

CONFIRMED MINUTES

DECEMBER BOARD MEETING

At the **Board meeting** on **17 Feb 2022** these minutes were **confirmed with the following changes**:

Change minutes section 3.2 Audited Accounts for 2020/21 to reflect that the Board accepted the auditors recommendations and adapted them to ensure that they were suitable for implementation in a small organisation.

Name:	The Management Agency National American Foulbrood Pest Management Plan
Date:	Wednesday, 8 December 2021
Time:	1:00 pm to 4:30 pm
Location:	Zoom, Zoom
Board Members:	Mr Russell Marsh (Chair), Dennis Crowley, Gabriel Torres, Hayley Praghert, Jason Ward, Mark Dingle, Murray Lewis, Val Graham
Attendees:	Clifton King, Dwayne Hill, Jan MacKay, Marco Gonzalez, Mike Harre, John Sanson
Guests:	Karin Kos
Notes:	Note this was a 2 x 1/2 day Board meeting on 8 and 9 December 2021. John Sanson, Mike Harre and Jan Mackay were present on 8 December only (items 2 to 3.4) Karin Kos was present for item 4.1 on 9 December only Marco Gonzalez and Dwayne Hill were present for items 4.2 and 5.1 on 9 December only

1. Board Only Session

1.1 Board Only Session

2. Minutes and Actions

2.1 Confirm Minutes of 12 August 2021 Board meeting

August Board Meeting 12 Aug 2021, the minutes were confirmed as presented.

Corrections to the August Board meeting minutes as follows:

- Jason should be listed as a Board member not an Attendee
- Section 2.4 change bullet 11 to "sales of beekeeping equipment" only

The Board discussed whether the the minutes for section 7.2 Training Report is correct now that we are progressing the development of online training in response to the COVID Protection Framework. The Board concluded that the minute reflects what was discussed at the meeting and that subsequent events (Delta outbreak and Traffic Light System) had resulted decisions to bring the development of online training forwards.

**Confirm Minutes of August 2021 Board meeting**

The Board minutes were approved subject to the changes noted above.

Decision Date: 8 Dec 2021
Mover: Val Graham
Seconders: Mark Dingle
Outcome: Approved

2.2 Confirm Minutes of 5 October 2021 Board meeting**Confirm minutes of 5 October 2021 Board Videoconference**

Minutes of the Board meeting approved subject to the following change:

- Correcting the spelling mistake under the first bullet point for Surveillance and prevention

Decision Date: 8 Dec 2021
Mover: Val Graham
Seconders: Mark Dingle
Outcome: Approved

2.3 Confirm Minutes of 18 November 2021 Board meeting**Confirm Minutes of 18 November Board Videoconference**

Confirmed minutes subject to following change:

- Remove Dennis from attendance list

Decision Date: 8 Dec 2021
Mover: Mark Dingle
Seconders: Val Graham
Outcome: Approved

2.4 Action List

Due Date	Action Title	Owner
21 May 2021	Mike to seek legal advice of the applicability of s53 of the Bios... Status: On Hold	Mike Harre
11 Jun 2021	Clifton to request MPI to advise of any AFB PMP issues the Minist... Status: Completed on 20 Aug 2021	Clifton King
6 Aug 2021	Training Videos Status: Completed on 13 Aug 2021	Janette Gwilliam
20 Aug 2021	Arrange for Management Agency accountant to prepare cost of maint... Status: Completed on 31 Aug 2021	Clifton King
20 Aug 2021	Response to Clean Hive Project Request Status: Completed on 31 Aug 2021	Clifton King
27 Aug 2021	Plan order communications requirement Status: Completed on 31 Oct 2021	Clifton King
27 Aug 2021	Update board minutes on website Status: Completed on 31 Oct 2021	Clifton King
3 Sep 2021	Amend 2022/23 budget Status: Completed on 10 Sep 2021	Clifton King
3 Sep 2021	Doodle Poll for Board meetings Status: Completed on 10 Sep 2021	Clifton King
30 Sep 2021	NZ Beekeeping Inc invitation to Board meeting Status: Completed on 30 Sep 2021	Mr Russell Marsh

Due Date	Action Title	Owner
31 Jan 2022	Advise training organisation CEOs of NZ's beekeeping laws Status: In Progress	Clifton King
28 Feb 2022	Board Calendar Status: Completed on 10 Feb 2022	Clifton King
28 Feb 2022	Additional beekeeper communication requirements Status: Completed on 11 Feb 2022	Clifton King

The Board discussed the overdue action items and agreed that the due dates should be updated with achievable timeframes as follows:

- Letter to Training Organisation CEOs, 31 January 2022
- Board calendar 28 February 2022
- Additional beekeeper communication requirements 28 February 2022

2.5 Interests Register

The Board confirmed that the Interest Register is up to date.

3. Management Papers (Day 1)

3.1 National Compliance Manager Report

Clifton presented his report to the Board. He noted that since he has written his report the number of beekeepers submitting their COI had risen from 40% to 62%.

