



The British Alpaca Society

## Board Meeting

### Minutes of a meeting of the Directors held at 10:00 on Wednesday 13 December 2006 at Toft Alpacas, Toft Manor, Toft, Dunchurch, Warwickshire CV22 6NR

**Present:**

Rob Bettinson (RB) (Chairman), Michael Brooke (MPB), Nigel Cobb (NC), Alan Lorentzen (AL), Graham Reed (GR), Keith Scott (KS), Philip O'Connor (POC), Karen Oglesby (KO), Freddie Small (FS), Maxine Watts (MW), Nick Weber (NW)

**Apologies:**

Michael Berry (MB), Arish Turle (AT), John Potts (JP),

**In attendance:**

Claire Waring (CW)

**Meeting Started:**

10.00

**Meeting Ended:**

18.15

**509.0 Minutes of the meeting held on 27 September 2006**

Subject to amendments, the acceptance of these was proposed by MPB, seconded by GR and agreed unanimously.

**510.0 Matters arising from the Minutes**

**510.1** *494.1 British Alpaca Futurity – Heart of England event publicity*  
Subsequent to the last board meeting, JP had alleged that he had evidence that the BAS e-mail system and website had been used to promote the Heart of England event for the personal gain of RB and his associates. This had been proved to be unsubstantiated. JP subsequently offered his unreserved apologies and stated he must have been misinformed.

KS considered that JP's false allegation against RB was very serious. He proposed a vote of confidence in RB both as a Director and Chairman of the Board. This was seconded by MW and carried unanimously.

**510.2** *495.1 JP correspondence with the Administrator*  
RB outlined the full content of the correspondence concerned. It was reiterated that names and addresses of members (the registry of members) had since 2003 been supplied to members on request to the Company Secretary. They are not to be used for private business.

**510.3** *496.3 Registered Office*  
LH was not willing for her private address to be used as the BAS registered address and her business address cannot be used as it is a PO Box. It was agreed to ask TEAMS to continue to act as the BAS registered address.

FS

**511.0 Board issues**

**511.1 Board Confidentiality**

It was the opinion of the Board that at present it could not regard any discussion or correspondence at board level to be confidential to the Board meetings as JP had confirmed to the board in writing that information was being passed to third parties. This was considered by the board as an unacceptable situation as information was being taken out of context and used to further various agendas in the sub committees and within the membership. This created confusion and overreaction and hampered the work of the sub committees and the Board and diminished the opportunity for ordered and considered discussion of the issue in question. Information and issues often needed considered input from the sub committees and members who need to raise the issues in an orderly and appropriate forum in order to provide

RB for Board



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efficient input.

It was agreed that until consensus had been reached and the conclusion minuted, any subject and its associated correspondence must be treated as confidential to the Board. Only when the Board has ruled on the matter can any issue be considered finished, at which time the Board would administrate the distribution of such information through the appropriate channels.

The minutes are the public record of Board activities and are freely available to members on the website.

KS pointed out that the current Confidentiality Agreement signed by members of the Board was instituted prior to any current member joining the Board. It was agreed that the Confidentiality Agreement represented no further responsibilities than those already incumbent on a Director and was merely a confirmation and reminder of those responsibilities for new members joining the board.

KS pointed out that If Directors were not prepared to treat matters as confidential, then there could be no open discussion. Any issues may be raised and discussed within the Board meeting as many times as necessary but this discussion must not be taken outside of the Board. Any discussions between Board members outside of a meeting are also confidential. There must be total trust between the directors on this issue for the Board to function effectively.

Confidentiality at Board level is vital for the protection of Directors and the membership to enable directors to debate the issues freely and honestly secure in the knowledge that all conversations are confidential. It was agreed unanimously that the Board should request of JP that he complies with the confidentiality of the Board's discussions both in meetings and in communication between Board members outside of those meetings and that no communication should be undertaken with third parties until the matter is concluded by the Board.

NW pointed out that this was not a personal matter but could apply to any Board member if a similar situation arose.

The Board asked RB to write to JP on its behalf and request his acceptance of this policy.

It was agreed that until this matter is concluded satisfactorily any communication with JP will be formal and sent by post.

