

NBA Executive minutes 2001

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Minutes of National Beekeepers Association of New Zealand (Inc) Executive Meeting 4, held at Agriculture House, Johnston Street, Wellington on 1 and 2 February, 2001, commencing at 7.05 p.m. on the 1st.

Introduction and Welcome:

The President, Mr Richard Hatfield, confirmed that a quorum was in place and ascertained that there were no apologies. Executive conduct was discussed re the draft Terms of Reference as presented by Richard Hatfield were discussed.

Policy:

"That this meeting adopt the Executive conduct Terms of Reference for this meeting and that they be formally adopted for the term of this executive."

Terry Gavin/Lin McKenzie Carried

Present:

Richard Hatfield (President), Don Bell (Vice President), Lin McKenzie, Terry Gavin, Jane Lorimer and Philip Cropp. Tim Leslie - Executive Secretary.

Minutes:

The Minutes were tabled until Friday morning.

Correspondence:

The correspondence was tabled until Friday morning.

Finance:

"That Executive expenses totalling \$1901.71 be paid."

Lin McKenzie/Philip Cropp Carried

A question was raised about executive claims and whether copies of invoices were acceptable.

Policy:

"When claiming as an individual you have to supply the original invoice. If claiming as part of your business, copies are to be supplied."

Tim Leslie reminded that Honorariums are taxed, i.e. withholding tax is taken.

Action 4.1

Tim Leslie to check with auditors that this policy is adequate.

Bad debts were briefly discussed. Tim Leslie reported that debtors are being progressed to recovery through the court system.

"The Executive reinforce their desire for payment to be pursued and reconfirmed that the current policy for collection of outstanding levy is continued this year."

Terry Gavin/Jane Lorimer Carried

Action 4.2

Tim Leslie to double check on the registration status of the 3 mentioned beekeepers and ascertain that they are not in breach of the AFB PMS and that they are not harbouring an unwanted organism.

5. Portfolio Reports

Passed over until Friday 2nd.

6. Committee Business

6.1 Terms of Reference

P Cropp tabled the Terms of Reference for the Export Committee.

D Bell tabled the Terms of Reference for the Varroa Advisory Oversight Committee.

J Lorimer - Finance and Environment Committees have been tabled.

The letter to the Marketing Committee from the President was raised. It was agreed to discuss this under the Marketing portfolio report.

6.2 New Appointments

"The Executive Secretary write to James Scott, David Yonke, Don Stedman inviting them to make up a Publications and Editorial Advice Committee. If they accept, they be confirmed to the Committee automatically."

Lin McKenzie/Philip Cropp Carried

"That standing Committee members initially hold office for a two year term. Thereafter there be a roll over of the committee annually."

Philip Cropp/Don Bell Carried

Action 4.3

Tim Leslie to research Executive minutes since July 2000 for all motions that relate to Committees and debt collection and formulate into a policy for each.

6.3

Recommendation from the Compliance Committee that the levy be reviewed along the following:-

It is proposed to strike the Base Levy under Section 90 of the Biosecurity Act. This would comprise a set levy for all

beekeepers regardless of size for the purposes of registration. Every registration would be levied at the same base fee.

It is envisaged that this levy would cover information dissemination (e.g. Beekeeper), education and enforcement, and would be a beekeepers membership to the NBA. There would still be provision for conscientious objection.

A Hive Levy would be struck under section 90 as well. This will be based on hive numbers at 1 November in any year. A hive will be defined as a colony within a managed container, i.e. both producing and breeding colonies of bees.

The primary purpose of this levy will be as for the base levy: Disease management, enforcement, association management, audit of PMS, exotic tracking and general administration of the AFM PMS.

The Commodity Levy would be struck under the commodity levies act. It will be based on production and will levy all beekeepers.

Use of this levy will be for "industry good", e.g. Marketing, lobbying, industry management, export issues, legislation, standards, product support.

The levy will be on a declaration of what has been sold during the last 12 months.

Domestic (small) beekeepers will be able to claim exemption from this levy by statutory declaration. The rules for exemption will be based a declaration stating that product is not traded. It is supplied to immediate family etc. only.

Registration process for a new beekeeper will be:

Beekeeper applies to management agency (NBA).

NBA will send registration form that includes information on why the beekeeper has to comply and outlines consequences and penalties for non-compliance, a disease form and info on starting with bees and identifying diseases.

DECA will also be sent with a requirement that DECA issues are completed in two years.

Once the beekeeper sends the registration back, the management agency will formally acknowledge the receipt of registration by allocating a registration number.

The management agency will then notify the AP 1 in the area and the branch will co-ordinate training,

"The Executive accepts the Compliance Committees frame work for a three tier levy."

Philip Cropp/Lin McKenzie Carried

Discussion about the mechanics of a levy review/restructure was discussed. It was agreed that the

Compliance Committee would need to co-opt people to the Committee for help with this job. "That Nick Wallingford be co-opted as a ex officio member of the Compliance Committee for the specific task of assisting with the forming of an updated levy policy within the frame work accepted by the Executive."

Terry Gavin/Philip Cropp Carried

"That the Executive accept Gavin Whyte's letter of /01/01 offering ideas for levy reform."

Don Bell/Terry Gavin Carried

"That Gavin Whyte be asked to join the Compliance Committee in the same role as Mr Wallingford."

Philip Cropp/Jane Lorimer Carried

6.4 Notices of Motion

It was agreed that these would lie on the table until Friday 2 February.

EU Testing and Recoveries

Mr Hatfield handed the chairmanship of the meeting to Mr Bell. Richard Hatfield explained that this proposal came out of the facilitated meeting held between exporters, MAF Food and NBA on December 19, 2000. The NBA had explained to MAF Food, both verbally and in writing, that the NBA would not underwrite this programme any more.

As a sign of good faith, it had been agreed that the NBA would convene a meeting of interested parties to broker a solution to an impasse. The following was agreed:

"The NBA President will discuss with the NBA Executive for their approval that: The NBA will administer through a totally separate accounting system a voluntary levy system. There will be a levy (to be worked out) on each kilo of exported honey. The levy will be structured to ensure that it covers all costs associated with running the scheme, i.e. collection of samples, testing of same, NBA time, etc.

The NBA will report basic statistics to the membership through the New Zealand Beekeeper. It was acknowledged that the EU Testing Programme for 2001 must not end up as cost to the NBA."

Richard Hatfield further stressed that the agreement reached at the December 19 meeting was conditional on Executive support, which is why the proposal was being presented as it, is at this meeting. It is a business proposal with the risk acknowledged.

"That the NBA underwrite for the 2000/2001 season the costs associated with the compliance to EU Testing."

Richard Hatfield/Lin McKenzie

Richard Hatfield presented the positives and negatives of the proposal to the NBA.

Vigorous discussion ensued. Mr Bell put the motion:-

1 for

1 against

1 abstentions

Due to the motion being stalemated, Richard Hatfield again moved, seconded by Lin McKenzie:-

1 for

2 against

1 abstentions

Mr Bell declared the motion lost.

The meeting thanked Richard Hatfield for his work on this difficult problem.

Action 4.4

Richard Hatfield to write to MAF to outline and restate the NBA's position.

Mr Hatfield resumed the chair and adjourned the meeting at 10.20pm until 8.30am Friday 2nd.

The meeting resumed @ 8.40am on Friday 2 February 2001 under the chairmanship of NBA President,

Richard Hatfield.

It was established that a quorum was present and that there were no apologies.

2 Minutes

"That with the addition of the Marketing Consultant's report on pollination, the minutes of the meeting held November 25, 2000 be accepted."

Terry Gavin/Philip Cropp Carried

It was agreed that discussion about the Marketing budget and the \$70,000 allocation be relitigated but the three priorities as stated in the November minutes be discussed under the marketing report.

Action 4.5

Tim Leslie to word a policy for contracts: i.e. every activity the NBA enters into with outside parties or contacts is in writing.

6.4 Notice of motion - Richard Hatfield

"That from 1 February 2000 the Compliance and AFB Review committees be merged to form one committee called the Compliance AFB Review Committee."

The motion was discussed in general terms and an amendment was proposed.

"That the terms of reference of the Compliance Committee be ammended to include the need for the Committee to be responsible for the creation of an annual PMS review by the appointment of an ad hoc PMS Review Committee with the ability to co-opt members to assist where and when deemed necessary."

Don Bell/Jane Lorimer Carried

"That the amendment become the motion."

Don Bell/Terry Gavin Carried

6.5

Policy on non-compliance and non-payment of levy. As proposed by Richard Hatfield.

The NBA will operate the following Policy towards all non-compliance and non-payment of levy.

1. If the breach is minor, that is delay in registering an apiary, failing to supply an ADR within 30 days of the due date, failure to report AFB within the time frames, the management agency will send the beekeeper a letter warning that three occurrences or serious offence will incur suspension or revocation.
2. Moderate breach, that is 5 or less apiaries unregistered, ADR within 3 months, or three minor offences, then the DECA will be suspended for a period of 6 months.
3. Serious breach, that is anything outside of 1 and 2 or 9 minor breaches or 3 moderate breaches then the DECA will be suspended for 12 months and will require the Beekeeper to reapply.
4. Two serious breaches will mean that the DECA is revoked and cannot be applied for 3 years to which they must attend a registered training course and take the test before being granted the DECA regardless if they did so before.
5. Non-payment of levy will suspend the DECA until full payment has been received or arrangements have been made.
6. If a DECA is suspended for more than 12 months then the beekeeper is required to attend a registered training course and take the Test regardless if they did so before.
7. Appeals will be heard only by the President, Vice President, AFB Committee chair. If there is a conflict of interest then the office holder will excuse themselves.

The Executive Secretary is responsible for implementing this Policy

"Subject to legal checking, (the Executive Secretary to undertake with Mike Smith) the NBA adopts the policy."

Richard Hatfield/Terry Gavin Carried

5. Portfolio Reports

AFB PMS - Terry Gavin

Terry Gavin reported that there is nothing of consequence on the committee's agenda at this time.

Richard Hatfield reported that prior to Christmas, in his role as President, he had authorised the spending of \$4500 by AgriQuality New Zealand Ltd, to destroy non-compliant apiaries in the Hutt Valley. The beekeeper concerned has now been served notice as a restricted place for six months as well.

Mr Hatfield also declared that he was a beneficiary of \$602 for labour and equipment hire for this expense in terms of labour charge as an AP2 and for expenses and equipment.

