



The British Alpaca Society

Board Meeting

Minutes of a meeting of the Directors held at 10:00 on Wednesday 21 March 2007 at the National Beekeeping Centre, Stoneleigh Park, Warwickshire CV8 2LG

Present:

Michael Berry (MB), John Gaye (JG), Lesley Howard (LH), Graham MacHarg (GM), Graham Reed (GR), Vanessa Schofield (VS), Keith Scott (KS), Freddie Small (FS), Matthew Tims (MT),

Apologies:

Philip O'Connor (POC)

In attendance:

Claire Waring (CW), Libby Henson (LHG), Robert Terry (RT)

Meeting Started:

10.00

Meeting Ended:

18.05

569.0 Declaration of directorships

All Directors declared other directorships held, in accordance with Rule 7.1(v).

570.0 Signing of Director's Confidentiality and Declaration of Interest

All Directors signed the document in accordance with Rule 7.1(vii).

571.0 Temporary Chairman

GR temporarily took the chair.

572.0 Appointment of Chairman

MT proposed that a Vice Chairman be appointed to lighten the load on the Chairman and this was seconded by GM. This was approved with the proviso that there is no automatic succession to Chairman.

It was proposed by KS and seconded by FS that GM be appointed and this was agreed unanimously. GR handed over to GM.

KS proposed and MB seconded that MT be appointed Vice Chairman.

573.0 Appointment of committees

The following were appointed:

Education – VS

Marketing, Magazine and Media – JG (it was noted that Shaun Daniel from Yorkshire had offered to be involved with this committee)

Membership – to be incorporated with Regional Groups

Regional Groups – LH/MB

Registration – KS/GR/JG

Screening – GR/KS/GM

Shows – MT/GM

Welfare – GR/LH/MT/POC

British Camelids – POC/Nick Weber

The need for clarification on the appointment of BAS members to British Camelids was noted.

An additional Fibre Committee was appointed – JG/MB/VS

It was noted that the only formal requirement for someone to be involved in a BAS committee was that they were a member of the Society. Strictly, committees consist only of Directors with other members being seconded. The Board needs to know who is serving on a committee and has the power to remove them if necessary. It was felt the Board should ratify cooption of members to committees.

573.1 Education

The situation regarding training course and material was discussed. VS is keen to develop BAS education courses and judge training and proposes to circulate a questionnaire to members to determine their requirements. JG proposed that the BAS should seek to create a uniform package for all education provided under the auspices of the Society. This was seconded by GR and agreed unanimously.



