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Minutes of the National Beekeepers' Association of New Zealand (Inc.) **Executive Committee Meeting 01 held on Tuesday 13 August 2002** **Commencing at 9.00am at Agriculture House, Johnston Street, Wellington**

1. Introduction, Welcome & Apologies

Don Bell welcomed all to the meeting that will be dominated by discussion of the way ahead for the NBA.

He then asked the Executive members present to read a paper, *The NBA – The Future – Which way*, back rounding Don's thinking.

A quorum was confirmed.

Don Bell (DB)	President	Philip Cropp (PC)	Executive
Jane Lorimer (JL)	Vice President	Gerard Martin (GM)	Executive
Lin McKenzie (LMcK)	Executive	Tim Leslie (TL)	Executive Secretary

2. CONFIRM RECENT MINUTES

"The minutes of NBA Executive Meeting 07, 24–25 June 2002.

LMcK / JL Carried

"The minutes of Exec meeting held Auckland 19 July 2002 open for discussion and adopted."

LMcK / PC Carried

3. MATTERS ARISING

Actions meeting 07 of 24–25 June 2002.

Actions Meeting 07

Action 01 In hand

TL to consult the NBA's auditors for advice on write off policy with regard to the current levy collection policy.

Action 02 On hold due to restructure

That the branch funding policy be reviewed in light of what the branches have in reserve and circulate a draft policy to branches for comment.

Action 03 Signed off

The Executive Secretary write to branches and point out that changes are coming for all committees, especially the PMS Operations Committee and that the Executive is looking for volunteers to staff the committees. With regard the PMS, the half term review is coming up and input will be required.

Action – 04 In hand

The Executive Secretary write to Roger Poland and Derek Belton (MAF) and thanks them for the opportunity for industry to be involved in putting together this programme. Also ask about review dates as the NBA is anxious that this programme remains current and relevant and does not become out of date.

Action – 05 Pending

The Executive Secretary write to Glenn Dixon and point his out. Copy draft letter to Executive for comment before sending.

Action 06 In progress

JL to follow-up with MAF Food and ask the Environment Committee for industry guidelines based on MAF's recommendations.

Action – 07 Pending. Discussing with NZFSA

"NBA write to Director General of health and advise that the NBA is concerned about the gap allowing hobby beekeepers to escape the requirements for declarations and non collection around tutu area and attach the Feb 2002 article to the letters."

Action – 08 Signed off.

Executive Secretary to write to Poverty Bay and out line that they are supportive of the case, although unable to commit funds, and wish to be kept informed of progress so that NBA can help inform industries that spray of problems.

DRAFT

4. CORRESPONDENCE.

Inwards

From	Re
Murray Bush	Honey Trust Application
R Webby	Honey Trust Application
Hort Research	Honey Trust Application
Ruatoria Coroner	Findings re Kevin Jacobs
Hawkes Bay	2001 Accounts and 2002 officers
NZFSA	EU Opinion on Honey and microbiological hazards
M Bush	PMS Operations Committee resignation
Waikato University	Draft R & D Agreement
M Smith	Opinion R & D Agreement
M Smith	Opinion on Trusts with a no vote on levy
Hon J Sutton's office	Acknowledgement of receipt of Annual Report
David Kay	General trust info
Varroa Programme Manager	Update on Varroa Phase III progress
Hort Research	2002 AFB testing results
Canty Branch	Copy of letter to Varroa Programme Manager
Expanding Options Project	Livingstone report
ABCC	Risk Analysis on import health standard
AgriQuality	List of x-coded beekeepers
Email from Nick Wallingford	Web page thoughts

Outwards

To	Re
Minister of Biosecurity	NBA Annual report and Financials
Registrar Incorporated Societies	NBA Annual report and Financials
Branches, web page etc	2002 Draft AGM Minutes
Cammell, Goodwin & St Clair	Thanks for input to Conference
University Waikato	Re agreement
Poverty Bay, Hawkes Bay and SNI Branches	Chase up re varroa surveillance
Poverty Bay, Hawkes Bay and SNI Branches	Memo re. line
Ruatoria Coroner	Acknowledgement of receipt of Jacobs findings
R Berry	Points raised to levy returning officer
Various Beekeepers	Debt chase up

Correspondence Actions

Send coroners report to branches and the editor of the beekeeper.