Action 4.6.

Tim Leslie and Terry Gavin to write to MAF requesting that the NBA have its own Level One Authorised Persons.

Action 4.7.

Terry Gavin and Richard Hatfield to work with the Compliance Committee to formulate a policy of enforcement for abandoned apiaries.

Action 4.8

Tim Leslie to write to AgriQuality and restate that the only position the NBA has at this time for abandoned apiaries is destruction. This is the only legal means of disposal.

The Executive discussed the issue of abandonment further and agreed that the Compliance Committee should investigate the possibility of selling abandoned apiaries at Public Auction or Tender to recover NBA costs.

It was also pointed out that AP2's will be annually renewed and the PMS Committee will need to consider ways to stay in touch with who is currently an AP2 so that only compliant beekeepers

retain or are given AP2 status.

Communications - Lin McKenzie

A twelve month contract with Crown Kerr Print was tabled. Crown Kerr are the new publishers of the Beekeeper from February 2001.

"That Crown Kerr be the printers and publishers of the Beekeeper for the 2001 year."

L McKenzie / D Bell Carried

Compliance - Richard Hatfield

Reported on meeting held in December 2000.

Meeting adjourned for morning tea @ 10.15am and resumed @ 10.35am with all members present.

3. Correspondence

Everyone having satisfied themselves with the correspondence

Inwards - 26/11/00 - 29/01/01

27/11/00 - CHB print - Response re letter to editor/article

27/11/00 - Hort. Research - Summary of AFB testing results

04/12/00 - G Hyink - Copy of open letter posted on web site

08/12/00 - Exporters - Consultation meeting

12/01/01 - Internet Hawkes Bay - Domain name

15/01/01 - C Keast - EU Testing

19/01/01 - Roger Bray - NBA involvement with EU testing

25/01/01 - Gavin White - Thoughts on levy

26/01/01 - MAF Biosecurity - R Poland - Response to NBA request for more members on surveillance review cttee

30/01/01 - M Auld - Varroa Support quarterly report

26/11/00-29/01/01 - M Smith - Various letters re debt collection

Outwards - 26/11/00 - 29/01/01

29/11/00 - MAF Food - NBA position on EU Testing

29/11/00 - MAF Biosecurity - Non Complying Beekeepers

05/12/00 - Marketing Cttee - New Direction

09/01/00 - D Belton - Varroa Invoice

11/01/01 - AgriQuality - Request for apiary information for levy purposes

29/01/01 - MAF Biosecurity - More time for response to PMS Audit

30/01/01 - Fed's Hamilton - Instructions regarding handling levy cheques.

26/11/00-29/01/01 - M Smith - Various letters re debt collection

30/01/01 - MAF Biosecurity - R Poland - Response to letter of 26/01/01

31/01/01 - Beekeepers - Levy Invoices and letters

"That the inwards be accepted and the outwards approved."

Don Bell/Terry Gavin Carried

No matters arising.

Environment - Jane Lorimer

The Poverty Bay Branch had made its submission to the Royal

Commission on GM on 1 February 2001, and it went very well.

A question about spraying of citrus during daylight hours had been raised with Jane Lorimer.

Action 4.9

Jane Lorimer to work with Environment Committee to formulate a policy on this issue and ensure the Environment Committee is functioning by March meeting. Exotics - Terry Gavin

Mr Gavin reported on meeting with MAF attended by himself, Philip Cropp and Tim Leslie in Derek Belton's office. An exotic review committee is being formed. The NBA Executive felt that there must be good bee industry representation on this committee with at least two beekeepers involved.

The MAF response to the Official Information Request from Mr Blair of Auckland regarding test results from the August 1999 Exotic Disease Response Exercise was discussed. Feeling of the meeting was that there was a serious systems failure in that the bee samples were misplaced and never tested.

The Executive was adamant that the Exercise was MAF's affair and that the NBA was working at the exercise as a volunteer help and that contractors involved were working for MAF, not the NBA at the time of the exercise.

Action 4.10

Tim Leslie to write to the Director General, cc Ministers, expressing the NBA's concern at the system failure.

Action 4.11

Also write to allied industries and other Political Party Agricultural and Biosecurity spokesmen outlining the NBA's concerns.

Action 4.12

Terry Gavin to finalise Exotics Committee before March meeting

Exports - Philip Cropp

Philip Cropp tabled the finalised membership of the Export Committee.

Finance - Jane Lorimer

Nothing out of the ordinary. The audit for 2000 year has been commenced and this is holding up the tabling of the December 2000 accounts.

Governance - Richard Hatfield

Will have first meeting in March.

Marketing - Philip Cropp

Philip Cropp commenced his report and stated he wanted to break it in to three sections:- 1.

Marketing programme

2. Jobs under marketing

3. Financing

Due to Richard Hatfield wishing to participate in the discussion, he handed chairmanship of the meeting over to Vice President, Don Bell at this stage.

Philip Cropp started to discuss the Marketing Committee's wish to place emphasis for the coming year on developing standards for "bush honey."

Richard Hatfield raised a point of order:- "Are the Marketing Committee focusing on the directive of the Executive in November 2000 to develop an industry standard quality mark?"

Lin McKenzie raised a further point of order: "Where is the

directive on Pollination emphasis?"

Discussion took place on the Marketing Consultant's report on the pro's and con's of pollination service emphasis where the conclusion reached was to not proceed with marketing development of pollination services.

"That the report of Floyd Marketing (22/11/00) on pollination marketing be accepted." Philip Cropp/Lin McKenzie

1 for

1 against

1 abstention

The chair declared the motion lost.

A clarifying motion was called for:-

"The Executive reconfirm it's policy of the August 2000 meeting regarding emphasis on pollination and add that pollination is a product within the terms of the November 2000 directive for a bee quality mark."

Don Bell/Terry Gavin Carried

Amendment:

"That the following be added to the motion:- "Products are defined as: pollination and all hive products e.g. honey, pollen, propolis and queens etc."

Richard Hatfield/Lin McKenzie Carried

"That the new amended motion become the motion and it be put."

Don Bell/Richard Hatfield Carried

Philip Cropp then continued to discuss various matters from the marketing meeting of 30/11/00.

Don Bell tabled a section from the Executive minutes of 2 & 3 September 1997 relating to a honey quality mark (pgs 9 and 10).

Philip Cropp restated that the Marketing Committee saw the setting up of standards for bush honey as the first step in a honey quality mark certification scheme.

Jane Lorimer asked for a point of clarification regarding the President writing directly to standing committee members as he had done prior to Christmas 2000.

The Chairman (Don Bell) ruled that it is appropriate for the NBA President to do this. Richard Hatfield conceded that in future he will simultaneously copy such letters to the Executive, but will expect a response from portfolio holders where necessary.

The meeting adjourned for lunch @ 1.00pm and reconvened @ 1.30pm, still under the chairmanship of Don Bell. All members of the Executive were present.

Discussion on marketing continued.

"That Don Bell work with marketing portfolio holder, Philip Cropp to take forward the executive's position on the bee/honey quality mark and resolve the issues surrounding this position."

Richard Hatfield/Terry Gavin Carried

5 for

1 abstention

"That the Marketing Committee reform under the governance/management roles as set out in the NBA's strategic plan and elect its Chairman from its members and not ex-officio members."

Richard Hatfield/Lin McKenzie

4 in favour

1 abstentions with Jane Lorimer wishing hers to be noted.

"The marketing programme be reviewed subject to the review being undertaken by Don Bell and report the outcome at the March 2001 executive meeting."

Philip Cropp/Richard Hatfield

1 in favour

1 abstention with Jane Lorimer wishing hers to be noted.

Don Bell handed the chair back to Richard Hatfield and thanked the members for the professional way they had handled a difficult debate

Richard Hatfield also thanked the executive for their input and stated that he had not wished to cause offence to anyone, but was attempting to steer things in the way he believed the Executive had directed outcomes from past meetings.

Support - Lin McKenzie

Reported that work was proceeding to ascertain if it is appropriate to make a second application to the Sustainable Farming Fund. The structure of the application would take this into account. Varroa - Don Bell

Reported on current status of Stage II and Stage III varroa programme:- surveillance will start late February early March in South Island more treatments are in progress for registration main work has been on a Varroa budget for NBA and working on setting up a NBA Varroa Advisory Group comprising one member from each branch.

The NBA VAG will be a link for the NBA's official Varroa Management Group Reps back to the membership. It is hoped to convene this group by late February 2001.

"The Executive endorse the idea of a Varroa Advisory Group."

Lin McKenzie/Philip Cropp Carried

Finance - Budget:

A second draft was tabled by Jane Lorimer. It still has gaps.

Action 4.13

All executive members to feed back to Jane Lorimer their finalised cost centre areas by 19 February 2001.

"That administration and executive expenses be split in the 2001 budget and that these budget principals be adopted."

Terry Gavin/Don Bell Carried

The meeting broke for afternoon tea at 2.45pm. Mr Hatfield retired from the meeting to travel to Australia for business.

The meeting reconvened at 3.00pm under the chairmanship of Don Bell. 5 Executive members were present and a quorum was declared.

Executive Secretary: Tim Leslie

Reported on progress with bad debts, getting levy invoices out and general info.

Tim Leslie also reported on a project to update the NBA's letterhead and logo. A group of students are keen to work on this at a cost of \$850.00

"That work proceed on the logo for the sum of \$850.00."

Terry Gavin/Lin McKenzie Carried

Executive Secretary Review

Terry Gavin and Philip Cropp reported on a meeting held with themselves and Tony St.Clair, CEO of Federated Farmers on December 19, 2000. The general tone of the meeting was positive

with Fed's happy to continue a relationship and some acknowledgement that there needs to be a change in the way things are done so that the current Executive Secretary is not so burdened with menial tasks.

There was also agreement that weekend work and meetings were to be an exception, not the norm.

Action 4.14

Philip Cropp to work with Richard Hatfield finalising a contract with Federated Farmers.

Action 4.15

Tim Leslie to look at the NBA's insurances;- fire and general and public liability -nto ensure they are adequate and appropriate.

Action 4.16

Tim Leslie to discuss with Catherine Petrey (Federated Farmers) the breakdown of the current contract's costs.

Lin McKenzie raised a concern about the process for the review. He felt that Executive members should have been canvassed for their comments.

It was agreed that a review of the contract review Terms of Reference would ensure that this was put in place.

