

# CONFIRMED MINUTES

## AUGUST 2024 THE MANAGEMENT AGENCY (VIRTUAL) BOARD MEETING

At the **November 2024 The Management Agency Board Meeting (in person)** on **15 Nov 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	The Management Agency National American Foulbrood Pest Management Plan
<b>Date:</b>	Friday, 2 August 2024
<b>Time:</b>	9:00 am to 1:07 pm (NZST)
<b>Location:</b>	Virtual, Microsoft Teams
<b>Board Members:</b>	Mark Dingle (Chair), Val Graham, Jane Rollin, Trent Proffit, Murray Elwood, Lubomir Dudek, Hayley Praghert
<b>Attendees:</b>	Niha Long, Dwayne Hill, Marco Gonzalez, John Sanson
<b>Apologies:</b>	Mike Harre
<b>Guests/Notes:</b>	Afu Aleva (MPI)

### 1. Welcome

#### 1.1 Opening Karakia

Niha opened the meeting with a karakia. The Chair welcomed Lubomir Dudek as the newest member of the Board.

### 2. Board Only Session

#### 2.1 Board Only Session

### 3. Minutes and Actions

#### 3.1 Confirm Minutes of 14 June 2024 Board meeting

**June 2024 The Management Agency Board Meeting 14 Jun 2024**, the minutes were confirmed as presented.

#### 3.2 Matters arising from minutes

No matters of note from previous minutes.

### 3.3 Action List

Due Date	Action Title	Owner
8 Dec 2023	Send the Liquidator a bill for cost recovery <b>Status:</b> Completed on 2 Aug 2024	Niha Long
15 Dec 2023	s53 Honey Permission <b>Status:</b> Completed on 15 Nov 2024	Mike Harre
22 Mar 2024	Murray to add his details on the Interests Register <b>Status:</b> Completed on 14 Jun 2024	Murray Elwood
22 Mar 2024	Investigate Windcave fees <b>Status:</b> Completed on 23 Jun 2024	Niha Long
28 Mar 2024	Board members to review the draft hobbyist and commercial DECA templates <b>Status:</b> Completed on 14 Jun 2024	Mark Dingle
11 Apr 2024	Niha to reach out to the sector for nominations for Board member vacancies <b>Status:</b> Completed on 14 Jun 2024	Niha Long
12 Apr 2024	Vendor for website project <b>Status:</b> In Progress	Val Graham
1 Jun 2024	Ring-fence funding from 2024/25 budget for the TARN Group project <b>Status:</b> Completed on 17 Jun 2024	Niha Long
1 Jun 2024	Review outdated The Management Agency policies <b>Status:</b> In Progress	Niha Long
2 Jun 2024	Move discussion on Board remuneration to next Board meeting <b>Status:</b> Completed on 14 Jun 2024	Niha Long
18 Jun 2024	Share DECA Compliance checklist with MPI <b>Status:</b> Completed on 2 Aug 2024	Marco Gonzalez
28 Jun 2024	Enquire with BGM on new website developers. <b>Status:</b> Completed on 2 Aug 2024	Niha Long
1 Jul 2024	Clarify 2024/25 levy income in advance in a footnote. <b>Status:</b> Completed on 2 Aug 2024	Niha Long
5 Jul 2024	Update interests register to reflect Board members whose terms have expired <b>Status:</b> Completed on 2 Aug 2024	Niha Long
15 Jul 2024	Create a marker for aggressive beekeepers on Salesforce <b>Status:</b> Completed on 2 Aug 2024	Dwayne Hill
19 Jul 2024	Health and Safety risk policy <b>Status:</b> In Progress	Niha Long
24 Oct 2024	Revised AFB strategy <b>Status:</b> In Progress	Niha Long
31 Oct 2024	Standing item: Approach the Board if resourcing is required for implementing workplan and comms. <b>Status:</b> In Progress	Niha Long

The GM outlined that the Management Agency was an unsecured creditor for the liquidators and the most recent report indicates the Management Agency will not be paid out for amount owing. The Board decided not to pursue the liquidators for paying of the bill.

