

# CONFIRMED MINUTES

## BOARD MEETING

At the **Board Meeting** on **29 Mar 2022** these minutes were **confirmed with the following changes**:

*Change minutes section 3.5 to add benchmarking in addition to performance reviews*

<b>Name:</b>	The Management Agency National American Foulbrood Pest Management Plan
<b>Date:</b>	Thursday, 17 February 2022
<b>Time:</b>	8:30 am to 4:30 pm
<b>Location:</b>	Zoom, Zoom
<b>Board Members:</b>	Mr Russell Marsh (Chair), Dennis Crowley, Gabriel Torres, Hayley Praghert, Jason Ward, Mark Dingle, Murray Lewis, Val Graham
<b>Attendees:</b>	John Sanson, Clifton King, Dwayne Hill, Jan MacKay, Janette Gwilliam, Marco Gonzalez, Mike Harre

### 1. Board Only Session

#### 1.1 Board Only Session

### 2. Minutes and Actions

#### 2.1 Confirm Minutes of 8 December 2021 Board meeting

**December Board meeting 8 Dec 2021**, the 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.*



#### Confirm Minutes of December 2021 Board meeting

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

**Decision Date:** 17 Feb 2022  
**Mover:** Dennis Crowley  
**Seconder:** Val Graham  
**Outcome:** Approved

#### 2.2 Action List

Due Date	Action Title	Owner
21 May 2021	Mike to seek legal advise of the applicability of s53 of the Bios... <b>Status:</b> In Progress	Mike Harre
17 Dec 2021	Response to audit report <b>Status:</b> Completed on 15 Dec 2021	Clifton King

Due Date	Action Title	Owner
17 Dec 2021	Doodle Poll for February 2022 Board meeting <b>Status:</b> Completed on 15 Dec 2021	Clifton King
17 Jan 2022	COVID vaccination passes <b>Status:</b> Completed on 25 Feb 2022	Mr Russell Marsh
31 Jan 2022	Advise training organisation CEOs of NZ's beekeeping laws <b>Status:</b> Completed on 28 Feb 2022	Clifton King
31 Jan 2022	Val to have oversight of Payroll review and authorisation. <b>Status:</b> Completed on 10 Jan 2022	Val Graham
31 Jan 2022	Clifton to ask Payroll to check that leave entitlements for all e... <b>Status:</b> In Progress	Clifton King
31 Jan 2022	Letter to Massey University <b>Status:</b> Completed on 16 Dec 2021	Clifton King
18 Feb 2022	Monthly financial forecasting <b>Status:</b> Completed on 10 Feb 2022	Clifton King
18 Feb 2022	Obtain second quote for security audit <b>Status:</b> Completed on 11 Mar 2022	Val Graham
28 Feb 2022	Board Calendar <b>Status:</b> Completed on 10 Feb 2022	Clifton King
28 Feb 2022	Additional beekeeper communication requirements <b>Status:</b> Completed on 11 Feb 2022	Clifton King
31 Aug 2022	Investigation of the relative costs of fulltime versus part-time AP2s <b>Status:</b> Not Started	Clifton King

Mike advised that work on the applicability of s53 of the Biosecurity Act 1993 to honey with AFB positive honey test results was on hold. The Board confirmed that resolving this potential issue was important, and directed Clifton to send an email to Mike to assist him to progress the issue.

The action for Board members to supply copies of their vaccine passes to Russell was amended to a requirement to send them to Janette, as she is responsible for booking travel etc.

Val gave a brief update on progress to obtain a second quote for a security audit.

## 2.3 Interests Register

No changes to interest register were noted.

## 3. Management Papers

### 3.1 National Compliance Manager Report

Clifton presented the National Compliance Managers Reports to the Board. In response to questions he advised that the purpose of honey surveillance each season was to confirm the beekeepers that were doing a good job of eliminating AFB so that AP2 inspection resources could be focussed on apiaries owned by other beekeepers the following season. He also advised on the types of issues highlighted by beekeeper submissions that will require a thoughtful policy response.

### 3.2 Round Two Preliminary Submission Analysis

Jan and Clifton presented the preliminary analysis of round two submissions to the Board. Clifton advised that while the quantitative analysis demonstrates high levels of support for the proposed changes, consideration of the qualitative (written) feedback is required to meet the Biosecurity Act consultation requirements. Jan is currently analysing these.

### 3.3 Review of Plan Order Project Brief and Stakeholder Engagement Plan



#### Plan order review budget approval

The updated budget of \$232,500 for the review for the review of the plan order was approved.

**Decision Date:** 17 Feb 2022  
**Mover:** Dennis Crowley  
**Seconded:** Jason Ward  
**Outcome:** Approved

John Sanson briefed the Board on MPIs meeting with the Minister where he expressed a strong desire for the plan order to have clear eradication goals and targets.

The Board discussed the realities of setting more aggressive elimination goals against the increased costs (levy and other) that beekeepers would need to fund to provide the resources required to achieve more aggressive elimination targets. The Board noted that the Management Agency had made genuine commitment to beekeepers to consider their views as part of the 3 round consultation process for the review of the plan order, and that the Management Agency had an obligation to ensure that beekeepers views on the future of the pest management plan are appropriately presented to the Minister.

### 3.4 COVID-19 Vaccination Policy



#### Management Agency Staff Vaccination Policy approval

The Board approved the Management Agency Staff Vaccination Policy subject to the following amendments:

- Change the last sentence in the second paragraph to read "This means we must continue to to apply other COVID-19 control measures such as physical distancing and good hygiene, even when vaccination is available."
- Change the first sentence in the third paragraph to read "...to provide a safe workplace for staff and visitors..."

