Minutes of AAA Board Videoconference
17 January 2023
Via zoom

1. **CONVENING OF MEETING**
WELCOME President Brett Fallon opened the meeting at 9.07 am.
PRESENT: Brett Fallon, Lee Sadler, Sue Harris, Annemarie Ashton-Wyatt, Julie Wilkinson, Mick Williams, Carolyn Austin, Alexandra Maramenides, Andy Bousie
APOLOGIES:
GUESTS:
MINUTE TAKER: Tanya Wheeler

2. **DECLARATION OF INTEREST AND WHS**
    2.1. **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.
    2.2. **WORK HEALTH AND SAFETY WHS** Nil reported.

3. **CONFIRMATION OF PREVIOUS MINUTES**
    Draft minutes

    Held over to next meeting.

    BUSINESS ARISING

4. **GOVERNANCE**
5. **EXECUTIVE REPORTS**

    5.1. **PRESIDENT'S REPORT**

Portfolios for board members
Brett –NLIS. Alpaca CheQA. IAR Rules updates.
Lee – Vice President & animal health
Sue – Company Secretary & Ealpaca
Carolyn – Treasurer & staff liaison
Annemarie – Industry Research & Development
Mick – Showing & Judging and Market Access & Trade
Julie – Sustainability
Andy – Fibre and Market
Alexandra –Education

To be communicated to members this month in members' update.

Discussion about Youth having a portfolio under a board member. It was felt by everyone that is important and would be considered further in the future but for the time being Brett will have the portfolio. A mentoring program was also discussed as something that could come under Education. The other approach is to invite the chair of the Youth to come to board meetings for a short while each month to give a report. Discussion was had about a member services portfolio. It was felt that member services is covered in all portfolios. The SJC and Youth will be invited to present their own papers if they wish to.

BCAA:
Discussion held with Narelle Tulip & Paul Maslen about the AAA taking on the Breeders Choice Alpaca Auction. Good opportunity to assist with this continuing and promote the alpaca industry and maintain some presence of the AAA in coordinated stud promotion and sales. The event is cost neutral. The staff wages would be partly countered by the registration transfer income. Potential for the event to grow in the control of the AAA and to appear more inclusive when organised by the AAA.

NLIS:
Still waiting to hear from Allflex if the order can be placed. A few pending. Several more enquiries.

Cost of tag approx. $1.60. Retail price needs to incorporate a "levy" to assist with maintenance costs of NLIS database on behalf of all alpaca producers/owners. No costings from ISC except to say that these are minor. I would suggest an introductory price of $2.60 inc GST per tag.
Recommend that a NLIS tag Q&A session to be arranged soon for members.
Would be good to proceed with an order of 1x NLIS compatible wand per Region to assist with show administration.
LLA have confirmed that llamas will be excluded from the current rules. They are not happy with a tag (brass or EID device) being used in registered llamas. AHA seem to be happy to let them fall out of the process. Alpacas will carry on.
Tasmanian Ag Dept has been in contact about having a meeting with members to gauge appetite for rolling out alpaca legislation at the same time as sheep and goats (approx. 2025).

Discussion was held about cost and ordering. Tags will be $2.10, and the wands are $680 or $950. The more expensive wands give you a further distance which is probably not needed for the shows. There will be 10 wands bought (up to $10,000), one for each region and one central.   We will write to the regions and ask if they want us to order them one. We may get a discount for 10. Mick and Julie were going to investigate the options and make a recommendation of what suited the AAA requirements within this agreed budget.

BM23M1 The Board resolved to sell the NLIS tags at an introductory price of $2.10 including GST.

 BM23M2 The Board resolved to allocate $10,000 for the purchase of readers (wands) to be made available for regions.

Quality Assurance and Biosecurity:
Waiting for VIC Ag Dept has confirmed 6/2 for Zoom meeting on Alpaca CheQA seminar – focus show biosecurity. Identified the need for the AAA to have a biosecurity plan for each show & event held with live alpacas. Similar to the work that Julie instigated for the National Show. Many Royal Shows etc have their own, but the AAA needs to adopt a standard procedure. Julie will put something together based on what she used for the National show.

Additional marketing of Alpaca CheQA required to increase penetration across the membership and industry as a whole. Ag Vic are prepared to assist with this.

BM23M3 The Board resolved to accept the President's report.

5.2. FINANCIAL REPORT
The association remains in a good financial position.

BACKGROUND INFORMATION:

- All Bank Accounts have been reconciled to 31/12/2022
- PAYG for Nov 2022 has been lodged and paid.
- Superannuation for last quarter is lodged & paid.

- All known invoices are entered & paid.
- Trade Creditors are within terms.
- Trade Debtors are within terms.
- The membership income accruals have been done & carried forward into 2022-2023
- All insurances have now been paid in full.

Last payment for the National Show was sent on 16 January 2023.

BM23M4 The Board resolved to accept the financial report.

6. BOARD ACTIONS / PROJECTS
6.1 FARQ update

Bad Debt Policy
How the organisation will manage bad debts for consideration and to comeback with comments. Deferred to next meeting.
Financial delegations
FARQ has approved the delegations. There was discussion about rationalising this in the future.