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- 574.0 Director's Confidentiality and Declaration of Interest**
Rule 7.1(vii) requires all Directors to sign a declaration of confidentiality and interest. The format is not specified. The current document was drafted in April 2000 by Michael Fullerlove. It had been the subject of a dispute between John Potts and the remainder of the Board and this was outlined. KS pointed out that without confidentiality, the Board cannot operate. GR commented that the Board must be able to have open and free discussions without the fear of Board confidentiality being breached.
It was proposed by GR and seconded by VS that the current document be considered adequate for the Society's purposes. Agreed unanimously.
- 575.0 Minutes of the meeting held on 10 March 2007**
FS proposed and KS seconded that these be accepted. Agreed.
- 576.0 Correspondence**
- 576.1 Australian Alpaca Association** GM
GM would respond to the invitation by the AAA to attend their conference in 2008. He would invite them to advertise on the web site and write an article for the magazine.
- 576.2 Valley Alpacas** GR/CW
It was felt that the request for fibre for a charity alpaca fashion show was unrealistic. It was agreed that Valley Alpacas would be better approaching individual breeders to offer financial services. GR offered to approach members of the South East Group to ask if any had fibre which could be made available. CW would contact Valley Alpacas.
- 576.3 Request for fibre** JG
A request has been made for a source for 300 kg of raw alpaca fibre per week for making duvets. It was agreed that if members wanted to supply, they would have to establish their own supply network. It was agreed that the Fibre Committee should establish the credibility of the request and how best to react to it
- 577.0 BAS administration and support services**
- 577.1 Grassroots**
LHG outlined the three contracts Grassroots Systems holds with the Society. The first is for the Registry. This is operated independently in accordance with BAS rules. Any queries are referred to the Registration Committee. The contract includes answering all enquiries, logging births and making transfers. The online systems are being developed and now include registration and show entries. Screening is operated by RT on behalf of Grassroots. Grassroots is also involved in the DNA trials. The second contract is for membership and involves subscriptions, new members and operating the online database and the necessary data protection measures. It includes sending out branded e-mails and dealing with all telephone, written and e-mail enquiries on all topics. LHG expressed her thanks to members of the Board and others, particularly Barbara Reed, for assistance given.
The third contract is for bookkeeping and involves dealing with all financial transactions and VAT for the Society. Monthly and annual reports are provided to FS.
LHG has been proud to be involved with the BAS, particularly during the merger and especially in operating the registry. The Grassroots software is both flexible and powerful and the database is able to answer most of the queries put to it. However, it is only as good as the data received. LHG is working with KS to encourage the notification of male cria. KS commented that LHG is an authority in her own right on registration issues, such as pedigree issues in the wider livestock arena. GR added that she also has expertise in the wider issue of DNA, not just testing. LHG noted that the three contracts are historical and it would be useful to revise them.



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- 577.2 Black Book/Society Handbook**
The Black Book has been revamped following the formation of the Federation. It is very expensive to print and post and is going to be made available on CD. This will be sent out with all renewal receipts. It was agreed that the CD would include all the rules and regulations and that information regarding committee personnel and membership list will be printed into an A5 booklet to be posted to members. This will be the BAS members' handbook 2007.
- 577.3 Consultancy**
RT outlined the consultancy he had been asked to carry out with reference to the feasibility and role of a Chief Executive Officer. This will be completed by the end of April. He is holding discussions with individuals on a wide range of subjects. He will be speaking to a number of non-board members. JG suggested that RT spoke to industry leaders to ascertain what they felt the BAS should be doing but it was decided that this was not in the original remit and would extend the time needed to complete the task.
- 578.0 AGM**
The draft minutes for the 2007 AGM were provisionally approved and will be uploaded to the website. The Stonythorpe Hotel, Southam, had proved a suitable venue and would be considered for the 2008 AGM. However, it was noted that if the AGM included another event such as a workshop, a larger venue may have to be identified. JG would consider whether another format should be adopted for the AGM. KS noted that in 2008 retirement of Directors would be on a voluntary basis or by the drawing of lots. There would be four vacancies.
- 579.0 Finance**
It was proposed by KS and seconded by GM that FS be asked to continue as Treasurer. Agreed unanimously.
- 579.1 Business plan** FS
Further work on the business plan is awaiting RT's report.
- 579.2 Corporation tax** FS
This is being investigated.
- 579.3 Accounts to 31 December 2006** FS
Areas of concern were being resolved. The accounts would be ready for the Board to approve at the meeting in May.
- 579.4 Expense forms** CW
CW was asked to distribute expense claim forms to all Directors. Directors were asked to inform FS of the cost of attending meetings, even if they did not wish to make a claim. It was noted that sub-committees were eligible to claim expenses.
- 579.5 VAT**
FS reported that a full VAT inspection was to be made.
- 579.6 Bank signatories** CW
LHG asked that new signatories be obtained for the bank account.
- 580.0 Shows**
- 580.1 Terms of reference**
These had not yet been received from Maxine Watts (MW).
- 580.2 Royal Show (trophies)** CW
CW would contact MW to identify the trophies associated with the Royal Show.
- 580.3 National Show Committee** MT
LH presented an e-mail received from Ben Harford which considered that the judges on the National Show Committee (NSC) should serve for two years, one stepping down each year. GR commented that it was perceived that judges on the previous Show Committee were asked to judge at more shows and the judges felt that this was unfair. KS pointed out that it could also work that judges on the NSC were not asked to



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judge at any shows during their time on the committee. The Board has no problem with judges being involved on the NSC. The judges will be selected by the Judges' Panel.

