

AFB PMP Management Agency Board Meeting Minutes

Date: 6 November 2020

Location: Boardroom, Level 6 Harbour Tower, 2 Hunter Street, Wellington.

ATTENDANCE

Board Members Present

John Hartnell (Chairman)
Kim Poynter (Deputy Chair)
Russell Marsh
Val Graham
Gabriel Torres
Mark Dingle

Advisor to Board

Hayley Pragert

Ministry for Primary Industries Observer

John Walsh

National Compliance Manager

Clifton King

Guests

Mr Mike Harre	Ministry for Primary Industries
Ian Govey	Ministry for Primary Industries
	Ministry for Primary Industries
Marco Gonzalez	Management Agency
Dwayne Hill	Management Agency

1. Meeting opening (9:00)

1.1. Chairman's welcome

John Hartnell welcomed everyone to the meeting.

1.2. Apologies

Apologies were received from the following Board members:

- Jason Ward
- Murray Lewis
- Dennis Crowley

John Walsh is an apology for the morning session.

1.3. Director conflict of interest disclosures

No updates to the interest register.

1.4. Previous Minutes

1.4.1. Confirmation

The draft August Board meeting minutes were approved subject to the following changes being made to Part 2: 4.3 Other matters for noting:

- Rewrite the first sentence of the first paragraph to read: “Russell presented ApiNZ’s initial paper into providing the industry with an option to help assist with hive density. When choosing apiaries sites it may be useful if beekeepers could assess for themselves whether placing beehives may potentially impact bee health & other management issues from overcrowding.”
- Rewrite the last paragraph to read “The Board agreed to support the project in principle given that a tool of this nature may also give industry an opportunity to help slow the spread and wider impact of future AFB outbreaks.”

1.4.2. Action list

Clifton advised the Board on action list progress.

Matters arising from the review of action list are described as follows:

- The action to send out communications advising beekeepers of the benefits of applying for a DECA should be reassigned to Janette/Apiary Coordinators
- The Boards discussed the AFB newsletter planned to start next financial year clarifying that it would align with the beekeeping calendar and that the AFB focus would be set in the broader beekeeping context.
- The Board requested that the feasibility of purchasing one locator beacon to be couriered out to AP2s on an as required basis be investigated.

The Board confirmed that a poll of Board members had been conducted to determine the new Board Chair and Deputy Chair, and that Russell Marsh had been appointed to the role of Board Chair and Val Graham to the role of Deputy Chair.

John Hartnell moved that the appointment of Russell Marsh as Board Chair and Val Graham as Deputy Chair be minuted. Gabriel Torres seconded and all carried the motion.

2. National Compliance Managers Report

Clifton presented the National Compliance Managers report and the NBHS progress report.

The Board discussion centred the volume of work currently underway at the Management Agency, whether the Management Agency was appropriately resourced for the workload, the impact of the NBHS project running 4 weeks late, and the risk of other work being impacted.

The Board decided that:

- That piloting of the NBHS prior to ‘go-live’ is essential

- Delaying NBHS go-live beyond 31 January 2021 should be investigated to enable completion of piloting. This will require AsureQuality to agree to extending the availability of the ApiWeb/Apiary Database system.
- That additional communications resources are required to develop the communications plan and collateral in preparations for NBHS go live.
- A third Apiary Coordinator should be hired on a fixed term contract to ensure that the Management Agency had sufficient capacity to support beekeepers through the transition to using the NBHS.
- Writing of the Annual Report should be outsourced.
- It is appropriate to delay the Board consideration of amendments to the Operational Plan until April 2021.

The Board also requested that:

- The potential financial impact of the delay to the NBHS be investigated
- The Board be provided with an annual calendar of deadlines the Management Agency is required to meet, and
- A policy for establishing the number of AP2s is required.

