

CONFIRMED MINUTES

JUNE 2024 THE MANAGEMENT AGENCY BOARD MEETING

At the **August 2024 The Management Agency (virtual) Board Meeting** on **2 Aug 2024** these minutes were **confirmed as presented**.

Name:	The Management Agency National American Foulbrood Pest Management Plan
Date:	Friday, 14 June 2024
Time:	9:00 am to 4:15 pm (NZST)
Location:	Moana Room (Willeston Conference Centre), Level 11, 15 Willeston Street, Wellington Central
Board Members:	Jason Ward, Mark Dingle (Chair), Val Graham, Jane Rollin, Gabriel Torres, Hayley Praghert, Trent Proffit, Murray Elwood
Attendees:	Niha Long, Dwayne Hill, Marco Gonzalez, John Sanson, Mike Harre

1. Welcome

1.1 Opening Karakia

Niha opened the meeting up with a Karakia.

2. Board Only Session

2.1 Board Only Session

3. Updates from MPI

3.1 Updates from MPI staff on PMP review

The Chair enquired about the changes to the PMP review and governance review.

Re Plan review

Mike Harre advised MPI has been working through the proposals with a target date of late June/early July to send advice to the Minister. The Chair enquired if there were any obvious departures or inclusions from the proposed amendments put forward by the Management Agency. Mike said items that need working through are infringement notices due to issues with having those in NPMPs. This will need discussions with Ministry of Justice, including questions on how the Management Agency will stand it up and how MPI Compliance can support if matters do escalate that far. Still working through how to manage multiple proposals for a PMP review.

The GM informed that it was important the sector gets an update on where the AFB PMP review is at. She enquired if MPI can compile a high-level timeline of the AFB PMP review so that the

Management Agency could circulate it to the rest of the sector. Mike advised the GM should work with Afu on this matter.

S53 signoff permission for honey was deferred by CTO due to spore testing in the news.

Governance review

John Sanson advised that a contract was being signed up with Kelvan Smith for Governance review. Kelvan is the independent Chair of the *Mycoplasma bovis* Governance Group. Initial conversation on scoping with Kelvan was planned for next week. As part of the Terms of Reference, Kelvan will be in touch with the GM, the Chair, members of current board + other sector groups. The scope does not include operational activities. The key question the review will aim to answer (based on proposals received) is independence (or otherwise) of the Management Agency. The Minister, as part of the outcome of this review, is expecting advice on whether decoupling the Management Agency from ApiNZ is a good idea or not. The timeline for the final report to be sent to the Minister is mid-late July.

The Chair enquired whether based on the outcome of the review accepted by the Minister, will it be announced or implemented separately? Mike advised the Minister appoints the management agency and that he would have all of this advice at the same time and would decide based on that.

Readiness and Response Services (RRS) restructure

John talked about the RRS restructure and that Pest Management Group (that he was the Group Manager for) has been escalated to become a stand-alone Directorate. There will be no disruptions in MPI's relationship with Management Agencies.

Consultation on the proposal of changes to the Biosecurity Act 1993 review will open in Aug/Sept 2024, after approval from Minister and Cabinet has been sought with a 8 week period for receiving feedback. Aiming to receive all feedback by end the of calendar year. Consultation on the Biosecurity system strategy will also happen around the same time.

4. Minutes and Actions

4.1 Confirm Minutes of 15 March 2024 (virtual) Board meeting

March 2024 AFB Management Agency Board meeting 15 Mar 2024, the minutes were confirmed as presented.

All confirmed as read.

4.2 Matters arising from minutes

None of note.

4.3 Action List

Due Date	Action Title	Owner
22 Sept 2023	Commence the process on drafting consultation papers Status: Completed on 15 Mar 2024	Niha Long
10 Nov 2023	Draft Messaging for the Agency's website re final decision Status: Completed on 15 Mar 2024	Niha Long