The Board discussed the impact of the Delta outbreak on the completion of Certificates of Inspection, and that the number of default inspections required was likely to exceed inspection capacity.

The Board questioned whether it would be more cost effective to use full time instead of part-time AP2s. Clifton advised that continuing to use part time AP2s may be more cost effective as:

- Inspection work is seasonal in nature, and full-time AP2s would continue to receive a full salary during the quiet times of the year.
- A model with fewer full time AP2s was likely to result in increased travel costs as fulltime AP2s may need to travel further to inspect apiaries.

Clifton advised the Board that the number of AFB notifications for the September to November period had increased to 1,284 cases, up 374 from 910 cases for the same period the year before. The increased AFB notifications are due to an increase in AFB found by AP2s (187 cases), and increased notification of AFB (127 cases) by a commercial beekeeping operation with a new manager that is committed to the elimination of AFB.



Prioritisation of default Certificates of Inspection

Default Certificates of Inspection will be conducted on all apiaries owned by defaulters with one or more apiaries in an AFB HotSpot.

Decision Date: 8 Dec 2021

Outcome: Approved



Cost Recovery of Default Certificates of Inspection

The Management Agency will continue to issue cost recovery invoices to defaulters.

Decision Date: 8 Dec 2021

Outcome: Approved



Investigation of the relative costs of fulltime versus part-time AP2s

Investigate the relative costs of full-time versus part-time AP2s

Due Date: 31 Aug 2022

Owner: Clifton King

3.2 Audited Accounts for 2020/21

The Board considered the auditors report and accepted the auditors recommendations with adaptations to ensure that they were suitable for implementation by a small organisation. The actions in response to the auditors report are listed as follows:



Val to have oversight of Payroll review and authorisation.

Val to have oversight of Payroll review and authorisation.

Due Date: 31 Jan 2022

Owner: Val Graham



Clifton to ask Payroll to check that leave entitlements for all e...

Clifton to ask Payroll to check that leave entitlements for all employees have been loaded correctly.

Due Date: 31 Jan 2022

Owner: Clifton King



Response to audit report

Clifton to draft response to auditor report for Russell's approval.

Due Date: 17 Dec 2021

Owner: Clifton King

3.3 COVID Protection Framework

Clifton discussed key implications of the COVID Protection Framework for the Management Agency with the Board as follows:

- Management Agency staff are all double vaccinated and he intends to develop a COVID protection policy for staff that includes vaccination requirements as Management Agency staff are required to:
 - Travel (AirNZ requires vaccination passes)
 - Deliver training to AP2s and Trainers
 - Present at beekeeper meetings
 - Attend ApiNZ Conference (requires vaccine pass)
 - Work in office spaces less than 100 sq. metres, and
 - It is not practical to wear masks at work as staff spend significant amounts of time of the phone talking to beekeepers
- AFB Training. AFB Training is classified as an "event" under the COVID Protection Framework and events are not allowed under the Red and Orange Traffic Light settings unless vaccination passes are required. The Management Agency is current consulting on a draft policy with AFB Trainers.
- AP2 Apiary Inspections. As AP2s are working outside there is no immediate need to required AP2s to be vaccinated. However, AP2s will require vaccination passes to attend both induction and ongoing training. Ability to attend induction training will effectively

require all new AP2s recruited to have vaccination passes, and all AP2s will eventually require vaccination passes to meet ongoing training requirements.

Clifton also suggested that vaccination passes should be required to attend face to face board meetings, both for the safety of board members and attendees and the ability to book plane flights.

The Board noted that AP2s may need to comply with landowner health and safety policies which may require all persons entering the property to be vaccinated for COVID-19. They noted that subject to appropriate consultation all Management Agency staff, AP2s and AFB Trainers should be vaccinated for COVID-19.



COVID vaccine certificates required to attend face to face Board meetings

The Board confirmed that all attendees at face to face Board meetings (board members and guests) are required to have current COVID vaccination certificates.

Decision Date: 8 Dec 2021

Outcome: Approved



COVID vaccination passes

All board members to provide copies of their COVID vaccination passes to Janette.

Due Date: 17 Jan 2022

Owner: Mr Russell Marsh

3.4 Close of Day 1

4. Management Papers (Day 2)

4.1 MPI Data Licence

Karin Kos joined the meeting for this agenda item.

Hayley Pragert withdrew from the Board meeting for this agenda item to manage her conflict of interest as an MPI employee.

Clifton and Karin presented the history of the data licence contract negotiations with MPI, and sought Board direction and approval for the negotiating parameters within which they were authorised to complete negotiations.



The Board delegated authority to Karin and Clifton to conclude da...

The Board delegated authority to Karin and Clifton to conclude data licence negotiations with MPI subject to the following parameters:

- Three year contract
- Contract price
- The cost of any development work required to meet MPIs reporting requirements will be charged in addition to the contract price.
- The data will be provided in Excel format as exported from Salesforce.

