

CONFIRMED MINUTES

JUNE BOARD MEETING

At the **AFB Management Agency - Board meeting** on **25 Aug 2023** these minutes were confirmed as presented.

Name:	The Management Agency National American Foulbrood Pest Management Plan
Date:	Friday, 9 June 2023
Time:	9:00 am to 4:00 pm (NZST)
Location:	Board Room, Level 6 Harbour Tower, 2 Hunter Street, Wellington
Board Members:	Dennis Crowley, Gabriel Torres, Hayley Praghert, Jane Rollin, Jason Ward, Murray Lewis, Mr Russell Marsh
Attendees:	Clifton King, Dwayne Hill, Marco Gonzalez, Mike Harre
Apologies:	Mark Dingle (Chair), Val Graham, John Sanson

1. Board Only Session

1.1 Board appointments and renewals

The Board discussed the Board Appointments and Board Reappointment papers. Six applications were received, four were interviewed and two commercial beekeepers were recommended for appointment. The Board noted that three of the four commercial beekeepers currently on the Board had completed their second term and that it was desirable the term of one of these Board members was extended for an additional year to provide continuity.

The Board noted that Jason Ward and Gabriel Torres first joined the Board in November 2016.

The Board noted that the Board Chair will write to the ApiNZ Chair seeking confirmation that Dennis Crowley continues to be the ApiNZ Representative.



New board member appointments

The Board agreed to recommend the following candidates to the ApiNZ Chair for appointment to the Management Agency Board:

- Trent Profit
- [REDACTED]

Decision Date: 9 Jun 2023

Outcome: Approved



Reappointment of current board members for a second term

The Board agreed to recommend to the following Board members for reappointment for a second term to the ApiNZ Board Chair:

- Mark Dingle
- Val Graham.

Note that neither Mark Dingle nor Val Graham were present in the Board meeting when this decision was considered.

Decision Date: 9 Jun 2023

Outcome: Approved



Extension of a board members term

The Board agreed to recommend to the ApiNZ Board Chair that the Gabriel Torres final term is extended for one year.

Note that Gabriel Torres was not present in the Board meeting when the Board considered this decision.

Decision Date: 9 Jun 2023

Outcome: Approved



Inform unsuccessful candidate

Mark Dingle to inform the beekeeper that his application for appointment to the Management Agency Board was unsuccessful.

Due Date: 16 Jun 2023

Owner: Mark Dingle



Letter to ApiNZ Board Chair

Mark Dingle to write to the ApiNZ Board Chair seeking approval of the Boards recommendations described above.

Due Date: 13 Jun 2023

Owner: Mark Dingle



Notify new Board member appointments

Notify beekeepers of new appointments to the Board.

Due Date: 30 Jun 2023

Owner: New GM

2. Minutes and Actions

2.1 Confirm Minutes of April 2023 Board meeting

April 2023 Board Meeting 21 Apr 2023, the minutes were confirmed with the following changes:

Hayley Praghert was only present for the morning sessions.



Confirm minutes of 21 April Board meeting

The minutes of the 21 April Board meeting were confirmed subject to noting that Hayley Praghert was only present for the morning sessions.

Decision Date: 9 Jun 2023

Mover: Gabriel Torres

Seconder: Jason Ward

Outcome: Approved

2.2 Action List

Due Date	Action Title	Owner
29 Jul 2022	Changes to ANZ Bank mandate Status: In Progress	Mark Dingle
31 Aug 2022	Investigation of the relative costs of fulltime versus part-time AP2s Status: On Hold	New GM
30 Nov 2022	HiveHub AFB Reports Status: On Hold	New GM
16 Dec 2022	Vendor for website project Status: In Progress	Val Graham
24 Feb 2023	Prepare media statement Status: On Hold	New GM
14 Apr 2023	Abandoned apiary decision tree Status: In Progress	Marco Gonzalez
28 Apr 2023	Send Board a copy of the AFB Vaccine research paper Status: Completed on 26 Apr 2023	New GM
6 Jun 2023	Val to update Interests Register Status: Not Started	Val Graham
6 Jun 2023	Jane to update Interests Register Status: Completed on 9 May 2023	Jane Rollin
6 Jun 2023	Mark to update Interests Register Status: Completed on 12 Aug 2023	Mark Dingle
6 Jun 2023	GM to present the current insurance policy to the June Board... Status: Not Started	New GM
30 Nov 2023	s53 Honey Permission Status: Not Started	Mike Harre