Due Date	Action Title	Owner
22 Nov 2023	Add minutes from the past two Board meetings (6 Sept and 30 Oct) to BoardPro Status: Completed on 15 Mar 2024	Niha Long
30 Nov 2023	Sharepoint access for Board members Status: Completed on 15 Mar 2024	Niha Long
4 Dec 2023	Confirm the levy analysis document and the webpage announcement Status: Completed on 15 Mar 2024	Niha Long
8 Dec 2023	Send the Liquidator a bill for cost recovery Status: Completed on 2 Aug 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
15 Dec 2023	MPI HiveHub data contract expiry 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
31 Jan 2024	Create a monthly budget vs monthly forecast and the variance Status: Completed on 15 Mar 2024	Niha Long
20 Feb 2024	Advice Board on Hivehub enhancements estimates Status: Completed on 15 Mar 2024	Niha Long
23 Feb 2024	Report on the results of re-test of Hivehub changes Status: Completed on 15 Mar 2024	Niha Long
22 Mar 2024	Murray to add his details on the Interests Register Status: Completed on 14 Jun 2024	Murray Elwood
22 Mar 2024	Investigate Windcave fees Status: Completed on 23 Jun 2024	Niha Long
28 Mar 2024	Board members to review the draft hobbyist and commercial DECA templates Status: Completed on 14 Jun 2024	Mark Dingle
11 Apr 2024	Niha to reach out to the sector for nominations for Board member vacancies Status: Completed on 14 Jun 2024	Niha Long
12 Apr 2024	Vendor for website project Status: In Progress	Val Graham
1 Jun 2024	Ring-fence funding from 2024/25 budget for the TARN Group project Status: Completed on 17 Jun 2024	Niha Long
1 Jun 2024	Review outdated The Management Agency policies Status: In Progress	Niha Long
2 Jun 2024	Move discussion on Board remuneration to next Board meeting Status: Completed on 14 Jun 2024	Niha Long
15 Jul 2024	Create a marker for aggressive beekeepers on Salesforce Status: Completed on 2 Aug 2024	Dwayne Hill
19 Jul 2024	Health and Safety risk policy Status: In Progress	Niha Long
31 Jul 2024	Draft advice for AFB best practice on social media and circulate to the Board for approval Status: In Progress	Niha Long

4.4 Interests Register



Update interests register to reflect Board members whose terms have expired

Niha to remove Jason and Gabriel from Interest register, as their terms have expired.

Due Date: 5 Jul 2024

Owner: Niha Long

5. Morning Tea break

5.1 Pause for morning tea.

6. Management Papers

6.1 General Manager's Report

The GM went through key updates for the quarter, notably the recommendations from Salesforce post-cybersecurity re-assessment. The GM advised that upon consulting Unisphere and Smartapps, the remedial work being suggested was not going to bring any benefit. However, there are benefits by focussing on items that can be amended internally (quick wins) and reducing 'attack surface'.

A change to the 0800 telephone system was made in May, following international fraudulent outgoing calls being made. The resulting bill from the spam calls is being investigated by Merge, the Police, and 2degrees.

The Board advised the GM to:

- Focus on Multi Factor Authentication for HiveHub and training staff, rather than fixing minor issues that bring no benefit.
- Focus on internal changes/quick wins (e.g. archiving old HiveHub reports)
- Send the phone bill to Merge for payment.

The GM touched upon the internal meetings held for bringing consistency to internal operational procedures and policies. The Chair recommended that decision-making flowcharts start being made available to the sector sooner than later, especially given recent events.

The Board confirmed the rest of the report to have been read.

6.2 Update #2 on the Management Agency Annual Work Plan

The GM outlined key updates for Priorities 1 - 3 (HiveHub, Commercial employee training, and DECA review).

Regarding Priority 4 (Comms strategy), the Board advised the following are important:

- giving comfort to beekeepers who are nervous/anxious about what current events means for them,
- the need to provide clarity of the Management Agency's decision-making, especially around spore levels, what it means, when action would be taken.
- provide flowcharts that explain the Agency's focus on previous non compliances before it comes to spore tests.

The Board were overall happy with the draft site map that was proposed by the GM. The Board suggested investing more time on the website and comms. Val suggested being on top of plugins and website security and a focus on built-in ease of updating and enhanced security. The use of Squarespace vs WordPress was discussed. Being catapulted in terms of recent interest also makes the Management Agency vulnerable to website breaches.

Priority 5: Murray suggested emphasizing during AP2 training day that AP2s should proactively contact beekeepers before inspecting apiaries.

