



The British Alpaca Society

Board Meeting

Minutes of a meeting of the Directors held at 10:00 on Wednesday 27 September 2006 at Toft Alpacas, Toft Manor, Toft, Dunchurch, Warwickshire CV22 6NR

Present:

Rob Bettinson (RB) (Chairman), Michael Berry (MB), Michael Brooke (MPB), Alan Lorentzen (AL), Graham Reed (GR), Keith Scott (KS), Philip O'Connor (POC), Karen Oglesby (KO), John Potts (JP), Freddie Small (FS), Arish Turle (AT), Maxine Watts (MW), Nick Weber (NW)

Apologies:

Nigel Cobb (NC)

Meeting Started:

10.00

In attendance:

Claire Waring (CW)

Meeting Ended:

17.30

492.0 Minutes of the meeting held on 19 July 2006

Proposed: AL; **Seconded:** GR. Agreed unanimously.

493.0 Matters arising from the Minutes

493.1 *477.1/461.1 Legal advice* JP
JP reported that he had tried to contact the organisations concerned but with no success. He would continue to do so.

493.2 *484.6 Disclaimer*
JP had supplied a suitable wording for members who wish to use the BAS logo in their own advertising.

493.3 *488.2 SWAG* MB
MB to contact Ian Waldron.

493.4 *490.1 Fibre initiative*
Members had been invited to submit details of their fibre interests to CW and there had been some response.

493.5 *478.2 Payment to Burgess Salmon* NW
NW and Allen Brown will allocate amounts from the Burgess Salmon invoice to British Camelids, BAS and BLS. No further invoice had been received.

493.6 *483.2 Costs of manning the BAS trailer*
These were reported by CW.

493.7 *483.4 Security at the Kent Show*
Linda Johnson had supplied details.

493.8 *484.3 Car stickers*
These had been produced and passed to Grassroots.

493.9 *484.8 Show results on the website*
Deesons reported that they could find no problem with accessing the show results on the website. Everyone was asked to report any further problems.

494.0 British Alpaca Futurity

494.1 JP was asked if, in response to several requests from the chairman since the last Board meeting, he had a detailed proposal regarding the Futurity to put before the Board because he had reservations about how quickly the Show Committee could react. CW/RB
JP stated that he did not propose to put a detailed proposal to the Board. The chairman asked for the minute to be included: that at no time since



The British Alpaca Society

the announcement of this event in May 2006 had anyone from the Futurity put a proposal to the Board or any other committee of the Society regarding this event.

A discussion ensued regarding JP's request for Society endorsement for the Futurity event.

It was pointed out repeatedly to JP that unless he put a detailed proposal to the Board for discussion it was difficult for the Society to engage in any informed and meaningful debate regarding the event which would allow it to endorse the Futurity.

It was pointed out that as the event includes an auction, it is very different from other BAS shows and brings in a commercial aspect in which full transparency would be needed before the Society could indemnify itself and endorse such an event.

It was pointed out that to gain accreditation as a BAS show it was necessary for a show organiser to present and discuss the event with the Show Committee.

It was pointed out that since the Futurity worked on a different premise from the standard BAS halter showing and that exceptions needed to be made to the rules specifically for the Futurity this needed to be discussed and agreed with the Show Committee.

The level of support for the event was discussed and more information was requested before the Society could endorse such an event.

JP asked for details of what was required and was informed that this was to include the aims and ownership of the event, full details of the event plan and its organisation and assurances of financial transparency including the distribution of any profits to the two nominated charities.

To further the process JP agreed to submit a written proposal to the Board so that it could consider endorsing the event.

[Subsequent to the meeting on Friday 29 September, JP on behalf of the Futurity wrote to the Board declining the opportunity to put the details of the Futurity before the Board.]

It was noted during discussion that the BAS e-mail system had been used to promote the Heart of England event. Neither RB, CW, MW nor any other Board members could recollect this being the case. If it was so it was an error. RB to make enquiries.

It was confirmed that the branded e-mail may only be used for Society events and notices and that a new system is being introduced on the website and in the magazine which differentiates between Accredited BAS alpaca shows, Regional Group events and private member's initiatives. CW is in the process of initiating these changes.