General discussions had around the likelihood of abandoned apiaries and liquidations happening in the future. The GM advised that proactive comms was one way the Agency could go about it. Murray advised when drafting comms, the Management Agency should focus on mental health of exiting beekeepers and use empathy when communicating with those facing extreme financial hardships.



#### Health & Safety Wellbeing policy templates

Val to send examples of H&S wellbeing policy templates to the GM.

**Due Date:** 22 Aug 2024

**Owner:** Val Graham



### **Escalate s53 permission for honey spore testing**

GM to escalate s53 permission with Biosecurity New Zealand.

**Due Date:** 15 Aug 2024

**Owner:** Niha Long

## **3.4 Interests Register**

## **4. MPI Updates**

### **4.1 Updates from MPI**

John Sanson, Afu Aleva, and Lubomir gave introductions to each other.

#### **Governance review**

John confirmed the independent reviewer was making good progress with the Governance review and has spoken to key stakeholders. John asked that when communicating to the sector, the Governance review be conveyed as running in parallel to the NPMP review and requested by the Minister. The reviewer still has couple of more people to interview after which he will be well on his way to draft the final report.

#### **AFB NPMP**

The Chair asked MPI about the confirmation and probability of the items in the timeline coming to fruition. Afu gave an update:

- Briefing to the Minister for all proposals submitted - by end of Aug. This will align with advice from the Governance review - so that all proposed reviews are considered together by the Minister.
- Policy proposals are progressing well, it will be sent to the Minister and finalised by the end of Aug.
- The NPMP review timeline allows for enough wiggle room once it goes out MPI's hands and into the Parliamentary Counsel Office's (PCO) hands, and accounting for competing priorities of the Minister. Other uncertainties are which Cabinet meetings can be attended, prior to the PCO stage.

#### **Minor amendments to NPMP**

The Chair raised with John if, given recent events, the NPMP can be amended to include minor changes that weren't included in 2023 and if it can be made consistent by adding the breaches for all clauses.

The GM explained that not all clauses in the NPMP has breaches to the Biosecurity Act stated, this needs to be rectified. The Chair asked if this can be done without extensive consultation with the sector which would blow out the timeline. John agreed with the need for consistency. Afu will speak to MPI Legal and will test it with the PCO whether that can be added as a minor amendment.

The Chair conveyed to John that the Board is very keen to see [REDACTED] and to let beekeepers know that there is a consequence for not complying. The GM added that there is a very real risk that if nothing is done, then more non-compliant beekeepers will continue being non-compliant. The biggest concern is the other 96% of compliant beekeepers who would be discouraged and it would undo their AFB elimination efforts and the Management Agency's work thus far.

Murray advised that the [REDACTED] is a reputational risk for the Management Agency and for all commercial beekeepers. He endorsed the GM's thoughts that if nothing is done when beekeepers need something being done, then there is no point for the Management Agency's existence.

John acknowledged the Board's concerns regarding [REDACTED] and a desire for [REDACTED], and will continue to liaise with the MPI Compliance team. John noted that the Minister is aware of these issues and risks.



#### **Afu to look into actioning the minor amendment to NPMP.**

Afu (Niha to support) to speak to MPI Legal and test it with the PCO whether breaches to the Biosecurity Act can be added to those clauses that don't mention it (i.e. whether it can be added as a minor amendment).

**Due Date:** 23 Aug 2024

**Owner:** Niha Long



#### **Circulate NPMP review timeline to the sector**

The Management Agency to add branding to the timeline, draft messaging to align with the timeline, and release it to the sector.

**Due Date:** 16 Aug 2024

**Owner:** Niha Long



#### **Circulate NPMP review to the sector**

The Management Agency is to apply branding and circulate the timeline through email and social media.