The Chair advised downgrading any costs associated with HiveHub changes for infringement fines, as there will be delays to implementing it (i.e. from the morning's update from MPI).



Enquire with BGM on new website developers.

Investigate a website platform that has automatic updating, easy navigation, and good security.

Due Date: 28 Jun 2024

Owner: Niha Long

6.3 Staff performance appraisals and salary review recommendations

The Board discussed the GM's report on staff salary reviews and discussed individual staff's performance. General discussions were had around salary increases in the current economic climate while balancing key person risk and how much they have stepped up.



2024 staff salary remunerations to be decided by GM

Total of 5%, to be allocated as the GM sees fit (according to staff performance).

Decision Date: 14 Jun 2024

Mover: Mark Dingle

Seconder: Gabriel Torres

Outcome: Approved

6.4 Finance Report: 2023/24 actuals and 2024/25 budget allocation



The Board confirmed the finance report to have been read and accepted.

Finance report has been read and can be forwarded to the auditor.

Decision Date: 14 Jun 2024

Outcome: Approved



Clarify 2024/25 levy income in advance in a footnote.

Clarify that 2024/25 income reflects income received for the upcoming year.

Due Date: 1 Jul 2024

Owner: Niha Long

The Board reviewed the total 2023/24 expenditure. For the 2024/25 year, the GM advised she will work with the accountant to create new activity codes that better reflect expenditure for each category.

A monthly forecast budget will also be developed in discussion with Janette and the Operations Managers.

7. Lunch

7.1 Lunch

8. Policy and Governance

8.1 [REDACTED] case



Approval for the Chair to have delegations for settlement for [REDACTED] case

The Board approved the Chair to have delegations for settlement in relation to the [REDACTED] case for the total value of direct enforcement cost + legal costs incurred to-date.

Decision Date: 14 Jun 2024
Mover: Jason Ward
Seconders: Gabriel Torres
Outcome: Approved

The Board discussed the pros and cons of negotiating with [REDACTED] lawyers towards settlement or whether to continue as status quo but at a cost to levy payers.

The Board decided to settle at enforcement costs + legal costs as settlement value.

8.2 Draft TMA Priorities booklet for the industry

Board members were impressed with the draft copy of the booklet and felt it captured the TMA's focus areas well.

Gabriel suggested the converting the words "change" into "improvement, optimisation" or equivalent words. Jane suggested numbering the hexagon of priorities by Priority numbers in the booklet.

Subject to those changes, the Board approved the TMA Priorities booklet for release to the sector. The GM advised the final copies will be both emailed and posted (for those who are solely registered through regular post) to all beekeepers.



Release of the TMA Priorities booklet

The Board approved the release of the TMA priorities booklet to the sector.

Decision Date: 14 Jun 2024
Outcome: Approved

8.3 Discussion on Board member recruitment process and preferred candidates

The Chair and Val updated the Board on the recruitment process, number of candidates interviewed, and the interview process. General discussions around the strengths of the preferred candidates which included attention to detail, good financial skills, governance experience, and strategic skills. The candidates' fit with the current Board was also discussed.

Note: Gabriel did not participate for the Board's candidate discussion and stepped out of the room.



Appointment of Board member

The Board unanimously selected one commercial candidate to be offered the position to be on the Board. This brings the Board to an equal split between hobbyist and commercial representation while holding a vacancy.

Decision Date: 14 Jun 2024
Mover: Mark Dingle
Seconders: Trent Proffit

Outcome: Approved

Next steps: A letter of recommendation to appoint will be sent to the Chair of ApiNZ, followed by a letter of appointment to the preferred candidate, and onboard/induction by the GM.

8.4 Looking ahead: discussion on the future of AFB PMP and the Board

Board members discussed the AFB PMP, the strategy that was developed last year, and whether everyone is on the same page.

Gabriel recommended it is the CEO's role to draft a strategy for the Board to endorse, with dedicated timelines and KPIs. The GM advised that the changes from the current focus areas will take 3-5 years to embed and can certainly be folded into a strategy going forward.

The Board reflected that it's best to:

- keep the strategy simple based on technology;
- go harder on Compliance & enforcement.
- focus on holding rogue beekeepers to account while asking beekeepers to take the responsibility of AFB elimination seriously.

