

# CONFIRMED MINUTES

## FEBRUARY BOARD MEETING

At the **April Board Meeting** on **16 Apr 2021** these minutes were **confirmed as presented**.

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| <b>Name:</b>          | The Management Agency National American Foulbrood Pest Management Plan   |
| <b>Date:</b>          | Friday, 12 February 2021   |
| <b>Time:</b>          | 9:00 am to 4:00 pm   |
| <b>Location:</b>      | Board Room, Level 6 Harbour Tower, 2 Hunter Street, Wellington   |
| <b>Board Members:</b> | Mr Russell Marsh (Chair), Dennis Crowley, Gabriel Torres, Hayley Praghert, Jason Ward, John Walsh, Mark Dingle, Murray Lewis, Val Graham |
| <b>Attendees:</b>     | Bronson Logan, Clifton King, Mike Harre  |

### 1. Board Only Session

#### 1.1 Board Only Session

### 2. Opening Meeting

#### 2.1 Confirm Minutes



##### Approval of minutes of 6 November 2020 meeting

The Board approved the minutes of the 6 November 2020 meeting subject to the following changes:

- 5 Operations Manager Reports: Last sentence should read "The Board directed that this case be referred to MPI for investigation."
- 7 Matters for noting: Should not have a heading for the 'In Committee' session

|                       |                |
|-----------------------|----------------|
| <b>Decision Date:</b> | 12 Feb 2021    |
| <b>Mover:</b>         | Mark Dingle    |
| <b>Seconder:</b>      | Gabriel Torres |
| <b>Outcome:</b>       | Approved       |

#### 2.2 Action list

Clifton advised the Board that due to the volume of work associated with the NBHS project, tasks associated with the NBHS project or legislative deadlines had been completed but the balance had not been progressed.

The Board advised that engaging with packers and extractors for honey needed to be progressed as a priority as the Board was concerned that it would become more difficult to collect honey samples as time progressed.

Russell requested that the follow-up on the Clean Hive Project was taken off the action list as this is an ongoing action and he would keep the Board informed.



### **Brief Minister**

Russell and Clifton to brief the Minister about the plan to review the NPMP

**Due Date:** 14 May 2021

**Owner:** Clifton King

## **2.3 Interests Register**

The Board reviewed the Interest Register and noted that Dennis Crowley:

- is the ApiNZ representative on the Board, and
- is a member of NZ Beekeeping Inc



### **Update Board Pro Interest Register**

All Board members to enter their interests into Board Pro

**Due Date:** 16 Apr 2021

**Owner:** Mr Russell Marsh

## **3. Management Reports**

### **3.1 National Compliance Manager Report**

Clifton presented his National Compliance Manager Report to the Board.

The Board noted that the Management Agency should have a conversation with the laboratories prior to requiring the supply of AFB honey test results.

### **3.2 NBHS Progress Report**

Clifton presented the NBHS progress report to the Board. He advised that updates since the report was written include:

- 181 DECA agreements have not been identified as not being transferred from AQ to the Management Agency
- AFB Training information in the Apiary Database is recorded as unstructured free text. The free text data will be migrated but it not possible to migrate it as structured data, e.g. 'Candidate Number'. This will result in additional effort required to:
  - validate that a Person Responsible for Disease Management under a beekeepers DECA has passed there AFB Recognition Course
  - maintain the integrity of the COI programme.

The Board reviewed the 5 key risks affecting system readiness to go-live on 9 March 2021. They advised that:

- That the volume of bug fixes and retesting as a bigger risk than delays to the availability of the Beekeeper/AP2 phone app, and
- The availability of an apiary data load service is not a pre go-live risk, and that the affected beekeeper should be informed that this service is not available at this time.

The Board had a substantive discussion about the potential for delays to go-live impacting levy collection.



### **Report on outcome of latest round of Salesforce/MYOB integration testing**

Clifton to arrange a video conference to advise the Board of the results of the latest round of testing, and provide options to ensure the timely collection of the levy if required.

