

Minutes of AAA Board Videoconference

19 October 2021

09:00

Via zoom

1. MEETING OPENING, ATTENDANCE AND APOLOGIES - CHAIR

WELCOME President Brett Fallon opened the meeting at 09:06 and welcomed attendees, no apologies were tabled. The Chair introduced new Board Director and Company Secretary Deborah Hein to the Board and thanked her for volunteering to take on the role and also to take the minutes.

PRESENT: Brett Fallon, Carolyn Austin; Mick Williams; Prue Walduck, Lee Sadler, Sue Harris, Julie Wilkinson, Annemarie Ashton-Wyatt and Deborah Hein.

2. DECLARATION OF INTEREST AND WHS

2.1. DECLARATION OF INTEREST – The Chair asked for any conflicts of interest to be declared (based on the items listed on the agenda) no new declarations were made.

2.2. WORK HEALTH AND SAFETY WHS Nil reported

3. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting were presented and updated to be an accurate reflection of the previous meeting. The Chair took the action to adjust the minutes according to the discussion and recirculate prior to the November 23rd Board meeting at which time the minutes would be considered again for confirmation.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. There was no business arising from previous minutes.

5. GOVERNANCE

5.1. AICD Principles

At each meeting the Board considers and discusses the AICD's Not-for-Profit Governance Principles (Principles) as part of commitment to ensure good governance within the organisation. The Board discussed *Principle 8 – Stakeholder Engagement*.

The Chair conducted some questions and answers to determine the level of knowledge on the subject by the Board. Directors have a clear understanding of this principle and its importance.

The issue of communication and how to communicate with stakeholders was a point of discussion including the use of Facebook as a valid means of how the AAA needs to communicate with Stakeholders in a proactive way as opposed to being reactive, in particular in regard to sharing information about policy and advisory information to the membership and broader community.

6. EXECUTIVE REPORTS

6.1. PRESIDENT'S REPORT

Brett advised Tanya had been offered an adjusted employment contract increasing by 5 hours a week, he is waiting for her to formally accept the new offer, it will be until February 2022 where a reassessment will be required.

An offer from AHA has been made to provide up to 20 hours of service via an MOU for financial management services – the Board discussed this option and determined it to be quite a high price for the services being offered, and noted we have about 6 weeks to make a decision.

Another option that might be useful pursuing is advertising a WFH opportunity for an existing

member who has the right skills and experience would likely be achievable as a supplementary income stream.

The expense of maintaining the Northborne House office with only one staff member was discussed and agreed that the office should not be maintained. Issues that need resolving include the following:

- The Sub-lessee will need to be advised that the office space will no longer be available (Mick to follow up)
- We will need a storage facility to store AAA material that is currently stored in the office
- The shutdown of the office and transition to a virtual operation is quite a significant endeavour and will require someone to manage. Need to contract someone to Project Manage the office closure including IT.
- The costs associated with the AHA offer need to be reviewed, so do the ongoing costs for the Association

6.2. TREASURER'S REPORT

Mick presented the treasurers report . Information provided some comparative costing details for the AAA with the CEO and FO removed and just with the FO to show the Board the impact of maintaining both of those roles along with normal business operations. The decision to not continue with maintaining an office will provide much needed respite for expenditure.

Mick also addressed the audit recommendation regarding leave management for AAA staff. Staff leave will continue to be monitored. The Board discussed opening hours over the Christmas period and the impact on staff leave. Shut down is proposed to be 23 Dec – 3 Jan 22, Brett will contact Tanya to determine impact on her in regard to the need to take leave.

7. ACTIONS / PROJECTS

7.1. JUDGES CONDUCT – SOCIAL MEDIA

The SJC were asked to consider recent conduct of a Senior AAA judge on social media and their comments in relation to AAA fees within the context of the Judges' Code of Conduct. The SJC determined that the Judges' Code of Conduct is silent on conduct outside judging activities and the AAA Judge Progression process outlines the expectation of good standing, which includes behaviour.

The SJC consider:

1. the issue could have been better and more professionally managed by the Senior Judge.
2. the social media comment generated subsequent comments from AAA members which were of equal or greater concern.

At the time of the incident, a member of the SJC contacted the Senior Judge and raised concerns regarding the social media activity, how this was inappropriate and the potential for this to reflect poorly on all involved.

Whilst the incident is unacceptable behaviour for a senior judge, the SJC's opinion is that all such incidents irrespective of seniority need to be addressed which has regrettably not always been the case. It was noted that this incident could be regarded as a relatively minor infraction in comparison to some previous comments on social media. Apart from having already been spoken to by an SJC representative it was deemed no further action be taken.

It is noted that the SJC recommended that the Judges' Code of Conduct be updated to reflect a higher standard of conduct expected of Judges as industry leader. The Board also noted that Judges were considered representatives of the AAA. It was also noted that the Code of Conduct update that is currently in draft does address Judges behavior as well as a range of other categories.

7.2. RESIGNATION OF MARC MULLETTE

The SJC Chair received the resignation of Marc Mulette as an AAA Judge on 21 August 2021, and provided it to the Board.

The SJC has drafted a letter of appreciation for the Chair to sign and provide to Marc Mulette.

B21M65 The Board RESOLVED that the SJC Chair would sign the letter of appreciation to Marc Mulette.

7.3. BIOSECURITY PROGRAM NEXT STEPS

The Board noted the work that has been done to develop a replacement biosecurity program for QAlpaca. The level Alpaca CheQA Farm Protect is the base model available for all AAA members at no cost, with no audit. Alpaca CheQA Secure is the next level up biosecurity available for any AAA members. Designed with the intention of replacing QAlpaca. This will require consultation with existing QAlpaca members and it was determined that this is the next step in the process. The board discussed and deemed it appropriate that presentations be made available to Regional Committees to enable them to fully understand the process for obtaining and maintaining biosecurity standards. To ensure a consistent message a standardised presentation should be provided.

7.3 Code of Conduct Review

The code of conduct discussion to be deferred until next meeting.

8. OTHER BUSINESS

8.1. EApaca Status Update

There is some concern regarding who to talk to Nathan and who Nathan takes direction from given each time a discussion is had it costs money. Sometimes Nathan is acting on discussions that he has had with Tanya, however Tanya has no authority or delegation to task Nathan where it incurs a cost. Going forward a Sue will be engaged in the standard meetings with Nathan.

9. Next meeting: 16 November 2021

Meeting closed 12:10