### **511.2 Directors' behaviour**

RB asked Directors not to use e-mail to continue debates beyond the Board meetings. It should be used for circulating information and keeping board members informed of situations but rapidly becomes a contentious medium once used for debate. The place to debate issues is the Board meeting.

On behalf of the Show Committee, MW commented that since JP had joined the Board all the feedback from him had been negative and destructive and his continuous accusations were seriously hindering the work of her Committee. This was echoed by several Board members. It was noted that all Board and committee members are volunteers.

NW commented that it was the hard work of the Show Committee which had led to the shows calendar becoming established.

RB pointed out that there was much to be done in structuring how the show organisers, judges and show committee and the board organised their planning and decision making. This process was in its infancy and would take time. The accusatory nature of JP's e-mails were hindering rather than helping that process. The Board does not want to be placed in a position of dictating policy but wants to provide an infrastructure within which members and committee members can reach consensus.

The Society is evolving rapidly and policies are in place and these are in the process of being amended to meet changing situations. Wild accusations from Directors of the Board against the sub committees



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debilitate rather than encourage the resolution of these issues. Before making threats and accusations, Directors were asked to take into account the voluntary nature of our organisation and ascertain the true position regarding any situation.

**511.3 Nick Harrington-Smith's request for a meeting**

RB

FS explained some background to his confidential correspondence with JP and the subsequent threat of legal action from N Harrington Smith (NHS), once JP had passed on FS e-mail to NHS.

FS explained his apology and his frustration regarding JP to the Board before leaving the meeting during discussion on this point.

At this point, FS left the meeting.

After some discussion it was agreed that FS's e-mail to JP was within the confidentiality of matters relating to Board issues. It was pointed out by several Directors that the correspondence was clearly marked as confidential.

NW pointed out that although the correspondence did have some points relating to Board issues the Board should not have been included in correspondence regarding personal matters between FS and JP. The Board were in full agreement on this.

Although the Board acknowledged the circumstances that had led to FS's angry e-mail it decided to ask FS to apologise to the Board for the embarrassment caused.

FS returned to the meeting and offered sincere apologies to the Board for any embarrassment caused.

The Board noted that at no time has the integrity of NHS as a judge been in question and it dissociated itself from the e-mail and any sentiments expressed therein.

RB was asked to respond to NHS's request for a meeting by informing him that the matter is regarded as confidential to the Board and is now closed. The Board is not prepared to meet NHS on this matter.

**512.0 Investigation into JP's allegations re the Show Committee**

**512.1 Report from AT**

Thanks were expressed to AT for his investigation into these allegations made by JP.

The report concluded that there was no evidence to support the allegation that two members of the Show Committee made damaging and malicious remarks about the Futurity.

AT's report concluded that:

Regarding the allegation that damaging and malicious remarks concerning the Futurity were made by two members of the BAS Show Committee (the committee) with the aim of discouraging people from attending:

- 1 The evidence does not support the claim that the alleged remarks were made in committee nor that they represented the committee's views; but does indicate that members of the committee were aware that comments concerning the Futurity had been made.
- 2 The enquiry is unable to comment or to make any judgement as to whether the alleged remarks have had the effect of reducing attendance at the Futurity (or of damaging members' interests or the alpaca industry) but this is thought to have been unlikely.

Regarding the complaint that the Futurity had asked for but did not receive the support from the BAS to which it was entitled:

- 1 The apparent lack of any existing procedures or rules regarding the 'certification' of a show as a requirement or process when requesting BAS endorsement or support contributed to the committee, the board and the Futurity not being able to understand each others needs or position.
- 2 According to the committee's show rules the Futurity, even if it was 'commercial' and 'private' should have been eligible for BAS support



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as the show was operating under BAS rules.

- 3 The evidence indicates that the problem was due more to poor communications on both sides rather than the intentional lack of will to help.
- 4 Clarity is required regarding:
  - a the remit of the committee
  - b the election and appointment of members to the committee
  - c the reporting of the committee's decisions
  - d the eligibility and process for obtaining BAS support
  - e the process for an appeal procedure.