494.2 Mr Potts' letter to the Show Committee

AT

It was noted that JP had written a letter direct to the Show Committee informing them that a member of their committee had telephoned him after the last Show Committee meeting to express his concern that two members of the Show Committee were against the Futurity and were going to tell their clients not to attend the Show. JP said it was unacceptable for members of a BAS committee to speak to advise members not to attend a show which had been publicly supported by the BAS Board. Such actions could damage the show. He accused two of its members of actively working against the Futurity. This was an accusation that was strongly denied by the members of the Show Committee.

RB stated that this was the second time that the Futurity organisers had made this assertion and that he had made enquiries and had written statements from all the Show Committee members concerned denying any such action. RB also pointed out that the correct procedure for a Director to raise such issues is through the Board and not direct to the committee in question.



The British Alpaca Society

On behalf of the Show Committee, MW expressed her objection to JP's continual accusations against members of her committee which she considered to be destructive rather than constructive.

MW confirmed that at no point had the Show Committee received any proposal regarding the Futurity.

MW assured JP that the consensus of the Show Committee was that it supported the Futurity as it would any other private member's initiative. JP then withdrew his general accusation against the Show Committee and specifically named one member of the Show Committee as actively discouraging members to participate in the Futurity and cited witnesses who he was willing to bring forward.

JP raised the issue that in his opinion no member of any sub committee working on behalf of the BAS has the right to cast aspersions on any private member's initiative in public.

The Board was not in agreement with this.

POC proposed that this accusation be considered an official complaint and the complaints procedure be initiated. The Board declined this proposal. POC said that the Board had a duty to investigate. They had to do so or as JP had stated he or N Harrington-Smith (NHS) would take action privately.

AT offered to contact those concerned to ascertain their view of events and he would report back to the next Board meeting.

495.0 Access to the membership database

495.1 Mr Potts' correspondence with the Administrator

It was noted that JP had initiated persistent e-mail correspondence with Grassroots both as a member and subsequently as a Board Director requesting access to the full membership data in electronic format.

It was pointed out that the full list of members' names and addresses is available to anyone on request but carries the warning that this cannot be used as a mailing list.

A mailing list is available from Grassroots in label form for a small fee which can be used for private member's initiatives. This mailing does not include all those members who have indicated that they do not wish to receive third party mailings.

The electronic mailing list cannot be issued to anyone, including Board Directors, without a full board mandate.

Guidelines on the Society's responsibilities to supply members' names and addresses had been supplied by Michael Fullerlove also confirming that members can request that they are excluded from mailings from other members or from third parties.

KS informed JP that the Board had always issued the register of members on a request to the Company Secretary and had done so since September 2003 when it determined that this was a requirement.

495.2 Policy regarding access to the membership database

A clarification paper was distributed by RB/CW detailing the different categories of access to the membership lists which will be ratified at the next Board meeting.

Concerns expressed by NC in his absence were noted.

496.0 Accounts

496.1 Accounts to 30 September 2006

FS will produce quarterly accounts. Those to 30 September will be available at the next Board meeting.

FS

496.2 Company Secretary

It was proposed by FS and seconded by GR that CW be appointed Company Secretary in place of Jason Wilcox of TEAMS, with a payment of £100 per annum. Approved unanimously.

496.3 Registered Office

FS suggested that the Registered Office should be at Grassroots. Stationery would need to be amended.

