Minutes of AAA Board Videoconference
14 November 2023
Via zoom

1. **CONVENING OF MEETING**
WELCOME President Brett Fallon opened the meeting at 9.05 am.
PRESENT: Brett Fallon, Mick Williams, Carolyn Austin, Alexandra Maramenides, Andy Bousie, Sue Harris, Lee Sadler, Julie Wilkinson
APOLOGIES: Annemarie Ashton-Wyatt
GUESTS:
MINUTE TAKER: Tanya Wheeler by tape

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 of 12 September 2023

B23MM56 The Board RESOLVED to confirm the minutes of the AAA Board video conference held on 12 September 2023 as a true and correct record.

4. **BUSINESS ARISING**
    4.1 Parader Judges

    4.2 Financial Hardship Policy
Policy has been drafted and updated financial delegations. An information sheet is also available regarding the legislative ability to give financial assistance for hardship. The policy and delegations have been submitted to FARC and they have approved the documentation.

B23MM57 The Board RESOLVED to accept the hardship policy and the change to the delegations.

5. **GOVERNANCE**

    5.1 Privacy Policy Review

B23MM58 The Board RESOLVED to accept the amendments to the privacy policy.

6. **EXECUTIVE REPORTS**
    6.1 PRESIDENT'S REPORT

AGM
Minimum number of nominations have been received for the vacant positions on the Board. There is no election required. There will be a newly appointed Board member, Steve Ridout. Reappointed Board member, Carolyn Austin. Reappointed President.
Really happy to be able to assist carry on our current course and further imbed some of the industry focused changes that we have been making together over the last few years.

A skills audit is to be undertaken to identify any gaps in the board.

Melbourne Royal:
There have been a few issues raised regarding Melbourne Royal. Includes animal safety and biosecurity issues. On a closer discussion some of the biosecurity issues appear to have arisen through miscommunication. Further information to be sought, and meeting with the RAS. Rochelle and the majority of the convening team have resigned. Rochelle has specifically asked for assistance and is keen for the AAA to negotiate a way forward for alpacas to remain at the Melbourne Royal into the future.

BM23M59 The Board RESOLVED to accept the President's report.

6 FINANCIAL REPORT

- All Bank Accounts have been reconciled to 30/09/2023
- 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

BM23M60 The Board RESOLVED to accept the Treasurer's report.
BM23M61 The Board resolved to accept the annual Financial Statements and the Auditors' Representation Letter.
BM23M62 The Board resolved to approve the investment of $100,000.00 in a term deposit for six months, such sum to be taken from the cash management account.
BM23M63 The Board resolved to review the financial services MOU with AHA.

7. BOARD ACTIONS / PROJECTS

7.1 IAR Rules
Changes to the IAR rules to ensure that the sires being certified have the correct parentage in the database.

DNA Verification Process means the Process by which:

(a)   The DNA sample for the Male Certification Applicant is collected by the Veterinarian and submitted to the National Office;

(b)   The DNA sample for the Male Certification Applicant is reviewed by a laboratory selected by the AAA to determine whether the Certified Male named as the sire of the Male Certification Applicant is the actual sire of the Male Certification Applicant;

(c)   The laboratory provides a report to the AAA indicating whether or not the Certified Male is the actual sire of the Male Certification Applicant;

(d)   Where the report indicates that the Certified Male could not be the sire of the Male Certification Applicant, the National Office gives the Member who owns the Male Certification Applicant a reasonable opportunity to provide the names of other Certified Males that might be the sire of the Male Certification Applicant.

The DNA Verification Process will be complete once the Certified Male named as the sire of the Male Certification Applicant or one of the other Certified Males whose names are provided by the Member who owns the Male Certification Applicant as possible sires of the Male Certification Applicant are confirmed by report from the laboratory to be the sire of the Male Certification Applicant.

Male Certification Applicant means a Male the subject of an application to certify that Male.

1. **Amended Clause 10.3 Approval of Certification**

An application to certify a Male will be approved if:

(a)   The Veterinary Report indicates that the Male does not exhibit any of the disqualifying defect(s) outlined in the prescribed application Form; and

(b)   The DNA sample and prescribed fees are submitted; and

(c)   The DNA Verification Process, confirming an accurate pedigree for sire parentage, is complete.

2. **Amended clause 10.4 Date of Certification**

The date of certification will be recorded as the date on which the Veterinarian conducted the assessment but the Male Certification Applicant will not be recorded as a Certified Male until:

(a)   The DNA sample has been received by the National Office;

(b)   Payment has been made for the certification in accordance with the current fee schedule; and

(c)   The DNA Verification Process is complete.

Where the DNA Verification Process cannot be completed because the sire of the Male Certification Applicant cannot be identified by the laboratory from the Certified Males named or suggested as the sire, the Male Certification Applicant will not be certified.

Once an animal is certified, certification details including the date of certification will be available in the animal's profile in eAlpaca.

The fees charged will be altered to a two-step process, first the DNA tests for parentage and colour will be charged and then sire certification will be charged only when the DNA Verification Process is complete.

BM23M64 The Board RESOLVED to approve the proposed IAR Rules changes to include DNA verification as outlined above.