**Due Date:** 12 Aug 2024

**Owner:** Niha Long

## **4.2 Short screen break**

## **5. Management and Finance Papers**

### **5.1 General Manager's Report**

The GM provided key updates, including:

- the lack of DECA holders willing to do COIs in Southland,
- the new auditor for 2023/24 financial accounts,
- the AFB Recognition trainers and AP2 training days, and
- invoice arising from international toll fraud calls made through the old 3CX system.

#### **Invoice from [REDACTED]**

- The GM provided the Board an outline of the issue and the fact [REDACTED] had not contacted the Management Agency in Oct 2023 when the issue had first started. Had they done so, the GM would have moved the phone system to a different provider.
- The Chair provided the Board an update on his discussions with two Directors of [REDACTED] where both parties explained their positions. The two parties agreed on a compromise that both would go 50/50. [REDACTED] asked for the Management Agency to improve password security and install password protection measures. The Chair asked the Board's endorsement with this approach.

- The Board asked what fine print was stated in the original contract. The GM explained that she has been unable to find a copy of the contract that the previous National Compliance Manager had signed up to. Val suggested to request a copy of the contract from [REDACTED]. General discussions were had around the lack of call logs from [REDACTED] which used to be historically supplied. Monthly call logs would have shown up the fraudulent calls easily.
- Val asked the GM to check the new phone system can block outgoing international calls, to ask for a copy of the contract from [REDACTED], look up if the Management Agency's insurance policy can provide cover, and to restart the call logs of all calls made in a month for verification. She also asked the GM to find out at what point in time the reports were stopped.
- Murray suggested that the contract is viewed before agreeing to pay. Trent asked if it was worth further investigating given other priorities, it's best to just pay the bill.
- The GM said she was relatively comfortable with paying half the invoice and move on to a different provider. But for the sake of accountability to levy payers, she will request those extra information from [REDACTED] and send it to the Board, before the invoice is due to be paid with 20th accounts.



#### **[REDACTED]-related tasks, prior to invoice payment**

1. Check the new phone system can block outgoing international calls.
2. Ask for a copy of the contract from [REDACTED].
3. Enquire at what point in time the call logs stopped coming in.
4. Restart the call logs of all calls made for verification.
5. Look into the relevant clauses within the Agency's insurance policy.

**Due Date:** 16 Aug 2024

**Owner:** Niha Long

## **5.2 Update on the Management Agency Annual Work Plan**

The GM covered key updates to the Annual work plan, especially the regional AFB incidence reporting on HiveHub which will be a key aspect of the regional surveillance plans.

### **Commercial beekeepers' training**

The GM informed the Board that only two topics are left to be covered (Agency's enforcement actions and Agency resources). Once the technical content has been drafted, the entire package can be sent to Tarn Group for scoping & pricing, which the GM will run past the Board.

The Chair mentioned that as a Board it was important to decide *who* will deliver the commercial training, who pays, how much, when the training will be delivered. Val suggested that it be made available as an online training. The GM advised that during the training-needs analysis stage, all commercial beekeepers who were interviewed had overwhelmingly chosen an in-person training. An online training can certainly be made available as a backup. But in-person delivery was preferred. Lubo suggested including identification material on the HiveHub app.

The GM proposed two ways of delivery:

1. Either the Management Agency delivers the training and the trainer, or
2. Hand the training material to commercial beekeepers for their *own* trainers to deliver the training, at a time when it suits them best.

The Board advised to also cover small-mid commercials, in the form of:

1. The Management Agency organising regional training days.
2. Beekeeping clubs delivering the training as a "Field day".

The Chair asked for a paper with proposals, costings, and timeline on the above.

## DECA review

The GM went through the newer approach to the reviews, the focus on scoping out the extent of historic DECAs, and strengthening the policy sitting behind it. Lubo suggested DECA reviews should be seen similar to a forklift licences. The Chair suggested considering that issuing of new DECAs from now on should be timebound (5 years), followed by a period of review before renewal.

## Comms

The GM outlined the website refresh plans and the decision to opt for Briar Group Marketing who use Squarespace. The proposed new site structure is being worked on for a project estimate.

The Chair and Val liked the review of the beekeeper welcome pack and agreed it was overdue for a refresh.



