

Australian Alpaca Association
Queensland Region

UNCONFIRMED COMMITTEE MEETING MINUTES
16 AUGUST 2011

Venue: RNA Showgrounds, Brisbane
 Meeting opened: 5.10pm
 Present: Anita Neeser, Jessie Raines, Kelli Pfeiffer, Marc Mullette, Brett Winterbine, Robyn Harrison, Fiona Laughton
 Apologies: Jenny White, Paula Leeson

<i>Agenda Items</i>	<i>Actions</i>
<p><u>Confirmation of previous minutes</u> Moved FL, Seconded BW</p>	
<p><u>Actions from previous minutes:</u></p> <ul style="list-style-type: none"> • <i>AN to check with Head Office whether motions need to be tabled 30 days prior and report back to next meeting.</i> Advice received that no timeframe required for committee meetings. Anita requested that we raise items for discussions at least 1 week prior to the meeting to ensure it goes on the agenda and if needed, a motion can be put up at the meeting Action Closed • <i>Each committee member to provide a short biography for inclusion into the QRIA</i> Biographies received from Anita, Robyn, Fiona, Kelli and Paula. Awaiting Bio's from Marc, Brett, Jessie and Jenny. • <i>Each member to review roles and responsibilities by next meeting 16/8/11</i> Jessie advised that she received a different document from AAA HO. • <i>All members to bring ideas for topics (Focus event) to the next meeting</i> See discussion later. Action Closed • <i>Marc to liaise with Jeff on outcomes (broad-acre farming).</i> No update. Carried over to next meeting • <i>All members to bring ideas and suggestions re shows to next meeting.</i> See discussion about shows later. Action Closed • <i>Marc to check with Jill whether this is a viable option and report back by next meeting (free business card ads for electronic advertisers)</i> Carried over. This will only need to be considered if the membership agrees to go with an electronic version of the QRIA. • <i>Kelli to organise (sample products)</i> As per report, Kelli has begun contacting suppliers. Kelli to provide list to committee to see if committee members have any other places to contact. • <i>Kelli to draft a letter calling for expressions of interest in advertising space</i> 	<p><i>Jessie to send the new info on Treasurer role to Fiona.</i></p> <p><i>Marc to liaise with Jeff on outcomes (broad-acre farming).</i></p> <p><i>Marc to check with Jill whether free business card adverts would be a viable option (if we go electronic QRIA).</i></p> <p><i>Kelli to provide list of suppliers to committee to see if committee for feedback.</i></p>

<p><i>in the breeders directory</i> Letter drafted (based on last one). Kelli asked if there is a template for the format of the breeders directory? Advised that Snap printing would have it. Action Closed</p> <ul style="list-style-type: none"> • <i>AN to approach the Board via Esme (assistance in replacing materials if AAA logo changes)</i> Brett asked whether it will cost more to buy the logo or more to rebrand considering there are 12 regions all requiring new banners etc. • <i>Marc to contact AAFL to arrange a suitable presenter for the fleece training days</i> Contact made but no response to date. Question asked who the “national FLO” is or whose portfolio does fleece belong to? Suggestion made that the training on preparing fleeces for shows could be done by Fiona as Beaver will already be in attendance. Fiona agreed to do this if no other suitable candidate was found. • <i>RH to compile and liaise with all the Show convenors (budgets)</i> Convenors contacted. Budgets will be prepared in due course. Action Closed • <i>Fiona to send Business Plan to each member for perusal and comment</i> Completed. Action closed. • <i>Anita to send letters to previous committee members</i> Completed. Action Closed • <i>Brett to bring info re Skype to the next meeting.</i> Contacted Skype tech support. In theory should work on all committee members PCs/Operating systems. Can be used on ISDN (128k) lines. Up to 25 people can conference. Brett will trial connectivity before next meeting. Action Closed <p>Robyn asked if we had minutes from the last committee meeting (prior to AGM) as there were actions from that meeting that need to be addressed.</p>	<p><i>Brett to investigate pricing for new banners etc so Anita can take to NatCom in November.</i></p> <p><i>Anita to check who is the “national FLO”</i></p> <p><i>Anita to contact previous secretary for minutes and ensure that all action items are added to the next meeting agenda</i></p>
<p><u>Correspondence</u></p> <p>As per secretary’s report. Additional inwards correspondence:</p> <ul style="list-style-type: none"> • <i>Email received from Dawn Perryman (forwarded from Sylva Barnes). Sylva Barnes complained that there were no alpaca people at the AAA display at the Ekka.</i> • Discussion ensued. • Convenor to work with marketing officer for AAA display. Known problems getting volunteers. AAA displays should not be the convenor’s responsibility. <p>Moved FL, Seconded JR</p>	
<p><u>President’s report:</u> See tabled report. Moved: AN. Seconded: BW</p>	