CW



The British Alpaca Society

- 496.4 Business Plan** FS/AL/
GR/CW/
KS
- FS presented an initial analysis of the membership, number of animals owned, herd size, etc.
- It was noted by AL and agreed by the Board that the information and analysis of the data collected during the process of preparing the business plan was by its very nature sensitive and highly confidential and that all Board Directors needed to be aware that should this information find its way into the wrong hands out of context of the whole discussion it could cause great consternation and damage.
- The analysis highlighted a decline in birth registrations in 2005. The matter would be followed by up GR and KS.
- FS gave details of a comprehensive list of questions prepared by RB/FS to facilitate the gathering of information for the formation of the business plan.
- To facilitate the business plan FS, assisted by AL, will circulate a detailed 'tick-box' questionnaire to members to gather the information necessary to inform the business plan.
- Members will be asked to respond by the end of October so that their views can be incorporated into the formulation of a 2–5 year Business Plan.
- A questionnaire for members who wish to volunteer for sub committee work will be circulated at the same time to update the volunteer database initiated two years ago.
- KS volunteered to prepare a brief history of the BAS over the past 10 years.
- 496.5 Audit** FS
- The 2004 AGM had voted to dispense with an audit and technically the Rules need to be changed.
- However it was pointed out that the members have a right to an audit and although the Society accounts are now in good order and under the administration of the Society Treasurer it may become necessary in future to audit as the Society expands and the right to audit should remain in the rules.
- In view of the substantial cost to the Society of an audit it was decided to continue to dispense with this, as agreed by the members at the 2005 AGM, but that, in addition to the statutory accounts presented to members, FS as Treasurer would produce a detailed explanatory report in layman's terms to accompany the Society accounts.
- KS pointed out that the position regarding the audit needs to be explained at the AGM and a resolution put if necessary.
- 496.6 Credit Card facilities**
- GR informed the Board that the credit card facility for membership and registration is now operational on the website utilising the PayPal system.
- 497.0 Education and Judge Training**
- 497.1 BAS Education policy** RB
- The Strategic Education Report presented by Paul Cullen (PC) at the previous Board meeting was discussed. It was proposed by GR and seconded by JP that the paper be accepted with the qualification that implementation of the proposal took into account those members already in the system enabling them to complete their aspirations to qualify through the levels to which they have already committed.
- RB would inform PC and ask him to progress the proposal in more detail. He will be aided in this by Liz Barlow and Vanessa Schofield who are effectively working as the BAS Education Committee.



The British Alpaca Society

- 497.2 Judges' Panel meeting, 11 September 2006** RB/MW/
Show
Rules
Cttee
- RB gave the Board an update of developments of the Judges' Panel although the minutes of the meeting had not officially been approved by those present. He reported that the Judges' Panel had discussed its relationship to the Show Committee. It had been decided to establish a Show Rules Liaison Committee with two members from each in order to define detail and reach consensus before recommendations are made to the Board.
- Tim Hey and Val Fullerlove had been recommended to represent the Judges' Panel.
- RB then outlined the general contents and issues discussed at the Judges meeting. The full minutes, when approved, would be put forward at the next Board meeting.
- Restricted ticket status*
There is a proposal that this category would be withdrawn.
- Recertification*
There is a request that recertification be required every three years rather than two, as at present.
- Composite shows*
New rules were being considered for composite shows.
- Minimum age requirement*
The Panel will propose setting a minimum age for judge certification to be discussed with the Show Committee.
- Judge for the National Show*
The appointment of the judge for the National Show was discussed and the Judges' Panel will make a strong recommendation that this should be one of the UK BAS judges.
- The Show Committee proposed that three judges be recommended to the Board which would make the final choice. The Panel was not in favour of rotating the appointment among the UK judges and the view was expressed that if a UK judge was appointed for the National Show, they should not judge another BAS show during that season. This will be discussed by the Show Rules Liaison Committee and recommendations made to the Board.
- 497.3 VTS funding**
- Vanessa Schofield had reported that BAS had been unsuccessful as there were apparently other projects considered to be of more value that were supported. She was thanked for all her work in presenting the application.
- 498.0 Shows**
- 498.1 Report of Committee Meetings** CW/MW
- Minutes of the Show Committee meeting on 16 March and draft minutes of the meeting on 22 August were circulated. When minutes have been approved by the Committee, they will be uploaded to the website.
- Location for the National Show*
MW confirmed that there would always be an alpaca show at Newark but that if another region wished to host the National Show, the proposal was that it could rotate. POC recommended that the National should be held at Newark so that it was accessible to members from all regions.
- Royal Show*
MW is due to meet the RASE shortly to discuss the BAS presence at the Royal. It was felt that BAS should be at the Show but the format needed more discussion, including the relationship with qualifying BAS shows.
- Class numbering*
Discussions were being held with the organisers of the Bath & West Show about using BAS class numbers.
- 498.2 Show results** MW
- RB informed the board that Libby Henson had advised him that if the show results are handed to the press office of the Agricultural Shows at



The British Alpaca Society

the end of the show then there was the possibility that they would get published in the agricultural press, It was noted that results need to be with the Showground Press Office before the end of the day in a format that was acceptable to the press office if they are to be submitted for publication in the media. This will be discussed by the Show Committee.

