

CONFIRMED MINUTES

AFB MANAGEMENT AGENCY - BOARD MEETING

At the **March 2024 AFB Management Agency Board meeting** on **15 Mar 2024** these minutes were **confirmed as presented**.

Name:	The Management Agency National American Foulbrood Pest Management Plan
Date:	Friday, 17 November 2023
Time:	9:00 am to 4:10 pm (NZDT)
Location:	Moana Room (Willeston Conference Centre), Level 11, 15 Willeston Street, Wellington Central
Board Members:	Mark Dingle (Chair), Val Graham, Gabriel Torres, Jason Ward, Jane Rollin, Trent Proffit, Hayley Praghert
Attendees:	Niha Long, Dwayne Hill, Marco Gonzalez, John Sanson, Mike Harre

1. Welcome

1.1 Opening Karakia

Niha opened the meeting with a karakia.

2. Board Only Session

2.1 Board Only Session

3. Minutes and Actions

3.1 Confirm Minutes of 25 August 2023 Board meeting

AFB Management Agency - Board meeting 25 Aug 2023, the minutes were confirmed as presented.

3.2 Matters arising from minutes



Add minutes from the past two Board meetings (6 Sept and 30 Oct) to BoardPro

Niha to add the minutes from the last two Zoom meetings on Board pro and get it approved by Board.

Due Date: 22 Nov 2023
Owner: Niha Long

**MPI HiveHub data contract expiry**

Niha to find out when the MPI contract expires and to report back to Board.

Due Date: 15 Dec 2023

Owner: Niha Long

**Website upgrade**

The Board noted that the website upgrade would cost more than \$50k and to proceed.

Decision Date: 17 Nov 2023

Mover: Val Graham

Seconded: Jason Ward

Outcome: Approved

3.3 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	Clifton to present the current insurance policy to the June Board... Status: Completed on 13 Nov 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
22 Sept 2023	Commence the process on drafting consultation papers Status: Completed on 15 Mar 2024	Niha Long
29 Sept 2023	BoardPro set-up Status: Completed on 10 Nov 2023	Janette Gwilliam
29 Sept 2023	HiveHub on iPhones Status: Completed on 17 Nov 2023	Niha Long
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
1 Oct 2023	Dwayne to supply Val a copy of the draft beekeeper survey Status: Completed on 17 Nov 2023	Dwayne Hill
1 Oct 2023	Dwayne to find out from Salesforce how to get iPhones available o... Status: Completed on 17 Nov 2023	Dwayne Hill
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: Completed on 18 Dec 2023	Niha Long
10 Nov 2023	Draft Messaging for the Agency's website re final decision Status: Completed on 15 Mar 2024	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: Completed on 15 Mar 2024	Niha Long
22 Dec 2023	Restart the Agency's Facebook Account Status: Completed on 15 Mar 2024	Niha Long
12 Apr 2024	Vendor for website project Status: In Progress	Val Graham

3.4 Interests Register



Trent to add to Interests Register

Trent to add to Interests register on Board pro

Due Date: 20 Nov 2023

Owner: Trent Proffit

Dennis Crowley is to be removed from the Interests register, as he is no longer a Board member of the Management Agency Board.

4. Management Papers

4.1 General Manager Report

The Board noted the GM's report



Report on the results of re-test of Hivehub changes

Niha to talk to Unisphere and get the re-testing started. Report back to the Board on results of re-test/prioritisation of outstanding security issues.

Due Date: 23 Feb 2024

Owner: Niha Long

4.2 Analysis of levy consultation for 2024/25

The Board discussed the levy submission analysis and the draft webpage announcement. A suggestion was made to include the letter submissions within Table 4 of the summary document of the levy consultation results.

The Board accepted the levy submission analysis document and suggested the addition of the following wording to the draft webpage announcement:

"Before making a decision, the Board considered the increased level of AFB risks we are faced with due to increase number of abandoned hives." The Board also suggested adding the colony levy cap (as per the Levy order) to the announcement.



Confirm the levy analysis document and the webpage announcement

Niha to incorporate all changes suggested by the Board and finalise, before publishing on the website and the Management Agency's Facebook account.

Due Date: 4 Dec 2023

Owner: Niha Long

4.3 Management Agency Annual Work Plan

The Board discussed the WorkPlan and agreed that the HiveHub enhancements and fixes need to happen. The Chair endorsed the GM to proceed with the timeline of tasks within the Annual Work Plan, build the functionality, and go live once the Minister approves the Plan order amendments.

