

AUSTRALIAN HONEY BEE INDUSTRY COUNCIL INC



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DRAFT MINUTES - EXECUTIVE MEETING

Date: 13 Sept
Time: 10am AEST
Location: Teleconference

DECLARATION OF INTEREST

Peter McDonald (PMcD) Chair	McDonald Honey
Stephen Fewster Deputy Chair (SF)	Kuyan Apiaries, WAFarmers Beekeepers Section President
Leilani Leyland (LL)	Manager, Bees Neez Apiaries Secretary, Beekeeping Industry Council of WA
Peter Barnes (PB)	TBA
Kevin MacGibbon (KMcG)	None
Therese Kershaw (TK)	Partner - Sterling Kershaw & Co; Treasurer - NSWAA - Southern Tablelands Branch; Trade Show Coordinator - NSWAA

Caution:-

AHBIC requires that participants at this meeting must not enter any discussion, arrangement or understanding that may, in any way, infringe applicable competition laws. In particular, members and participants must not:

- discuss or agree on production limits or strategies, prices (including rebates and discounts), marketing territories, bids or tenders;
- discuss or agree on dealings with customers or third parties, including trading terms and conditions;
- exchange any non-public or commercially sensitive information relating to
 - purchasing, production and supply chain strategy or capacity,
 - marketing or advertising strategy, or
 - profit, costs or revenues.

Such topics must be avoided both in the formal meetings and in any informal discussions before, during or after meetings. Please keep discussions within the scope of the set agenda items as off-topic discussions may represent a compliance risk. Participants are encouraged at any time to challenge any discussions that might contravene this statement.

KEY DATES/MEETINGS

2019:

8 th – 12 th Sept	46th Apimondia International Apicultural Congress, Montreal
11 th Sept	Agrifutures RWA Gala Dinner, Great Hall, Parliament House
13 th Sept	AHBIC Executive, teleconference
18 th Sept	AFPA quarterly dinner
18 th Oct	Assurance system meeting, MEL, Liz Barbour, Ben McKee, SP, PMcD, Peter Brookes
28 th Oct	B-QUAL, Food Safety? F2F MEL
29 th Oct	AHBIC Executive, F2F MEL
19-20 th Nov	PHA Member Meetings, Canberra
27 th Nov	Dept of Ag. 2019 NBC National Biosecurity Forum, Canberra

1. CHAIR – OPEN, ATTENDEES, APOLOGIES

Chair Peter McDonald to opened meeting, welcomed all and confirmed attendees and apologies
Attendees: All Executive, LL left at midday AEST due to another meeting.
Apologies: Ben McKee

2. CAUTION

Recommendation: that the caution statement be taken as read
Moved: KMacG Seconded: LL

3. MINUTES OF MEETING 2 AUGUST 2019

ATTACHMENT 1 BELOW

Recommendation: to accept the minutes of executive meeting 2 August 2019.
Moved: SF Seconded: PB

Business arising was discussed.

5. FINANCE – BANK BALANCES AS AT 31 AUGUST 2019

Finance reports in Attachment 2 and below information was noted. Bank balances as at 31 August 2019:

AHBIC working account	\$95,633.35
AHBIC debit card	\$2,453.87
AHBIC term deposit	\$57,065.26
AHBIC term deposit	\$33,892.47
AHBIC term deposit	\$81,612.42
SP now has access to PCF accounts, viewing only, not a signatory.	
PCF working account	\$44.95
PCF term deposit	\$422,027.74

Quote for bookkeeping assistance and resume from Sue Bruce for IAS/BAS was discussed.

SP outlined the quote from Sue Bruce and noted: IAS's are quicker and lodged monthly. BAS/IAS is lodged quarterly and takes a little longer. Any additional work CEO needs assistance with will be at a rate of \$55 per hour. Sue is CPA qualified. Other assistance CEO will occasionally need is checking audited financials against MYOB and rolling over, assistance with preparation for audit e.g. GST reconciliation - A/P - A/R. CEO can do ~90% of audit prep but likes GST and other year-end checks to be done so that auditor doesn't need to do it at a higher charge out rate. CEO noted that she did an MBA in professional accounting but is not a CA or CPA qualified accountant.