The Board reviewed the action list and confirmed that outstanding actions should remain on the action list. Clifton advised that the insurance policy action was deferred until the August Board as Val was unable to attend this meeting in person.

The Board enquired about the transitional arrangements subsequent to Cliftons resignation. Clifton advised that he was preparing a desk file for the incoming Manager, and that Marco Gonzalez would be Acting Manager between his departure and the arrival of the new Manager. He advised that his desk file would contain advice on how his responsibilities should be allocated amongst the team during the interim period. He advised that Board that it would be feasible for Marco to be both Acting National Compliance Manager and National Operations Manager for the month of July. However, if the new Manager has not started by 1 August 2023 work will need to be reallocated so that Marco can work fulltime as Acting National Compliance Manager. This will require Dwayne to take responsibility for managing both the northern and southern regions until the new manager starts.

Mike Harre advised the Board that he expected the s53 permission action should be completed by November 2023.

2.3 Interests Register

The Board reviewed the Interests Register.

3. Management Papers

3.1 National Compliance Manger Report

Clifton presented the National Compliance Managers report to the Board. He advised that while the number of cases of AFB for the year to May 2023 had dropped to 3,458 from 3,546 from the

year before, the annual incidence of AFB as a percentage of colonies had increased to 0.56%, up from 0.46% as a result of the 17% decline in colony numbers.

The Board questioned whether 17 beekeepers included in Honey Surveillance did not extract honey this season. Marco advised that he was satisfied that the information provided by beekeepers was correct, and that the Management Agency verified this information with the beekeepers extractor.

3.2 AFB Elimination Transformation Programme

Clifton briefed the Board on the proposed AFB Elimination Transformation Programme which is intended to provide a roadmap of strategic changes to transform the implementation of the pest management plan, inclusive of the amendments to the plan order proposed to the Minister in March 2023.

The Board thanked Clifton for preparing the draft programme definition document, and noted the following matters:

- Outline Vision Statement: Subsequent to the April Board meeting Val and Jane have worked on a draft vision statement. It has similarities with the one proposed by Clifton, but places greater emphasis on beekeepers having the confidence and competence to eliminate AFB.
- Expected Programme Benefits: These are extracted from the Nimmo-Bell Cost Benefit Analysis completed as part of the proposal presented to the Minister to amend the plan order. The Board advised that the wording used should make it clear that these benefits were expected over a ten-year period.
- Stakeholder Analysis: The Board advised that
 - the description of "Owner/Operator beekeepers that derive significant income from activities other than beekeeping and do not employ beekeeping staff" was overly complicated and could better be described as "Part-time beekeepers that derive significant income from activities other than beekeeping"
 - the benefits distribution matrix is unhelpful and should be replaced by a table that describes the number of colonies and AFB cases associated with each stakeholder segment.
- Blueprint Design / Communications and Consultation. The Board discussed the need to take a new and more resource intensive approach to engaging with beekeepers to ensure that beekeepers both know how to eliminate AFB and are motivated to implement good AFB elimination practice. The new engagement strategy and plan will need to be developed before the resourcing implications can be assessed.
- Blueprint Design / Disease Elimination Conformity Agreements. Clifton advised the Board that effective implementation of the Disease Elimination Conformity Agreement components of the plan order are critical to the success of the pest management plans ability to achieve its elimination goal. Most beekeepers should be capable for eliminating AFB from their beehives within three years, and DECA holders own 94% of the colonies in New Zealand. Hence implementation of all DECA agreements by beekeepers has agreed should result in dramatic reductions in the national annual incidence of AFB within the matter of a few years.
- Performance metrics: The Board agreed that the current absence of a performance metric describing the proportion of DECA holders that are implementing their DECA as agreed is compromising the implementation of the plan order and must be addressed moving forwards.
- Programme Schedule. The Board noted the two major uncertainties affecting the programme schedule, namely the timing of when the new Manager will be appointed and when the Minister will advise that he is satisfied that the proposal to amend the plan order meets Biosecurity Act 1993 and National Policy Direction 2015 requirements. The Board also highlighted a concern that it may take up to five years to complete all of the projects in