The recommendations of the report were accepted by the Board and will be used as part of the ongoing review of the show organisation procedures in order to move forward.

**512.2 JP proposal 'The current membership of the Show Committee cannot be allowed to continue in office'**

NC proposed and GR seconded that the proposal be rejected. Carried unanimously.

**513.0 Accounts**

**513.1 Accounts to 30 November 2006**

FS had circulated management accounts to 30 November. He reported that the Society is in a sound financial position after paying money to British Camelids as part of the federation agreement.

**513.2 Statutory Accounts**

FS

FS reported that the change of year-end to 31 December had been notified to Companies House. The statutory accounts to 31 March 2006 are due to be filed by 31 January 2007. Because the next Board meeting is scheduled for 31 January, FS proposed that the finalised accounts should be approved by RB in order that they be filed before the deadline. FS is working with Grassroots to close the current accounts on 31 December 2006 and he asked for any Director's expenses to be sent to him by that date. Management accounts for the nine months would be presented at the January Board meeting and sent to members for the AGM.

FS reported that the accounts had been prepared by Janet Small, a practising chartered accountant and he asked the Board to agree that she be paid for the preparation of both sets of statutory accounts. This was proposed by NC, seconded by MW and agreed unanimously.

**513.3 Secretary's fees**

CW

The increase in fees for the Society Secretary was proposed by FS, seconded by GR and agreed. CW was thanked for her services. She was asked to prepare an updated job description.

**513.4 Business Plan**

NC/FS/  
CW

The draft questionnaire circulated previously was discussed in detail. It was decided to delay distribution until early in 2007 in order to ensure that the questions are relevant to BAS activities and will provide the Society with useful information for the Business Plan for 2008. NC offered to assist FS in the construction of the questionnaire.

It was agreed that notification of the questionnaire would be included in the next issue of *Alpaca* and circulated as a branded e-mail so that members could contribute ideas and suggestions. CW was asked to contact Deesons to discuss methods for sending out an e-mail questionnaire which can be completed and returned online. It was felt that this would increase the response rate.



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- 513.5 Burgess Salmon invoice split** FS  
NW had received a breakdown from Burgess Salmon detailing the charges associated with each meeting. British Camelids had paid for initial consultations and BAS will pay them the appropriate percentage. Burgess Salmon had not yet invoiced for the remaining fees and provision would be made in the accounts for further monies due.
- 514.0 Shows**
- 514.1 Judges for the National Show** MW  
MW put forward the recommendation from the Show Committee that there be two judges for the halter classes and one for the fleece classes. It was considered that inviting one UK and one overseas judge for the halter classes would balance any possible perception of bias in the judging.  
It was proposed by MW and seconded by GR that Liz Barlow and Lyn Dixon, from Australia, be invited to jointly judge the National halter classes and RB be invited to judge the fleece classes. Carried unanimously. MW would inform the Judges Panel via David Barnett.
- 514.2 Royal Show**  
MW outlined a proposal from the Show Committee that the Royal Show be used as an alpaca showcase with a large fleece show, trade stands and a halter show limited to alpacas with at least one UK-born parent. There were various questions raised re:- entry numbers under this qualification, costs of entry and estimate of numbers of members who would wish to support such a show at this time.  
It was felt that changing to this format may be too restrictive. The RASE has taken back control of the Royal Show from Haymarket Land Events but the costs for the alpaca area will remain the same as in 2006. It is possible that BAS may not be charged for the walkways in the area which will reduce costs slightly.  
If the show is limited to 100 animals, it is hoped that the entry fee per animal could be reduced. Members would be able to swap alpacas on the Monday as previously.  
It was agreed that BAS should have a presence at the Royal Show.
- Championship*  
The Show Committee also proposed that, unless it was decided to run the Championship earlier in the year at another venue, there should be no qualifying shows in 2007.  
This was not accepted by the Board. The Board understood the removal of the qualifiers but asked that the Show Committee consider retaining a qualification for the Royal. The Board proposed that any animal winning a first or second in any show run under BAS rules in the 12 months prior to the Royal Show should be eligible to enter the Championship. This would make it more inclusive by allowing the late shows beyond the royal access to qualification.  
The Board also asked the Show Committee to consider introducing an additional prize for the best British-born alpaca in each class. This would also be suggested to other show organisers in order to enable the society to monitor the feasibility of British Born Show classes for future years.
- Organisation*  
Show organisation is being devolved to regional groups which would make the Central Group responsible for the Royal Show. However, it was agreed that the Royal Show should remain the responsibility of BAS with help from the regional group. BAS would underwrite the show as in previous years.