**Decision Date:** 17 Feb 2022  
**Outcome:** Approved

### 3.5 Management Agency Staff Remuneration

The Board debated the merits and applicability of a remuneration policy for staff.

The Board decided that the draft policy should be represented to the Board at the next meeting with the following changes:

- The full Board, not a Board Committee will make the remuneration decisions described in the policy.
- Remuneration recommendations are to be based on performance reviews and benchmarking
- Back pay should not be included in the policy.

The Board noted that AP2 remuneration was last reviewed in 2016 and requested a Board paper for the next meeting.

Clifton advised the Board that apiary inspection capacity is constrained by AP2 availability and there is a wide variation in AP2 output (number of apiaries inspected per year) between AP2s. He advised that the Operations Managers and himself were in the process of investigating options to increase inspection capacity by increasing the number of high performing AP2s, and decreasing the number of AP2s that perform few inspections.

The Board requested a briefing paper for the next meeting.



### **Remuneration Policy**

Clifton to present amended remuneration policy to the next Board meeting

**Due Date:** 15 Apr 2022

**Owner:** Clifton King



### **AP2 Remuneration**

Clifton to present AP2 remuneration paper to the next Board meeting.

**Due Date:** 15 Apr 2022

**Owner:** Clifton King



### **Apiary Inspection Capacity**

Clifton to brief Board on current apiary inspection capacity and proposed approaches to increasing capacity.

**Due Date:** 15 Apr 2022

**Owner:** Clifton King

## **4. Matters for Discussion**

### **4.1 Operations Manager Report**

Marco and Dwayne presented the Operations Manager reports to the Board.

The Board requested changes to the reports so that it was easier for them to monitor the volume of inspections and and AFB over time.

The Board asked whether neglected apiaries were becoming an increasing problem. The Board was advised that "Apiary Condition" was recorded as part of AP2 inspections, and that we are able to provide new reporting to monitor neglected apiary trends.

Dwayne highlighted the need to review beekeepers DECA's. A large number of DECA's had not been reviewed since they were agreed, and there is evidence that many DECA's may not be fit for purpose, especially where a beekeeping operation has grown significantly since the DECA was agreed.

The investigation of a into a large commercial beekeeping that had high levels of AFB (but not high enough to meet the 10% threshold to be classified as a high risk beekeeper) was reviewed. Key findings discussed include:

- The importance of ensuring that employed beekeepers know what the AFB elimination procedures specified in the DECA are,
- That employed beekeepers receive AFB recognition training as described in the proposed amendments to the plan order.

The Board also discussed the risks commercial beekeepers face when they assign specific apiaries to teams of employees, and their management systems do not provide for independent verification of the quality of work done by each team (e.g. Team 2 periodically works Team 1 hives and/or the Owner periodically checks each teams work). The Board requested that the Management Agency highlight this issue to large commercial beekeepers through its communications.



### **Amendments to Operations Report**

Dwayne and Marco to amend future operations report to enable the Board to more easily monitor the number of inspections and AFB over time.

**Due Date:** 15 Apr 2022  
**Owner:** Dwayne Hill



#### **Communication to large commercial beekeepers**

Dwayne to write communication for large commercial beekeepers highlighting the potential AFB risks associated with certain beekeeper team management approaches.

**Due Date:** 15 Apr 2022  
**Owner:** Dwayne Hill

### **4.2 Health and Safety Report**

The Board noted the Safety and Wellbeing Report February 2022.

The Board discussed whether the Management Agency was a critical service under the COVID Protection Framework. Clifton advised that he had looked and he didn't believe the Management Agency met the criteria. The Board requested that he recheck eligibility.



#### **Investigate critical service eligibility for Close Contact Exemption Scheme**

Clifton to investigate Management Agency eligibility for the Close Contact Exemption Scheme.

**Due Date:** 4 Mar 2022  
**Owner:** Clifton King

### **4.3 Training Report**

Janette and Clifton presented the Training Report including updating the Board to progress to select a vendor to develop online training.

The Board reiterated the importance of developing online training so that beekeepers can learn how to recognise and eliminate AFB despite the disruptions caused by COVID-19.

### **4.4 2021 Budget Forecast**

Clifton presented the financial report to the Board.

The Board noted the forecast surplus, and underscored the importance of spending the available levy to deliver value to beekeepers. They advised that any honey surveillance savings associated with beekeepers that were able to supply test result in lieu of honey samples should be reinvested by selecting addition beekeepers for honey surveillance.

The Board enquired why YTD Telephone expenditure was so low. Clifton undertook to investigate why and report back.



#### **Clifton to investigate why YTD telephone expenditure is so low co...**

Clifton to investigate why YTD telephone expenditure is so low compared to budget.

**Due Date:** 4 Mar 2022  
**Owner:** Clifton King

### **4.5 Complaints Report**

Clifton presented the Complaints Report which was accepted by the Board.

## 5. Other Business

### 5.1 Other Business

### 5.2 Confirm Board Meeting Calendar for 2022

Clifton advised that Board consideration of beekeeper submissions from the second round of submissions was likely to require between a 1/2 day and a full day meeting in addition to the more regular Board agenda items.

The Board discussed future Board meetings in the context of the Omicron outbreak. The Board concluded that the next Board meeting should be online, and that a decision as to whether the subsequent meeting should be online or face to face would be made at the next Board meeting.



#### Doodle Poll for next Board meeting

Clifton to send Doodle Poll for next Board meeting

**Due Date:** 4 Mar 2022

**Owner:** Clifton King

## 6. Close Meeting

### 6.1 Close the meeting

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