### Proposal on commercial employee training delivery

The GM to draft a proposal on options, potential costings, pros & cons of the mode of training delivery for commercial beekeepers.

**Due Date:** 27 Sept 2024

**Owner:** Niha Long

## 5.3 Finance Report: 2025/26 budget, forecast and actuals

The Board confirmed the finance reports to be read.

The Chair and Board endorsed the format of the new budget and finance report that was presented. The Chair also found the re-prioritisation table useful.

## 6. Operational

### 6.1 Operations Manager Report

#### Northern region

Dwayne provided an update for the Northern region with some extra work done due to the mild winter.

The Chair asked about the low number of reported cases of AFB found by AP2s compared to those found in the South. Dwayne explained that that was the true number and in most cases in the north, beekeepers do something about the AFB or remove hives from the area, as soon as the AFB notifications kick in. A lot of the inspections completed were finalisation of COI defaulters.

The Chair asked if the number of unregistered apiaries were increasing and if the Management Agency should be concerned about it? Dwayne said overall the trend is going down. Unregistered apiaries are reported throughout the year and beekeepers tend to tidy it up. It is likely some of those unregistered apiaries have been there for years and those that we should have known about for a long time. These are getting reported more now. Most of the unregistered apiaries found in the back blocks are starting to go down, which are mostly linked to hobbyists (not commercials). Beekeepers who do pollination in the Bay of Plenty and Northland are registering apiaries that we previously wouldn't have known about and picking up unregistered apiaries.

#### Southern region

Marco updated the Board for his region. Bulk of AP2 inspections relates to [REDACTED] where more AFB cases are continuing to be found. MPI has been provided with a Compliance referral.



[REDACTED] DECA was cancelled and a s128 notice issued on 31 July 2024.

The Chair asked how many apiaries of [REDACTED] were left to be inspected? Marco said five are left, however, he suspected that they are empty. AP2s are still finding evidence of apiaries with hives recently removed in the weeks before inspection took place, and confirmed by the farm managers. The AP2s have continued to find empty apiaries which HiveHub shows as containing many colonies.

The Chair asked what the plan was if there were other unsavoury social media posts due to the DECA cancellation? The GM advised that the proactive stance the Agency has taken over the past several weeks on DECA cancellations plus focussing on our standard processes to deflect the attention would be the approach. The Chair was firm about ensuring that the Agency has the ability to be in control of the narrative, pre-empt negative PR, and perception of the general public who don't have any knowledge of AFB or beekeeping issues.

### **AP2 recruitment**

The Operations Managers advised that 10 new AP2s (3 in the North, and 7 in the South) have been recruited. The Chair asked about regions that are still not adequately covered. Dwayne talked about Manawatu/Palmerston North areas being hard to recruit AP2 for and would like to have more AP2 presence in the far North as well. Marco mentioned South Canterbury has a gap, as there are no AP2s between Ashburton and Dunedin. It is likely the Management Agency will run another recruitment round towards the second half of the year, targeting those regions.

## **6.2 Discussion: How do we manage AFB incidence levels at a regional level**

The Chair outlined the Board's expectations for the regional surveillance plans, with particular focus on:

1. Where are the hotspots?
2. What plans will Ops managers put in place? What are the regional targets for AFB incidence levels.
3. What are the options and the timeline over which these will be achieved? E.g. options and timeline over which it will be completed.

Dwayne suggested we could look at the top 10 beekeepers with high AFB for each regions. Suggestion received from AP2s during the Training days was to look at hives at dump sites. If larger operations operate dump sites, it's cheaper and efficient on the budget to do inspections at those sites instead of travelling to different sites. It means we are guaranteeing that those sites will be clear of clinical AFB before they go to pollination sites. Double-checking covers all of the 10 large beekeepers; the way to communicate this approach would be in terms of a quality assurance exercise.