"Receive the Eric Livingstone report on the Expanding Options leadership courses and hold over for discussion until next meeting."

LMcK / PC Carried

The Executive acknowledge the offer from Nick Wallingford to host the NBA an enhanced NBA web site and will consider as part of the forthcoming deliberations on the NBA restructure.

5. ADMINISTRATION ISSUES

Don explained that he feels that there may be changes in priorities due to the restructure project over the next couple of months. Tim felt that at this stage there's not too much that will be affected. We'll just have to watch things.

6. NBA EXECUTIVE VACANCY

Should we go through the trauma of being someone up to speed in light of the next few months?

The President with a view to filling the North Island vacancy has approached several (9) people, all with a negative response.

DRAFT

“Accept the report that 9 people had been approached and all for various reasons had tuned it down. Agreed to approach one more person but will stay at five members and co-opt members/help as required for projects as needed if the last person to be approached turns the opportunity to join the Executive down”.

JL / LMcK carried

7. NBA the way forward (appended)

7.1

Don discussed how the 2002 conference had given the Executive the mandate to lead on the issue of restructure and the implications of the conference discussions. He feels that by the end of November 2002 a “new” NBA must be in place as the no vote for the Commodity Levy effectively withdraws supply from the date of the expiry of the current levy. The NBA has voted to create an affordable, responsive, proactive and relevant organisation (more user friendly).

He then asked for individual Executive members thoughts (summarised below):

Philip Cropp

The way ahead is not impossible, nor that difficult. There’s a lot going for the industry. Perhaps a questionnaire to beekeepers of a certain number of hives and asking some leading questions. Also need to outline what the NBA has done in the last 12 months. Need the industry to tell us the way forward. Give the NBA companies a kick into gear to worry about trading things (e.g. PMS, R&D). These companies police the quality mark and manage the PMS. Beekeepers who want to, participate in the quality mark and UMF etc. The membership lobbying and advocacy e carried out as a sector group of a larger organisation.

Gerard Martin

Doesn’t want to destroy what we’ve got. Need to canvas branches with options (ask what they want, won’t get answers). Concerned about time of year and funding. Can the Trusts help? Need a committee that is made of not only beekeepers, but people from outside with an understanding of rural issues and representation. Concerned about keeping things flowing.

Jane Lorimer

The list at the conference workshop showed that what people want the current NBA is already doing. Likes the idea of an options paper/questionnaire to people who weren’t a conference. Canvas for offers of assistance to keep NBA afloat while we restructure. Need to look at issues we currently work on – does it grow the industry? Feels that lobbying is of limited use for growing the industry as does the Expanding Options project due to it’s limited uptake. R&D projects must keep going. Needs to be some generic work e.g. antioxidant work. PMS – want to see a more public face and run at better-cost effectiveness for beekeepers. Perhaps give some branches a task to help spread the workload.

Lin McKenzie

Declared that he has never held a brief for compulsory but doesn’t support the big bang. Believes that an industry organisation’s role is to remove roadblocks. An organisation can only be reactive, as it is membership driven. Expanding options came as result from a remit to an AGM. Do we walk away from the current organisation and let the current members join an organisation that best suits them?

7.2

Discussed the paper, attachment two

Executive was comfortable with the general direction of Don’s paper attachment 2 although acknowledged that there needs to be a break down of what’s needed now and what’s after the 31 December.

7.3

The PMS:

The Biosecurity Levy proposal and PMS review were discussed.

Negotiations with contractors are important.. Don has talked with AgriQuality regarding splitting contracts. See if we can negotiate to pay for actual and minimum work needed under the PMS for this period. With three retirements pending from the Operations Committee it is imperative that these

DRAFT

people are replaced to help the remaining two members (G Cammell and I Spence) keep the PMS operational.

Action

Philip Cropp to deal with PMS issues and work with Don.

Some names were canvassed and it was agreed that Philip approach these people and discuss around the NBA other possibilities.