<p><u>Secretary's report:</u> See tabled report.</p> <ul style="list-style-type: none"> • RH requested future reports include a table showing number of members. • MM requested that it also comment on the location of the new members. • RH requested that future secretary's reports include a summary of email discussions and decisions made. <p>Moved: AN. Seconded: FL</p>	<p><i>Paula to include details of membership (not names) in her reports.</i></p> <p><i>Paula to include summary of email discussions in her reports</i></p>
<p><u>Treasurer's report:</u> See tabled report.</p> <ul style="list-style-type: none"> • Possible charge from Clayton's towing for \$69 for moving panels at Alpacas on Show. Query lodged to cancel this as the original booking was from Gympie to Eumundi and they only had to move Gympie to Gympie (then reshuffle). • Internet Banking is not yet visible. Jessie has to wait until statements arrive to check deposits. • Cheques still to be signed by Linda and Di until changeover takes place. • Kelli Pfeiffer made a \$270 payment (twice) therefore a cheque will need to be written to reimburse. <p>Moved: JR. Seconded: MM</p>	
<p><u>Show report:</u> See tabled report.</p> <ul style="list-style-type: none"> • Doris Drew has agreed to be convenor for Nanango with John Elliott taking on fleece steward role. Doris has specifically requested that the show continue to be the colourbration. • Concerns raised over the date for 2012 Nanango show will clash with Toowoomba Royal. No decisions made. • Marg Hassall has agreed to convene the Toowoomba Royal but has concerns about her availability on show days due to other commitments, so will need assistance. • Brett has agreed to continue to convene the Queensland Royal (Ekka). • See discussion later for more detail on Toowoomba and Sunshine Coast shows. • Discussion around what constitutes a AAA event. • AAA endorsed event when 3 or more members involved, marketing material provided for handout to public. Animals are NOT covered by AAA insurance. OK to advertise own stud, have items or alpacas for sale (subject to own public liability). Option to hire pen panels from the Qld region via request to committee. • Motion to endorse the Mary Valley Show, AgroTrend and Farm Fantastic as AAA events. Moved BW, Seconded KP. Carried unanimously. <p>Moved: RH Seconded: FL</p>	
<p><u>Equipment report:</u> See tabled report. Moved: BW Seconded: FL</p>	

<p><u>Education report:</u> See tabled report.</p> <ul style="list-style-type: none"> • Discussion around the fleece training days. Rockhampton course has sufficient numbers but others do not yet have enough. Reminders required. • Fiona has been nominated to run the “preparing fleeces for shows” section if no other presenter is found. <p>Moved: MM Seconded: BW</p>	<p><i>Marc to send out reminder email (via Paula) requesting enrolments in fleece courses.</i></p>
<p><u>FLO report:</u> See tabled report.</p> <ul style="list-style-type: none"> • Discussion around where to send the fleece. Agreed to continue to use AAFL this year and ask the membership for feedback for 2012 clip. • Jenny requested (via email) that we set a date for fleece pressing day. Committee agreed that this needs to be done in consultation with Esme Graham as it is held at her property. <p>Moved: MM Seconded: KP</p>	<p><i>Jenny to liaise with Esme regarding date for fleece pressing day.</i></p>
<p><u>Marketing report:</u> See tabled report.</p> <ul style="list-style-type: none"> • Discussion around the breeders directory. Format, AAA logo, how many etc. • Committee agreed we should go ahead with existing logo as new logo is unlikely to be introduced before the book is printed. • Committee agreed that 3 quotes would be appropriate, and that we should ask for relevant price breaks (eg 500 or 1000 for cheaper prices). • Kelli asked how we get new stock of marketing brochures etc, and what the cost was. <p>Moved: KP Seconded: FL</p>	<p><i>Kelli to contact Snap Printing at Brendale for format/layout for last directory</i></p> <p><i>Kelli to contact AAA HO for info on correct method for obtaining marketing info</i></p>
<p><u>Agenda Items:</u></p> <p><u>Business Plan</u></p> <ul style="list-style-type: none"> • Fiona discussed the various changes in the roles and responsibilities. All accepted the changes. • Fiona moved that the document be endorsed. Seconded Anita. Carried unanimously. <p><u>Focus 2012 (Topics for the Focus Event and when will it be held) :</u></p> <ul style="list-style-type: none"> • Suggestions received so far: • Run “multi-stream” lectures to allow people a choice of which to attend. • Run another alpaca focussed marketing session with Robert Gane • Date – not February. Make it later in the year after the Nationals – perhaps November? • Needs a separate committee to run the Focus event • Discuss in further detail at next meeting <p><u>Advertising in QRIA:</u></p> <ul style="list-style-type: none"> • Prices to stay the same but suggest we offer combo deals to include QRIA and Web advertisement. • Fiona moved we offer combo deals. Seconded Anita. Carried unanimously. <p><u>Email policy:</u></p> <ul style="list-style-type: none"> • Covered in the business plan. Request made that we not use our “stud” details in official committee correspondence, but rather sign off with committee member details. 	<p><i>Fiona to send final version to all committee members.</i></p> <p><i>Paula to include Focus 2012 on next meeting agenda</i></p> <p><i>Fiona to compile combo options and send details to Jill.</i></p>

