

**MINUTES OF A MEETING OF THE AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN MANAGEMENT BOARD HELD AT
THE ANGUS INN, HOTEL AND CONFERENCE CENTRE, WATERLOO ROAD, LOWER HUTT
ON 11, 12 AND 13 JUNE 2017 COMMENCING AT 1.00 PM ON SUNDAY AND 8.30 AM ON BOTH MONDAY AND TUESDAY.**

ATTENDANCE

Present

Mr John Hartnell	(Chairman)
Mr Gabriel Torres	
Mr Jason Ward	
Mr Russell Marsh	
Mr Rex Baynes	(Manager AFB PMP)

Apologies

Ms Kim Poynter
Mr Frans Laas

Guests

Mr Paul Fenton	AFB PMP Accountant – Fenton Business Solutions
Mr Ian McIntosh	Debtworks New Zealand Ltd
Mr John Sanson	Manager, Recovery and Pest Management Group, Ministry for Primary Industries
Ms Megan Verry	Team Manager, Long Term Planning and Transition, Ministry for Primary Industries
Mr Andy Baker	Manager, Lime Red Design Ltd

1.0) WELCOME

The chairman declared the meeting open at 1.00pm and in turn thanked members for giving up their Sunday for travel and attendance.

The Chairman acknowledged the apologies in particular Kim Poynter who had in the past week suffered a nasty accident that prevented her from attending. The meeting wished Kim a speedy recovery.

The chairman took time to then brief the Board on the meeting structure for the next two and a half days, advising that a number of guests would be in attendance during the course of the meeting.

2.0) BOARD MEMBER REGISTER OF INTEREST (CONFLICT) DISCLOSURE FORM

The meeting noted the completed disclosure forms as above.

It was agreed that in preference to individual member declaration forms that a summary document (one page) be the preferred option for future meetings.

3.0) HEALTH AND SAFETY REPORT

The Chairman referred the meeting to the report contained in the meeting book.

A discussion took place on a preferred report structure. Jason Ward suggested a report that included a monitoring and measurement component that might include:

- Number of potential hazards identified.
- Number of near miss events with major potential for loss.
- Number of work accidents/incidents requiring on-site treatment only.
- Number of work accidents /incidents requiring medical treatment
- Number of work accidents /incidents requiring time off work.

The report would also include reference to a health and safety calendar identifying inspections and audits completed and resulting actions.

4.0) NOTIFICATION OF GENERAL BUSINESS

4.1 AFB Dog Detector Programme

5.0) COMPLAINTS REPORT

Nil

6.0) CONFIRMATION OF MINUTES OF THE AFB PMP MANAGEMENT BOARD MEETING HELD ON 20 AND 21 APRIL 2017 IN LOWER HUTT.

It was moved:

“THAT the minutes of the last meeting of the AFB PMP Management Board held on 20 and 21 April 2017 as previously circulated and subsequently amended be taken as a true and correct record of the meeting”

Hartnell/Ward
(Carried)

7.0) MATTERS ARISING NOT ELSEWHERE CONTAINED ON THE AGENDA

7.1 Reserves Policy

The Chairman sought member’s advice on the need for a financial reserves policy and in doing so referred the meeting to Section 15 of the Levy Order.

7.2 Actions Emanating from Minutes Action Sheet

The Chairman and Manager provided a report on the various actions from the previous minutes. A copy of the current work in progress schedule was also provided.

The meeting spent time in progressing through the various actions. It was agreed good progress was being made.

7.3 Honey Spore Testing – requirement to establish who can do this commercially, agreed to discuss with Plant & Food Research and look at potential options if this becomes a mandatory market access requirement.

8.0) ASUREQUALITY CONTRACT AND RELATIONSHIPS

8.1 AsureQuality Contract 2017/2018

The Chairman provided the meeting with a verbal report noting that work had commenced on the contract with a deadline for completion set at 30 June.

8.2 Minutes of AsureQuality/AFB PMP Management Board Chairman/Manager Meeting 31 May 2017.

The Chairman progressed through the minutes and supporting actions to the above meeting.

8.3 AsureQuality Report for June 2017

It was moved:

“THAT the AsureQuality report for June 2017 as prepared by Byron Taylor be accepted as read”

The meeting noted the various key points detailed in the report including:

- Beekeeper, apiary and hives trends.
- Disease reports
- ADR defaulters
- Disease Elimination Conformity Agreements (DECA’s)
- Inspection Program
- Progress against budget
- APIWEB and Website security

- Text and Email AFB alerts

9.0) 5 YEAR PLAN/STRATEGY

The Chairman then led a lengthy discussion on the content of the draft 5 Year Strategy reviewing each page.