General

8.1 Rule Changes

Rule changes proposed to be brought to the March 2001 meeting.

Make a formal position of treasurer

Branches report to Executive quarterly

Executive become a Board

Honorariums

Motion to raise honorariums:

"President \$10,000

Vice President \$ 3,000

Executive \$ 3,000

Standing Committee Chairs \$ 1,000;

To be paid twice per year"

"Moved that this motion lie on table until March when Richard Hatfield is available to discuss."

Don Bell/Philip Cropp Carried

OSH & ACC

Action 4.17

Tim Leslie to secure and circulate rulings to branches and executive regarding volunteers "working on inspections".

PMS Audit

Action 4.18

Tim Leslie to circulate to executive the draft audit so that they can respond to Tim Leslie by 12/2/01.

Library Terms of Reference were ratified.

8.6 Southland fielddays and Southland branch request for underwriting.

"The Executive agrees to underwrite the cost of flying a guest speaker to their field day to be held on Saturday 3 February

2001."

Lin McKenzie/Terry Gavin Carried

8.7 Branch Budgets

Jane Lorimer discussed the difficulty in working out for consolidation the full branch situation over the whole country.

Action 4.19

Tim Leslie to discuss with Federated Farmers how they work their provinces out.

8.8

The Executive acknowledged the letters of R Bray and G Whyte on EU Testing and Levy respectively.

Action 4.20

Tim Leslie to write to the two gentlemen.

AGM

Tim Leslie discussed a proposed format for the AGM that Richard Hatfield and he had been discussing.

a brief formal AGM on the Wednesday with the late morning and all afternoon devoted to rules and remits.

On the Thursday morning have a "debate" with both sides of the GM debate so that a NBA position could be reached.

Action 4.21

Lin McKenzie and Tim Leslie to talk through before the March meeting

8.10 Dates - meetings

05/03/01 Nelson

02/04/01 Wellington

The Chairman (Don Bell) thanked the Executive for their participation and closed the meeting at 4.45pm

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Minutes of the National Beekeepers Assoc of New Zealand
(Inc) Executive.

Meeting 05 held at Beachcomber Motor Inn, Tahunanui, Nelson
on 11 & 12 March 2001 commencing at 6.45pm on the 11th.

1.Introduction/Welcome

Present:-

Richard Hatfield - President in the chair, Don Bell, Lin
McKenzie, Terry Gavin, Jane Lorimer, Philip Cropp and Tim
Leslie, Executive Secretary.

There were no apologies.

2.Minutes of Executive meeting 4 held February 1 & 2, 2001

"With the following changes:- Jane Lorimer had tabled the
Committee Terms of Reference at a previous meeting and that
they be appended to the minutes, the minutes of meeting 4 be
accepted as an accurate record."

T Gavin/P Cropp

Carried

Action 4.1

Tim Leslie to check with auditors that this policy
(regarding presentation of GST Receipts for expense claims)
is adequate.

Action 4.2

Tim Leslie to double check on the registration status of the 3 mentioned beekeepers and ascertain that they are not in breach of the AFB PMS and that they are not harbouring an unwanted organism.

Action 4.3

Tim Leslie to research Executive minutes since July 2000 for all motions that relate to Committees and debt collection and formulate into a policy for each.

Action 4.4

Richard Hatfield to write to MAF to outline and restate the NBA's position.

Action 4.5

Tim Leslie to word a policy for contracts: i.e. every activity the NBA enters into with outside parties or contacts is in writing.

Action 4.6

Tim Leslie and Terry Gavin to write to MAF requesting that the NBA have its own Level One Authorised Persons.

Action 4.7

Terry Gavin and Richard Hatfield to work with the Compliance Committee to formulate a policy of enforcement for abandoned apiaries.

Action 4.8

Tim Leslie to write to AgriQuality and restate that the only position the NBA has at this time for abandoned apiaries is destruction.

Action 4.9

Jane Lorimer to work with Environment Committee to formulate a policy on this issue and ensure the Environment Committee is functioning by March meeting.

Action 4.10

Tim Leslie to write to the Director General, cc Ministers, expressing the NBA's concern at the system failure.

Action 4.11

Also write to allied industries and other Political Party Agricultural and Biosecurity spokesmen outlining the NBA's concerns.

Action 4.12

Terry Gavin to finalise Exotics Committee before March meeting Action 4.13

All executive members to feed back to Jane Lorimer their finalised cost centre areas by 19 February 2001.

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Tim Leslie to circulate to executive the draft audit so that they can respond to Tim Leslie by 12/2/01.

Action 4.19

Tim Leslie to discuss with Federated Farmers how they work their provinces out.

Action 4.20

Tim Leslie to write to the two gentlemen.

Action 4.21

Lin McKenzie and Tim Leslie to talk through before the March meeting

3. 'That the inwards correspondence be accepted and the outwards approved.' D Bell/L McKenzie Carried

4. 'That the Executive Expenses of \$6367.44 be approved.' P Cropp/L McKenzie Carried

"That the AP 2 training claims of \$12,055.80 be paid." J Lorimer/D Bell Carried

The meeting agreed to deal with item 7.5- Remit Policy for the AGM.

"That the following Remit Policy be adopted."

J Lorimer/ Bell Carried

Background

In previous years there have been many late remits that have taken up much of the debate. The intention of this policy is to set out the conditions that remits and late remits will be debated.

Policy

Remits will be tabled in accordance with the rules of the association. All remits will be debated at the remit debate.

The Chair of the remit debate may impose a guillotine based on the length of time for all remits to be debated and the number of remits. The chair will reorder the remits to ensure that effective use of time occurs.

Late Remits

The chair will only accept late remits if

1. The proposer and seconder can demonstrate that the matter to be discussed is:
 - a. Urgent matter to the NBA or beekeeping and
 - b. The matter could have not been raised through the normal remit process as it did not become apparent within the timeframe.
2. and, in the sole opinion of the chair and the vice chair that the matter needs to be discussed, and
3. The floor accepts such late remit in accordance with the rules and
4. They are tabled to the chair at the opening of the remit debate.

Late remits will always be heard after the main remit debate. No late remits will be accepted after the opening by

the chair.

Agenda

1. Open the Meeting
2. Receive late remits
3. Report on last years remits
4. Chair sets out the order of debate the guillotines if applicable.
5. Chair sets out rules of debate
6. Remits
7. Late remits
8. Debate close.

Remit debating rules

The remit debating rules will follow the executive debating rules as set out in the executive policy.

Reporting and recording

The Executive Secretary shall record the meeting and it shall be reported within three months in The Beekeeper. Each successful remit shall be allocated to a ponfoho and that will be made known to the membership via the beekeeper.

Action 5.1

Tim Leslie to circulate to each Branch by March 19, a copy of the new remit policy.

"That the NBA purchase 26 copies of "Robert Rules of Order" and the Executive Secretary distribute one to each Branch and Executive Member." D Bell/L McKenzie Carried

The chairman adjourned the meeting for the evening at 7.30pm.

2nd Day

The Chairman reconvened the meeting at 8.50am on the 12th of March. A quorum was present.

5. Annual Report, and 2000 Audit and 2001 Budget

Richard Hatfield presented a template for the 2000 Annual report.

"Executive agreed to adopt the format and also to present an unaudited first six months of 2001 at the AGM."

L McKenzie/J Lorimer Carried

Action 5.2

All Executive members to supply to Tim Leslie by 28 March, their annual reports.

Action 5.3

Tim Leslie to write to branches and explain why their balance sheets as at 31/12/00 are required.

The 2001 budget was discussed.

"Subject to any amendments due to Marketing Committee discussion later in the meeting, the 2001 budget with a projected surplus of \$32,000, that will be dedicated to reserves be accepted." J Lorimer/P Cropp Carried

Action 5.4

Tim Leslie to write to branches with a copy of the budget and explain that they will have to pay conference travel out of their 2001 branch allocation.

Delegations of Authority

"In accordance with the 2001 Budget, the Executive Committee delegates to the respective Portfolio holders their area of responsibility. The Portfolio holder in turn delegates to the Sub Committee Chairman involved to expend the allocation for that cost centre in the approved budget." D Bell/J Lorimer Carried

6. Portfolio Reports

Terry Gavin - PMS

Lin McKenzie - Communications:- Magazine bedding down for the year.

Electronic Communications are next priority.

Action 5.5

Executive members to communicate to Lin McKenzie their ideas and needs for Electronic Communications by 31 March 2001.

Richard Hatfield - Compliance

Action 5.6

Tim Leslie to report progress on bad debt collection in the April Beekeeper.

Jane Lorimer- Environment.

Work on spray in Citrus being progressed by B Foster.

Attended Animal Products Act roadshow.

Made submissions to ERMA on the Hieracium application.

Terry Gavin - Exotics

Action 5.7

Tim Leslie to write to MAF again and request that the Exotic Committee get underway and also state that the NBA wants the opportunity to tender for sample collection.

Philip Cropp - Export

Action 5.8

Tim Leslie to write to AgriQuality and ask for the NBA's EU export levy money.

Action 5.9

Tim Leslie to write to AgriQuality CEO and express our displeasure that protocols being written as consultants to foreign nations by AgriQuality are destroying New Zealand's access to bee exporting.

Richard Hatfield - Governance

Don Bell - Varroa

Lin McKenzie - Support

Action 5.10

Lin McKenzie to prepare a submission to the Trust for funds for a support programme.

Meeting adjourned for 10 minutes at 1040am.

Reconvened at 10.55am.

Philip Cropp - Marketing

Philip Cropp outlined progression on "Operation Cinderella."

"The Marketing Committee be requested to develop Terms of Reference and business cases for developing the Honey

Certification Scheme as discussed at the November 2000 meeting and Operation Cinderella so that the Executive can make an informed decision about funding and progressing the projects. Funding of \$10,000 per project be allocated for this preliminary work and the Marketing Committee report to the Executive by the May 2001 Meeting at the latest."

T Gavin/D Bell Carried

Don Bell's paper (as requested at the February 2001 meeting) was tabled for discussion after the lunch break.

The meeting adjourned at 12.05pm.

Meeting reconvened at 1.15pm.

A quorum was present.

Don Bell's paper was accepted for discussion. It was agreed to consider the recommendations one by one.

Recommendation

1. accepted with change
2. accepted as is.
3. accepted - one abstention.
4. accepted - one abstention.
5. accepted with amendment.
6. accepted and the Committee noted the principal applies to more than just the Marketing Committee.
7. accepted.
8. accepted-3 for-1 against

Jane Lorimer's paper rebutting some of Don Bell's paper's

conclusions was tabled.