Ben Harford also felt that there should be a place on the NSC for members who were not regional group or show organisers. It was pointed out that the proposal allowed Regional Organisers and Show Organisers to select five members of the NSC but it did not specify that they could not be ordinary members without special responsibilities. GR commented that the structure of the NSC was to be reviewed after two years.

MT would respond.

581.0 Screening and importation

Nothing to report.

582.0 Registration

A paper on registration fees would be circulated by LHG for discussion at the next meeting. An audit was to be undertaken on the registry at the earliest opportunity and this should be on an annual basis.

KS

583.0 Welfare

Three 10-year-old castrated males had been rehomed as their owner had emigrated.

583.1 TB

GR reported that TB continues to be a concern. A complete herd had been culled in Ireland.

583.2 Bluetongue

There was a strong possibility that Bluetongue would be found in the UK this summer and a watch is being kept, particularly in south east England. Calais is already a restricted area. If the disease is identified, movement within a 150 km radius will be restricted.

583.3 Transport regulations

LH reported conflicting advice from Defra regarding the new transport regulations. Members should be advised to study the regulations and decide upon their individual course of action. The only exemption to the regulations would be where the journey was being undertaken under instruction from a vet.

CW

583.4 Welfare of animals in transit

CW was asked to follow up a suggestion by Nick Atkins regarding overnight emergency accommodation for alpacas.

JG suggested that Specialist Livestock Recovery Agents be asked to write an article for the magazine.

584.0 Membership

No report.

585.0 Regional groups

585.1 Proposal from the Yorkshire Alpaca Association for funding

This was discussed by the Board, but under the circumstances it was not felt that the request could be met. Regional groups should be encouraged to be self financing as they have been to date, through subscriptions, events and through local (trade) sponsorship. The Society supports all regional groups with promotional literature and back issues of the magazine. The trailers are available for promotion at regional events. The branded e-mail system is available to all groups to publicise themselves and their events and encourage new members and articles and notices can be placed in the magazine.

585.2 Cheshire Show

MB reported that he had been offered free space at the Cheshire Show.



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586.0 Media, Magazine and Marketing

586.1 Website fees 2007

Deeson's fees for hosting and updating the BAS website for 2007 were discussed: GR commented that this included a daily update of the membership list and other updates within 24 hours. He proposed and JG seconded that the fees be accepted. Agreed.

586.2 Publicity banners

CW reported that she had obtained a quote for a 'pull-up' banner. This would measure 850 x 2400 mm. It could be posted to different locations and could be used at shows where either the trailer was not available or there was no space available for the trailer. It was proposed by GR and seconded by MB to purchase two banners with different designs. Agreed unanimously.

CW

586.3 Three-fold leaflet

CW reported that supplies of the three-fold leaflet were very low. She pointed out that there were no pictures of suris on the leaflet and felt that this should be rectified. JG agreed to redesign the leaflet and get 5000 printed.

JG

586.4 Website advertising

The desirability of banner advertising on the website was discussed. JG agreed to inspect the contract with Deesons.

587.0 British Camelids Ltd

It was noted that the AGM would be held on 21 April at Didmarton.

588.0 Dates of next meetings

Wednesday 2 May (at the RBST, Stoneleigh Park)

Wednesday 25 July (provisional)

Wednesday 26 September (provisional)

Wednesday 28 November (to ratify show rules for 2008)

589.0 Any other business

589.1 Judge recertification

JG raised a member's question as to whether judges should be asked to pay for their own re-certification. The Board agreed that this was reasonable for those wishing to continue as BAS judges.