

# AFB PMP MANAGEMENT BOARD MEETING SUMMARY

**MINUTES OF A MEETING OF THE AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN MANAGEMENT BOARD HELD IN THE TATLERS ROOM, ANGUS INN, LOWER HUTT ON 20 AND 21 APRIL 2017 (THURSDAY/FRIDAY) COMMENCING AT 8:30AM ON THURSDAY AND 8:30AM ON FRIDAY.**

## ATTENDANCE

### Present

Mr John Hartnell	(Chairman)
Ms Kim Poynter	
Mr Gabriel Torres	
Mr Jason Ward	
Mr Frans Laas	
Mr Russell Marsh	
Mr Rex Baynes	(Manager AFB PMP)
Ms Janette Gwilliam	(Administrator)

### Apologies

Nil

### Guests

Ms Karin Kos (CEO, Apiculture New Zealand (Inc))  
 Mr Byron Taylor (AsureQuality)  
 Ms Chantel Rich (AsureQuality)  
 Mr Darren Bainbridge (My Apiary - Smarter Beekeeper)

Note: Guests attended parts of the meeting only.

### Note to Minutes: - Illness

On the morning of 21 April (Friday) certain members reported they were experiencing symptoms of food poisoning resulted in members at various stages during the meeting leaving the room. Other members became unwell as the day progressed.

### WELCOME

The Chairman declared the meeting open at 8.21am and extended a warm welcome to those in attendance. Reference was made to the meeting with MPI the day previous with a brief discussion ensuing.

### NOTIFICATION OF GENERAL BUSINESS

The following items were identified from the floor as general business:

- 1.1 MPI Board Appointment and redacted minutes for website
- 1.2 AFB Retail Pack Spore Testing Programme (May/June 2017)
- 1.3 Board member numbers for the future
- 1.4 AsureQuality timing in sending our ADR and COI to increase compliance
- 1.5 Formal response report to MPI Audit (Cahill Report)
- 1.6 Operational planning
- 1.7 Beekeepers Owning 50 Hives or More Who Have Not Reported AFB for 10 Years.
- 1.8 Formal appointment of MPI Representative to the AFB PMP Management Board.
- 1.9 Summary of Minutes for Publication on the website.
- 1.10 Letter to the Minister
- 1.11 Register of Interest Disclosure Form.

## **MATTERS ARISING NOT ELSEWHERE CONTAINED ON THE AGENDA**

The Manager spoke to the action sheet accompanying the minutes reporting on the work completed. The following summary outlines key tasks completed and/or being progressed.

- 4.1 Consideration of Work in Progress Schedule**  
Noted various actions completed and re-formatting of document with the introduction of additional columns applied.
- 4.2 AFB PMP Management Board Report to APINZ Board Meeting – 17 February 2017**  
Amendment noted.
- 4.3 AsureQuality Contract and Relationships**  
All tasks actioned with the exception of the formulation of a written template for contractors.
- 4.4 Review of Current Policies**  
Chairman and Manager completed amended policies.  
Manager still awaiting details from AsureQuality of beekeepers operating more than 50 hives who have not reported AFB for at least 10 years.
- 4.5 Financial**  
All required tasks completed, awaiting quotation for audit charges from Kendons Chartered Accountants in Lower Hutt
- 4.6 5 Year Plan/Strategy**  
Action points noted. Manager confirmed thank you letters were mailed to long form submitters. The wider industry was also thanked via mail chimp. It was confirmed the Chairman, Manager and Ms Karin Kos (Apiculture New Zealand) had met with the Minister and MPI officials on 20 March 2017.
- 4.7 MPI – Guests Geoff Gwyn and John Sanson**  
A scoping meeting involving the Chairman, Manager and MPI officials took place on 2 March 2017 in Wellington.
- 4.8 AFB Authorised Person Activity and Other**  
The Manager advised the Board had been emailed the required map incorporating beekeeper, hive and apiary statistics on 12 April. The appointment of new Authorised Persons Level 2 was progressing. Policies in regards appointment and selection criteria would be discussed at this meeting.
- 4.9 AFB Recognition Course Training**  
  
All but one of the required tasks has been completed. The actual cost of training each trainer is still being documented.

## **WORK IN PROGRESS SCHEDULE**

The Work in Progress schedule was tabled by the Manager who proceeded to report on certain key tasks.

Health & Safety policy be included and renewed annually, a matter required by law. In addition a current hazard register must be maintained, this will also require an annual review. The meeting was reminded by the Chairman there is an AFB Authorised Person Health and Safety Guideline document in existence. It was agreed that a report be made available at each meeting.

## **CHAIRMAN REPORT ON MEETING WITH HON NATHAN GUY ON MONDAY 20 MARCH**

The Chairman provided a brief overview of the meeting with the Minister, Hon Nathan Guy convened in Parliament Buildings on 20 March 2017 (Monday). The meeting was also attended by senior MPI officials along with Karin Kos, Chief Executive Officer for APINZ.

The Chairman reported the Minister was well briefed and had obviously read the background briefing paper provided earlier. The Minister clearly understands the constraints the AFB PMP is working under especially in regard the out of date legislation and a levy Order that is no longer fit for purpose. The Minister indicated support for the development of the 5 Year Plan and asked to be kept apprised of progress.

The meeting acknowledged the Chairman's efforts in regard the Minister's briefing paper and the Board's noted their appreciation.

### **REVIEW OF CURRENT POLICIES**

The Chairman reminded the meeting of the importance of maintaining up to date policies (per the MPI Audit recommendation) as had subsequently been agreed that a selection of policies will be included on all future agendas on a rotational basis.