the dossier. Clifton advised that detailed project scopes had yet to be developed, and that when approving projects the Board should take care to limit the project scopes to those project outputs that are expected to deliver the greatest AFB elimination benefits for the effort expended, as the Management Agency was unlikely to have sufficient resources to do everything that it may be beneficial to act on.

3.3 Operations Manager Report

Marco and Dwayne presented the Operations Manager report to the Board. Matters arising are listed as follows:

- The Board enquired about default COI Inspection progress. Dwayne advised that these were expected to be completed by the end of June, with the exception of Northland, which will be complete in July.
- The Board questioned whether the Inspection costs and minutes per hive were correct. Dwayne and Marco undertook to review the HiveHub reports they were using.
- The Board requested that an article is published in a farming magazine advising farmers how to report unregistered apiaries.



Check HiveHub Reports used report inspection costs and times per hive

Dwayne and Marco to check the validity of the HiveHub reports used to calculate average A2 inspection costs and times per hives.

Due Date: 18 Aug 2023

Owner: Dwayne Hill



Abandoned apiary article

Marco to arrange publication of an abandoned apiary article in a farming magazine.

Due Date: 31 Aug 2023

Owner: Marco Gonzalez

4. Matters for Discussion

4.1 Health and Safety Report

The Board enquired about the AP2 Health and Safety Guidelines regarding driving in paddocks in wet weather. Marco advised that the guidelines state that AP2 should not attempt to cross paddocks if they have any doubts about their ability to cross.

The Board noted the Safety and Wellbeing Report, June 2023.

4.2 2022/23 Budget Forecast

Clifton presented the 2022/23 budget forecast to the Board, noting the Management Agency is likely to run at a small loss for 2022/23. He advised that due to the impact of adverse weather events in the North Island, Honey Surveillance had been delayed and expenditure that was forecast for 2022/23 will now occur in 2023/24.

The Board questioned whether the use of an external facilitator for the Board strategy session should be coded to Board Meeting Expenses and requested that it is recoded to a new expense code "Strategic Review."



Recode strategy facilitation expense

Recode the strategy facilitation expenses to a new expense code "Strategic Review".

Due Date: 23 Jun 2023

Owner: New GM

4.3 Training Report

The Board noted the Training Report June 2023.

4.4 Complaints Report

The Board noted that a beekeeper complaint about a nucleus hive left open at an AFB Recognition course had been appropriately dealt with.

Clifton provided an update to the beekeeper complaint that he had been levied for the incorrect number of colonies. The beekeeper had sent emails in the last 12 hours advising that he had made a mistake with his Colony Return and would make an additional payment that appeared to address his outstanding levy invoice balance. The Board discussed the beekeepers continued refusal to sign declarations that all beekeepers are required to make by law and decided that this matter should be referred to MPI Compliance and Investigation.

5. Other Business

5.1 Staff Remuneration

Clifton presented a staff remuneration paper to the Board and provided further clarifications of staff performance in response to enquiries by member of the Board.

The Board approved the salary recommendation for each staff member.

5.2 Other Business

6. Close Meeting

6.1 Close the meeting

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

Signature:_____

Date:_____