



The British Alpaca Society

Board Meeting

Minutes of a meeting of the Directors
held at 10:00 on Wednesday 27 April 2005
at Sodbury House Hotel, Old Sodbury, Gloucestershire BS37 6LU

Present:

Rob Bettinson (RB) Chairman, Michael Berry (MB), Nigel Cobb (NC), Alan Lorentzen (AL), Philip O'Connor (POC), Graham Reed (GR), Keith Scott (KS), Maxine Watts (MW)

Apologies:

None

Meeting Started:

10:00

In attendance:

James Wade, Kelston Management (JW)

Meeting Ended:

13:00

353.0 Minutes of meeting held on 30 March 2005

Motion: The minutes were acceptable.

Proposed: GR

Seconded: POC

354.0 Business Management

354.1 Sponsorship

It was noted that Armitage had offered a total of £4,500 (£3,000 for the National, £1,000 for the Royal, £500 for the new display unit). Since Armitage is not entitled to reclaim VAT and BAS would have to charge VAT on the sponsorship, it was accepted that the figure of £4,500 would have to include VAT, therefore amounting to net sponsorship of ~£3,830.

354.2 Management Accounts

JW presented the management accounts for month ending 31 March 2005, which is also the Society's financial year end.

354.3 P&L Budget for 2005/6

JW presented P&L figures for 2003/4 and 2004/5, and a budget for 2005/6. Having made a profit in 2003/4, a loss was made in 2004/5 and was projected for 2005/6. The budget figures were also required for discussion regarding the heads of agreement with Kelston Management and the membership fees for 2005/6.



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- 354.4 Heads of Agreement with Kelston Management**
JW presented a version of the heads of agreement that had previously been circulated to the directors by email. JW proposed an amendment reducing the number of days support assumed, and therefore the annual management fee. There was an extended discussion during which time JW was asked to leave the meeting.
Motion: The revised heads of agreement was accepted, assuming that approximately 15 days' support would be required per month at a daily rate of £200 excl. VAT. This represented an increase in the annual management fee from £30,000 to £36,000 excl. VAT. Kelston Management will use a timesheet to determine the number of days actually required each month, and factor any variance into subsequent invoices.
Proposed: GR
Seconded: AL
- 355.0 Membership**
- 355.1 Recent renewals & fees outstanding**
JW presented the list of members who had not responded to final written requests for outstanding membership fees. NC undertook to make telephone contact with those on the list to clarify their intentions (JW to provide the contact details). It was suggested that Grassroots be asked by JW to check the list against registration activity, since any of those who had used the registry would definitely owe their membership. Any members left on the list after this exercise would have to rejoin as new members if they wished, and would not have access to the registry until they had done so. JW was asked to provide the list of Honorary members for review by the directors.
- 355.2 Membership analysis**
JW presented figures summarising the number of members in each category and the revenue they could generate with current and proposed membership fees.
- 355.3 Membership fee structure for 2005/6**
In order to minimise the loss that would be made in 2005/6, it was agreed that an increase in membership fees would finally have to be accepted after several years at the same level. A simplified structure was agreed, removing the magazine subscriptions and removing the separation between UK and overseas memberships. A joining fee would be introduced to recover the initial costs of administration and the membership pack. The fees will be as follows:
- | | |
|-------------|-------------------|
| Single | £80.00 incl. VAT |
| Joint | £100.00 incl. VAT |
| Joining fee | £25.00 incl. VAT |
- RB undertook to write a summary of benefits justifying the increase, for inclusion in the renewal letters and posting on the website. JW undertook to combine the renewal of Breeders' Directory entries with the membership renewal.
- Actions:**
JW, NC,
Grassroots
- Actions:**
RB, JW



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356.0 Education & Judge Training

JW presented a list of judges that had passed a recent recertification course and whose recertification was being proposed by Amanda VandenBosch.

Motion: The following judges were recertified:

Rob Bettinson

Nick Harrington-Smith

Liz Barlow

David Barnett

Val Fullerlove

Paul Cullen (70 alpaca restriction to be lifted)

Proposed: KS

Seconded: AL

357.0 Update on discussions between BAS and BCA

RB reported that progress was being made regarding the formation of the federation. A report had been prepared by lawyers, but this required more analysis before a wider discussion could take place. There would be a joint meeting of the BAS and BCA Boards in the afternoon following this meeting.

358.0 Registration

358.1 Grassroots VAT invoicing error

JW presented a recent invoice from Grassroots. The accountants for Grassroots had highlighted the fact that Grassroots had been invoicing BAS incorrectly since they started invoicing in October 2003. Each fee had been charged assuming that VAT was included rather than excluded, for example £10 gross instead of £10 net. The implication was that BAS had effectively underpaid ~£4,694 in fees and ~£821 in VAT up to and including March 2005. GR undertook to discuss the invoice with Grassroots and agree the amount that BAS was prepared to pay, and then report the decision to JW for action. It was agreed that any correction for 2004/5 would be applied to that year's figures, and that any correction for 2003/4 would be applied to the 2005/6 figures.