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- 514.3 Early Spring Show**  
MW informed the board that Ben Harford's proposal for an early spring show had gained momentum as an opportunity had arisen for the BAS to run an early spring show at the South of England Spring Game Fair at the Bath and West Showground, 17–18 March 2007. The fleece show would be on Friday 16 March, halter classes on Saturday 17 March and a sale of animals plus other demonstrations on Sunday 18 March. Di Davies and Ben Harford had agreed to take responsibility for the organisation which would be undertaken by the South West Group.
- 514.4 Minimum age for judges**  
The Show Committee and the Judges Panel have recommended that a minimum age should be introduced for those taking level 3. Various ages had been recommended but this raised various issues for the board. The society wished to encourage the involvement of young people and was now aware that very young people are entering and passing through the Judge training levels. It was considered that someone under the age of 18 should not be put in a position of having to deal with potential problems in the show ring. However, the need to encourage young people to get involved with the Society was recognised and it was proposed by GR and seconded by KO that the recommended minimum age for anyone wanting to take level 1 should be 10 years. Anyone passing level 3 and qualifying as a judge should act as an apprentice until they are 18 years old.
- 514.5 Membership of the Show Committee**  
It was proposed by MW and seconded by NW that Mandy Wilson (MW) and Ben Harford (BH) be formally accepted as members of the Show Committee. MW has had experience of organising fleece shows and BH had represented BAS at Badminton for a number of years. Both are very active on the show circuit.  
The proposal was accepted unanimously.
- 514.6 Running order for classes**  
The Show Committee recommended that classes were run in the order of age, colour championship and supreme championship, as recommended by Tim Hey. This was proposed by MW, seconded by GR and carried unanimously.
- 514.7 North Devon Show** CW  
CW had received a request from Ian Waldron that the North Devon Show be listed on the website. She would advise Ian that he needs to ask the Show Committee for the show to be added to the list of BAS accredited shows.
- 515.0 Education and Judge Training**
- 515.1 Minutes of Judges' Panel meeting 11 September 2006**  
These were accepted.
- 515.2 Update on Judges' Panel meeting** MW  
A new proposal was tabled for the relationships between the Board, the Judges' Panel and the Show Committee. This would be discussed at the next Board meeting.  
The relationship between the three areas was discussed. It was emphasised that the Judges' Panel is advisory and that it does not hold any executive powers. The Show Rules are set by the Board with the advice of the Show Committee which includes a member of the Board. The Rules cover areas such as show organisation and not just the actual judging in the ring.  
The Show Committee was asked to invite comments on the Rules from all those involved in shows including the judges and the show organisers.  
MW agreed to invite representatives of the show organisers and regional group representatives onto the Show Committee.



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It was noted that the Judges' Panel should make recommendations to the show committee and any changes can only be implemented when these have been accepted by the board.