**Due Date:** 22 Feb 2021

**Owner:** Clifton King



### **Contact beekeeper regarding availability of apiary data load service**

Clifton to contact beekeeper to advise that he is aware that they currently receive an apiary data load service fromASUREQuality and that the service is not available at this time. Enquire about their interest in potential solutions.

**Due Date:** 9 Mar 2021

**Owner:** Clifton King

## **3.3 Review of the Plan Order**

Clifton presented the requirements that a proposal to amend the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998 must meet, and the proposed approach to consultation and the development of the proposal. He highlighted that the purpose of the proposed consultation approach was to inspire beekeeper ownership of the AFB PMP by ensuring that the Management Agency demonstrates that it is actively seeking, listening to, and considering beekeeper views - and that the proposal to continue/amend the AFB PMP reflects the considered views of the beekeeping industry as a whole.

The Board discussed the proposed approach and sought clarification from both Clifton and the MPI staff present about: the requirements of Biosecurity Act 1993 and National Policy Direction for Pest Management, the approaches that other Management Agencies had undertaken, and likely time and effort required to develop a proposal.



### **Review of the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998**

The Board:

1. **Noted** that the National American Foulbrood Pest Management Plan and the Management Agency will cease to exist on 1 April 2023 unless the Minister receives a proposal prior to that date.
2. **Noted** the proposal and consultation requirements specified in sections 61, 62, and 63 of the Biosecurity Act 1993.
3. **Approved** the immediate initiation of recruitment for a Senior Policy Analyst on a two year fixed term contract.

**Decision Date:** 12 Feb 2021

**Outcome:** Approved

## **3.4 Operations Manager Report**

Marco and Dwayne presented the Operations Manager report to the Board. Their report also highlighted their concerns associated with beekeeping courses provided by training organisations.

The Board expressed concern about the quality of the beekeeping courses being offered by training organisations, and sought clarification as to what the Management Agency could do ensure that new beekeepers attending these courses were appropriately trained to both manage their hives and AFB.

Clifton advised that the Management Agency does not have the authority to specify/manage the quality of general beekeeping courses. However, it retains full control over the delivery of the AFB

Recognition course, as the Management Agency controls the content, the course can only be delivered by trainers contracted to the Management Agency, and the Management Agency will only agree DECA's with beekeepers that have passed the Management Agency's AFB recognition test. Consequently training organisations work with the Management Agency to coordinate the delivery of the AFB Recognition course by a Management Agency trainer to ensure that their students will subsequently become eligible to apply for a DECA.

Clifton's advice was noted by the Board, however the Board continued to be concerned about the delivery of other content in these courses that is not consistent with the AFB PMP.



#### **Advise training organisation CEOs of NZ's beekeeping laws**

Clifton to write a letter to the CEO's of all training organisations providing training course for beekeepers to:

- provide them with a summary of beekeepers legal obligations under the AFB PMP, and
- request that they ensure that the content of their training courses is consistent with these obligations.

**Due Date:** 26 Mar 2021

**Owner:** Clifton King

## **4. Matters for Discussion**

### **4.1 Health and Safety Report**

The Board noted the Health and Safety Report

### **4.2 December 2020 YTD Finance Report**

The Board noted the Dec 2020 YTD Finance Report, and sought clarification of the differences between the profit/loss forecast and the cashflow forecast.

The Board noted that the cashflow forecast should have been included in the Board Pack.



#### **Cashflow budget**

Clifton to provide current cashflow budget to the Board

**Due Date:** 19 Feb 2021

**Owner:** Clifton King

### **4.3 Training Report**

The Board noted the Training Report.

### **4.4 Complaints Report**

The Board noted the Complaints Report.

## **5. Other Business**

### **5.1 Agree Board Calendar**

The Board did not discuss the Board calendar for 2021.



### **Send proposed Board calendar to Board**

Clifton to send out proposed Board calendar for 2021 for agreement.

**Due Date:** 19 Feb 2021

**Owner:** Clifton King

## **6. Close Meeting**

### **6.1 Close the meeting**

**Next meeting:** No date for the next meeting has been set.

