

CONFIRMED MINUTES

BOARD MEETING

At the **Board Meeting** on **15 Nov 2022** these minutes were **confirmed as presented**.

Name:	The Management Agency National American Foulbrood Pest Management Plan
Date:	Friday, 19 August 2022
Time:	9:00 am to 4:00 pm (NZST)
Location:	Board Room, Level 6 Harbour Tower, 2 Hunter Street, Wellington
Board Members:	Mr Russell Marsh, Dennis Crowley, Jason Ward, Mark Dingle (Chair), Murray Lewis, Val Graham, Jane Rollin
Attendees:	Clifton King, Dwayne Hill, Jan MacKay, Marco Gonzalez, Mike Harre
Apologies:	Hayley Praghert, Gabriel Torres, John Sanson

1. Board Only Session

1.1 Board Only Session

2. Minutes and Actions

2.1 Confirm Minutes of 29 March 2022 Board meeting

Board Meeting 29 Mar 2022, the minutes were confirmed as presented.



Confirm minutes of 29 March 2022 Board meeting

The Board minutes were approved.

Decision Date: 19 Aug 2022
Mover: Dennis Crowley
Seconder: Jason Ward
Outcome: Approved

2.2 Confirm Minutes of 6 June 2022 Board meeting



Confirm Minutes of 6 June 2022 Board meeting

The minutes were approved

Decision Date: 19 Aug 2022
Mover: Dennis Crowley
Seconder: Jason Ward
Outcome: Approved

2.3 Confirm Minutes of 27 July 2022 Board meeting



Confirm Minutes of 27 July 2022 Board meeting

The minutes were approved.

Decision Date: 19 Aug 2022
Mover: Dennis Crowley
Second: Jason Ward
Outcome: Approved

2.4 Matters arising from minutes

No matters arising

2.5 Action List

Due Date	Action Title	Owner
21 May 2021	Mike to seek legal advise of the applicability of s53 of the Bios... Status: In Progress	Mike Harre
31 Jan 2022	Clifton to ask Payroll to check that leave entitlements for all e... Status: In Progress	Clifton King
4 Apr 2022	Response to NZ Beekeeping Inc Status: Completed on 4 Apr 2022	Clifton King
8 Apr 2022	Cabinet Office Circular remuneration ranges Status: Completed on 2 May 2022	Clifton King
8 Apr 2022	Operations Manager Report follow-up Status: Completed on 7 Apr 2022	Clifton King
15 Apr 2022	AP2 Remuneration Status: Completed on 13 Aug 2022	Clifton King
15 Apr 2022	Apiary Inspection Capacity Status: On Hold	Clifton King
15 Apr 2022	Communication to large commercial beekeepers Status: Completed on 16 Sep 2022	Dwayne Hill
29 Apr 2022	Terminate AFB Trainer Contract Status: Completed on 15 Jun 2022	Clifton King
20 May 2022	Clifton to change formatting of finance reports so that negative ... Status: Completed on 13 Aug 2022	Clifton King
27 May 2022	Add "Matters Arising" (from minutes) agenda item for future Board meetings Status: Completed on 4 Aug 2022	Clifton King
27 May 2022	Staff remuneration recommendations Status: Completed on 3 Jun 2022	Clifton King
29 Jul 2022	Operations Managers to review and identify DECA's that may no lon... Status: On Hold	Clifton King
31 Aug 2022	Investigation of the relative costs of fulltime versus part-time AP2s Status: Not Started	Clifton King

The Board discussed the need for advice regarding the AP2 operating model, and whether it would be helpful to have some AP2s operating on a more full-time like basis. The Board requested a briefing paper for the November Board meeting addressing the 'Apiary Inspection Capacity' and 'Investigation of relative costs of fulltime versus part-time AP2s' action items.

Val noted that the IT security quote received had a larger scope than she requested



IT Security Quote

Val to follow up on rescoping IT security quote

Due Date: 30 Sep 2022

Owner: Val Graham

2.6 Interests Register

3. Management Papers

3.1 National Compliance Manager Report

Clifton presented his National Compliance Managers report to the Board. Significant items of discussion are described below.

The Board sought clarity on the time frame for rolling out the online AFB Training. Clifton advised that he was not able to provide a timeline as the legal training module required significant re-work. The Management Agency's Head Trainer had just returned from holiday and was currently assessing the changes required. User Acceptance Testing, and training the AFB Trainers to deliver the enhanced class room based training course also need to be scheduled.

The Board advised that the online AFB Recognition course should be rolled as soon as possible, that AFB Trainers should be involved in User Acceptance Testing, and that the rollout of the online AFB Training course should not be delayed by any difficulties that may arise scheduling a suitable train the trainer date.