PMcD canvassed comments from each Executive member. SF, LL, KMacG, PB, TK, PMcD approved to accept quote.

ACTION:

SP to follow up with Sue Bruce to engage her to do the BAS/IAS work based on quote.

TK will canvass and encourage contributions at branch upcoming event. Re voluntary contributions – drought is affecting the likelihood of contributions.

SP to send out hard copies of voluntary contribution notices to remind people to contribute.

SP to investigate the cost and whether its doable to do automatic deductions from accounts for voluntary contributions and whether that could be included in reminder notices.

6. GENERAL BUSINESS

1. New Constitution – guidelines for admission of new members
A new Dropbox has been set up so that each Executive member may access and provide comments on guidelines being developed by PMcD/LL/SP.
Dropbox directory: AHBIC Executive/Policy/AHBIC Membership
The development of the membership guidelines is in progress and Attachment 4 provided progress to date. Progress to date included PMcD, LL & SP comments. Comments are welcome from other Executive members. PMcD canvassed comments from all Exec members on the guidelines and comments developed to date. General discussion.
ACTION: SF, PB, TK, KMacG executive to read guidelines and provide their input
2. Roles and reporting criteria for AHBIC Committees – TOR
A Dropbox has been set up for Exec to access all sub-committees. An excel spreadsheet has also been developed which includes each sub-committee and its members. PMcD updated spreadsheet and saved in Dropbox incl requirement for a structure for delegates for e.g. Apimondia. SF indicated that in the past, the Apimondia delegate used to give a report to AHBIC after conference. PMcD canvassed thoughts and comments from Executive.
ACTION: SP to email document to everyone, given problems some are experiencing with Dropbox. SP to liaise with LL re changes LL made that may not have saved properly. SP and Executive to develop TOR
3. Conferences, congress and national conference report - update Therese Kershaw
TK provided brief update. VAA have confirmed conference will be held at Bendigo in 2020. Need to liaise with VAA re blending of VAA Conference and AHBIC Information Session. KMacG indicated that much of the AHBIC Information Forum could be incorporated into the VAA conference. VAA 2-4th July dates for Conference. AHBIC AGM scheduled for 5th July. PMcD canvassed views from each Executive member.
Action: SP/KMacG/TK/VAA to liaise re incorporating AHBIC Information forum or an extended session for the AHBIC report. Aim for KMacG/TK/SP to report back by next Exec meeting on 29th Oct. PMcD requested KMacG assist as an AHBIC advocate to ensure AHBIC time slot to report in the VAA program is sufficient.
4. Apimondia – do we wish to continue with this membership?
PMcD reported that he had been liaising with JG re Apimondia membership benefits over the last 18 months. JG outlined that Apimondia were going through a strategic planning exercise. PMcD has asked JG for improved communication from Apimondia. To date no success. Propose that AHBIC write a letter to Apimondia politely requesting outline of member benefits and our desire for improved communications, involvement and engagement with Apimondia. Regional President role has been developing in terms of guidelines. Apimondia did not engage with AHBIC regarding the election of Oceania President. PMcD canvassed views of executive. SF indicated that lack of communications from Apimondia has been a perennial problem. LL indicated that a letter is appropriate and that if membership benefits do not occur, AHBIC should withdraw membership. PB noted Apimondia is losing relevance particularly for Australians; it is a European based organisation and the timing of conference is not appropriate for Australian beekeepers given peak work period. It was proposed that perhaps AHBIC Congress becomes the southern region conference for Aust/NZ and be linked to Apimondia. General discussion. Congress in 2018 was endorsed as an Apimondia event but

Apimondia did not assist in providing support or promoting the event. SP updated Exec on comms with Karin Kos of ApiNZ re combined conference. Proposal to have the NSWAA/AHBIC 2022 Conference as an Apimondia Oceania conference.