"That the paper be accepted."

P Cropp/ McKenzie 4 in favour

1 abstention

As the paper contained a direct criticism of the NBA President, Richard Hatfield relinquished the Chair to Vice President, Don Bell who immediately called a 15 minute recess at 2.00pm.

Don Bell recalled the meeting at 2.15pm.

Point of Order - Lin McKenzie - No 1

As the paper contained criticism of the President, he should not have chaired the discussion.

"That the discussion re-open under the chairmanship of Don Bell."

L McKenzie/P Cropp

4 in favour

1 abstention

Point of Order- Philip Cropp -No 2

Philip Cropp raised the issue of confusion over the paper being discussed. Some members thought the Committee was discussing a paper from Jane Lorimer on her visit to Dr Molan.

"That Jane Lorimer's report be received for discussion."

T Gavin/ McKenzie

4 in favour

1 against

Don Bell ruled on the points of order:

1 After review, the report comes from the chair of the Marketing Committee. Notwithstanding, the President was correct to hand the chair to another party.

2 Accepted the assurance of members that there was some confusion over the paper being discussed..

Don Bell ascertained that Richard Hatfield would not chair anymore debate on the Jane Lorimer paper and Richard Hatfield stated he would not participate in the discussion.

Jane Lorimer then stated that as Marketing committee Chair, she felt Don Bell's paper needed responding to.

Terry Gavin suggested that the last 7 paragraphs of the paper be removed.

Philip Cropp suggested that letters from President over rule Portfolio holder's authority. He felt the issue had been cleared up at the February meeting and that Don's paper re-opened the issue.

Don Bell restated that his report made it clear that the President can write to Committees, but it is up to the Executive to censure the President.

Richard Hatfield asked for permission to speak and asked which part of the 5 December 2000 letter to the Marketing Committee was the problem.

It transpired that it was the reference to \$70,000 total for Marketing to be allocated to the Committee and the general "thrust" of the letter.

Jane Lorimer asked what paragraphs offended Richard Hatfield.

Richard Hatfield stated it was the first 3 paragraphs.

"That from and including "with respect and the first 3 paragraphs" of Jane Lorimer's paper be removed from the paper for it to be accepted."

T Gavin/ McKenzie 3 for

1 against (J Lorimer asked that her vote against be recorded)

Don Bell asked Richard Hatfield if he accepted the outcome and if he would resume the Chair.

Richard Hatfield stated he did and would and thanked Don Bell for working the Committee through the issue.

The President asked if there was any more discussion on Jane Lorimer's paper.

"That the amended paper be accepted."

T Gavin/L McKenzie 4 in favour

1 abstention

To clear up the letter of 5 December 2000, Richard Hatfield again handed the Chair to Don Bell.

Richard Hatfield accepted he should have communicated with Philip Cropp when writing the letter and apologised.

Don Bell handed the Chair back to Richard Hatfield.

By consensus the committee agreed:-

1. Don Bell's recommendations be accepted.
2. Jane Lorimer's amended paper be accepted.

3. Set aside the 5 December 2000 letter as it has now been superseded.

4. The motion of earlier in the meeting relating to Operation Cinderella and Honey Certification is the direction the Marketing Committee will take.

Marketing cont: Philip Cropp reported that he still needs to finalise the final pick up of NBA property from Floyd Marketing.

It was agreed that Don Bell and Philip Cropp work on the 8 recommendations of Don Bell's paper as soon as possible.

Jane Lorimer tabled a paper reporting on a meeting with P Molan.

7 Committee Business

The Terms of Reference for the PMS Op's Committee were tabled.

"That the Executive confirm the Varroa Advisory Oversight Committee and its executive committee as an advisory committee to the Executive The VAOC committee define its Terms of Reference.!!

D Bell/T Gavin Carried

"That the following committees ratified as official standing committees of the NBA:

Environment, Exotics, Finance, Marketing, PMS Compliance/Review, PMS Op's and Publications."

D Bell/J Lorimer Carried

Action 5.11

Tim Leslie to advise committee chairs of above and report the membership of the committees to the

Beekeeper and the website.

Action 5.12

Portfolio holder to follow up with Committee chairs and ensure the committee membership is finalised.

Action 5.13

Tim Leslie to write to committee chairs and remind that the NBA reporting policy is monthly to the Executive and quarterly to the Beekeeper.

7. General

7.1 Proposals for rule changes were accepted.

Action 5.14

Tim Leslie to draft rule changes for April meeting.

7.2 Honorariums

"That the Executive recommends to the AGM that 2001 Honorariums be set at: President \$7k. Vice President \$3k, Executive \$3k and Standing Committee Chairs \$1k."

P Cropp/T Gavin Carried

7.3 Management Agency Review

"It was agreed to progress a new contract with Federated Farmers, as soon as possible."

Action 5.15

Executive members to supply to Philip Cropp or Richard Hatfield thoughts for the contract by 18 March 2001.

7.4 AGM

Decided to format the AGM as such:

Wednesday AM - AGM and rule changes

Wednesday PM - Social

Thursday AM - Conference of Branch Delegates

Thursday PM - left over business from AGM and Conference Branches

Friday evening - GM Debate

Invite Hon Warren Cooper and the Hon P Hodgson.

7.5 Privacy Case

It has come to light in the NBA's claim for costs that the NBA had received advice from another law firm prior to August 2000 and this advice is contrary to that received in August 2000.

Action 5.16

Tim Leslie to contact the Hawke's Bay law firm and ask for the correspondence.

7.6. Toxic Honey

Jane Lorimer informed that the MAF Enforcement Unit is working on a case of alleged harvesting of Tutu Honey.

7.7 Hive Register agreement

Action 5.17

Tim Leslie to write to MAF to get contract negotiations underway again.

7.8 AgriQuality

Action 5.18

Executive to detail issues with AgriQuality to Tim Leslie so that an urgent meeting can be held with the AgQual hierarchy to get the relationship back on track.

7.9 Aussie MAF request

The meeting agreed to recommend that G Cammell travel to the Canberra meeting on Varroa.

7.10 Next meeting 5 & 6 April

Meeting closed at 5.15 pm.

=====
Minutes of the National Beekeepers Association of New Zealand (Inc) Executive Meeting 06 held at the offices of Federated Farmers of New Zealand (Inc.), Johnston St, Wellington on 6 April 2001 commencing at 8.15am

Introduction/Welcome

Present: - Richard Hatfield - President in the chair,

Don Bell, Lin McKenzie, Terry Gavin, Jane Lorimer, Philip Cropp and Tim Leslie, Executive Secretary.

There were no apologies. A quorum was confirmed.

Minutes of Executive meeting 5 held March 11 & 12, 2001.

It was generally agreed that a bit more detail of discussion would be appreciated in future minutes.

"With the following changes: - That the word total be added after \$70,000 on page 5 of the minutes and Jane Lorimer's vote against the motion `That from and including "with respect and the first 3 paragraphs" of Jane Lorimer's paper be removed from the paper for it to be accepted' the minutes be accepted."

D Bell/Terry Gavin Carried

Mr Hatfield reminded the Executive of the convention of collective responsibility. Once the majority has agreed a decision or action, all members of the committee are bound by it.

Action 5.1 (Remits and rules of debate)

Tim Leslie to circulate to each Branch by March 19, a copy of the new remit policy and the NBA purchase 26 copies of "Robert Rules of Order" and the Executive Secretary distribute one to each Branch and Executive Member.

Completed

Action 5.2 (Annual Report)

All Executive members to supply to Tim Leslie by 28 March, their annual reports.

Agreed to extend to April 20th.

Action 5.3 (Audit)

Tim Leslie to write to branches and explain why their balance sheets as at 31/12/00 are required.

Ready to post

Action 5.4 (Budget)

Tim Leslie to write to branches with a copy of the budget and explain that they will have to pay conference travel out of their 2001 branch allocation.

Ready to post

Action 5.5 (Communications)

Executive members to communicate to Lin McKenzie their ideas and

needs for Electronic Communications by 31 March 2001.

Action 6.1 Lin McKenzie given the go ahead to do what is required.

Action 5.6 (Debt Collection)

Tim Leslie to report progress on bad debt collection in the April Beekeeper.

A small report has been submitted.

Action 5.7 (Exotics)

Tim Leslie to write to MAF again and request that the Exotic Committee get underway and also state that the NBA wants the opportunity to tender for sample collection.

With MAF contacting Terry Gavin this became unnecessary. A meeting is planned for late April.

Action 5.8 (EU Issues 2000/01)

Tim Leslie to write to AgriQuality and ask for the NBA's EU export levy money.

Letters have been written.

The issue of the EU Testing money from AgriQuality was discussed. This account has still not been paid and the NBA is not any wiser about how much is owed from August 2000 - March 31, 2001.

A consensus decision agreed that (Action 6.2):

Tim Leslie to contact AgriQuality and determine if they have the NBA's correspondence regarding the period August 2000 - March 2001 and then invoice them for an indicative amount of \$16,000.00 with a 30-day payment. If the account is not paid by the 30 days, Mike Smith will be asked to handle it.

The previous account to be handed to Mike Smith.

Action 5.9 (Exports)

Tim Leslie to write to AgriQuality CEO and express our displeasure that protocols being written as consultants to foreign nations by AgriQuality are destroying New Zealand's access to bee exporting.

Letter sent. Action 6.3 Also agreed that the Executive Secretary write to the Minister of Trade and point out NBA displeasure and copy to the Beekeeper and opposition party spokespeople.

Action 5.10 (Support)

Lin McKenzie to prepare a submission to the Trust for funds for a support programme.

Action 6.4 Still working on.

Action 5.11 (Committees)

The Terms of Reference for the PMS Op's Committee were tabled.

"That the Executive confirm the Varroa Advisory Oversight Committee and its executive committee as an advisory committee to the Executive the VAOC committee define its Terms of Reference.

D Bell/T Gavin Carried

"That the following committees ratified as official standing committees of the NBA: Environment, Exotics, Finance, Marketing, PMS Compliance/Review, PMS Op's and Publications."

D Bell/J Lorimer Carried

Tim Leslie to advise committee chairs of above and report the membership of the committees to the Beekeeper and the website.

Completed

Action 5.12 (Committees)

Portfolio holders to follow up with Committee chairs and ensure the committee membership is finalised.