Comms Strategy: The Board agreed with the need to do a comms audit, identify what will need to be completed first in this FY and which can be pushed out to next FY.

General discussion on the current brand/logo which may need a re-work as they are not resonating positively. Changing the logo will need an investment, although most things can be done digitally. Before investing in a comms strategy and website, the audience should be provided a logo that conveys what we do. Putting together a re-brand and using it as a springboard for the comms strategy was suggested.

Efficient use of resources: The Board agreed with the recommendation of not having an office in Wellington and moving to online only version of the Beekeeper Journal.

The Board advised to keep the AP2 training as in-person annually, as these are great networking opportunities. The Management Agency should not cut back from training & development of frontline services.

The Chair endorsed trialling out virtual Board meetings vs in-person meetings for now. Face-to-face Board meetings will coincide with key decisions and the rest can be half day virtual meetings. Val suggested having a Board meeting on either side of the June conference day.



HiveHub upgrades Statement of Work with Smartapps

The Board approved for the HiveHub upgrades (SOW) to go ahead.

Decision Date: 17 Nov 2023
Mover: Gabriel Torres
Seconded: Jane Rollin
Outcome: Approved



Advice Board on Hivehub enhancements estimates

Convey estimates for Salesforce enhancements, after consultation with labs and Smartapps have concluded.

Due Date: 20 Feb 2024
Owner: Niha Long



Approval to proceed with the DECA review project

The Board approved the steps outlined within the DECA review project.

Decision Date: 17 Nov 2023
Mover: Mark Dingle
Outcome: Approved



Training and upskilling of commercial beekeepers

The Board approved progressing with the remaining stages of the commercial entity training analysis package.

A suggestion was made to include training of the depot person, a question in Brice's questionnaire around how nucs are split and subsequent traceability.

Decision Date: 17 Nov 2023
Mover: Mark Dingle
Outcome: Approved



Approval to proceed with Bronze category of the comms strategy

The Board approved with progressing with the Comms audit for the Comms strategy.

Decision Date: 17 Nov 2023
Mover: Mark Dingle
Outcome: Approved



In-person Board meetings

The Board agreed to trial out two in-person meetings per year and limiting virtual meetings to half day, held more frequently. The Honorariums will need to be adjusted to reflect time to payment ratio.

Decision Date: 17 Nov 2023

Mover: Mark Dingle
Seconded: Val Graham
Outcome: Approved



Wellington AFB NPMP office

The Board approved the recommendation of not having a Wellington office.

Decision Date: 17 Nov 2023
Mover: Mark Dingle
Outcome: Approved

4.4 Timeline: Annual work plan and NPMP pre-implementation

The Board noted and agreed with the Timeline of the AWP and requested access to a Sharepoint folder, to view regular progress.



Sharepoint access for Board members

Niha to set up access to Sharepoint folder, so that Board members have visibility over key documents (work plans).

Due Date: 30 Nov 2023
Owner: Niha Long

4.5 Hivehub upgrades for Android and iOS



Approval to proceed with HiveHub SOW

The Board approved to proceed with Smartapps Statement of Work for Android and iOS operating system upgrades.

Decision Date: 17 Nov 2023
Mover: Mark Dingle
Outcome: Approved

4.6 Lunch

5. Strategy

5.1 Draft Comms strategy



Approval to proceed with Bronze category of Comms strategy

The Board approved for the Management Agency to commence the Bronze category of the Comms strategy and for Niha to advise estimated costs, once the comms audit has been completed.

Decision Date: 17 Nov 2023
Mover: Mark Dingle
Outcome: Approved

6. Operational

6.1 Operations Manager Report

The Board noted the Operations Managers reports. A few suggestions were made:

1. It would be useful to have AFB cases against the number of inspections conducted. Dwayne pointed out that there is a table below in the document.
2. The Board suggested that the annual trend of neglected apiaries be reported regularly.
3. Val suggested that the total number of inspections by AP2s and AFB found be turned into a graph/histogram.
4. Context around the graphs is needed for interpreting the numbers.

The Chair queried numbers of neglected apiaries and enquired whether they are increasing. Marco flagged that all of Chris Gill's hives have been counted as neglected, which is why the graph in Fig 3 has been over-represented for Southern region neglected apiaries.

