

CONFIRMED MINUTES

AFB MANAGEMENT AGENCY - BOARD MEETING

At the **AFB Management Agency - Board Meeting** on **17 Nov 2023** these minutes were confirmed as presented.

Name:	The Management Agency National American Foulbrood Pest Management Plan
Date:	Friday, 25 August 2023
Time:	9:00 am to 12:30 pm (NZST)
Location:	Zoom, Zoom
Board Members:	Mark Dingle (Chair), Dennis Crowley, Gabriel Torres, Jane Rollin, Jason Ward, Val Graham, Trent Proffit
Attendees:	Dwayne Hill, John Sanson, Marco Gonzalez
Apologies:	Mike Harre

1. Board Only Session

1.1 Welcome Trent Proffit & GM appointment

Trent Proffit was welcomed to the Board as its newest member.

There was an additional prospective Board member who was not appointed at the end of the process due to the fact that their levies were unpaid.

Niharika Long has been appointed as the General Manager of the Agency, replacing Clifton King. Her first day will be 11 September 2023. She was a Biosecurity Incursion Manager (marine biologist) with MPI and has been there for approx. 10 years. She has been interviewed by New Zealand Beekeepers Magazine to introduce herself to all beekeepers in its next publication.

On the matter of ANZ Bank designated signatories/authorisers, the Board approved the removal of Clifton King from the bank authority and requested that he be replaced by Niharika Long. The Board also requested that two other previously designated signatories be removed from the bank account.

2. Minutes and Actions

2.1 Confirm Minutes of June 2023 Board meeting

June Board Meeting 9 Jun 2023, the minutes were confirmed as presented.



The minutes were approved.

The minutes were approved.

Decision Date: 25 Aug 2023

Mover: Dennis Crowley

Seconded: Jane Rollin
Outcome: Approved



Cyber-security meeting minutes were approved

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Decision Date: 25 Aug 2023
Mover: Mark Dingle
Seconded: Jason Ward
Outcome: Approved



Janette to set up Trent on Board Pro.

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Due Date: 1 Sept 2023
Owner: Janette Gwilliam



BoardPro set-up

Janette to set up Niha Long on BoardPro

Due Date: 29 Sept 2023
Owner: Janette Gwilliam

2.2 Action List

Due Date	Action Title	Owner
24 Feb 2023	Prepare media statement Status: Completed on 10 Nov 2023	Niha Long
6 Jun 2023	Val to update Interests Register Status: Completed on 17 Nov 2023	Val Graham
6 Jun 2023	Mark to update Interests Register Status: Completed on 12 Aug 2023	Mark Dingle
6 Jun 2023	Clifton to present the current insurance policy to the June Board... Status: Completed on 13 Nov 2023	Niha Long
13 Jun 2023	Letter to ApiNZ Board Chair Status: Completed on 12 Aug 2023	Mark Dingle
16 Jun 2023	Inform unsuccessful candidate Status: Completed on 12 Aug 2023	Mark Dingle
23 Jun 2023	Recode strategy facilitation expense Status: Completed on 15 Jun 2023	Niha Long
30 Jun 2023	Notify new Board member appointments Status: Completed on 12 Aug 2023	Niha Long
18 Aug 2023	Check HiveHub Reports used report inspection costs and times per hive Status: Completed on 17 Nov 2023	Dwayne Hill
30 Sept 2023	Changes to ANZ Bank mandate Status: Completed on 10 Nov 2023	Mark Dingle
1 Oct 2023	Abandoned apiary decision tree Status: Completed on 17 Nov 2023	Marco Gonzalez
31 Oct 2023	Investigation of the relative costs of fulltime versus part-time AP2s Status: Completed on 31 Oct 2023	Niha Long
31 Oct 2023	HiveHub AFB Reports Status: On Hold	Niha Long
15 Dec 2023	s53 Honey Permission Status: In Progress	Mike Harre
15 Dec 2023	Articles for Abandoned apiary and AFB risk from second-hand gear Status: In Progress	Niha Long

Due Date	Action Title	Owner
20 Dec 2023	Vendor for website project Status: In Progress	Val Graham



HiveHub on iPhones

AP1s advised that the HiveHub App is not working on iPhones so it is not available from the Apple Store. The Board requested that this be explored further to identify a solution with a report back at the next Board meeting.

Due Date: 29 Sept 2023
Owner: Niha Long

2.3 Interests Register

Trent is to update his interest register.

Val is to update her interest register.

Russell Marsh is to be removed from the Interests Register as he is no longer a Board member of the Management Agency.

3. Management Papers

3.1 National Compliance Manager Report

Marco discussed the contract with MPI which has been invoiced.

A referral for investigation was sent to MPI for a beekeeper. Marco had a meeting with MPI on 8 August 2023 to discuss the referral case. The investigator was interviewing the relevant AP2 and following that would contact the beekeeper.

3.2 Operations Manager Report

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

The Board asked how many abandoned and neglected apiaries were being found?

Dwayne discussed a suggested survey for beekeepers to complete following an inspection by one of our AP2 inspectors.

It was reported to the Board that the HiveHub App is not working on iPhones so it is not available from the Apple Store. The Board requested that this be explored further with a report back at the next Board meeting.



Dwayne to supply Val a copy of the draft beekeeper survey

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Due Date: 1 Oct 2023
Owner: Dwayne Hill



Dwayne to find out from Salesforce how to get iPhones available o...

Dwayne to find out from Salesforce how to get iPhones available on the HiveHub app again.

Due Date: 1 Oct 2023
Owner: Dwayne Hill



Restart the Agency's Facebook Account

Marco to create some rules and procedures for an AFB PMP Facebook account. There was a Facebook account set up during the consultation process, this could be used.

17/11/23: Niha to speak to comms (BGM) and get the FB page active.

Due Date: 22 Dec 2023

Owner: Niha Long

4. Matters for Discussion

4.1 Health and Safety Report

There was nothing to report.

4.2 2022/23 Draft YE financial statements

The Board discussed the need to include \$150,000 budgeted for the transformation program in this financial year. This includes a website upgrade of \$50,000.



The Board accepted the proposed budget for 2023-24.

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Decision Date: 25 Aug 2023

Outcome: Approved

The amended 2022/23 budget and forecast was presented to the Board for approval.



The Board received the draft financial Statements for 2022-23 and...

The Board received the draft financial Statements for 2022-23 and these were approved.

Decision Date: 25 Aug 2023

Mover: Mark Dingle

Seconder: Val Graham

Outcome: Approved

A separate meeting is to be held to discuss the levy for the 2024-25 financial year. This has now been held and a resolution reached.

4.3 Training Report

Nothing to report.

4.4 Complaints Report

Nothing to report

5. Other Business

5.1 Other Business

John Sanson updated the Board that the proposed amended AFB PMP plan is currently with an independent advisor. The advisor will recommend to the Minister any recommended changes but its unlikely a decision will be made prior to the election.

OIA requests received from:

Beekeeper 1 on General Manager recruitment process.

Beekeeper 2 on AFB PMP board and APINZ governance.

6. Close Meeting

6.1 Close the meeting

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



Mark Dingle
4 Dec 2023