Finalised

Action 5.13 (Committees)

Tim Leslie to write to committee chairs and remind that the NBA reporting policy is monthly to the Executive and quarterly to the Beekeeper.

Letter ready to post.

Action 5.14 (NBA Rules)

Tim Leslie to draft rule changes for April meeting.

Action 6.5 Still to complete

Action 5.15 (secretarial Service Contract)

Executive members to supply to Philip Cropp or Richard Hatfield thoughts for the contract by 18 March 2001.

Action 6.6 Nearing completion.

Action 5.16 (Privacy Case)

Tim Leslie to contact the Hawke's Bay law firm and ask for the correspondence.

Completed

Action 5.17 (Apiary Register Access and Maintenance Agreement)

Tim Leslie to write to MAF to get contract negotiations underway again.

Superseded by the meeting MAF requested for April 4 where this issue was discussed. A meeting between MAF and NBA will be held

on May 3 2001 to discuss each organisations needs from the Database.

Action 5.18 (AgriQual Contracts and Relationship)

Executive to detail issues with AgriQuality to Tim Leslie so that an urgent meeting can be held with the AgriQual hierarchy to get the relationship back on track.

Action 6.7 Terry Gavin and Executive Secretary to work on by April 30.

3 Correspondence:

Inwards 12/03/01 - 05/04/01

During Month

Various

Levy enquiries by email

12/03/01

Hort Research - Mark G

Varroa Plan

14/03/01

MAF

Agenda for Varroa Planning Group

21/03/01

MAF

Request to meet

23/03/01

MAF

Final PMS Audit report

23/03/01

MAF

Discussion Paper - Draft incursion policy

28/03/01

Morrison Kent
Privacy Case Costs

29/03/01
MAF
Discussion Document - Import of exotic organisms

30/03/01
AgriQuality
March PMS Report

30/03/01
MAF
Camel Meat Discussion Document

5/04/01
Wellington Hobby Club
April Newsletter

5/04/01
AgriQuality
Non-complying Nelson beekeeper

5/04/01
Simon Peacy
Varroa Research Funding

Outwards - 12/03/01 - 05/04/01

14/03/01
Statistics NZ
Update

14/03/01
MAF
North Island Varroa Surveillance Discussion Paper

15/03/01
MAF
Varroa Comp Update

01/0401
Morrison Kent
Copy of letter from Bisson Moss

04/04/01
Branch Chairmen
2001 Budget

04/04/01
Murray Reid
EU Testing money

05/04/01
AgriQuality
Instructions re Nelson beekeeper

05/04/01
NCDI
Jane Lorimer's response to discussion paper.

Discussion held on the amount of phone calls that the Executive Secretary had to deal with during the 6-8 weeks post the levy invoices being posted.

"From this point on, Federated Farmers' telephonists be asked to instruct all those with levy enquiries to put them in writing"

Don Bell / Philip Cropp Carried

"That the inwards correspondence be accepted and the outwards approved"

Terry Gavin / Philip Cropp Carried

Finance

Motion 01 - Budget:

Discussion on the pros and cons of the following motion. It was agreed that this process would allow projects to be valued and will keep the balance sheet as a true reflection of operation

costs. Projects are a capital cost.

"Background

On reviewing the budget I noticed a flaw in the way that we are managing projects and mixing it into the operational costs. This is not in line with general accounting practice; therefore we need to change it.

Proposal

That the following changes are made to the financial plan and the way we allocate projects.

That projects are clearly separated out from the main budget but still held within the portfolios. This is then reported separately on the Profit loss statement as Operational Income/Expenditure and Project Income/Expenditure. And summarised accordingly. Project costs must not be hidden in consultant's fees or any other line item; they will need to be coded against the project.

That all project require a financial business case and terms of reference prior to commencement if the project total expenditure is greater than \$5,000. This needs to be approved by the executive. All projects below that amount can be approved by the portfolio holder as long as they have included the project in their budget.

Project expenditure shall be reported as part of the consolidated accounts.

All income related to a project shall be recorded against that project.

All projects will carry a 10% contingency unless otherwise approved by the executive.

The treasurer is responsible for ensuring that all portfolio holders and committee chairs report on their project financial status.

Impact

The following impacts on the current budget:

Compliance committee has one major project that needs to be separated out.

Marketing committee consultancy fees and meetings related to projects need to be separated out.

Varroa projects need to be separated out.

Support projects ditto.

Each project will require a terms of reference, no exceptions!

Benefit.

We will know the true P/L and financial position of the NBA excluding projects therefore know how much to spend on projects.

All projects will need to be approved by the executive; therefore their strategic fit can be assessed properly.

Marketing should therefore drop to about \$15,000 operational expenditure, the rest being projects. Similar changes will be needed for other areas.

Fits in with the principles of governance."

Richard Hatfield / Terry Gavin Carried

Motion 02 - Levy:

"That the 2002 levy be reduced by 10%, and that subject to 95% collection rate within the same year of entitlement that the levy be reduced by 10% compounded for the 2003 levy year."

This will set in place the executive direction in levy burden reduction whilst maintaining the same level of organisation

through ensuring that the NBA collects what it is entitled

RH stated that he wants to send a signal about driving down costs.

JL wondered if the words aim to reduce should be used so that the NBA is not locked into something that changed circumstances don't allow.

LMcK felt it would send a good message to the industry.

DB felt the NBA should show confidence in itself and show a lead.

It was agreed to let the motion lie on the table until after the Compliance Committee report.

RH reminded all that the Exec has a duty to "sell" to their respective committees NBA policy and that the Exec. Sec. Is there to be the official communicator from the Executive.

At 9.40am Mr Hatfield excused himself from the meeting to attend an important appointment and Don Bell assumed the chairmanship of the meeting.

Expenses to note and approve:

Levy refund \$90.00

Levy refund \$75.258

Legal Fees - Levy Collection \$7,875.00

Internet Hawkes Bay Domain Hosting - bees.org.nz \$95.63

Total \$8,135.91

"That the noted accounts be paid and that the NBA maintain the domain bees.org.nz"

Lin McKenzie / Don Bell Carried

The meeting adjourned at 10.10am for morning tea.

Meeting reconvened at 10.35am with an apology from Richard Hatfield. Mr Bell continued to chair the meeting.

5 Portfolio Reports

AFB PMS Terry Gavin

Communications Lin McKenzie

Compliance Richard Hatfield

Environment Jane Lorimer

Exotics Terry Gavin

Export Philip Cropp

Finance Jane Lorimer

Governance Richard Hatfield

Marketing Philip Cropp

Support Lin McKenzie

Varroa Don Bell

Exports - PC

Brief discussion on the Animal Products Act and Food Act. The meeting felt more need to be done to understand these acts.

"The Environment Committee facilitate a meeting re the Animal Products Act."

Philip Cropp / Terry Gavin Carried

AFB PMS - TG

The March 2001 report has been received from AgriQuality. AFB prevalence for the previous 12 months = 0.24%.

An issue that needs to be followed up is ensuring that requested samples are sent in.

It was also noted that pollination audits are not part of the PMS Contract and should not be used to bolster inspection numbers.

"The AgriQuality Report be accepted"

Terry Gavin / Philip Cropp Carried

Action 6.8

Terry Gavin to ensure the PMS Operations Committee starts work on the 2001/02 PMS Contract Specifications now.

Communications - LMCK

Main issues are to finalise the Beekeeper editor's contract and computer technology for the library.

Action 6.9

"Lin McKenzie proceed with purchase of relevant computer technology for the NBA Library"

Jane Lorimer / Philip Cropp Carried

Action 6.10

"Marketing Committee look at setting up a self funding page on the NBA Website as a reference for Manuka honey suppliers and other bee products"

Philip Cropp / Jane Lorimer Carried

Support - LMCK

The status of the portfolio is:

Probably not getting attention needed. A further application to the "Sustainable Farming Fund " has been submitted. We have concentrated on "saving beekeepers from Varroa" rather than "saving the country." A recent article in The Beekeeper hopefully may be of assistance to members dealing with insurance matters.

An application to the trustees for a support and education program is to be developed.

There has been acknowledgement from MAF of the Sustainable Farming Grant application

We are governed by the progress MAF make.

Proceeding

Trustee application

30th April 2001

Early stage of development

Budget and Time

There has been little budgetary development as these projects are still in an early stage of development.

Work In Progress

The current work in progress:

As above

Issues/Risks

The current issues and risks are:

Non approval of Sustainable Farming application. This possibility is being countered by the Exec direction to apply to our own Trust for funding.

Lin McKenzie / Terry Gavin Carried

Environment - JL

Main issue has been the NBA's response to the Exotic Disease Containment Discussion Paper. NBA has raised some questions rather than dismissing or cordoning the ideas (The Exec Secretary holds a copy of the letter).

Jane Lorimer / Philip Cropp Carried

Exotics - TG

Main issue is the meeting coming up where TG will raise the issue of high risk area surveillance.

Terry Gavin / Don Bell Carried

Meeting adjourned at 12.00pm for a lunch break.

Meeting reconvened at 1.00pm with Don Bell in the chair and no apologies.

Environment - cont.

"The Environment Committee Terms of Reference be approved"

Jane Lorimer / Terry Gavin Carried

Marketing - PC

Bill Floyd has finished and the records he held are now in Tim Leslie's garage awaiting PC to pick them up.

Terms of Reference need to be finalised

Callcare Ltd is handling the Honey and Food Service phone.

US National Honey Board contract with Prof. Molan is due to finish this year.

PC has been talking with a John Rawcliff to pick up some marketing co-ordination work. Rawcliff and Cropp are due to meet

at 5.00pm on April 6.

"That if Mr Rawcliff is suitable, Mr Cropp engage his services on a time limited specific contract"

Philip Cropp / Jane Lorimer Carried

RH asked how progress was on the two projects agreed at the March 2001 meeting that are due to be reported at the May 2001 meeting.

PC replied that if Mr Rawcliff comes on board then it should not be a problem.

RH restated that it was the Marketing Committees job to sort out the contractor and they need to get on with it.

Action 6.11 - PC

Progress with all haste the convening of the Marketing Committee so that the two projects are progressed and the governance/management issues for the Committee are sorted out.

Mr Bell handed the Chairmanship back to Mr Hatfield.

DB asked about the independence of the Honey Research Unit. He feels that for it to be truly effective it needs to be independent of the NBA's Marketing Committee and that lines of communication and responsibilities need to be firmly established.

