



AUSTRALIAN ALPACA ASSOCIATION Ltd (AAA)

Minutes of the Board Meeting

Via video conference

19 and 20 March 2020

1. CONVENING OF MEETING

Chair Andrew Munn declared the meeting open at 15:40, 19 March 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

2. CONFIRMATION OF PREVIOUS MINUTES

The Board noted circulating resolutions passed

B20M14	24 Feb (circ)	The Board resolve that following the resignation of Michelle Simberg, Carolyn Austin be appointed to a casual vacancy on the AAA Board under Clause 9.7(a). This appointment is to be effective until the 2020 AGM.
B20M15	24 Feb (circ)	The Board resolve that Carolyn Austin be appointed to the position of treasurer on the AAA Board Executive.
B20M16	15 Feb (circ)	The board RESOLVED that all alpaca shows from 15 March 2020 to 30 June 2020 are cancelled due to COVID19

Minutes of the AAA Board teleconference held 6 February 2020 as circulated were considered

B20M17 The Board **RESOLVED** to confirm the Minutes of the AAA Board teleconference held 6 February 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.

3.2. TREASURER'S REPORT

Carolyn Austin presented a verbal 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 downturn in the economy and the impact on industry of drought and fire have impacted registration and transfer activity, as well as membership. "Guestimate" is for a loss 19/20 financial year of approximately \$145K, with consolidated loss of \$125k. The company is still trading solvent and there are still funds in the investment account.

Between \$180k and \$240k projected outgoings until end June. If the pandemic continues, Carolyn suggests a decrease in registration and transfers of 40% and a 25% decrease in memberships.



The meeting Closed at 16:30.

Continuation 20 March 2020

Meeting opened 09:10

Treasurer's Report continued

Carolyn working on a budget for next FY and will be distributed out of session.

Monthly or quarterly direct debits for membership discussed. TP to follow up regarding logistics in eAlpaca. Potential issues regarding dealing with non-payment. Cost benefit analysis required on exposure to risk for the association and benefits to members.

Benefits for members who "introduce" another member discussed – for example a credit on registrations in the following year. TP to follow up with Nathan on options for these changes.

Centralised accounting for regions discussed. Next president's meeting all regions to provide an audit of bank account signatories and information on their access to bank accounts and MYOB. Youth accounts to be examined next.

3.3. CEO's report

Amanda presented a written report outlining issues including:

- A stripped back version of the MOU with Animal Health Australia signed to cover accounting services only.
- discussions with auditors regarding timing of 2020 audit.
- Members Survey discussed. Annual survey for benchmarking.
- Insurance documentation summary provided to the Board
- Board assessment and Board report card to members
- Communications
- Membership figures and member engagement
- Policy review (WVP and Privacy Policy documents presented)

Action – AO to send draft member survey to Board for discussion. To be sent out April / May.
Showcase insurance to be moved into general business insurance as it is not being transported anywhere
AO to find pictures of the showcase to get organised for sale. All to look at insurance documents
Board to comment on privacy and WVP policies

4. GOVERNANCE

4.1. AAA Constitution

Amanda presented a report from the Associations Forum that evaluated the AAA Constitution and made recommendations for potential improvements and updates to bring it into line with best practice. Board members to provide written comments on the recommendations.

Constitutional changes that were not approved at the 2019 Annual General Meeting were discussed. The proposed changes in the youth space are important for full functioning association and there needs to be a campaign to promote the benefits of the changes so that they can be re-proposed at the 2020 AGM.



4.2. Regional issues

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

Nationally owned panels that were in Berwick (VER region) when show cancellation announcement made to remain there until shows reopen when they will be returned to Bendigo.

B20M18 The Board RESOLVED that no capitations will be paid to regions for the 2019/20 Financial year

5. MEMBER ISSUES

5.1. Integrity issues

Integrity issues were discussed in a separate in-camera meeting

5.2. eAlpaca Update

Trevor to commence discussions with Nathan re the AAA purchasing the IP of eAlpaca.

5.2.1. Reintroduction of a5 (Dam Authority)

Where a breeder purchases a recipient female pregnant with an ET cria, the eAlpaca system currently prohibits the registration of the cria as the owner of the birth mother doesn't own the Dam. Discussion on implementation of an "A5" process (Dam Authority) signed by the owner of the Dam that certifies the provenance of the ET cria at birth. The Board agreed for an A5 to be reintroduced with modifications for integration onto eAlpaca. The Board agreed for Trevor to instigate the process of eAlpaca changes.

5.2.2. Animal Transfers

The Board discussed a paper presented on member business restructures and the impact on animal transfers.

B20M19 The Board RESOLVED to make no changes to the transfer of animal rules as they currently are in eAlpaca.