Actions:
GR, JW

358.2 Director's update

KS gave a brief update, reporting that registration had been extremely busy due to the amnesty deadline of 1 May. It was agreed that Registration would be moved up the agenda for the next meeting to allow more time for discussion. KS undertook to provide the updated registry regulations.

Actions:
KS

359.0 Any other business

RB drew attention to a written proposal from Arish Turle on behalf of the British Alpaca Fibre Co-operative (this had previously been circulated by email and is attached to these minutes as an Appendix).

Motion: To offer encouragement and support through articles in Alpaca and the regional groups, but not to offer financial support in the form of funds or access to resources that BAS has to pay for.

Proposed: GR

Seconded: POC



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360.0

Dates of next meetings

The dates that had been proposed at the last meeting for the rest of the calendar year were amended so that BAS meetings alternated with joint meetings rather than coinciding with them:

BAS Board only:

Wednesday 18 May – NC offered to host

Wednesday 13 July

Wednesday 14 September

Wednesday 9 November

Joint BAS & BCA Boards:

Wednesday 8 June

Wednesday 10 August

Wednesday 12 October

Wednesday 14 December

NOTE

The meeting was concluded at 13:00



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APPENDIX

A Co-op Initiative to Arrange Sale of Alpaca Fleece in Summer 2005

Background

The Co-op is in suspended animation and therefore has no formal existence or resources but with crucial financial and administrative support from the two breed societies we have organised an initiative to provide growers with an outlet for their fleece together with the prospect of a financial return – however modest that might be. This initiative is designed to assist growers who do not have an existing arrangement for their fleece.

Objective

The Co-op will arrange collection and sale of fleece without cost to the grower; and return 90% of the net sale price to growers; the remaining 10% being retained by the Co-op.

Concept

The Co-op will seek financial and administrative backing from the breed societies, (British Alpaca Society (BAS) and the British Camelid Association (BCA)) and will offer an arrangement for growers to dispose of their fleece and enable them to receive some financial return. In this way the Co-op can continue to support the link between the value of the animal and the potential for a return from its fleece until a new business initiative can be developed to create added value. The breed societies are funding the cost of this initiative as a demonstration of support to the industry and to all alpaca owners.

Disclaimer

The initiative will depend on a successful outcome to ongoing discussions to find a buyer; and on the ability of growers to submit fleece properly sorted and properly packed. Any risk involved will have to be accepted by each participant.

Business Plan

The Co-op will be responsible for the following:-

- The Co-op will retain Penny Beels to exploit her contacts with potential buyers of the fleece;
- The Co-op will negotiate a contract with a buyer to acquire the fleece at the best possible price;
- The Co-op will arrange 4/5 regional collection points at a specified date in August 2005;
- The Co-op will arrange for a supplier (a member) to provide clear plastic bags in to which the fleece is packed and farm sacks in to which the bags are packed;
- The Co-op will arrange the fleece to be collected from the collection points;
- The Co-op will send to the buyer a register of owner's name, farm, weight and grade of fleece submitted.

The Owner will be responsible for the following:-

- The Owner will order the required number of bags and sacks from the designated supplier;
- The Owner will sort the fleece as set out in the shearing guidelines provided;
- The Owner will complete the paper work as set out in the shearing guidelines;
- The Owner will arrange to deliver/send fleece to a collection point at the required date;
- The Owner accepts there are no guarantees other than the Co-op will act in good faith;

Finance

The Co-op will be assisted by a Breed Society or Societies who will finance the negotiation of the contract, collection and delivery of the fleece.

The Buyer will buy the fleece at an agreed sale price for each grade/colour of fleece and stipulate an agreed cost for sorting the fleece.

The Buyer will pay the Co-op a net purchase price of the sale price less the sorting cost on a per kilo basis.

The Co-op will retain 10% and send the remaining 90% back to the owners.

The Co-op (funded by the breed societies) will pay for:

- Consulting fee as agreed to Penny Beels;



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- Fleece bags and farm sacks plus delivery cost to the grower;
- Transportation of fleece from collection points to the buyer;

Estimated costs are anticipated to be from £4,000 to £8,000 (but depend on numbers and weight).

Growers' Responsibilities

The grower will be responsible for:

- Shearing;
- Sorting;
- Packing;
- Labelling;
- Delivery of fleece to one of the nominated collection points.

Collection Points

- South West – Turle;
- West – Hilary Shenton;
- Central – Joy Whitehead;
- East –
- North -

Timing

- The Co-op will collect the fleece in August.
- The Co-op will deliver the fleece to the buyer in August.
- The Buyer will send a register to the buyer containing the weight and grade of fleece by individual farm.
- The Co-op will send out cheques to growers and it is intended that payments should be completed by mid December (but not guaranteed).

Risks

- Not enough fleece is delivered to meet buyer's minimum requirement;
- Fleece is poor quality;
- Fleece is badly sorted and rejected;
- Buyer drops price to nothing or very little.

Arish Turle