The meeting noted Kim Poynter's work stream report following her group conference call meeting on 29 May 2017.

The updated document is to be circulated for comment amongst the Board and Peter Lawless.

10.00) FINANCIAL

Financial Report Summary as produced by the Manager.

- Budget versus actual.
- Balance Sheet – noting strong cash position
- Aged Receivables Report
- Accounts Payable Report
- Budget for 2017/2018

It was moved:

“THAT reports above as tabled be confirmed and the term investments be noted”

Hartnell/Torres
(Carried)

11.0) APIWEB REVIEW

The Chairman referred the meeting to the minutes of the lastASUREQuality management meeting dated 31 May 2017 noting that Byron Taylor was seeking financial support being a 50% share costing arrangement for the cost analysis of the proposed APIWEB re-development. It was to be noted that MPI as the third party had refused to assist in funding their share.

It was noted that during the above meeting the AFB PMP Chairman had agreed to on behalf of the Board to confirm a 50% contribution in order to progress the matter.

12.0) STATISTICS

The Chairman referred the meeting to the relevant portion of the ASUREQuality report requesting this be taken as already read.

13.0) AFB RECOGNITION COURSE TRAINING.

13.1 Renewal of AFB Recognition Course Trainer Contracts

The Manager is liaising with Kim Poynter on this task.

13.2 AFB Recognition Course Training

It was noted the demand for courses continues with some 70 courses scheduled nationwide for 2017. The expectation is to have in excess of 1,300 beekeepers attend the courses.

13.3 Scheduled Courses

Taken as read.

13.4 AFB Refresher Course Initiative

The Manager reported letters had been mailed to some 25 beekeeper clubs extending an invitation to participate in a partnership arrangement to facilitate AFB refresher courses. It was pleasing to note that clubs were very supportive of the concept and wanted to be involved.

13.5 AFB Recognition Courses – In House Training Initiative

The first Train the Trainers course, designed for in-house training and training institutes is scheduled for end July, response for the corporate beekeeping sector, large commercial beekeepers and the training institutes has been very good. The programme is tailored to standardise the presentation and delivery of AFB education to ensure a high level of practical information is shared in a consistent manner across the country.

Further courses will be rolled out. Attendees will be surveyed to gather information around further improvement.

14.0) APICULTURE CONFERENCE 2017 - ROTORUA

The Manager reported that arrangements were well in place for an AFB PMP presence at conference. The original plan was to share an industry good stand with AsureQuality, however conference organisers had opted to remain with the 2016 model of separate stands adjoining each other.

15.0) LEVY ORDER REVIEW DISCUSSION (CHAIRMAN) 5 YEAR PLAN

The Chairman tabled a paper addressing the review of the Levy Order designed to provide early thoughts to possible amendments.

Several key points including a restructured charging regime, penalties were among topics raised.

16.0) MINISTRY FOR PRIMARY INDUSTRIES – Guests John Sanson and Megan Verry

The Chairman welcomed both John and Megan to the meeting.

16.1 Minutes and Draft MPI/Apiculture New Zealand Operating Protocol

The meeting commenced to review the draft operating protocol document.

17.0) NOTIFICATION OF GENERAL BUSINESS

17.1 AFB Detector Dog Programme

The Chairman referred to recent email and telephone conversations he had had in regards the trialling of dogs in the detection of AFB. It was agreed by members that the Board would in principle support any initiative, however the allocation of funding towards such a project must be undertaken in a responsible manner as it was a private business initiative. The Order must also be complied with as part of this process at all times.

The Board noted the cost of the trial was expensive and that any company pursuing the detector dog as a business tool needed to appreciate the cost involved and complete appropriate due diligence.

Of concern to the Board is that current trialling or demonstrations appear to have been undertaken without the appropriate Permit to hold infected material. The Manager confirmed no such Permit had been approved. A letter requesting all activity cease is to be sent to the individuals concerned outlining their legal responsibilities and options for permit application.

18.0) DATE OF NEXT MEETINGS

24 and 25 August 2017

16 and 17 November 2017

19.0) CLOSURE

There being no further business the Chairman declared the meeting closed at 2.15 pm