Gabriel flagged the regional trends and suggested whether the steps some regions are taking to improve can be replicated elsewhere. Marco advised a lot of cases can be explained due to use of 2nd hand gear. Dwayne advised that there are beekeepers who had higher case numbers last year and who have reported lesser numbers this year. Three of the top 50 have all gone down in AFB cases.

Gabriel focussed on lack of visibility for some commercial entities and some of these can be rectified through education, training.

Marco felt the best help the Agency currently provides to self-inflicted cases is by monitoring the affected apiary and surrounding apiaries. This assurance was not provided in the past. In general, the Agency is finding 2 high risk beekeepers per week (who have 30 hives or less) and who are usually on their way out of the industry.



Send the Liquidator a bill for cost recovery

The Management Agency to attempt contacting the liquidator for cost recovery of beekeeper's abandoned hives that the AP2s have destroyed.

Due Date: 8 Dec 2023

Owner: Niha Long

AP2 survey: Dwayne explained the results from the beekeeper survey received thus far; most beekeepers are happy and see the value of being inspected. Some beekeepers have an issue with the inspector instead of the inspection per se. There was a slight decrease in beekeepers filling the survey possibly due to beekeeper work increasing for the season.

Discussions were had around AP2 recruitment in April 2024. The Operations Managers reported that the newer AP2s are outperforming the older ones. The next recruitment round can be targeted for the regions where they are needed (Waikato). The Operations Managers also reported that they are seeing more people become interested in becoming an AP2. Box lifters assisting with AP2 inspections are one of the avenues by which a prospective AP2 can assess if this is what they want to do.

Orchard inspections: Jason flagged hives were getting inspected without the hive owner being notified. Jason suggested for AP2s to take note of hives with markings, and report to AP1. AP1s would normally contact the beekeeper.

General discussion on risk from deregistered beekeepers holding DECAs and whether there should be a stand-down period for cancelling DECAs. Marco advised on unintended consequences people will refuse to deregister if their DECAs get cancelled. The Board emphasised that DECA holders should be contacted and asked to join regular refresher training. The Chair advised keeping an eye on this matter and to come back to the Board, if the risk worsens.

6.2 Abandoned/neglected Apiaries decision tree

Dwayne Marco went through each step of the Abandoned/neglected decision tree and pointed out the contentious issue of weak positive of a registered apiary. The Board advised on quarantining the gear for weak positive. Hayley suggested culturing the weak positive to decide if it is likely to develop clinical signs later. Marco flagged AFB risk vs neglected apiary, and whether we should be actioning those.

Mike Harre advised The Management Agency has the power to take whatever action needed to remove the risk from a pest, if the clinical signs are there. Dwayne advised we remove the weak positive box altogether and just go with positive or negative results.

Mike advised S122 1(a) and(b) gives power to use without clinical signs.



Next steps on Abandoned/neglected decision tree

Chair advised to opt for the just the Positive/Negative diagnosis in the decision tree, and acquire the parameters from the lab on spore count. Testing the draft decision tree with AP2s was recommended (before publication), to avoid any misinterpretation and for clarity of the concept being communicated wider.

Decision Date: 17 Nov 2023

Mover: Mark Dingle

Seconded: Gabriel Torres

7. Training, Finance, and Health & Safety

7.1 Training Report

The Board noted the Training report. Niha advised that the number of apiculture class registrations have declined. There are another 18 courses planned for the rest of the financial year.

7.2 Finance Report: 2023/24 Budgets, actuals, and financial audit

The Board noted the Balance sheet and the YTD; the full year budget vs actuals. The levy income wont change before the year end. The Board suggested to have a budget YTD with actuals YTD.

Val flagged that BDO advised segregation of payroll. Gabriel flagged the 1k grant and where it would be used. The Board suggested to reach out to the Hawkes Bay beeclub and run the recognition course for free until it runs out. Or use it for commercials from the Hawkes Bay area and Tairāwhiti.



Create a monthly budget vs monthly forecast and the variance

Niha to present a more user-friendly report for tracking actuals and forecasts, after talking to the Business Account.

Due Date: 31 Jan 2024

Owner: Niha Long

7.3 Health and Safety Report

The Board noted the Health and Safety report.



Create a marker for aggressive beekeepers on Salesforce

Investigate whether a marker on the Salesforce system can be created to tag beekeepers who have been aggressive towards AP2, and to track that which worsen and present a H&S risk to AP2s.

Due Date: 30 Nov 2023
Owner: Dwayne Hill



Health and Safety risk policy

Look for a H&S risk policy and guidance, and circulate to the Board. If it doesn't exist, create one for circulation to the Board for endorsement.

