

MINUTES OF A MEETING OF THE MANAGEMENT BOARD OF THE AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN (AFB PMP) HELD ON 15 (THURSDAY) AND 16 (FRIDAY) FEBRUARY 2018 IN THE BOARD ROOM, OF THE OFFICES OF APINZ /AFB PMP, LEVEL 4, 187 FEATHERSTON STREET, WELLINGTON, COMMENCING AT 9.45AM ON THURSDAY AND 08.30 AM ON FRIDAY.

1.0) ATTENDANCE

Present

Mr John Hartnell (Chairman)
Mr Gabriel Torres (from 1pm Thursday)
Mr Jason Ward
Ms Kim Poynter
Mr John Sanson (Ministry for Primary Industries Representative, Thursday only)
Mr Clifton King (National Compliance Manager)

Apologies

Mr Russell Marsh
Mr Geoff Gwyn (Ministry for Primary Industries Representative)

Guests – Friday 16th February

Mr Byron Taylor AsureQuality (items 8 & 9)
Mr Andrew Still AsureQuality (items 8 & 9)
Mr Mike Harre Ministry for Primary Industries (items 7 & 8)
Ms Melanie Chapman Ministry for Primary Industries (items 7 & 8)

1. Meeting opening

1.1. Chairman's welcome

The Chairman welcomed members to the meeting and noted that Gabriel's flight had been delayed.

1.2. Apologies

Russell Marsh, Geoff Gwyn
Gabriel Torres (Thursday morning session only – Air NZ flight cancelled)

1.3. Director conflict of interest disclosures

The conflict of interest disclosures were reviewed

1.4. Previous Minutes

1.4.1. Confirmation

John Hartnell moved that the November 2017 minutes be accepted. Jason Ward seconded, and the motion was carried.

4. Policies for Review

Fifteen policies were reviewed and approved for a three-year period.

5. Matters for discussion

5.1. Finance Report

The Finance Report was presented to the Board.

5.2. Auditors Report

The auditors report was discussed. The Board noted that references to the National Beekeepers Association of New Zealand on page 8 should be changed to Apiculture New Zealand.

5.3. Training Report

The Training report was presented to the Board

5.4 Health and Safety Report

The Health the Safety Report was presented to the Board. The Board agreed that the Management Agency take further steps to improve health and safety systems.

5.5. Complaints Report

The Complaints Report was presented to the Board.

2. National Compliance Managers Report

The National Compliance Managers report was presented to the Board.

3. AFB PMP Communications Strategy

The AFB PMP Communications Strategy to the Board. The Board requested changes to the strategy to improve its effectiveness.

6. Board member only session

7. American Foulbrood 5-year strategy programme plan

The Ministry for Primary Industries lead a workshop to develop the programme plan.

8. Rex's farewell

Rex's service to the Management Agency over the last decade was acknowledged and celebrated.

9. AsureQuality

The AsureQuality December/January bimonthly report was presented to the Board.

9.1. ApiWeb status report

The Board was advised by AsureQuality that the total cost of the project including project management was \$500,000 and that AsureQuality was not in a position to contribute financially to the project.

10. Matters for noting

10.1. Major correspondence

Not applicable

10.2. Update Board calendar

Board meetings for the next 12 months will be on:

- 19/20 April 2018 (Jason is an apology)
- 14/15 June 2018
- 13/14 September 2018
- 15/16 November 2018
- 7/8/ February 2019

10.3. Other matters for noting

Board Appointment

The Board discussed the recruitment of an additional Board member to the Board. An independent recruitment consultant will manage the recruitment process.

DATE AND VENUE OF NEXT MEETING

Date: 19 and 20 April 2018

Location: Wellington

Venue: Offices of APINZ and AFB PMP
Level 4
187 Featherston Street
Wellington

Start: 10.00 am on Thursday and 8.30 on Friday.