7.4

Executive responsibilities were allocated as per the areas described in Attachment Two:

Funding & Structure Gerard/Lin

Funding Lin McKenzie

Structure Gerard Martin

Service & Administration

Don, Jane & Tim

Varroa

Phase II Jane Lorimer

Phase III Don Bell will transition to the Chairman of VOAC (with Varroa Programme Group agreement)

Keeping the NBA bobbing along

Don & Tim

Communications Plan

Lin McKenzie and Tim Leslie work on getting a scheme together

7.5

Where to and what do we do from now?

- The PMS review process will take its course.
- Structure options for the NBA and how it is to be funded (page 2 of Attachment) will be designed and implemented by 30/11/02. The Executive agreed on Governance, advocacy and Service as the core roles.
 - 1 What is governance?
Executive agreed that it is setting the policy, Not managing the doing.
 - 2 What is advocacy?
A voice and a face for the industry (submissions etc.)
 - 3 What is service?
It is the work behind the scenes to ensure the advocacy happens.

The Executive agreed with the descriptions.

- Where to from here?
It was agreed that Remit 7 “*That this Conference recommends to Executive that the National Beekeepers Association investigate the re-structuring of the National Beekeepers Association and report findings to a special meeting*” (the first remit debated at the 2002 Conference) is what the Executive has to work to. Terms of reference for a taskforce were discussed and broadly agreed.

Task force ToR.

- 1) Objective of task force is as per remit 7 to present to exec for exec to finalise and take to a special meeting
- 2) Develop up to 3 structural options based on the core roles as identified above, having regard to the primary criteria of affordability, relevant and user friendly.
- 3) Show an indicative costing for each presented option
- 4) Completion date / presentation to Executive by October 3rd.
- 5) Lines of communication
 - Each and every meeting is faithfully recorded

DRAFT

- Accountable to Executive through President

“Adopt task force terms of reference draft 1 as presented”

LMcK / PC carried

The executive agreed that LMcK and GM Go approach a range of people to form the task force with a membership maximum of five people.

Critical dates were discussed and adopted:

September 24 NBA Exec
October 10 – 11 Task group and NBA meet on the 10th.
October 17 task group report to Tim
October 24 Special Meeting Notice
November 21 NBA Special Meeting (Wellington)

8. FINANCE

8.1 Bad debts and recovery action.

- Tim updated that the NBA solicitor has final demand letters out to approximately 30 beekeepers with levy arrears.

8.2 Account period ending 31 July 2002.

“That accounts as presented for the NBA for the period ending 31 July 2002 be accepted”

JL / PC carried

8.3 Carr cost recovery - progress

Tim updated that progress is being made (half payment received) with NBA solicitor negotiating the remaining arrears

8.4 Paper from Executive Secretary regarding budget and finance for the rest of the year.

The discussion paper was discussed. Tim explained that it was a discussion piece to map out things as he saw them at a “first glance”.

Tim felt that every activity apart from those statutory requirements i.e. PMS and the completion of the biosecurity levy application were “up in the air” and will have to be put in a holding pattern until the new structure is sorted out.

This generated some discussion and it was agreed that non-contracted activities would be placed on hold until the Executive meets again in late September.

8.5 Waikato University Contract for Project Cinderella

Tim Leslie reported that the draft contract discussed at the July Executive meeting has a couple of clause that potentially exposes the NBA to some long-term risk. The NBA’s solicitor has drawn them to the Associations attention and Tim has written to the University with the NBA’s concerns asking that they be amended.

“The Executive endorses the actions taken by Secretary with regard the contract”.

LMcK / GM Carried

Gerard Martin left the meeting at 3.15pm

Honey Trusts

8.6.1 Application by M Bush

Executive recommends to Trust that M Bush’s application be accepted.

8.6.2 Application by Industrial Research Ltd

Refer to the R & D Committee for a recommendation by September 26.

8.6.3 Application by HortResearch

Refer to the R & D Committee for a recommendation by September 26.

DRAFT

9. GENERAL

- 9.1 Irene Parminter from MAF Policy updated the meeting on progress with the MAF work on the GE Royal Commission recommendations discussed at the NBA Conference.

Philip Cropp left the meeting at 4.30pm. The meeting no longer had a quorum.

9.1 Magazine

Lin McKenzie raised that he has had discussions with the publishers of the *Beekeeper*. They are looking at further options to recover postage costs and are fully aware that after December 2002 things will change with the magazine.

- 10 Don Bell closed the meeting at 4.30pm