

Minutes of AAA Board Videoconference

5 December 2023

Via zoom

1. CONVENING OF MEETING

WELCOME President Brett Fallon opened the meeting at 9.01 am.

PRESENT: Brett Fallon, Carolyn Austin, Alexandra Maramenides, Andy Bousie, Sue Harris, Lee Sadler, Steve Ridout

APOLOGIES: Mick Williams

GUESTS:

MINUTE TAKER: Tanya Wheeler by tape

2. DECLARATION OF INTEREST AND WHS

- 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. WORK HEALTH AND SAFETY WHS** Nil reported.

3. CONFIRMATION OF PREVIOUS MINUTES

Draft minutes of 10 October 2023

BM23 M77 The Bard RESOLVED to confirm the minutes of the AAA Board video conference held on 10 October 2023 as a true and correct record.

4. BUSINESS ARISING

4.1 Parader Judges – deferred

4.2 Policy Review – all policies reported to have been reviewed in the last 12 months. The Board will consider establishing a Change Register listing all existing policies and committees and their next review dates.

4.3 Communication with members also requires greater focus – suggest that talking points be prepared for Board Members to deliver when attending Regional Meeting and Regional Committee Meetings. Aim to establish a list of planned regional activities and meetings in January.

GOVERNANCE

5.1 Duties of Directors 14.11.2023

Deferred to January meeting.

5.2 Skills Matrix AAA Board & results

Observations:

- The areas that are devoid of expertise are R&D and Sustainability, the two areas previously addressed by previous board members, who have both made an undertaking to continue work in these areas, on behalf of the AAA Board.
- We are also lacking in IT expertise, which makes us vulnerable to unexpected developments and at the mercy of our IT contractors.

- We have considerable expertise in marketing, but do not seem to be making the most of this experience.
- Given the level of experience in adult education, we could also increase our activity in this area. It is part of our essential offering to members and seems to be so close to being a success ... let's keep going in this space ...

The AAA Board and the level of effort and enterprise undertaken by each Board member for the benefit of the AAA, is that while we are experienced and hard working in our respective portfolios, the hardest part is always the implementation phase. Given our healthy financial position, it may be recruiting outside expertise to assist in this phase will be a way to ensure that we turn "good ideas" into "reality" for our members.

5.3 Policy Review

All policies reported to have been reviewed in the last 12 months. The Board will consider establishing a Change Register listing all existing policies and committees and their next review dates.

6. EXECUTIVE REPORTS

6.1 PRESIDENT'S REPORT

No written report this meeting.

6.2 FINANCIAL REPORT

- All Bank Accounts have been reconciled to 30/11/2023
- PAYG all been lodged and paid
- Superannuation for June 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 2023-2024

Insurance renewal

The AAA insurance has been renewed for the next 12 months

Alexandra Maramenides joined the meeting from Europe at 9.47am.

BM23M78 The Board RESOLVED to accept the Financial Report.

7. BOARD ACTIONS / PROJECTS

7.1 Priorities and milestones

7.2 Project Board Liaison Summary and Board Priorities

BM23M64

7.3 Ealpaca

Changes to eAlpaca for Alpaca CheQA are currently underway.

Considered the problems that have been created by allowing transfers of Herd Codes. Proposed fix will be to wind back those transfers by creating a new but similar Herd Code (eg XYZ1 in place of XYZ) where the owners of a herd code change so that the breeders of a particular alpaca will always be the owners of the Herd Code at the time the alpaca was born. The intention is to trial this solution with two Herd Codes for which this has been a problem. The first step will be to obtain the consent of current and former owners of those trial Herd Codes.

7.4 Alpaca Auction

Will be held in 2024. It will be organised by Paul again.

The name will be changed from Breeders' Choice Auction to AAA Members' Auction, reflected by use of the AAA Logo and the letters MA. Whether a hard copy catalogue was needed or whether the auction catalogue could be in electronic format was discussed. Given the loss of the magazine World of Alpacas, the possibility of producing a catalogue which also contained some articles and promotion for the National Show was considered.

BM23 M79 The Board resolved to hold a national online auction in 2024 to be called the AAA Members' Auction. The catalogue will be produced in hard copy using the AAA logo and the letters MA to reflect the new name. The agreed formatting changes will be made to the catalogue. Articles for inclusion in the magazine section of the catalogue will be due by the end of April 2024. The AAA will cover the cost differential between the cost of the hard catalogue and the lower cost that an online catalogue would have entailed.

7.5 SJC Report

Completed the review of the showing and judging rules. The convenors manual is near completion will be ready for release in February.

Apprentice Judges Kurtis Parker and Arianna McCauley graduated as Level 3 Judges. Both undertook solo judging of shows in 2023. Completed but pending approval – Lee Sadler and Taryan Matthews.

Jonathon Provis-Vincent commenced his apprenticeship.

7.6 AYE

A Chairperson for the AYE Committee has yet to be appointed.