- 498.3 South of England Show** MW
JP reported that Vicki Agar has asked for direction from the Board about regional groups taking ownership of shows. MW confirmed that regional groups were asked to ensure that their regional show was in their chosen location. She will contact Vicki to clarify the situation.
- 499.0 Registration**
- 499.1 Meeting with Grassroots** GR/KS/
FS
GR and KS had discussed charges with Libby Henson (LH) from Grassroots. LH confirmed that charges for registration cover all costs associated with work that Grassroots undertakes for BAS. Fees for online registration could be reduced, with no fee payable for birth notifications and transfers. GR KS and FS to progress the matter.
- 499.2 DNA trial**
GR reported that Libby Henson has selected 25 herds, representing a good cross-section of the membership for the DNA trial and kits are ready for distribution shortly. The data will be linked to the registry. All data would be retained by BAS. Members would only receive the reference. There would be no requirement for retrospective DNA analysis relating to the registry although members are free to undertake their own tests if they wish.
- 499.3 Merger of the registries**
NW was given an assurance that the vast majority of anomalies highlighted during the merger of the registries had been resolved and there would be no further charges in this area. KS pointed out that the registry merger has resulted in some registered names not being the same as those on the registration certificates. The registry had been amended to include a field for details of the alpaca keeper as well as the owner.
Ownership
It was noted that the BAS owns the data and the software associated with the registry and this could be moved if ever required.
European registry
The European part of the registry is not yet in place. Members with alpacas kept abroad will be contacted by Grassroots.
- 500.0 Media, Magazine and Marketing**
- 500.1 Magazine subscriptions to non-members** AL
AL is discussing this with Deesons. Subscriptions could be promoted through a magazine website which would take a commission for any sold.
- 500.2 BAS calendar 2007** CW
There is insufficient time for production of a BAS calendar for 2007 but a Christmas card is being investigated.
- 500.3 Website banner advertising** MB
RB informed the Board that after discussing the issue for some time, the facility for members to buy banner advertising on the BAS website is now operational and there has been some take-up. It is hoped this facility will produce a steady revenue stream for the Society and facilitate website development. A branded e-mail had been sent to the members informing them of this facility.
MB questioned the need for this sort of advertising and offered to investigate where other breed societies carry adverts for animals.
- 500.4 Website junk mail problems**
Potential problems of junk mail arising from e-mail addresses available on the website had been highlighted. None were reported.



The British Alpaca Society

- 501.0 Membership**
- 501.1 Membership fees** NC
A paper from NC was discussed and it was decided to maintain the status quo. Additional costs should be considered for overseas registrations.
- 501.2 Black Book** CW
A proposal from Grassroots to split the 'Black Book' into two sections was accepted. One section will contain the 'static' information, with information subject to change, such as Committee membership, being collated into a Directory. The contents of the first section will be available in one area of the website in pdf format. It will be burned to CD and distributed to all members with the next issue of *Alpaca*. Any member may request a printed version. Information in the Directory will be available on the website. All new members will receive a CD and a printed copy of the Directory.
- 501.3 Blue Book** AL
A draft design for a folder to replace the current Blue Book was circulated. Comments to be sent to AL. It was noted that information on British Camelids (the charity) should be included.
- 502.0 Member complaint** RB
A member (Mrs L Hollingsworth) had made a formal complaint to the Board citing Alpacas of Wessex as being in breach of the Society's Code of Conduct for Sale. MB presented a paper from the Wessex perspective stating the only breach to the code of conduct for sale was their oversight in not issuing a pregnancy certificate. The general feeling of the Board was that the Society could not get involved in commercial disputes between vendor and purchaser. RB will contact the member and inform her of such.
RB then distributed a printed copy of the Society's current Code of Conduct for Sale and asked for a discussion on the matter to clarify policy, enforcement and the method of dealing with breaches at the next Board meeting.
- 503.0 Screening and importation**
- 503.1 Administration**
Grassroots is to employ an additional member of staff to handle screening contracts and administration from January 2007. The appointee is Robert Terry, former chief executive of the Rare Breeds Survival Trust. This is a Grassroots appointment to facilitate the efficient arms-length administration of the process. RB, KS and GR had met Robert Terry and approved his appointment.
- 503.2 Screener training course** GR/KS
This is still under discussion.
- 504.0 Welfare**
- 504.1 Minutes of meeting on 6 June 2006**
These had been circulated.
- 504.2 Blue tongue**
It was reported that this has spread as far as Calais due to non-compliance on movement restrictions and biosecurity measures in Europe. Defra considers that blue tongue is unlikely to be a problem in the UK in 2006. Its spread is also being slowed by the seasonal drop in temperature.
- 504.3 TB**
POC reported on the situation regarding TB. There has been an increase in the number of confirmed cases. Those affected have requested the return of secondary samples from Defra but has not yet received them. The State Veterinary Service had declined an invitation to meet the individuals concerned to discuss the situation.
- 504.4 Bovine Viral Diarrhoea (BVD)** NW
This is to be discussed at the forthcoming BVCS conference. BVD is not thought to be very infective in camelids but it is a persistent disease. British Camelids is to prepare guidelines.