ACTION: SP to draft letter for Exec review re querying Apimondia and requesting improved communications

5. Funding – collate list of people who do not contribute to AHBIC and send an invitation to contribute. Funding is crucial to the survival of AHBIC.

ACTION – LL and SP to work on list with the view to SP writing to people who do not contribute

6. Agrifutures tendering for projects – update on Comms Plan and others

SP provided list of possible submissions for this next round of Agrifutures funding. SP requested feedback from Executive re priorities given there will not be time to submit a proposal for all ideas. All agreed that Comms and Levies projects are priorities as well as Resource workshop outcomes

SP to write proposals to Agrifutures for Comms and Levies and if time, Resource Workshop.

7. Roles for Executive Members – progress reports

Improving Friends of AHBIC – TK provided a report, initial meeting in Melb with TK, PMcD SP and Ian Cane. Action TK and SP to meet to advance.

Labour agreements/foreign workers – PMcD and KMacG provided update, in progress

Biosecurity incl succession planning, PMcD reported that Ian Zadow has withdrawn from AHBIC committees and in the interim, PMcD proposes that PB step into fortnightly PHA teleconference meetings with Trevor Weatherhead. Trevor Weatherhead to also chair the disease and quarantine committee.

Motion: to appoint PB for PHA and QDAFF representative and TW for PHA and D&Q Chair and to provide input to TOR with regular reporting

Carried

Congress & Congress Committee - (committee includes LL, KMacG & TK) LL reported on current progress.

ACTION: LL to draft call for EOI for 2022 Congress committee

SP to distribute letter call for EOI to AHBIC member bodies

LL to recommend a committee for AHBIC Exec endorsement, with consideration given to feedback from previous congress e.g. committee members must be committed.

Detailed discussions to be held on committee members at next F2F meeting on 29th Oct

AHBIC National policy development – PMcD provided update, list of policies to be considered in Dropbox

8. Harmonisation – PMcD update, no further meetings but work has been occurring b/t NSW and VIC. NSW and VIC State governments are working well together this pollination season e.g. re AFB infected hives.

9. QA and adulteration & standard

A meeting was to be held on 18th October to discuss QA/adulteration/honey standard with the view to having further information available for the Executive on 29th October. This meeting on 18th may be postponed and we will provide an update as it becomes known. PMcD called for any comments. SF likes the proposal but flagged funding as the issue, PB agreed

10. Inquiry into supporting Australia's exports and attracting investment

Invitation to make a submission, SF said to ask Honey Packers, Action – SP to send to Honey Packers for consideration

11. Contaminated beeswax - re email sent to AHBIC on contaminated beeswax, try and get a sample and get it tested to follow up, find out if it is domestic or international. Where to from there in terms of engaging with the Government for regular testing to be decided then. PMcD canvassed views from each Executive member. SF recommended putting article in newsletter re the issue. Agreed.

SP to see if we can get regular reports on quantities of beeswax coming into the country

SP to include notice in Sept newsletter

12. Varroa update for noting, PMcD provided update on the meeting 13th Sept at 9am. No more finds from 2019 detection. 2016 proof of freedom phase is finished, and final report is in draft.
13. Motions from AGM – priorities
Executive to provide input for priorities for implementation of motions from 2019 AGM
Given time, it was agreed to consider this out of session.
ACTION: Each Executive member is to look at the document and prioritise in readiness for next AHBIC F2F meeting on 29th Oct.

TK has provided notes for comment by Executive at next F2F meeting regarding the agenda items 14-18

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| 14. | USA Beekeepers Tour to Australia | Therese Kershaw |
| 15. | Australian Beekeepers Tour to New Zealand | Therese Kershaw |
| 16. | Branded Ties and Scarves for AHBIC Executive | Therese Kershaw |
| 17. | Australia Bee Day - 9th March 1822 | Therese Kershaw |
| 18. | Bee Happy Seed Mix | Therese Kershaw |
| 19. | Other business – none | |

6. NEXT MEETING

Scheduled face to face meeting – 29th Oct 2019, Melbourne; B-QUAL and Food Safety (?) on 28th Oct.

7. CLOSE

Meeting closed at: 12.10pm