The Board sought clarification whether abandoned/unregistered apiaries was an increasing problem and whether a new HiveHub report was required. Clifton advised that the number of unregistered apiary investigations was reported in the Management Agency Activity Report table at the back of his report.

Clifton highlighted that the Ombudsman had confirmed that the Management Agency had good reasons for withholding a beekeeper's AFB and apiary information from another beekeeper. This decision confirms that the Management Agency is right to protect beekeepers AFB and apiary information from OIA requests. The Board requested that this news is communicated to beekeepers.

The Board discussed the risk that the proposal may not be ready for submission to the Minister by December 2022. The Board confirmed that the proposal must be submitted to the Minister by December 2022.

The Board discussed the 12-month rolling AFB total chart. The Board confirmed that new chart was very useful, and that they wanted to see further analysis including by regional council boundary, and commercial vs hobbyist. They also highlighted that they needed to see changes in colony numbers to better interpret the data. Clifton highlighted that additional programming of HiveHub will be required to produce the required reports, and that beekeepers are only required to update their colony numbers once per year, when they complete their ADR/Colony Return. Hence changes in colony numbers may not be accurate at other times of the year.



HiveHub AFB Reports

Clifton to organise the development of additional HiveHub AFB reports for the Board

Due Date: 30 Nov 2022

Owner: Clifton King

3.2 June 2022 ApiNZ Conference Presentation

Clifton presented his ApiNZ conference presentation to the Board.

3.3 Operations Manager Report

Marco and Dwayne presented their Operations Manager report to the Board.

The Board enquired about unregistered apiary trends. They were advised that unregistered apiaries were trending down in the northern region. They were also advised that suspected unregistered apiaries were reported by both AP2s and beekeepers. All suspect unregistered apiary reports are investigated.

3.4 AP2 Remuneration

Clifton presented a paper recommending an increase in AP2 remuneration.

The Board noted that AP2s had not had a remuneration increase since 2017, and the importance of attracting and retaining skilled and committed AP2s. The Board also noted its intent to review the AP2 function, and that this review may result in changes to AP2 contracts. The Board debated the merits of approving a remuneration increase now versus waiting until after the review had been completed. The Board decided that AP2 remuneration should be increased to \$40/hour, and that AP2 remuneration should be reconsidered after the Board had reviewed the AP2 function.



AP2 remuneration increase

The Board approved increasing AP2 remuneration to \$40 per hour.

The Board noted that increasing AP2 remuneration to \$40 per hour would increase the preparedness time allowance to \$20 per day (half hour at \$40 per hour).

Decision Date: 19 Aug 2022

Outcome: Approved

4. Finance Papers

4.1 Unaudited accounts for 2021/22

Clifton presented the unaudited accounts for 2021/22 to the Board

4.2 Amended budget for 2022/23

Clifton presented the an amended 2022/23 budget and forecast to the Board to approval.



2022/23 Budget Approval

The Board approved the amended budget for 2022/23, noting that additional expenditure is required for the following items that were not included in the budget:

1. Improving the AFB website to make it easier for beekeepers to find information
2. Additional HiveHub reports, and
3. Communications to support successful roll out the new online AFB Recognition Training to beekeepers.

Decision Date: 19 Aug 2022

Outcome: Approved

4.3 2023/24 Budget for levy consultation

Clifton presented a draft budget for the 2023/24 levy year with recommendation that the rate of levy remain the same. Compared to the budget for 2022/23, levy revenue is forecast to reduce by

\$128,000 as a result of declining colony numbers, and plan order consultation expenditure is forecast to reduce by \$90,000 as the consultation process will be completed.

The Board noted that holding the levy at \$40 per beekeeper and \$1.70 per colony is likely to result in a surplus for 2023/24 followed by three years of deficits for 2024/25, 2025/26 and 2026/27.



2023/24 Budget for consultation

The Board:

1. Approved the proposed 2023/24 budget for consultation.
2. Noted that the 2023/24 consultation collateral will be presented to the Board for approval prior to release.
3. Noted that the 2023/24 budget consultation is scheduled to start on 26 September 2022.

Decision Date: 19 Aug 2022

Outcome: Approved

5. Matters for Noting

5.1 Health and Safety Report

The Board noted the Safety and Wellbeing report August 2022.

5.2 Training Report

The Training Report was not presented.

5.3 Complaints Report

The Board noted the Complaints Report August 2022.

6. Other Business

6.1 Confirm Board meeting dates for next 12 months

The date for the November Board meeting was not confirmed at the meeting.

The Board agreed that a Zoom meeting should be held in mid to late October to consider submissions from the 3rd round of consultation.

7. Close Meeting

7.1 Close the meeting

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