The Executive agreed there is some confusion about the HRU's status and perhaps the NBA needs a Research and Development Committee.

Action 6.12 - PC

Philip Cropp to review the marketing committee and HRU's objectives and report back to the Executive with appropriate Terms of Reference.

Compliance - RH

Terry Gavin has discussed with Frank Lindsay the PMS review and there is now one committee, the PMS Compliance and Review Committee.

The Operation plan for the coming year is to address the AFB elimination issue.

The PMS Contract will also need to address the number of AP1's available at any time and the ability to destroy "risky" apiaries.

"That Terry Gavin be delegated the authority to expend on apiary destruction as required"

Lin McKenzie / Philip Cropp Carried?

Finance - JL

"The Finance Committee's Terms of Reference be adopted"

Jane Lorimer / Terry Gavin Carried

The Executive Secretary reported that the provisional audited result for 2000 is positive to the amount of \$84,000.

HE is taking advise from MAF Enforcement about suitable lawyers to undertake prosecutions of defaulters and PMS non compliers.

Meeting recessed at 2.35pm for a 10-minute break

Meeting reconvened at 2.45pm with no apologies.

Varroa - DB

Reported on the last month. Alternative treatments are slow being registered and he is concerned at the lack of funding for the Varroa Planning Group after June 2001. It seems that there is a questionable commitment to the long term funding of this activity.

Letter from Simon Peacy regarding funding of research beyond June

2001 was discussed. The Executive agreed that the impression at the time the Minister committed to the two-year plan was that money would be available for research beyond this financial year.

Action 6.13

DB and TL to draft a letter to the Group Director Animal Biosecurity (with a copy to the Minister) seeking clarification of the research situation.

6 Committee Business

NIL

General

Elections:

No nominations to date and they close on April 20.

Tetracyclen Registration

Mr McKenzie felt that this issue of the NBA not supporting the registration needs revisiting to allow a quick response to any future EFB incursion.

Action 6.14

TG to discuss with Exotics Committee and gain their recommendation for the Executive.

Levy Motion:

"That the 2002 levy be reduced by 10%, and that subject to 95% collection rate within the same year of entitlement that the levy be reduced by 10% compounded for the 2003 levy year."

Richard Hatfield / Lin McKenzie Carried

Management Contract with Federated Farmers

It was agreed that it is imperative to finalise this as soon as possible. The Executive Secretary to make an appointment for RH, PC (& LMCK?) to meet with the FF CEO in late April.

Rule Change

"Executive become a Board and expand to eight. 6 Elected as now and one each from each Island, being a Branch Chairman, elected by the branches at the Conference of Branch Delegates held in association with the AGM."

Don Bell / Lin McKenzie Carried

Next Meeting - Friday May 4, 2001.

The Chairman thanked the Executive for a constructive meeting and closed the meeting at 4.05pm

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Minutes of the National Beekeepers Association of New Zealand (Inc) Executive Meeting 07 held at the offices of Federated Farmers of New Zealand (Inc.), Johnston St, Wellington on 11 May 2001 commencing at 8.40am

1. Introduction/Welcome

Present: - Richard Hatfield - President in the chair,

Don Bell, Terry Gavin, Jane Lorimer, Philip Cropp and Tim Leslie, Executive Secretary.

Apology received for lateness from Lin McKenzie.

A quorum was confirmed.

2. Minutes of Executive meeting 6 held April 5 & 6 2001.

"The minutes and actions of meeting 6 be reviewed"

Philip Cropp / Jane Lorimer CARRIED

Actions from Minutes:

Action 6.1 - Communications/Web Page

Lin McKenzie given the go ahead to do what is required.

Working on and will report with portfolio report.

Action 6.2 - EU Testing Monies

Tim Leslie to contact AgriQuality and determine if they have the NBA's correspondence regarding the period August 2000 - March 2001 and then invoice them for an indicative amount of \$16,000.00 with a 30-day payment. If the account is not paid by the 30 days, Mike Smith will be asked to handle it. The previous account to be handed to Mike Smith.

AgriQuality have paid the first invoice. Some dispute about the balance that the NBA feels is owed. Executive Secretary still progressing the issue.

Action 6.3 - AgriQuality Offshore consultancy

Also agreed that the Executive Secretary write to the Minister of Trade and point out NBA displeasure and copy to the Beekeeper and opposition party spokespeople.

Awaiting response to letters.

Action 6.4 - Beekeeper Business Skills

Lin McKenzie to prepare a submission to the Trust for funds for a support programme.

Still working on Trust application as effort has gone into the Sustainable Farming Fund application.

Action 6.5 - AGM

Tim Leslie to draft rule changes for May meeting.

Action 6.6 - Federated Farmers Contract

Executive members to supply to Philip Cropp or Richard Hatfield thoughts for the management contract.

A meeting has been held. It will be finalised by the NBA Conference.

Action 6.7 - Contractual issues re PMS

Terry Gavin and Executive Secretary to work on by April 30. Executive to detail issues with AgriQuality to Tim Leslie so that an urgent meeting can be held with the AgriQual hierarchy to get the relationship back on track.

Executive Secretary has written to the Chairman PMS Operations Cttee offering assistance.

Action 7.1

Terry Gavin to work with the PMS Ops Ctte and have a draft contract by May 25.

Action 6.8 - 2001/02 PMS Contract

Terry Gavin to ensure the PMS Operations Committee starts work on the 2001/02 PMS Contract Specifications now.

Action 7.2

"Terry Gavin to put the contract template as per the 2000template, to the PMS operations Committee and stress that this is the direction the Executive wishes the committee to take i.e. performance based. If they (Cttee) don't like the directive, they are to be asked to consider their position The contract to be ready by 31 May 2001."

Philip Cropp / Don Bell CARRIED

Action 6.9 - Library

"Lin McKenzie proceed with purchase of relevant computer technology for the NBA Library"

Jane Lorimer / Philip Cropp Carried

The project specifications are being drawn up.

Action 6.10 - Promotion/Marketing

"Marketing Committee look at setting up a self funding page on the NBA Website as a reference for Manuka honey suppliers and other bee products"

Philip Cropp / Jane Lorimer Carried

Should be in place by the end of May 2001.

Action 6.11 - Marketing projects

Philip Cropp to progress with all haste the convening of the Marketing Committee so that the two projects are progressed and the governance/management issues for the Committee are sorted out.

Will be reporting good progress in the Marketing report.

Action 6.12 - Marketing Committee/HRU relationship

Philip Cropp to review the marketing committee and HRU's objectives and report back to the Executive with the appropriate Terms of Reference.

Continuing. Another meeting is scheduled.

Action 6.13 - Research money for Varroa

Don Bell and Tim Leslie to draft a letter to the Group Director Animal Biosecurity (with a copy to the Minister) seeking clarification of the research situation.

This relates to the research money allocation of money. There is a perception that was money cut from \$900k to \$400k. It has been clarified that as long as the \$ are committed, the money will be available.

Action 7.3

Don Bell to write to Simon Peacy and explain.

Action 6.14 - Extension services

Don Bell and the VAOC to take a long-term view for setting up an education service and other apicultural opportunities, including the apiary register, with a view to tendering for services from MAF. Further the structure to be agreed by mid May 2001.

This is underway Will report in Varroa report.

Meeting adjourned for morning tea at 10.00am. Richard Hatfield excused himself for an hour.

Meeting reconvened at 10.15am with Don Bell in the Chair.

Matters Arising:

The booklet Robert's Rules of Order has been sent to all branch chairmen.

Executive Secretary asked to send correspondence to both the Chairman and Secretary of Branches.

"That the minutes of NBA meeting 06 be approved"

Lin McKenzie / Jane Lorimer CARRIED

3 Correspondence:

Inwards 09/04/01 - 10/05/01

16/04/01 - D McGowan - Levy

16/04/01 - ERMA - Updates

18/04/01 - MAF - Treatment of Varroa

17/04/01 - Hawkes Bay Branch - New officers & balance sheet

14/04/01 - Southland NBA - Clarification of Field Day expenses

18/04/01 - MAF - NCDI Proposals

18/04/01 - MAF - Biosecurity Stakeholder Working Groups Terms of Reference

19/04/01 - M Auld - Quarterly Report

19/04/01 - Environment Waikato - Draft annual Plan

26/04/01 - SF Fund - Acknowledgement

30/04/01 - Crown Kerr - Magazine postage

01/05/01 - MAF - Varroa Compensation Information

04/05/01 - S Booker - Video sales of Royal Commission

04/05/01 - Waikato Branch NBA - Concerns re varroa and remit policy

04/05/01 - D Kour - Fiji - Request for general info.

07/05/01 - MAF - More on Biosecurity Strategy Council

09/05/01 - Ferrier Hodgson - Qantas NZ Receivership

09/05/01 - Hon J Sutton - Acknowledgement

10/05/01 - Hon M Burton - Acknowledgement

Outwards - 9/04/01 - 10/05/01

09/04/01 - Standing and Advisory Cttee Chairmen - Reminder about

reporting

10/04/01 - Hon W Cooper - Invite to AGM

10/04/01 - Hon p Hodgson - Invite to AGM

18/04/01 - D McGowan - Levy

18/04/01 - Various Beekeepers - Levy deferral

19/04/01 - AgriQuality - DECA Mediator

19/04/01 - Hon J Sutton - Invite to AGM

26/04/01 - Branches - Notice of election result

26/04/01 - O'Brien, Martin, Bell - Election result

01/05/01 - Hon M Burton - Offshore consultancy worries

01/05/01 - Hon J Sutton - Offshore consultancy worries

01/05/01 - AgriQual - Southland concerns

03/05/01 - M Bush - Next years PMS Contract

04/05/01 - AgriQuality - Offshore consultancy worries

4/05/01 - Branch Chairmen - Budget Issues & Exec Vacancies

10/05/01 - Rt. Hon H Clark - Invite to AGM

"Inwards be accepted and outwards approved"

Don Bell / Lin McKenzie CARRIED

4 Finance

Situation at 31 March 2001:

Invoiced 2001

686,558

A/R for levies @ 31/12/00	187,856
	874,414
AR @ 31/03/01	471,408
Paid or written off	403,006
Doubtful debts w/off	-55,181
Stat Decs w/off	-108,798
No longer reg etc w/off	-28,857
Rcvd	210,170

Deferrals approved:

A total of 36 beekeepers had deferrals approved for the year.