Toowoomba Royal:

- RASQ requires schedule completed this month.
- RASQ require quote for panel transport asap.
- Marg Hassall happy to convene but needs help.
- Brett Winterbine has volunteered to co-convene.
- Will need to ask SQ/NNSW region for assistance in volunteers and confirm pen panels
- Discussion around the closeness of Nanango show (date) and issues around fleeces going to one show or the other.
- RH questioned whether we should continue to run a fleece show at Toowoomba. All agreed that the fleece show should continue.
- Suggestion that we might be able to offer to transport fleeces from Toowoomba to Nanango if members desire.

Alpacas on Show (Sunshine Coast Show):

- Maleny show is happy to have alpacas at their show.
- Concerns raised that the show is only 2 weeks after Gympie.
- Discussion around whether the show should continue as standalone or join an existing agricultural show.
- RH moved that we vote on whether the show should continue to be standalone (on the proviso that an undercover area be found).
- Vote taken: 6 for standalone. 1 against. Motion carried that the show should remain standalone.
- Preferred date is early July.
- Members to investigate locations for standalone show.

Junior Handlers:

- Brett asked which portfolio should own the Junior Handlers.
- Discussion around the history of why it belongs to the Education Portfolio.
- Convenors need to work with the education officer to run the junior handler competition.
- Education of children to be managed by the education officer.
- Schools to be more involved and given more notice of events. Each school has an alpaca breeder as their contact, so this breeder needs to be more proactive.
- Junior Handlers competition to be run at every show.

Handover:

See business plan

Date for fleece pressing

As per discussion about FLO report, Jenny to contact Esme to discuss date for fleece pressing and advise committee on options.

Grower's options where fleeces will be sent

As per discussion about FLO report, decision made that we will stick with AAFL for the 2011 clip.

Stock on hand e.g. member directories, FAQ etc

Marketing Officer's report included a list of stock on hand.

Robyn to complete the schedule for Toowoomba.

Paula/Brett to contact Claytons for quote for Toowoomba panel transport.

Brett to contact Marg Hassall to begin discussions around Toowoomba.

Marc to investigate Maleny showgrounds

Jessie to investigate Bundaberg showgrounds

Fiona to investigate Maryborough showgrounds

Brett to investigate Caboolture showgrounds

Marc to contact breeders that are school contacts to advise them of next years show dates

Items on agenda that were not discussed and need to be carried over until next meeting:

- Nominating for Committee positions (Marc)
- Fleece collection points in the Qld region (Jenny)
- Calendar of events for 2011 – 2012 (Anita)
- Future committee meeting dates and locations (Anita)
- Queensland Health Guide – Scope of Work (Marc)

Next Meeting: Saturday 24/9/11 at 2pm via Skype

Meeting closed: 7:10pm

**MINUTES RATIFIED &
SIGNED:**/...../.....

President: Anita Neeser

Secretary: Paula Leeson