7.2 Biosecurity update
Alpaca CheQA

Alpaca CheQA is the base farm biosecurity plan available for all AAA members at no cost, with no audit. There are a few mandatory questions that knock out members from being included in the program. The most controversial of these being the minimum isolation periods and waybills/health declarations being mandatory.

Low awareness of farm biosecurity risks amongst membership.

Risk increased by AAA shows, particularly the National Show.

The Board considered making registration in Alpaca CheQA mandatory for all exhibitors at the 2024 National Show. This would be a big statement by the AAA that we are taking biosecurity seriously. The 2024 National Show allows time for the AAA to start marketing Alpaca CheQA better. Great timing with higher penetration of NLIS tags, and potentially electronic NVD's could be available via LPA by then.

BM23M65 The Board RESOLVED to make Alpaca CheQA mandatory for entrants at the 2024 National Show.

7.3 AHA update

Earlier meetings with AHA and DAFF had requested Lee identify any diseases that may be particularly devastating for South American camelids, either in isolation from other species or as part of a wide-spread exotic disease incursion.

At these meetings, AHA support for smaller and emerging livestock industries to attend the AHA Member Engagement Forums was also made available to the AAA. As our inclusion as a signatory to EADRA requires the unanimous support of all the other signatories, the Member Engagement Forum was an ideal opportunity to make a presentation about the alpaca industry and start to dispel some of the potential misconceptions and establish the AAA as the peak body of a future focused sustainable agribusiness.

Lee went to the AHA Member Engagement Forum and spoke about Alpacas. Her presentation was well received with lots of questions afterwards and further conversations over morning tea. Jennifer Sullivan from AHA, who had organised the Forum, was pleased with how the presentation had been received and with the advocacy Lee had achieved on behalf of AAA.
The board noted the report.

7.4 Ealpaca
Add NLIS data to inactive males.
If we proceed with this change it will in effect make them active animals which will have a cost to the ongoing service fees. As they are not registered animals there is no need to have the NLIS data registered in eAlpaca. As it is not part of the registration system it is not a requirement.

BM23M66 The Board RESOLVED tnot to add NLIS data to inactive males.

Alpaca CheQA in the events (show) system

Convenors being able to make Alpaca CheQA mandatory for a show with a Yes/No button;

The structure proposed for this to occur would involve:

- Exhibitors getting an up-front warning that Alpaca CheQA is required;

- The up-front warning being conditional on whether they are Alpaca CheQA registered (and active/current per below); and

- Exhibitors being unable to complete their entry if they do not provide a current Alpaca CheQA registration in the 'Health declaration' step of event entry (either automatically per below or manually if below is not implemented/active).

- It would involve Alpaca CheQA being imported into each participating member's profile (exclusively maintained by Tanya) and would therefore also require:

  - Tanya being able to add/edit/remove a 'Alpaca CheQA' certificate number, expiry date and status (current/expired)for each member

  - The Alpaca CheQA status being automatically expired (current => expired) on 31 July

BM23M67 The Board RESOLVED to adopt the design structure for the inclusion of Alpaca CheQA in the Events (Show) System in eAlpaca as set out above or with any required modifications to allow Convenors to select Alpaca CheQA as mandatory for their show**.**

IAR tag decommissioning

IAR tags (new and replacement) will cease to be available for purchase from 28 February 2024. They will be removed from eAlpaca. From this date you can only purchase NLIS tags through the AAA website. Until the 29th of February there will be a limited number available to members. TO the greatest extent possible we encourage members to purchase NLIS tags.

A flyer to be created to go out to the membership on NLIS tags explaining the process and time frames. Some states have a different process than others.

BM23M68 The Board RESOLVED **to** De-Commission IAR tags on 29 February 2024.

8. Any other business
Roles of Administration Officer and Shows Administrator for Shows in eAlpaca.

Judge Allocation Process

The process for judge appointment is that a Convenor sends an email to the Judge Allocator (Sharon Dawson) who then canvasses the judges, finds one available for the show and notifies the Convenor accordingly.

BM23M69 The Board RESOLVED to accept the judge allocation process.

Role of Administration Officer and Shows Administrator in eAlpaca.

- The Administration Officer is solely responsible to carry out the following functions in eAlpaca:
    o Approve a show
    o Appoint a member to a special role such as Convenor/Judge/Steward
    o Delete and re-enter one or more classes in a show where necessary
    o Make any financial changes to a show

- The Shows Administrator's Role in eAlpaca is:
    o As a facilitator to assist Convenors with all aspects of running a show on eAlpaca (other than those functions which are the sole responsibility of the Administration Officer) including but not limited to – set up of the show, creation of the show catalogue, edit and withdraw entries (but not refund entry fees or make other financial adjustments) entering results etc; and
    o To test any changes or additions to eAlpaca when requested to do so by the Administration Officer.

BM23M70 The Board RESOLVED to accept roles in eAlpaca of the Administration Officer and Shows Administration Officer as outlined above.

NSW Youth request for support
A meeting to be held with Carolyn, Andy, Paul and Tanya to discuss a way forward and come back to the board with a paper for consideration.

Education
Request for an increase in the budget for videos as there are more being done than originally planned.
BM23M71 The Board RESOLVED to increase the original budget approval of $15,000 to $20,000.

Next meeting:
14th of November 2023 at 9 am

Meeting closed 1.03 pm.