The Chair said he is keen on seeing a reduction in AFB incidence level. With reduction in hive numbers, it provides the opportunity to manage the AFB incidence to an acceptable level.

The GM advised taking a regional/green-zone approach would make the issue more manageable and that perhaps the primary objective of 5% reduction is not reflective of the cyclical nature of the industry.

Mike Harre suggested to look into the Intervention logic model while developing the revised strategy.



Revised AFB strategy

Present a revised strategy to the Board for endorsement.

Due Date: 24 Oct 2024

Owner: Niha Long

9. Afternoon tea

9.1 Pause for afternoon tea

10. Operational

10.1 Operations Manager Report

The Board confirmed the Operations report to be read.

10.2 Discussion: [REDACTED] case

The group (Board, GM, Operations Managers, and MPI) each reflected on the recent events. Mike advised that keeping MPI and Minister updated early was really good.

Board members felt the Management Agency appeared a bit powerless and that the beekeeper in question with the dominant narrative had all the power. Some key messages need to be released ASAP on use of swabs and spore count threshold, how it is determined, and who it is determined by, key messages on why we burn (i.e. we don't burn unless we have evidence that it would

threaten neighbouring beekeepers and protecting the export market). Have good messages on use of vaccines and antibiotics is also required to be emphasized.

The Board reflected on the Apiarists advocate article and felt it was presented well.

The Chair reflected on the upsides of going forward, the likelihood of similar situations arising, and being better prepared for it.

The GM discussed developing a comms cascade for future events of this nature.

Marco outlined the breaches to [REDACTED] DECA through the DECA Compliance assessment form; to support the proposed revocation of the DECA and the Certificate of Inspection Exemption.

Based on the evidence discussed, the Board authorised Marco and the GM to proceed with revocation of [REDACTED] DECA.



Approach the Board if resourcing is required for implementing the Board's suggestions.

Resource help.

Due Date: 31 Jul 2024

Owner: Niha Long



Share DECA Compliance checklist with MPI

Share DECA Compliance checklist with MPI Compliance

Due Date: 18 Jun 2024

Owner: Marco Gonzalez

10.3 Discussion: Decision-making for high-risk beekeepers

Board members and GM suggested:

- creating an Incident Management framework for risk and decision-making in relation to high-risk beekeepers,
- investing in proper comms (e.g. changing the homepage of the website whenever there is media attention),
- continue having ongoing social media presence,
- media training for staff,
- a need for process-related comms (assurance piece),
- leveraging the skills matrix of the Board,
- a general briefing to the Board and early communication on Notices to Destroy of significant volume (NB: some of these already form part of the Operations Managers reports),
- shining the spotlight on the Management Agency's processes to the sector to remove any ambiguity.

11. Other reports

11.1 Training Report

The Board confirmed the Training report to be read.

11.2 Health and Safety Report

The Board confirmed the H&S report to be read.

11.3 Complaints Report

There was no Complaints report for this meeting.

12. Closing activities

12.1 Other Business and Confirm next Board meeting date

The Chair acknowledged the end of Board terms for both Jason and Gabriel. He thanked Jason and Gabriel for their contribution to the Board over the last 7 years.



Next Board meeting

The next Board meeting will be set in 6 weeks, as a half day Teams meeting.

Decision Date: 14 Jun 2024

Outcome: Approved

12.2 Closing karakia

Niha closed off the meeting with a karakia.

13. Close Meeting

13.1 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
4.4	Update interests register to reflect Board members whose terms have expired Due Date: 5 Jul 2024	Niha Long
6.2	Enquire with BGM on new website developers. Due Date: 28 Jun 2024	Niha Long
6.4	Clarify 2024/25 levy income in advance in a footnote. Due Date: 1 Jul 2024	Niha Long
8.4	Revised AFB strategy Due Date: 24 Oct 2024	Niha Long
10.2	Approach the Board if resourcing is required for implementing the Board's suggestions. Due Date: 31 Jul 2024	Niha Long

Item	Action Title	Owner
10.2	Share DECA Compliance checklist with MPI Due Date: 18 Jun 2024	Marco Gonzalez



Mark Dingle
5 Aug 2024