**Minutes of AAA Board Videoconference**

**14 December 2021**

**09:00**

Via zoom

1. **CONVENING OF MEETING**

**WELCOME** President Brett Fallon opened the meeting at 09:15am.

**PRESENT:** Brett Fallon, Sue Harris, Prue Walduck, Lee Sadler, Julie Wilkinson, Annemarie Ashton-Wyatt, Kevin Ekendahl

**APOLOGIES:** Mick Williams

1. **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
2. **CONFIRMATION OF PREVIOUS MINUTES**

**BM21M71** The Board RESOLVED to confirm the minutes of the AAA Board video conferences held 19 October, 2021 and 16 November, 2021 as true and correct record.

1. **BUSINESS ARISING** The Board discussed ongoing action items. Youth grant has been completed and lodged by Annemarie with support of AYE chair.
2. **GOVERNANCE** - Principle 9 Conduct and compliance discussed. Very useful to assist with drafting updated code of conducts currently in progress. Complaints resolved to be included at AGM for awareness for members as a version of KPI reporting.
3. **EXECUTIVE REPORTS**
	1. **PRESIDENT’S REPORT**

Brett welcomed Kevin Ekendahl to the board and the treasurer role.

Tanya's permanent hours to be extended to 25 hours per week with fair reimbursement for telephone and electricity for home office usage. Ability to review expenses in six months.

Look at investment options. FARC to consider the merits of maintaining our current asset base (by Feb 22).

Response to AHA that we do not require their additional bookkeeping services.

* 1. **FINANCIAL REPORT**

Kevin Ekendalh talked to the Profit and Loss provided by Carolyn Austin. Insurance paid upfront.

BM21M72 The Board Resolved to accept the President’s Report and the Finance Report

1. **BOARD ACTIONS**
	1. **Transfer fees review**

The transfer fee over 30 days was increased as of 1/1/21. Initially, this had appeal with its capacity to reduce herd transfers being backdated and misrepresenting the breeder/prefix of the cria purchased. This had clear financial impacts for the AAA as members with large herd acquisitions avoid the transfer of cria not yet registered.

The Board now believes the over 30 day fee increase may have detrimental financial impact over time that far outweighs the few members that took advantage of the prior loophole. The higher fee has minimal warning (note 30 days compared to 2 years of prior discussion with alpaca registrations) and it could have a negative impact on the AAA perception with members. The extreme end to this is it could be inhibiting further trade/transfers, and potentially future registrations.

The most direct impact has been to new members, who are not familiar with eAlpaca and miss the 30 day timeframe. Very few complaints have been received on this to date, but the investment of these funds in the industry’s future is deemed warranted.

**BM21M73** The Board resolved that transfer fees updated 1/1/22 to revert to 2020 fee amounts and the difference between fee amounts paid by member for the 2021 calendar year to be invested in RD&E activities to benefit of the industry's future.

* 1. **IAR tag replacement fees review**

$15 more than covers the cost of time, postage, and the replacement IAR tags.  When ordering 5 cost is $11.37.

$15 was the previous charge for replacement tags.

Internal process to be minimum of 5 for an order. Urgent tag orders are not done.  Tags come from New Zealand and are only ordered once per month. If a member requires proof for a show for example a letter is provided saying that they have ordered a tag and give a description of the animal so that the show entry can proceed.

**BM21M74** The Board resolved that IAR replacement tags fee updated 1/1/22 to revert to 2020 fee amounts.

* 1. **Harassment, Discrimination and Bullying policy**

Discussion of draft policies. To be reviewed again at the same time as the procedural process.

* 1. **Ealpaca Report**

Youth Events work is close to completion. Nathan has conferred with Louise Holbrook regarding this work and appreciated her input.

Some data entered into eAlpaca cannot be corrected by an Administrator but has to be referred to Nathan for alteration. For example, recently there was a case where we were not able to correct the name of a Dam (wrong Dam had been entered) because the correct Dam had had another cria within the previous 12 months. Discussion to be held with Nathan to find out what it would take to allow an Administrator to correct such information rather than refer such problems to Nathan.

Several issues remain outstanding for Sire’s progeny classes –

the first is for colour shows where the progeny are a different colour from the sire.

The second is where more than one grouping of progeny are entered in a Sire’s Progeny class for the same sire. In that case we would want to be able to record placings for both groups if they were judged first and second for example. As the placings are awarded to the sire this would mean effectively placing the same animal in first and second places which eAlpaca does not currently allow.

Near the end of amending classes for entries in the Strathalbyn Show. If results are entered before animals who have been moved from one colour class to another at the show have had this class change recorded in eAlpaca, the system then will not allow those animals to be moved on eAlpaca even by an Events Administrator. We have had to get Nathan to remove results recorded in order to change the classes for the animals concerned.

Tanya has offered to prepare “How to” Guides with Workflows for Shows, Non-Youth Events other than Shows and Youth Events.

Tanya has also offered to clean up the new member animal transfer list.

* 1. **National Show 2022**

Next steps. Continue to look into options.

1. **Other Business**
	1. Cyber Risk Insurance - referred to FARC
	2. Bad Debt process - referred to FARC
	3. Contract review - referred to FARC

Next meetings:

11 January 2022 9am

Meeting closed 12.05pm