5.3. Ag Society use of eAlpaca Data

The Board discussed the issue of interrogation of eAlpaca data by a third party in respect of a formal request from Royal Ag Society of Western Australia. Show entries for several Royal Ag Society shows are currently run totally externally to the eAlpaca system, meaning that the AAA has no opportunity to collect exhibitor levies or to record the show results through the AAA system. WA RAS approached the AAA requesting access to information on animals held in eAlpaca to input into the society's show entry system. The Board agreed to encourage all show societies to use eAlpaca as their initial show entry system for alpaca shows.

B20M20 The Board RESOLVED that AAA will not allow access to the data on eAlpaca by Agricultural Show Society entry systems.

Action – actively engage with RASV to discuss process for getting RASV to use eAlpaca. Meeting between Rochelle, RASV and perhaps Nathan.

Action - Respond to WA – happy to show them how to use it and use it to meet their requirements but no interrogation of data agreed to.

6. COMMITTEE REPORTS

6.1. Showing and Judging



B20M21 The Board RESOLVED to defer the implementation of the additional show entry levy (additional \$2 halter and \$1 fleece) to 1 July.

The Board noted that Shane Carey and Amber O'Neill have been appointed as judge representatives on the Showing and Judging Committee.

The Board noted the development of a shows administration manual by M Bissells.

SJC is continuing to look at the revision of the Show Convenor Manual. Following completion, on-line training will be planned.

The Board noted that SJC is reviewing the Showing and Judging rules for Board approval for introduction for the 2021 Show season. Of particular concern are the suri fleece length rule and the show uniform rule. Board noted that a timeline is required so that there is adequate time to communicate changes with membership prior to the start of the show season.

B20M22 The Board RESOLVED That junior judging is under the auspices of the Showing and Judging Committee, not Youth.

All regional presidents to take ownership of show dates and ensure they communicate with other presidents to ensure no conflict between major shows.

B20M23 The Board RESOLVED that a 5-tier judge accreditation and progression system be implemented, incorporating:

- **Apprentice Judge**
- **Accredited Level 3 Judge**
- **Accredited Level 2 Judge**
- **Accredited Level 1 Judge**
- **Senior Judge**

The SJC is looking at judge progression documentation. The Board noted that judges must apply for an upgrade, it is not an automatic progression.

B20M24 The Board RESOLVED that to support the progression of apprentice judges, Angela Preuss, Natasha Clark, Shane Carey and Peter Kennedy Gane are appointed as training judges until the end of 2020, when any level 1 accredited judge is eligible to apply for a training position.

The Board would SJC to look at including Molly Gardner if she did apply.

6.2. National Show Report

The board noted a report and draft budget from the show convenor. Next payment due 2 July. Planning will continue but no further funds to be expended until July. Convenors will continue to seek sponsorship. Convenors contacted the organisers of the paper expo to arrange joint ticketing, but they had already locked into their arrangements. \$5 entry fee proposed for members of the public.

7. PORTFOLIO REPORTS

7.1. Market Access and Trade

Amanda Olthof and Prue Walduck attended a meeting at EMAI on 11 March with representatives from Department of Agriculture, EMAI and Sydney University. An agreement was reached on a proposal for a 4



camelid specific test for QFever to be presented to the NZ Ministry Primary Industries by the Australian government.

Two applications for funding have been submitted to the Australian government covering preparation for and marketing of export opportunities for Australian alpacas into the European market.

7.2. Biosecurity Health and Welfare

Biosecurity and QAlpaca reports deferred to the next meeting

7.3. Training and Education

Sarah reported on the training and education portfolio. Training options were discussed. Sarah has completed one video on birthing with body scoring in progress. Videos planned to be filmed at Sydney are obviously not able to be undertaken. Discussion on alternative training with live webinars and educational video scenarios.

TP to keep progressing the convenor manual and development of training for convenors.

All members to think about a plan to link education and training to the general membership.

8. GENERAL BUSINESS

8.1. AAA Assets

B20M25 The Board **RESOLVED** to investigate a mortgage / overdraft over Mitcham property at \$200,000 to free up liquidity of company assets to purchase eAlpaca IP

8.2. Fleece shows

The Board discussed a proposal for fleece shows to continue considering the COVID19 cancellation of alpaca shows until 30 June.

B20M26 The Board **RESOLVED** that no fleece shows will be held until June 30 due to COVID19.

The issue will be revisited in May for shows scheduled from 1 July.

8.3. Correspondence In

Mr Robert Warneke has gifted archive documents to the AAA related to the first introduction of alpacas into Australia in the 1850s. Prue Walduck gifted two coloured fleeces on behalf of the Association.

Jenny Button wrote to the Board regarding assistance to members following the bushfires in early 2020.

Member complaint regarding the 2020 Canberra Royal. NSW Committee to provide advice to the Board

Second member complaint regarding the 2020 Canberra Royal discussed and noted.

Next meeting 9 April 10am.

Meeting closed 15:39

MINUTES CONFIRMED 9 APRIL 2020