

AFB PMP Management Agency Board Meeting Minutes

Date: 5 June 2020

Location: Video Conference

ATTENDANCE

Present

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|-------------------|-------------------------------|
| Mr John Hartnell | (Chairman) |
| Mr Jason Ward | |
| Ms Kim Poynter | |
| Mt Russell Marsh | |
| Mr Gabriel Torres | |
| Hayley Pragert | |
| Val Graham | |
| Mark Dingle | |
| Murray Lewis | |
| Mr Clifton King | (National Compliance Manager) |

Guests

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| Mr Byron Taylor | AsureQuality (item 4) |
| Mr Ian Govey | Ministry for Primary Industries (item 3) |
| Mr Marco Gonzalez | Management Agency (item 4) |

1. Meeting opening

1.1. Chairman's welcome

John Hartnell welcomed everyone to the meeting. Mark Dingle and Murray Lewis were introduced to the Board.

1.2. Apologies

John Walsh is an apology as he is seconded to the Ministry of Health COVID-19 team.

Mike Harre is an apology.

Kim Poynter and Hayley Pragert are apology for the afternoon section of Board meeting.

1.3. Director conflict of interest disclosures

John advised that he had sent an update of his interests to Clifton for the register.

Mark and Murray to provide Clifton with a list of their interests for the register.

1.4. Previous Minutes

1.4.1. Confirmation

The draft February Board meeting minutes were approved.

1.4.2. Action list

Clifton advised the Board on action list progress.

2. National Compliance Managers Report

Clifton presented the National Compliance Managers report.

Clifton also advised levy collection was slower this year. Follow-up with a sample of late paying beekeepers and assessment of correspondence to the levies@afb.org.nz email address suggested that the predominant reason for delayed payment was that beekeepers had left organising payment to the last minute and many had then realised that their levy invoice included beehives that had been double counted in ApiWeb on both seasonal and permanent apiaries. Payment had been delayed associated with correcting this issue and filing an updated Colony Return to obtain an amended levy invoice.

Clifton advised that he was in the early stages of planning correspondence to late levy payers that:

- Advised them their levy payment was overdue
- Offered assistance with the Colony Return / Levy Invoice amendment, and
- Requested payment by 20 June

The Board discussed the approach and agreed that all beekeepers with outstanding levies that had yet to make contact with the Management Agency to agree payment terms or had yet to make a part payment should receive correspondence as outlined by Clifton. They also advised that these levy payers should be advised that they were in default of their levy payment obligations, and that payment was required by the 20th to avoid the imposition of penalties.

The Board sought clarification of whether the beekeeper deregistration form on the website was clear that beekeepers had to pack away dead-out hives before they deregistered. Clifton advised that the beekeeper deregistration form was updated to address this issue in April.

The Board discussed the need to establish a Christchurch office, and the potential locations and lease term. The Board concluded that further investigation of the potential options was required.

3. Levy Update

Ian Govey (MPI) advised that a Queens Counsel representing NZ Beekeeping Inc had been in contact with MPI raising concerns about how the new levy order was drafted. MPI subsequently agreed that the levy order needed to be clarified and discussed this with NZ Beekeeping Inc's Counsel.

MPI intends to amend the levy order, and the amendment is likely to require the Management Agency to issue account statements to all beekeepers. Clifton advised the Board that while this would result in additional administration for the Management Agency, the additional requirement wouldn't be too difficult to meet.

The Board confirmed with Ian that the Management Agency should continue to collect the levy according to the current levy order until such time as the levy order is amended.

4. Operations Reports

4.1. Operations Manager Report

Marco presented his report to the Board. Matters arising from the report included:

- Drafting a letter of thanks from the Chair to Bob Russell thanking him for his service as an AP2.
- Noting the National Bee Health System will have the ability to record beekeepers home sites and honey shed sites in addition to apiaries, as in some instances these can be important sources of AFB risk.

4.2. AQ Bimonthly Report

Byron presented the AQ Bimonthly report to the Board. Matters arising from discussion of the report included:

- Reminding Mike Harre that MPI will need to budget for any approved functionality they required from the National Bee Health System.
- Noting that 75% of ADRs are now processed via ApiWeb.

5. 2020/21 Budget

Clifton presented an updated budget for 2020/21 to the Board.

The Board discussed the budget including the assumption that the best location and timing for collecting honey samples was at the honey packers. Board members suggested that the extraction facility may be more appropriate. Clifton advised that Marco and himself had yet to plan the detail of the sample collection process and that based the Boards feedback they would engage with a small number of extractors and packers early in the planning process to ensure the sample collection process worked as intended.

The Board agreed the proposed budget for 2020/21.

6. Matters for Discussion

6.1. Health and Safety Report

Clifton presented the Health and Safety Report. No incidents or near misses were reported for the period.

6.2. 2019/20 YTD Finance Report

Clifton presented the April YTD Finance report to the Board. An operating surplus of \$51,718 is now forecast due in large part to a \$30,000 underspend by AsureQuality.

The Board enquired about the status of the Otago AFB Discussion Group research project. Russell undertook to follow up and advise that a written report was required.

6.3. Training Report

Clifton presented the Training report to the Board and highlighted that training had been suspended in response to COVID-19. The Management Agency is planning to resume training by the end of June.

6.4. Complaints Report

Clifton presented the Complaints report. No complaints had been received.

7. Board Member Only Section

8. Meeting Finalisation

Next meeting Friday 14 August 2020

Meeting closed 4:00pm Friday 5 June 2020.