7.7 Biosecurity Working Group

The Biosecurity Working Group needs to be refreshed to assist with reviews of our internal programs and to make decisions about individual responses to the Alpaca CheQA questions. As an example, if member ticks “no” for waybill and health declaration, but then states in subsequent that all records are maintained in diary, someone needs to consider if this is sufficient and in line with the intent of the question. This group is required so that decisioning is not left with the Board, but rather with an internal group with delegated responsibility. Terms of reference expired in 2019 and need renewing, other changes include removing the external AHA rep and the external Govt officer, to be approved.

Biosecurity Working Group proposed members to include

- Tanya Wheeler – staff member responsible
- Steve Ridout – Director responsible
- Lee Sadler – Animal Health Australia representative
- Patrick Staples – non-member (Forestglen) NSW registered vet. Avail 2/24
- Sarah Wheeler – previously part of the QAlpaca review

BM23 M80 The Board RESOLVED to refresh the Biosecurity Working Group and task it with responsibility for Alpaca CheQA status. The Board further resolved to appoint Steve Ridout as the Director responsible for the Biosecurity Working Group in place of Brett Fallon.

7.8 Alpaca Health Portfolio

Over the past 12 months Animal Health Australia (AHA) and its constituent members have started to recognise the alpaca industry and the AAA as the peak industry body as part of the Australian livestock landscape.

This transition has been achieved in two main steps:

1. October to December 2022 the AAA was a contributor to the weekly meetings that reviewed and redrafted the AHA Valuation and Compensation document that is part of the suite of resources for EADRA. South American Camelids are now part of this document, with resources and references for a valuer to utilise in the event of an exotic disease incursion and the consequent assessment of imposed losses.
2. Attendance at the AHA Member Forum in September 2023, including making a presentation to the member representatives and CVOs. The presentation was wide ranging in its content, with a view to providing new information about alpaca to those present, as well as giving an insight into the maturity and “long game” perspective of the AAA Board. There were too many questions for the time allocated and many compliments afterwards about our position in the Australian Livestock industry landscape.

From this point, it will be important to continue to build on the relationships established at the AHA Forum, as its members will be the people who will ultimately vote on our application to become signatories to EADRA. The legislative change required to achieve this status is not taken lightly and

we will need to ensure we have considered the many and varied questions that will come our way to justify our position and intention going forward.

7.9 Education

The last 12 months:

- Video recordings for members (via our website) for the following subjects
- Colour Genetics
- Alpaca Judging
- Fleece Judging
- Shearing workshop (in progress as recording done and editing process underway)
- Webinars for members
- Shearing
- Biosecurity scheduled
- Export and Sustainability – agreed for the coming 2 months

2024:

This year will see a continued focus on the **Education Portfolio**. The ongoing aim is to provide shared resources and tools to support objectives at every stage, as the alpaca industry grows and evolves. Whether the industry needs an App to load up podcasts and interviews may also be considered.

7.10 Market Access and Trade Committee

- AU / NZ tradelane - discussions with AANZ regarding Q Fever testing and provision of scientific information to the AANZ
- UK trade lane - draft protocol submitted to DAFF for technical assessment , DEFRA / DAFF meeting set up for Jan 15 2024 at a Quarantine facility with Biosecurity submission.
- Single Desk - Kerry and Jolyon Porter and Matthew Lloyd to assist the MATC in starting a feasibility study and SWAT analysis of a Single Desk concept for online Fleece Sales.

BM23 M81 The Board resolved to establish a Single Desk Fleece Sales Working Group for a period of two years. The Working Group shall comprise Kerry and Jolyon Porter, Matthew Lloyd and Steve Ridout as the MATC and Board representative. The Working Group will report to MATC and will investigate the feasibility and possible implementation of a single desk system.

Alexandra Maramenides left the meeting at 11.56am.

7.11 Directors' Portfolios and Regional Responsibilities

Discussed and agreed as follows:

Director	Roles
Mick Williams	Showing & Judging Committee Board liaison person for the National Show Director responsible for Victorian Eastern Region (VER)
Alexandra Maramenides	Communications now her sole responsibility
Steve Ridout	MATC Biosecurity Director responsible for WA & SA
Lee Sadler	Animal Health – AHA Forum Director responsible for SQNNSW & NSW
Carolyn Austin	Treasurer Staff Website Director responsible for Qld & VCR
Sue Harris	Company Secretary eAlpaca Director responsible for Tasmania
Brett Fallon	President Education Sustainability Research & Development

8. Any other business

Member Project – AAA Website

Member Project NLIS

Member Project Marketing & Promotion

The Board considered a paper submitted by Michelle Malt proposing the re-introduction of National Alpaca Week or a similar industry promotion.

BM23 M82 The Board resolved to support National Alpaca Week to be held in May 2023.

Next meeting:

9th of January 2024 at 9 am

Meeting closed 12.53pm