The Chair asked for clarification on a dump site. Dwayne advised it is a site where all hives go in preparation, prior to pollinations. Hives are already sitting on winter sites where beekeepers will do their spring checks. All AP2s will be doing is merely verifying their spring checks. Trent suggested focussing on areas where hives are coming in for pollination; with the advantage being AP2s looking at multiple beekeeper's hives. It will help to narrow down to the non-compliant beekeepers once all the compliant beekeepers' hives have been inspected.

Marco said he has looked at the top 5 beekeepers in each region. He has suggested offering them an extra pair of eyes and target a section of their operation for surveillance, to reduce AFB incidence. It will allow for training of staff.

Marco said the messaging needs to be tailored to speed up their AFB elimination because most AFB rates are still staying stagnant. Murray added that cleaning up a site can take a long time ("a long tail"). Marco said he could verify that the quarantine yards are clean & free year on year. The highest chance of finding AFB is where disease was reported 3 years ago where the beekeeper

has stopped reporting. By including apiaries that have previously been AFB-positive, we could help those beekeepers who are under-reporting.

The Chair endorsed this approach and conveyed that the Board expects well-structured and well-defined plans from both Operations Managers, to target and address those areas with high AFB incidence (not just high-risk beekeepers).



### **Operations Managers regional surveillance plans to the Board**

Dwayne and Marco to develop regional surveillance plans for Board approval with:

- AFB incidence level reduction targets per region,
- options and approach
- resources required
- timeline for implementation

**Due Date:** 27 Sept 2024

**Owner:** Dwayne Hill

## **7. Policy and Governance**

### **7.1 Review of outdated policies: Draft DECA policy**

Murray had questions about the reviewed DECA policy. The GM will arrange a catchup to discuss.



#### **Review draft DECA policy.**

Board members to review and provide comments to GM re draft DECA policy.

**Due Date:** 29 Aug 2024

**Owner:** Niha Long

### **7.2 Confirm timeline of upcoming priorities**



#### **Agreement on timeline of upcoming priorities**

The Board noted the dates where their reviews/approvals will be required and approved the timeline.

**Decision Date:** 2 Aug 2024

**Outcome:** Approved



#### **2025/26 budget prep for Board's review**

The GM is to prepare the 2025/26 proposed budget for levy consultation and send it for the Board's review, prior to out-of-cycle meeting.

**Due Date:** 9 Aug 2024

**Owner:** Niha Long

## **8. Other Business**

### **8.1 Confirm next Board meeting date**

The GM advised that given the core priorities around 2025/26 levy consultation and Annual report, there will be no capacity to do Board papers. She proposed that she will send short high-level



bullet points on key updates and a finance report to the Board instead. The Board were happy with this approach.

The next **in person** Board meeting will be in November 2024. Details TBC.



### Next in-person Board meeting

The next meeting will be in-person and held in November 2024.

**Decision Date:** 2 Aug 2024

**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
3.3	Health & Safety Wellbeing policy templates <b>Due Date:</b> 22 Aug 2024	Val Graham
3.3	Escalate s53 permission for honey spore testing <b>Due Date:</b> 15 Aug 2024	Niha Long
4.1	Afu to look into actioning the minor amendment to NPMP. <b>Due Date:</b> 23 Aug 2024	Niha Long
4.1	Circulate NPMP review timeline to the sector <b>Due Date:</b> 16 Aug 2024	Niha Long
4.1	Circulate NPMP review to the sector <b>Due Date:</b> 12 Aug 2024	Niha Long
5.1	[REDACTED] prior to invoice payment <b>Due Date:</b> 16 Aug 2024	Niha Long
5.2	Proposal on commercial employee training delivery <b>Due Date:</b> 27 Sept 2024	Niha Long
6.2	Operations Managers regional surveillance plans to the Board <b>Due Date:</b> 27 Sept 2024	Dwayne Hill
7.1	Review draft DECA policy. <b>Due Date:</b> 29 Aug 2024	Niha Long
7.2	2025/26 budget prep for Board's review <b>Due Date:</b> 9 Aug 2024	Niha Long

Mark Dingle  
27 Nov 2024