3. Budget and levy proposal submissions

The Board considered analysis of the 104 submissions received in response to the proposal to set the levy at \$40 per beekeeper and \$1.70 per colony. The Board noted that:

- The proposed budget and rate of levy for 2021/22 @ \$40 per beekeeper and \$1.70 per colony was lower than what was proposed in March 2019 (\$40 per beekeeper and \$1.99 per beehive)
- The additional expenditure proposed in the 2021/22 budget is consistent with that proposed in March 2019
- 104 (1%) of beekeepers responded to the proposal compared to 477 in March 2019
- Equal numbers of submissions agreed and disagreed with the proposal to set the levy at \$40 per beekeeper and \$1.70 per colony, and
- There were high levels of support in the submissions for the proposed investments in honey surveillance, default Certificate of Inspections, and review of the National American Foulbrood Pest Management Plan.

Having considered the submissions that Board decided to set the rate of levy for 2021/22 at \$40 per beekeeper and \$1.70 per colony.

The Board requested the National Compliance Manager to draft a response to submissions and to provide this to the Board for approval prior to posting.

4. NBHS Privacy Statement

Clifton presented the privacy statement paper to the Board. The Board:

- Agreed that the purpose the Management Agency collects personal information is to implement the National American Foulbrood Pest Management Plan
- Decided that the other purposes that National Bee Health System could be used for includes:

- Sending messages to enable beekeepers to protect their honeybees (e.g. DoC is running a poisoning operation)
- Sending out messages on behalf of ApiNZ on significant industry developments (e.g. MPI is consulting on standards or regulations that impact the beekeeping industry)
- To supply data to MPI for biosecurity surveillance and response purposes
- To supply data to Landcare Research for the Colony Loss Survey
- Agreed that authorisation to use personal information in the National Bee Health System for other purposes will be obtained via an 'opt out' process
- Decided that the Privacy Statement and NBHS terms and conditions of use should be available to beekeepers as links from the login page.

The Board requested that MPI advise what the status of ApiNZ's GIA application with the Minister is.

The Board noted that Ian Govey (MPI Senior Policy Analyst) was retiring at Christmas. The Board thanked Ian for his services assisting the National American Foulbrood Pest Management Plan since 2003.

5. Operations Manager Reports

Marco and Dwayne presented the Operations Manager report.

The Board noted the potential for new hobbyists to start beekeeping and be unaware of their obligations under the National American Foulbrood Pest Management Plan, particularly if they did not join a beekeeping club. The Board noted the potential to engage with equipment suppliers such as Ecrotek and RD1 to arrange for suitable signage, including the use of QR codes to direct them to the AFB website, to inform them of their obligations.

The Board noted that a beekeeper appears to have breached his Restricted Place Notice by arranging for wax to be rendered from his frames. The Board directed that this case be referred to MPI for investigation.

6. Matters for discussion

6.1. Health and Safety Report

Clifton presented the health and safety report to the Board.

The report was accepted by the Board

6.2. Sept 2020 YTD Finance Report

Clifton presented the September 2020 YTD finance report to the Board. He advised that the year-end surplus is currently projected to be \$40,000 above budget.

He stated that the primary reason for the positive variance is the compliance and enforcement expenditure is \$35,000 below budget. At the time the 2020/21 budget was set it was assumed that the High Risk Beekeeping operations identified would own an average of several hundred beehives each. However, since June 2020 all of the High Risk Beekeepers

identified owned less than 100 beehives. If this trend continues into the Autumn the forecast year end surplus is likely to continue to grow.

The Board decided that no additional expenditure should be planned at this time as the Board had already approved additional expenditure at the meeting (3rd Apiary Coordinator on a fix term contract and Communications resource to support the implementation of the NBHS) and it was still relatively early in the financial year.

Draft Audited Accounts

Clifton presented the draft audited accounts to the Board.

6.3. Training Report

Clifton presented the Training report to the Board.

6.4. Complaints Report

Clifton presented the complaints report to the Board.

7. Matters for noting

China Honey

Russell moved that the Board go into committee. John seconded, and all agreed.

8. Acknowledgement of John Hartnell and Kim Poynter's service

Russell and Val led the acknowledgement of John and Kim's service and contribution to the Management Agency.

9. Board only session

10. Meeting finalisation

10.1. Next meeting

Next meeting will be Friday 12 February 2021

10.2. Meeting close

The meeting closed at 4:15pm.