The meeting then proceeded to reviewed and upgraded eight operating policies.

### **REVIEW OF NEW DRAFT POLICIES**

The Manager raised the matter of a formal AFB Authorised Person Level 2 appointment process. Draft policies tabled for discussion.

#### **12.1 AFB Authorised Person (Level 2) Appointment Process – No 39**

#### **12.2 Financial Reserves Policy – No 40**

#### **12.3 Selection Criteria for Appointing AFB Authorised Persons (Level 2) – No 43**

## **FINANCIAL**

The Manager spoke to and as appropriate reported on the following financial items:

- Management Report from Auditors and AFB PMP Management Board Response.
- Financial Report Summary
- Budget/Actual
- Balance Sheet
- Aged Receivable
- Accounts Payable
- Budget Forecast to 31 May 2017
- Budget for 2017/2018
- Changes to Auditor Progress

### **GUEST PRESENTATION – DARREN BAINBRIDGE – MY APIARY SMARTER BEEKEEPING. (1.00 pm Friday)**

Darren and his company MyApiary have developed a commercial operations management package that will enable beekeepers to manage their beekeeping operations. The package includes a cost management system, tracking inputs including consumables, human resource and machinery used maintaining each site/apiary.

Darren reported that many of his customers have asked if they can populate the MyApiary system with their site and landowner information held in the APIWEB system to reduce the need to rekey data. It was noted they also view integration as a service benefit to their customers.

. My Apiary has registered their interest with AsureQuality and the AFB PMP for the redevelopment tender process of APIWEB at some future point.

In conclusion Darren noted that along with their partners Netvalue (a leading Waikato Software Developer) they were able to table a strong joint bid.

Board members discussed the software that was presented and offered their thoughts. Chantel (AsureQuality) outlined the new software package the AP2's inspectors were using for exotic inspections.

### **APIWEB REVIEW**

It was agreed this matter had been discussed during the course of the meeting, including the earlier meeting with MPI officials and that nothing further could be added.

### **GUESTS – BYRON TAYLOR AND CHANTELL RICH (ASUREQUALITY)**

Chantell (replacing Marco Gonzalez) was introduced to Board members and extended a warm welcome by the Chairman.

Byron Taylor spoke to his tabled report.

Discussion centred on the increase in beekeeper registrations and hives and the impact these increases were having on AsureQuality staff workloads. It was noted that 302 new beekeeper registrations were processed in the last 2 months which while high had dropped significantly from the previous months. Current industry statistics as at 1 April 2017 showed 7,975 registered beekeepers, 50,478 apiaries and 830,407 hives.

Byron noted the value gained from the regular meetings taking place involving the AFB PMP Management Board Chairman/Manager and other senior AsureQuality management.

Byron then addressed disease reports commenting that between 1 February 2017 and 31 March 2017, 376 cases of AFB were reported in 256 apiaries. The incidence rate has plateaued in recent months at around 3 cases per 1000. It was noted these are related to outbreaks rather than an even spread across the country.

The issue of defaulters in regards both ADR and COI was addressed. ADR returns were sent to 6,740 beekeepers in April 2016. A total of 4,073 beekeepers submitted their ADR on time (1 June 2016) equating to a compliance rate of 60%. A further 1,849 (28 %) submitted their ADR late, leaving 818 (12%) outstanding as at 31 March 2017.

In August 2016, 3,296 non-accredited beekeepers received a COI. By 15 December cut-off date, 2,320 COI's (70%) had been returned. Since then a further 139 (4%) had been returned leaving 837 outstanding.

Byron reported that 49% of beekeepers hold a Disease Elimination Conformity Agreement.

The inspection program was then discussed at some length with the meeting noting that high level of surveillance and register activity that occurred late summer into early Autumn.

The Text /email alert system went live on 1 March 2017 and have generally received a positive reaction.

## **AFB RECOGNITION COURSE TRAINING**

### **17.1 Website**

A brief discussion took place.

### **17.2 AFB Recognition Test Administration**

Report tabled.

### **17.4 AFB Recognition Courses as Planned for 2017**

The meeting referred to the paper detailing scheduled courses for 2017.

### **17.5 AFB Refresher Course Training Initiative**

The meeting referred to the copy of the draft letter to beekeeper clubs date early April 2017, extending an invitation to partner the AFB PMP Management Board in a planned series of AFB refresher courses. It was noted the response to the invitation was very encouraging.

### **17.6 AFB Recognition Course – In House Initiative**

This was discussed and agreed it should progress.

## **GENERAL BUSINESS AS NOTIFIED EARLIER IN THE MEETING**

### **18.1 MPI Representation on AFB PMP Management Board**

The meeting discussed the option of extending to MPI an invitation for their representative to sit on the AFB PMP Management Board. It was agreed the MPI representative would need to be present for Governance related discussions as a minimum.

### **18.2 Spore Testing Update**

Manager reported.

### **18.5 Health & Safety**

Hazard form is on the back of the inspection form

### **18.7 Board Papers**

Board member criteria requirements noted.

### **18.8 Trademe**

Discussion on parameters for listing bee equipment, Manager to draft guidelines and raise with appropriate parties.

## **DATES FOR FUTURE MEETINGS**

The Board felt Lower Hutt was a good region to hold the meetings as it was close for MPI to attend if necessary and also Apiculture NZ.

11, 12 and 13 June 2017 (Lower Hutt)

24 and 25 August 2017  
16 and 17 November 2017

**CLOSURE**

There being no further business the chairman declared the meeting closed at 1.45pm.