- 515.3 Meeting of the Show Rules Liaison Panel**  
After some delay this committee had met and agreed various proposals for 2007. (in attendance MW and Val Fullerlove)  
Unfortunately the Judges then met a few days later and proposed massive changes to what had been agreed.  
There being no time to allow any discussion or input from other parties including the Show committee to the proposals of the Judges panel a decision had been taken by RB and MW under severe pressure from the show organisers to delay any proposals from the Judges regarding colour championships etc until all parties including the show organisers could discuss the issues through 2007 for consideration by the board in 2008.
- 515.4 Update on the proposal for colour versus age championships**  
This was deferred to the next meeting.
- 515.5 Structure of the decision-making process**  
RB proposed that a timetable be established for meetings on an annual basis so that all decisions regarding Show Rules were finalised at the Board meeting in November each year. No changes would then be permitted until the following year. This would set dates for meetings of the Show Committee, the Judges' Panel and the Show Rules Liaison Panel so that all proposals could be considered by all parties.  
This would be discussed further at the next Board meeting.
- 516.0 Registration**
- 516.1 Registration fees**  
KS reported that Grassroots had proposed that transfer of all listed castrated alpacas should be free of charge. Listed animals cannot be registered as breeding animals. A number of suggestions were made to help encourage the registration of all male cria.  
It was recommended that there is no change in registration fees for 2007. It was noted that in 2007, 10% of all registration fees will be transferred to British Camelids.
- 516.2 Ear tags and logos** KS  
A member had asked permission to put the BAS logo on ear tags from a supplier other than Allflex. This was agreed in principle with the proviso that the BAS must retain control over its logo. BAS will continue to use Allflex as its sole supplier.
- 516.3 Inter-herd transfers** KS  
A request for an amendment of the fees due for the transfer of animals resulting from the merger of two herds was rejected.
- 516.4 DNA testing** GR  
GR reported that the first 80 samples are currently being analysed in the US. A further 40-60 samples had been received. Members had commented on problems with taking samples and it was agreed that better guidance is needed.  
FS had experienced difficulty obtaining the DNA results of some of his animals in order to pursue registration in the US. GR would investigate.
- 516.5 DNA for screening**  
It was noted that contracts drawn up after and including 1 January 2007 would require DNA testing as part of the screening requirements.
- 516.6 Animals not on the register** KS  
POC reported a case when details of ownership of an animal had been lost during a transfer. The animal had been placed on ZZZ herd. This situation had been resolved but KS would investigate.
- 517.0 Media, Magazine and Marketing**
- 517.1 Blue Book**  
Copies of the new folder which will replace the Blue Book were



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circulated. It was noted that information about fibre on a 'perfect' alpaca needs to be included when it is reprinted.

- 517.2 Magazine subscriptions**  
AL confirmed that there was no advantage in trying to obtain subscriptions for *Alpaca* from non-members.
- 517.3 Website**  
CW reported that the Black Book was now available in a new Society Handbook section under The Society in the members' area of the website. This was arranged to give access to each section as well as the complete publication. Any link from another part of the website would be to the 'Black Book' pdf which would be the definitive version. Any changes would then have to be made to only two files and they would apply across the website. CW would ask Carole Christian to check that this section was accurate and operating properly.  
RB asked CW to ensure that the membership be notified of any changes and information to the black book via, branded e-mail and through the magazine.
- 517.4 PayPal**  
GR reported that PayPal was operating successfully. Grassroots had been asked to introduce the ability for members to join and renew online and this should be available shortly.
- 518.0 Membership**
- 518.1 Membership fees** FS  
It was proposed by NC and seconded by GR that membership fees should be increased by inflation to £70 for single membership and £90 for joint membership with effect from 1 April 2007. Accepted unanimously.
- 518.2 Overseas membership fees** FS  
NC presented a paper on the number of overseas members and associated additional costs to the Society. He proposed that, in the light of significant additional administration costs, the fees should remain the same for UK and overseas members. This was seconded by FS and agreed unanimously.
- 518.3 Policy re access to the membership database**  
A previously distributed paper was discussed. NW reported that British Camelids was legally required to maintain a list of members and asked that it be granted access to an electronic copy of the database for this purpose only.  
The paper was accepted with the addition that:  
*'BAS grants British Camelids access to the BAS register of members for the purposes of the company.'*
- 519.0 AGM 2007** CW  
This was set for Saturday 10 March 2007. CW will contact the Stoneythorpe Hotel, Southam, to check availability [*subsequently confirmed*]. It was agreed that members would be invited to display their fibre and products. CW would contact Hilary Redden to invite her to speak on fibre.
- 520.0 Screening and importation**
- 520.1 Outstanding contracts** NW  
NW confirmed that there were three outstanding contracts with the British Camelids Association. It is hoped that these will be concluded and the animals registered by the end of 2007. It is hoped that an outstanding contract in Australia will be completed within two calendar months.
- 520.2 Screening administration**  
Robert Terry would begin working for Grassroots in January 2007. He will handle screening administration.
- 520.3 Registration of multiple ownership** KS  
RB asked for the question of registration under joint ownership be considered. KS will prepare a proposal for the next meeting.