The total involved is \$90,694 (20% of total = \$137,295).

Instalment totals: 1st 26,182

2nd 28,919

3rd 21,962

4th 13,629

Discussion held on the merits of levy reduction as approved last month. It was agreed that the Executive needs to discuss this more widely with the membership. The apiaries register and write offs of those claiming they haven't had bees for several years were also discussed.

Action 7.4

Executive Secretary to advise compliance committee of proposal for levy reduction if income targets are met.

Action 7.5

Executive Secretary to progress with Philip Cropp his issue about apiary register inaccuracies concerning his businesses.

"The Executive approve actions taken writing off doubtful debts and Statutory Declarations to date"

Lin McKenzie / Jane Lorimer CARRIED

"The Executive authorise the Executive Secretary to write off Statutory Declarations that are clearly not recoverable"

Jane Lorimer / Philip Cropp CARRIED

Richard Hatfield returned to the meeting and assumed the chair at 11.00am

The Federated Farmers invoice for the first quarter 2001 was discussed. There is some question about the hours being charged.

Action 7.6

Jane Lorimer to work with Federated Farmers and validate the account.

Action 7.7

Executive Secretary to start forwarding a copy of the monthly summary to Ian Berry, member of Finance Advisory Committee.

Philip Cropp recorded that he is working with Floyd Marketing to determine the detail of their final account.

A question was also raised about deferral requests to the President. It was restated that if people in hardship are applying they must supply the full facts of their case to the President.

Annual Report

Executive Secretary will merge the portfolio reports into one document and forward the first draft to the President further editing/approval.

5 Portfolio Reports

Portfolio: Executive Member

President: Richard Hatfield

AFB PMS: Terry Gavin

Communications: Lin McKenzie

Compliance: Richard Hatfield

Environment: Jane Lorimer

Exotics: Terry Gavin

Export: Philip Cropp

Finance: Jane Lorimer

Governance: Richard Hatfield

Marketing: Philip Cropp

Support: Lin McKenzie

Varroa: Don Bell

President:

Decided that even if a full turn out is not possible, the governance committee will meet in the next month.

The Executive Secretary is still following up with advice on people to employ as an investigator and prosecutor for enforcement of the PMS. The NBA's investigator will need to be

an AP1 so that they can fulfil the NBA's requirements and obligations properly. This person will need to be A1 at collating and preparing evidence.

Action 7.8

Exec. Sec. To write to PMS Operations Committee and ask how they're responding to the audit of the PMS and AP training.

AFB PMS:

Discussion on general compliance issues. The DECA Policy to put in the first available Beekeeper.

Meeting adjourned for lunch at 12.45pm

Meeting reconvened at 1.15pm. A quorum was established.

The President welcomed Glen Neal and Cherie Flynn who discussed progress with Animal Products Act and MAF Food issues.

Meeting reconvened at 2.30pm.

Finance:

Action 7.9

By the end of May 2001, portfolio holders to identify the broad cost of, and type of capital projects for their respective areas for the next three years.

Library:

Discussion on the merits of the NBA Librarian attending the conference. Consensus agreed that Mrs Taiaroa is to attend the 2001 Conference in her capacity as Librarian and to have a stand at the conference to publicise the library and its services.

Environment:

Issues around Animal Products Act to work on.

"That \$1000 seeding money be allowed for the Environment Committee to get the work required underway."

Jane Lorimer / Don Bell CARRIED

Exotics:

At last the meeting with MAF and interested parties is to happen next week - 16/05/01

Exports

Issues being grappled with are the need for reporting honey sales statistics to the membership and there seems to be some ambiguity in the way AgriQuality is interpreting export protocols for live bees to Canada.

Action 7.10

Export Committee to set a method of reporting honey price statistics to membership.

Action 7.11

Export Committee to gather some information about export protocols so that the Executive Secretary can write to the relevant authorities.

Marketing:

A good productive meeting was held on May 10.

John Rawcliff will attend the Conference and present the Quality Mark to the membership.

"The draft Marketing Plan and Draft Quality Mark Standards plan be progressed with the money currently allocated and that J Rawcliff be placed on a six month contract."

Philip Cropp / Don Bell CARRIED

Support:

The SFF project application is now at stage two. We await the result..

Action 7.12

A Support Committee be in place by June meeting.

Varroa:

Action 7.13

That Don Bell & Exec. Sec write to MAF and request the Terms of Reference and Project Management Plan for the two year 7.6 Varroa Management Plan.

Action 7.14

Don Bell & Exec. Sec write to MAF and seek assurance that the NBA will have equal opportunity to tender for bee related contracts.

Executive Secretary:

Letter from Waikato Branch expressing concern about Varroa management tool costs after a bad season and the remit policy. The Varroa concern was referred to the Varroa Committee.

Action 7.15

Write to branches and outline that the remit policy is designed to aid discussion by giving priority to on time remits and ensure that sensible debate is held.

Mr Cropp retired from the meeting to catch an aeroplane at 4.15pm.

Action 7.16

Exec. Sec to work with PMS Compliance Committee to withdraw DECA's from those who are non-compliant with particular interest in those who have not progressed through the system if they sat an exam prior to June 2000.

Discussion of a general nature on bad debts. The Executive Secretary will progress with the solicitor by the end of the month and ask the accounts people to identify aged debts on accounts reports.

General Committee Business:

Don Bell raised a concern about the lack of information on customs entry cards regarding bees and apiary products in general. He has discussed with Mark Goodwin who is to work on this for the NBA - at no cost - and progress with customs and MAF.

6 Rule Changes

Rule Changes to consider for the 2001 AGM:

Prepared by the 2000/01 Executive:

Rule 16: The Executive. (The Executive becomes a Board and all reference in the Rules of the Association to Executive is changed to read National Board)

(a) Amend to:

The National Board shall consist of eight (8) persons who are either members of the Association or the representatives of corporations which are members, four being resident in the North Island and four being resident in the South Island.

One member of the National Board from each Island shall be a branch chairman whose major role on the Board will be to act as Branch liaison people for their respective islands. They shall be elected to the National Board by branch delegates at the Annual Conference of Branch Delegates held in conjunction with the Associations Annual General Meeting.

Rationale:

There is always an issue in the Association that the branches are not informed. By having Branch Liaison people on the Board to act as a conduit for information this should help alleviate the perceived problem.

(b) Amend to:

The members of the National Board shall hold office for two years, commencing at the conclusion of the Annual Meeting following their election and shall at the expiration of their terms be eligible for re-election unless in the case of the two branch chairmen they have ceased to be a branch chairman.

(h) Amend to:

5 members shall constitute a quorum.

(k) NEW POSITION:

At it's first meeting immediately after the Associations Annual General Meeting, the National Board shall appoint from one of its membership a Treasurer who will be responsible for the oversight of the Associations finances for the ensuing year.

Now superseded by Richards proposals.

Rule 24: Operation of Branches:

(f)New Rule:

Branches to report a summary of their activities to the National Board quarterly in April, July, October and September.

Rationale:

As the Branches are part of the consolidated operations of the Association, quarterly reporting will enable the Board to maintain complete oversight of the Associations affairs.

Now superseded by Richards proposals.

Prepared by Nick Wallingford

PROPOSED RULE CHANGE 1:

Rule 16(a) currently reads: "The Executive shall consist of six persons who are either members of the Association or the representatives of corporations which are members, three being resident in the North Island and three in the South Island."

The proposed rule change is to insert the following parenthetical expression after the words "six persons":

"(or fewer than six if the Executive chooses to not appoint a replacement Executive member in the event of a casual vacancy)"

RATIONALE: In recent years, the Executive has chosen to operate with fewer than six members, by not appointing replacements for casual vacancies. This proposed rule change would bring the rules (or at least the expressed intention of the rules) in line with recent practices of the Executive.

PROPOSED RULE CHANGE 2:

Rule 17(c) (vii) currently reads "Forwarding to Branches copies of minutes and reports of meetings of the Association and the Executive, to be within 14 days of such meetings being held."

The proposed rule change is to delete the phrase "to be within 14 days of such meetings being held".

RATIONALE: This change would revert the wording of the rule to that in place prior to 1998 when the rule was amended. It is not the practice of the Executive to provide the minutes within 14 days of the meeting, so this proposed to change is to bring the rules in line with the current practice of the Association.

Rule Changes from Richard Hatfield

15 Elected Officers

The following officers shall be elected by Annual General Meeting of the Association from the members of the executive elected or appointed for the next term of office following the AGM:

1. President
2. Vice President
3. Honorary Treasurer

15a. President

The President shall preside over all matters of the association including Executive meetings, general meeting, special general meetings and other meetings as determined by the Executive.

The President shall have the powers of committing the association to agreements, proceedings or actions in consultation with the Executive. The executive may direct the president only if all members of the executive vote unanimously for that direction.

The President shall be responsible for ensuring that the association maintains legal compliance with current legislation and shall be responsible for all legal matters. The president shall consult with the Vice President and honorary treasurer in all matters of a financial and legal nature.

The President shall be the nominal holder of the Common Seal.

The Executive Secretary shall report to the President.

15b Vice President

The Vice President shall act in support of the role of President in all matters and shall be an advisor to the president. The Vice President will assume the powers of the President if the president is:

- a. Officially absent as declared by the President in writing to

the Executive Secretary

b. In an emergency, is unavailable for a period of at least 48 hours by normal communication means. Any decision or commitment shall require the ratification of at least two other executive members in writing to the Executive Secretary.

15c Honorary Treasurer

The Honorary treasurer shall have the powers over all of the associations finances to direct and manage them within the Policies set by Annual General Meeting or other General Meeting. Also they shall coordinate the activities of the Auditors and direct officers of the association to comply with reasonable auditor requests.

The Honorary treasurer shall ensure that Legal compliance to the financial requirements of current legislation. The Honorary Treasurer shall also be responsible for conducting any investigation involving financial impropriety.

15d Removal from Office of Elected Officers

The Elected Officer can only be removed from office if:

a. The Elected Officer does not remain a member of the association or is in default of any undisputed payment to the association.

b. That a 75% majority of a general meeting votes on a motion to remove the Elected Officer.

c. In the unanimous opinion of the executive members the Elected Officer has acted in a manner that would bring the association into disrepute or render the association liable for civil or criminal action. In such cases the Elected Officer can request and it shall be granted independent binding mediation at the expense of the association.

d. The Elected Officer is convicted of any offence (Civil or Criminal) that relates to statutory instruments related to

Beekeeping.