BM23M4 The Board resolved to accept the Financial Delegations

6.2 Auditor appointment
Still under investigation. The board understands our constitutional responsibility but because of the new year break some of the information pertinent to this decision was not available prior to this meeting. The Auditor will be appointed, by circular resolution if there is a recommendation prior to the next board meeting and otherwise, at the next board meeting.

7. Actions/Project reports
7.1 Sustainability
Julie reported that the report is not on the website and believes it should be up there.
The board discussed the report and agreed that it should go up on the website. The new reports to go up when they are received.

7.2 eAlpaca update
   7.2.A eAlpaca report 14.01.2023.
   7.2.B NLIS display
Both the NLISID (being the written number on the face of the NLIS tag) and the RFID (being the electronic tag number embedded in the NLIS tag) need to be recorded and displayed in eAlpaca so that a person checking an alpaca's NLIS tag can either see the NLISID or read the RFID with a reader. There is also a need for IAR tags to be displayed on eAlpaca e for as long as animals without an NLIS tag but with an IAR tag remain recorded on eAlpaca. The IAR number will remain relevant for ancestors of animals even after all existing animals with IAR tags only have died. NLIS tags will be encouraged to be the tag of choice for registration of new animals, alpacas going to shows will need to have NLIS and then eventually there will be a changeover of IAR to NLIS for all animals. There was discussion about replacement NLIS tags if an animal loses their tag. Tanya can write in a comment field that there has been a change of NLIS tag because of loss or damage.

The Board needs to decide whether eAlpaca should display the NLISID as the primary and IAR as the secondary field or NLISID and IAR number as equally important. ***The Board preferred NLISID as primary and IAR as secondary but asked that Simplify Solutions Pty Ltd be consulted about whether IAR numbers are critical to the show records on eAlpaca.***

The Board also considered how NLISID should be displayed for the purpose of registering an NLISID against an animal. An NLISID is 16 characters long but the first eight characters of that number is the PIC number of the person who registers the NLIS tag of the animal The next two digits give the brand and model of the tag and that last six digits give the drop year and the number assigned to that animal within the owner's herd (usually the drop number).

Simplify Solutions Pty Ltd has suggested that it might be difficult for members to enter the full string of 16 characters for each registration and proposed that eAlpaca be provided with a CSV file of all tag numbers issued to members, matching NLISIDs with RFIDs. eAlpaca could then validate that the PIC is correct and recorded to that member and be able to check that an NLISID entered is a number actually issued to that member. If such CSV files are provided then, when an NLISID is entered eAlpaca could automatically insert the corresponding RFID. *The Board was in favour of seeking a CSV file as suggested to allow eAlpaca to insert RFIDs automatically and possibly to check PIC numbers as recorded to the member.*

Simplify Solutions also suggest that eAlpaca could be designed to show only the drop year letter and the 5 characters at the end of the NLISID to reduce confusion for the member entering the NLISID. eAlpaca could also have a hover function to allow the first 10 characters of the number to be shown where the member wished to verify that part of the number. *The Board considered this but also suggested that eAlpaca could be designed to insert the next NLISID in the sequence after the NLISID last used. Simplify Solutions is to be consulted to consider what the cheapest and most efficient approach might be.*

7.3 SJC update
Deferred to next meeting.

7.4 MATC update
Work is ongoing. Discussion about raw alpaca fibre code for the export of fibre.

7.5 R & D update
Deferred to next meeting.

7.6 Animal Health update
Deferred to next meeting.

8. Any other business
8.1 Social Media Report
    8.1.A Social media report
    8.1.B Social media - workshop proposal
    8.1.C Proposal of services to AAA Jan 2023
    8.1.D AAA 2022 Social Media report
There needs to be clarification sought about the proposal. The Board deferred consideration of the proposal on the basis that we to review AAA social media policy more generally. Currently it is part of Tanya's role to update the website content and this too would need to be part of the social media review.

8.2 IAR Rules update
    8.2.A IAR changes report 17 Jan 2023
    8.2.B AAA Ltd Operations By-Law _2023

Change the reference to NLIS-to-NLIS tag and for the sake of consistency add NLIS tag as well as IAR tag.

> **BM23M5** The Board resolved to accept the IAR rules in principle with updates as required subject to changing the reference to NLISID to NLIS tag and removing the date for issue of IAR tags to cease.

8.3 BCAA
8.3.A Breeders Choice Alpaca Auction Paper 2023
Discussions held and the board agreed that it is a good idea for the office to manage this.

> **BM23M6** The Board resolved to accept that the office manage the auction.

8.4 Cashmere Connections
8.4.A Cashmere Connections Report 17 January 2023
It was felt that the idea is great for the industry and there was a lot of discussion about the benefits to the members and the effect it would have on overseas export of fibre. Annemarie offered to carry out some research to determine the demand for the scour and report back to the next Board meeting.

8.5 National show
General discussion about the National Show and judges and costs. Get revised budget.

Next meeting:
14th of February 2023 at 9 am

Meeting closed 12.24 pm.