussion with the applicants that have applied for the positions on the working group to ensure the right mix of participants.
- The Board agreed that a committee be established similar to the SJC for the administration of the framework and that a TOR be developed by the working party for the committee.
- The Board agreed that money set aside in the R&D space be used in the development of this framework.

8.0 Other Business

- Craft show – is progressing.
- Mick discussed COVID-19 protocols query re 2 square metre rule in relation to inclusion of pens. Mick to progress.

Scheduled meetings:

- 16 March 10am AEDT
- 20 April 9 am AEST
- 18 May 9am AEST

Meeting closed 1.02pm