The British Alpaca Society

- 504.5 British Camelids Ltd** POC/
NW
RB requested clarification on BCL's progress in clarifying the membership rights and mechanisms relating to the Charity within the new Federation structure. It is vital that this is determined and ratified before the AGM in March.
POC confirmed that membership of British Camelids is a consequence of membership of either of the two breed societies and a paper on the relationship between the three organisations would be compiled.
Voting rights are to be clarified by NW. It was noted that the organisation expects to be referred to as British Camelids the word 'Trust' should not be used because of legal implications.
- 504.6 British Camelids Veterinary Trustees**
NW reported that Robert Broadbent and Martin Jose had been co-opted to serve as veterinary trustees on BCL. Other veterinary nominations will be sought at the forthcoming BVCS AGM.
- 504.7 British Camelids website**
This is being established by Jane Brown.
- 504.8 British Camelids grants**
Any enquiries regarding grants should be directed to Jane Brown.
- 504.9 Committee meetings and minutes** NW/CW
Dates for future Board and Committee meetings would be listed in *Alpaca* and on the website so that members could put forward items for discussion. Draft minutes for British Camelids would be circulated to the BAS Board.
- 504.10 British Camelids reports for Alpaca** CW
The Editor will be asked to send the publication schedule to Jane Brown so that reports can be submitted for inclusion.
- 505.0 Regional Groups**
- 505.1 Regional Groups meeting** MB
The meeting planned for 16 September had been postponed due to lack of availability. A new date is to be set by MB sometime late in November
- 506.0 European initiative**
A paper from NC was discussed. It was generally agreed by the Board that BAS needed to develop links with the European Societies and are quite happy for NC to pursue this matter but that there was no money available for this activity at present.
- 507.0 Any other business**
- 507.1 New Zealand National Show and Auction** CW
An e-mail had been received from Liz Strack giving details of the New Zealand event and asking if the Society would aid in the promotion of this event. She would be advised of the opportunities to purchase the BAS mailing list and advertise in *Alpaca* and on the website. She would be invited to contribute an article to *Alpaca* on the quarantine facility organised for the Show.
- 507.2 Directors' travelling expenses**
FS confirmed that these had been set at 40p per mile.
- 507.3 Publication of BAS Show Rules** JP
KS asked JP why the BAS Show Rules, which are in a restricted area of the BAS website, had been copied to the public area of the British Alpaca Futurity website without permission being sought from the Show Committee or the Board. JP stated that he didn't feel it was necessary to ask permission. KS pointed out that not only was it courtesy but the BAS Show Rules were the intellectual property of the Society and specific to their location when published and it was not appropriate for members to take them without seeking permission and publish them where their current format was possibly not appropriate. JP said he did not agree that the Show Rules were the intellectual property of the Society and would speak to KS after the meeting.
JP will contact MW about the format.



The British Alpaca Society

508.0

Dates of next meetings

Wednesday 25 October (cancelled)

Wednesday 13 December (Toft Manor)

Wednesday 31 January 2007

Wednesday 21 February 2007

Saturday 10 March (AGM)