Decision Date: 8 Dec 2021

Mover: Mark Dingle

Seconded: Mr Russell Marsh

Outcome: Approved

4.2 Operations Manager Report

Marco and Dwayne presented their Operations Manager Report.

The Board enquired about what was happening with the large commercial beekeeper that had AFB found in 10.5% of beehives inspected by AP2s. Clifton and Dwayne clarified that the sample of beehives inspected is currently too small to confirm that the "High Risk Beekeeper" threshold has been met. Inspection of a very large number of beehives may be required to confirm the threshold had been met. Hence the Management Agency is planning for Dwayne to do an investigation to determine why the level of AFB in beehives owned by this beekeeper is so high. The investigation findings would be used to amend the beekeepers DECA to address the deficiencies in AFB elimination practice identified. This would be followed by a robust monitoring programme to ensure that beekeeping practices have changed, and that the beekeeper is making progress to eliminate AFB.

The Board enquired about a Northland beekeeper with a high prevalence of AFB that had not complied with his notice to destroy beekeeping equipment. Dwayne advised that he had sought assistance from local iwi in an attempt to resolve the matter.

The Board enquired about the significant increase in AFB reporting by a commercial beekeeper, and whether the increase in AFB was due to beekeeper reporting or AP2 inspections. Marco advised that it was due to increased beekeeper reporting, and that the most likely cause of the increase in reported AFB was that beekeeper had a new manager that was committed to cleaning up a pre-existing AFB problem and that he was reporting all cases of AFB found.

Marco also advised the Board that the last round of AFB inspections had been completed for a High Risk beekeeper. 6 cases of AFB had been found. Of more concern was evidence that the beekeeper is resuming his previous practice of recycling infected gear. This will be investigated further.

5. Matters for Discussion

5.1 Health and Safety Report

The December 2021 Safety and wellbeing report was tabled and accepted.

5.2 2021 Budget Forecast

Clifton presented the Finance Report to Board.

The Board noted the variability in in year end forecasting from Board meeting to Board meeting and requested that forecasting be done on a monthly basis.



Monthly financial forecasting

Clifton to reforecast the budget every month and to inform the Board if the month to month variance in year end position is greater than 20%.

Due Date: 18 Feb 2022

Owner: Clifton King

5.3 Training Report

Clifton tabled the training report and informed the Board that he had initiated seeking proposals from 2 potential suppliers to develop online AFB recognition and refresher training. This work had been prioritised to ensure that beekeepers that were not vaccinated against COVID-19 had access to an online training option. The potential suppliers were also asked to include refreshing the existing classroom based training in their proposal. He expected to present the preferred proposal to the Board for approval early next year.

The Board discussed the impact of the COVID Protection Framework on AFB Recognition Training, and beekeepers potential preference to complete training online versus in person.

5.4 Complaints Report

Clifton presented a beekeepers complaint that he had been sent a copy of the October Beekeeper Magazine when he had requested not to be sent a copy.

The Board concluded that Clifton had satisfactorily addressed the complaint by apologising for the error and correcting the Salesforce profile issue.

The Board did not accept the beekeepers allegation that his privacy had been breached or that accidentally sending a copy of the Beekeeper Magazine was evidence of wider privacy and data security concerns.

The Board noted that Clifton had sought a Statement of Work to undertake a security audit, and requested that the Management Agency request a second Statement of Work from an alternative supplier to better assess of the cost of completing a security audit.



Obtain second quote for security audit

Val to obtain a second quote for the proposed security audit

Due Date: 18 Feb 2022

Owner: Val Graham

6. Other Business

6.1 Detector Dog Research Update

The Board discussed the letter received from Massey University advising them of project progress investigating whether scent detection dogs can identify an odour from *Paenibacillus larvae* spores.

The Board concluded that it was helpful to have scientific evidence that trained scent dogs can detect P larvae spores in a highly controlled “proof of concept” setting, and that they looked forward to the work being published in a refereed scientific journal.



Letter to Massey University

Clifton to draft letter to Dr. Neroli Thomson thanking her for he project update, and that the Management Agency looks forward to the publication of her work.

Due Date: 31 Jan 2022

Owner: Clifton King

6.2 Other Business

No other business was discussed.

6.3 Confirm Board Meeting Calendar for 2022

The Board noted that timing of Board meetings for 2022 should align with the timing of key Board decisions required to progress the review of the plan order,

Clifton advised that he would send out a Doodle Poll to confirm the date of the February Board meeting, and that the dates for the remainder of the year should be confirmed after the schedule of work to complete the review of the plan order had been updated.



Doodle Poll for February 2022 Board meeting

Clifton to send out Doodle Poll to confirm date of February Board meeting

Due Date: 17 Dec 2021

Owner: Clifton King

7. Close Meeting

7.1 Close the meeting

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