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- 521.0 Welfare**
- 521.1 Blue Tongue** NW  
NC reported that this was spreading northwards and the veterinary authorities seemed unaware of the risk to alpacas. There was a need to try to educate Defra and the EU authorities that camelids are not ruminants and there is no evidence that any camelid has caught Blue Tongue. There is strong advice that camelids should not be vaccinated but this is being required by the authorities before animals are moved. The subject was referred to British Camelids.
- 521.2 TB**  
NW reported evidence of a different strain of TB which is readily passed between animals and results in death in a short time. This could be the same strain as was reported in Ireland.  
NW reported the need for a proper TB test for camelids. It is understood that the industry is likely to have to carry the costs of exotic diseases.
- 521.3 Defra initiatives on transport of animals** NW  
NW drew attention to the new animal transport regulations which are due to come into force from 5 January 2007. A leaflet is available from Defra. Details would be provided for *Alpaca* and for the website. It was suggested that BAS should consider offering training for those requiring a certificate of competence under the new Regulations. Certificates are to be issued by the State Veterinary Service and will be valid for 5 years.
- 522.0 Regional Groups**
- 522.1 Regional Groups meeting** MB  
The date has not yet been fixed.
- 522.2 South West group/SWAG** MB  
SWAG had requested that it becomes the South West group of the BAS. Acceptance was proposed by MPB, seconded by GR and agreed unanimously. MPB will be the Regional Groups Organiser.  
NC commented that the Constitution includes helpful advice for the organisation of regional groups. MB to Inform and clear the situation with Ian Waldron.
- 522.3 Breed Societies advertising animals for sale** MB  
This was deferred to the next meeting.
- 523.0 BAFCO**  
A paper presented by AT recommended that BAS took over the intellectual property of BAFCO. However, this had been replaced with a new recommendation that this be transferred to British Camelids. This was agreed.
- 524.0 European initiative** NC  
NC reported a meeting with Frank Schnoetzing, the chairman of Alpaca Zucht Verband Deutschland eV (AZVD), who was keen to meet BAS to discuss screening, judging and DNA testing. GR and KS agreed to be involved with discussions on screening. NC agreed to circulate the AZVD screening regulations and to arrange a meeting.
- 525.0 British Camelids**
- 525.1 Minutes of meeting on 21 September**  
NW reported an error in these minutes. Claire Whitehead's post is in London, not Cambridge.  
Martin Jose is contacting veterinary schools to offer camelid training for those which do not include this in their syllabus.
- 525.2 BAS member voting rights on BCL** NW  
Under British Camelid rules, subscriptions are due on 1 January and must be paid by 1 March.  
The method for obtaining BAS nominees would be discussed at the next meeting.
- 525.3 BVD Guidelines** NW/CW  
NW agreed to make an article on BVD by Gina Bromage available for publication in *Alpaca* and on the website.



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- 525.4 Relationship between BCL, BAS and BLS**  
This was deferred to the next meeting.
- 526.0 Dates of next meetings**  
Wednesday 31 January 2007  
Wednesday 21 February 2007  
Saturday 10 March (AGM)
- 527.0 Any other business**
- 527.1 Proposal from JP that those standing for election as Directors be required to submit a statement on specific matters for distribution prior to the AGM**  
It was confirmed that under the new Society Rules, all current Directors will stand down at the 2007 AGM but all are eligible to stand for re-election. The nomination form gives all nominees the opportunity to make a statement to members and it was considered that this should be left to the individual's choice. The proposal was therefore rejected.
- 527.2 Exotic disease contingency plan for FMD** NW  
NW reported that under this, members with a camelid-only unit could be eligible to be classes as a stand alone unit. This would be highlighted in *Alpaca* and on the website.
- 527.3 Board nominations 2007**  
RB announced that he would not be standing for election to the Board at the next AGM.  
The entire Board expressed its regret and also its thanks to RB for his tremendous work on behalf of the Board and the Society.