Due Date: 18 Dec 2023
Owner: Niha Long

7.4 Complaints Report

The Board noted the Complaints report.

Niha advised of the recent OIA request for all copies received as part of the 24/25 levy consultation. The Board approved the proactive release of the document that consists of all the submissions received through SurveyMonkey.

8. Other Business

8.1 Updates from MPI

John Sanson advised MPI is still awaiting on an announcement from the new government and appointment of a new Minister into the biosecurity portfolio. Briefing for the incoming minister from Biosecurity New Zealand covered off AFB and The Management Agency's functions, as well as highlighting key Biosecurity New Zealand programmes. As no details were provided within that briefing, John advised it is important to schedule an appointment with the new Minister reasonably soon about AFB issues, assuming that the new Minister will not have much knowledge about the AFB issue and the Plan review. The Plan Order will most likely be put in front of the new Minister in early 2024.

The Chair enquired about updates re the independent advice of the proposals to the Plan amendments. John advised it has been put on hold as the need for the independent advice to all proposals was requested by Minister O'Connor. It is unknown if the new Minister would want the same, which would impact on the timeline. It is likely changes to Plan Order may not happen in the 2024 calendar year, as it is dependent on where the new Minister's focus is and taking the Plan to Cabinet for approval. It may be May/June 2024 by the time the Minister has had a chance to review. The aim will be to consult with the new Minister reasonably quickly.

General discussions around the the new government's wish to see a reduction in regulations and the placement of the Management Agency across several proposals.

The Chair provided an update to MPI on the declining colony numbers and the proposed 2024/25 levy rates (25 cents increase to colony levy). The Chair proposed a test scenario on the possibility that if the Management Agency cannot afford to implement the Plan order amendments in 2025, can additional funding be sought from MPI or should the changes not go ahead due to unaffordability? John advised that additional Crown funding will be unlikely. If a shortfall in funding meant the Plan cannot be implemented, it would warrant a conversation with the Minister or a phased implementation (in discussion with industry). The Board was advised getting on the frontfoot by talking to the Minister about the Plan ASAP and convey the state of the industry.

MPI advised a review of the Biosecurity Act next year will review NPMP and their funding model. It is unclear what the actual changes from the review would be, however, one of them is to streamline the process of reviewing NPMP's (especially for multiple proposals). Afu advised they are simplifying the process around making a plan order for NPMPs.

Mike Harre provided an update about the s53 permission which is awaiting approval from the Chief Technical Officer (CTO) after which it will be advertised in the Gazette. The s53 permission applies to hives that don't show clinical signs. If honey is tested and positive for AFB spores, it needs to

have a label that says "safe for human consumption and not to be fed to bees". A s53 will be triggered once a diagnostic lab results conveys positive AFB.

8.2 Confirm Board meeting dates for next 12 months



Next Board meeting

Next Board meeting to be half day virtual in March 2024 (date TBC).

Decision Date: 17 Nov 2023

Mover: Mark Dingle

Outcome: Approved

9. Close Meeting

9.1 Close meeting/closing karakia

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

New Actions raised in this meeting

Item	Action Title	Owner
3.2	Add minutes from the past two Board meetings (6 Sept and 30 Oct) to BoardPro Due Date: 22 Nov 2023	Niha Long
3.2	MPI HiveHub data contract expiry Due Date: 15 Dec 2023	Niha Long
3.4	Trent to add to Interests Register Due Date: 20 Nov 2023	Trent Proffit
4.1	Report on the results of re-test of Hivehub changes Due Date: 23 Feb 2024	Niha Long
4.2	Confirm the levy analysis document and the webpage announcement Due Date: 4 Dec 2023	Niha Long
4.3	Advice Board on Hivehub enhancements estimates Due Date: 20 Feb 2024	Niha Long
4.4	Sharepoint access for Board members Due Date: 30 Nov 2023	Niha Long
6.1	Send the Liquidator a bill for cost recovery Due Date: 8 Dec 2023	Niha Long
7.2	Create a monthly budget vs monthly forecast and the variance Due Date: 31 Jan 2024	Niha Long
7.3	Create a marker for aggressive beekeepers on Salesforce Due Date: 30 Nov 2023	Dwayne Hill
7.3	Health and Safety risk policy Due Date: 18 Dec 2023	Niha Long

Signature: _____

Date: _____