15e Election of Elected Officers

The election of Elected Officers of the Executive shall be at a convened General meeting (annual or special in the case of removal) will be by simple majority and where there is a tie then a revote shall take place until a majority is achieved.

If an elected Officer is removed during their period of office then the Executive Secretary shall hold a ballot of members in accordance with the rule

15f Council of Elected Officers

The Council of Elected officers shall be responsible for the overall direction of the association working with the wider executive members in the implementation of the policies, procedures of the association. The Council may make decisions on behalf of the association subsequently ratified by the Executive at a normally nominated meeting.

15g Executive Portfolio Holders

Each member of the Executive excluding the President shall be responsible for portfolios determined from time to time being required to operate the association. The Portfolio Holders shall be accountable to the Executive for their portfolio and report to the executive at every meeting. Each portfolio holder will prepare a report to the membership as a part of the annual report.

15h Delegations

The Executive may from time to time determine policies and procedures on the delegations of financial or decision-making authority to individuals or organisational units. These policies shall be available from the executive secretary on request by any member of the association

"16 k The Executive of the Association may co-opt additional

members to executive that have all the powers of an executive member excluding voting. The co-opting shall be by motion at a full executive meeting and a unanimous decision. The Executive can remove a co-opted member to the Executive by motion and a simple majority.

"18 b v - replace current with receive for the next three years.

"23 e branches may be special interest groups representing sectors of the association covering all or part of the membership.

"23 f branches shall establish rules of operation and conduct of meetings compliant with the this Constitution and Policies set by the executive.

"28 Change Executive to Council of Elected Officers.

"31. Policies

The Executive may make matters of policy any matter that it considers necessary to be a policy and that policy shall be binding on all members of the association. The Executive does not have the power to make policies that directly contravene this constitution.

All policies shall be available from the Executive Secretary on request by any voting member of the association.

NB: The above are as submitted. The amendments will come back once the solicitor has approved them.

Action 7.17

Executive Secretary to ask the Solicitor when rule changes take place and circulate the definitive ruling with rule change proposals.

"The rule changes as proposed go to the membership once they have solicitor sign off"

Lin McKenzie / Terry Gavin CARRIED

Mr Gavin and Mr McKenzie retired from the meeting at 4.45pm to catch a train.

As a quorum was not present the Chairman thanked the Executive for a constructive meeting and closed the meeting at 4.45pm.

Next meeting: Friday June 15 with governance meeting on Friday June 15

=====
minutes of the National Beekeepers Association of New Zealand (Inc) Executive Meeting 08 held at the offices of Federated Farmers of New Zealand (Inc.), Johnston St, Wellington on 15 June 2001 commencing at 8.40am

1. Introduction/Welcome

2. Present: - Richard Hatfield - President in the chair,

Don Bell, Terry Gavin, Jane Lorimer and Tim Leslie, Executive Secretary.

Fiona O'Brien & Gerard Martin, 2001/2002 Executive Members - observers

Apology received from Philip Cropp.

The Chairman moved a motion of sympathy to Mr Cropp and his family on the death of his father-in-law this week.

The Chairman also welcomed Mrs O'Brien and Mr Martin to the meeting and asked the Executive if they would allow Mrs O'Brien and Mr Martin to contribute to the days proceeding's up to any vote that might be taken.

A quorum was confirmed.

3. Minutes of Executive meeting 7 held May 11 2001.

4. "The minutes and actions of meeting 7 be reviewed and actions from meeting six be revisited."

Don Bell / Lin McKenzie CARRIED

Actions Meeting 06

Action 6.2 - EU Testing Monies

Tim Leslie to contact AgriQuality and determine if they have the NBA's correspondence regarding the period August 2000 - March 2001 and then invoice them for an indicative amount of \$16,000.00 with a 30-day payment. If the account is not paid by the 30 days, Mike Smith will be asked to handle it. The previous account to be handed to Mike Smith.

AgriQuality have paid the first invoice. Some dispute about the balance that the NBA feels is owed. Executive Secretary still progressing the issue.

Action 8.1

If the EU issue is not sorted out by the Conference, the NBA and AgriQuality enter into binding mediation.

Tim and Don to progress over the next week and if no result start to get Mike Smith involved..

Lin McKenzie to find a mediator in Queenstown.

Action 6.3 - AgriQuality Offshore consultancy

Letter from Hon Mark Burton (Minister of SOE's) tabled.

Action 6.4 - Beekeeper Business Skills

Lin McKenzie to prepare a submission to the Trust for funds for a support programme.

Trust application seeking \$100,000 over three years has been submitted.

Action 6.6 - Federated Farmers Contract

Lin just about finalised. Was agreed that the NBA ask Federated Farmers to price certain activities, e.g. policy @ ?\$/hour.

Action 8.2

Lin McKenzie to continue and finalise by Conference.

Action 6.7 - Contractual issues re PMS

Still being progressed.

Action 8.3

Terry Gavin and Tim Leslie to progress the AgriQuality issues and seek a meeting with AgriQuality prior to visiting Queenstown.

Action 6.10 - Promotion/Marketing

Marketing Committee look at setting up a self funding page on the NBA Website as a reference for Manuka honey suppliers and other bee products

Action 6.11 - Marketing projects

Philip Cropp to progress with all haste the convening of the Marketing Committee so that the two projects are progressed and the governance/management issues for the Committee are sorted out.

Action 6.12 - Marketing Committee/HRU relationship

Philip Cropp to review the marketing committee and HRU's objectives and report back to the Executive with the appropriate Terms of Reference.

Action 8.4

Phil Cropp to update progress on 6.10 - 6.12 as a post meeting

minute note.

Actions Meeting 07:

Action 7.1

Terry Gavin to work with the PMS Ops Cttee and have a draft contract by May 25.

Draft Contract will be table later in meeting.

Action 7.2

Terry Gavin to put the contract template as per the 2000template, to the PMS operations Committee and stress that this is the direction the Executive wishes the committee to take i.e. performance based. If they (Cttee) don't like the directive, they are to be asked to consider their position. The contract to be ready by 31 May 2001.

Underway

Action 7.3

Don Bell to write to Simon Peacy and explain.

Don Bell has discussed issue with Mr Peacey

Action 7.4

Executive Secretary to advise compliance committee of proposal for levy reduction if income targets are met.

Complete

Action 7.5

Executive Secretary to progress with Philip Cropp his issue about apiary register inaccuracies concerning his businesses.

Will be dealt with in discussion of issues with AgriQuality. It

appears that the second, full Apiary Register xl file did not contain all Mr Cropp's details/

Action 7.6

Jane Lorimer to work with Federated Farmers and validate the account.

Jane reported that she is now happy. Coding changes had fixed things up and the account will now be paid.

Action 7.7

Executive Secretary to start forwarding a copy of the monthly summary to Ian Berry, member of Finance Advisory Committee.

Will happen with the May accounts and future

Action 7.8

Exec. Sec. To write to PMS Operations Committee and ask how they're responding to the audit of the PMS and AP training.

Ongoing issues. The Executive expressed concern at the tone of the February 2001 Audit by MAF. It is an issue that the incoming executive will have to monitor closely.

Action 8.5

Tim Leslie to forward O'Brien and Martin copies of the MAF audits and AgriQuality Contract.

Action 7.9

By the end of May 2001, portfolio holders to identify the broad cost of, and type of capital projects for their respective areas for the next three years.

Ongoing

Action 7.10

Export Committee to set a method of reporting honey price statistics to membership.

Action 7.11

Export Committee to gather some information about export protocols so that the Executive Secretary can write to the relevant authorities.

Action 8.6

Philip Cropp to append a post meeting minute about 7.10 & 7.11

Action 7.12

A Support Committee be in place by June meeting.

Awaiting final acceptance from various people.

Action 7.13

That Don Bell & Exec. Sec write to MAF and request the Terms of Reference and Project Management Plan for the two-year Varroa Management Plan.

Action 7.14

Don Bell & Exec. Sec write to MAF and seek assurance that the NBA will have equal opportunity to tender for bee related contracts.

7.13 & 7.14: Verbal discussions have been held as this seemed the most appropriate course of action. Dr Belton (MAF) is to follow up by letter.

Action 7.15

Write to branches and outline that the remit policy is designed to aid discussion by giving priority to on time remits and ensure that sensible debate is held.

Draft letter ready for sign off. Will go out with the May minutes.

Action 7.16

Exec. Sec to work with PMS Compliance Committee to withdraw DECA's from those who are non-compliant with particular interest in those who have not progressed through the system if they sat an exam prior to June 2000.

Underway

Action 7.17

Executive Secretary to ask the Solicitor when rule changes take place and circulate the definitive ruling with rule change proposals.

Ruling received.

Action 8.7

Tim Leslie to create an up to date draft constitution of the NBA using the new rules.

Meeting adjourned for morning tea at 10.00am. Richard Hatfield excused himself for an hour.

Meeting reconvened at 10.15am with Don Bell in the Chair.

Matters Arising:

The booklet Robert's Rules of Order has been sent to all branch chairmen.

Executive Secretary asked to send correspondence to both the Chairman and Secretary of Branches.

"That the minutes of NBA meeting 07 be approved"

Don Bell / Lin McKenzie CARRIED

3 Correspondence & Finance:

Inwards 15/05/01 - 14/06/01

From: VAOC, Northland, Auckland, Waikato, BoP, Canterbury, Otago, Southland

Re: Remits

From: Poland - MAF

Re: Exotic Surveillance Report

From: Varroa Planning Group

Re: 10 May 2001 Minutes

From: Stats

Re: June Statistics Update

From: MAF - Bolger

Re: Varroa treatment

From: Frank Lindsay

Re: Compliance Cttee Notes

From: L McKenzie

Re: Support Application to Trust

From: Office of Jim Sutton

Re: Decline to conference

From: Heath Lambert

Re: NBA Public Liability

From: Office of Mark Burton

Re: AgriQuality Offshore Consultancy

From: ABCC

Re: Notice of meeting

From: A McCaw

Re: Governance Cttee

From: Office of Minister of Foreign Affairs & Trade

Re: AgriQuality Offshore Consultancy

From: PriceWaterhouseCoopers

Re: Audit

From: Morrison Kent

Re: Rule Changes

From: VegFed

Re: Land User Forum

From: M Reid

Re: Southland Bekeeper Enquiry reply

From: Office of Prime Minister

Re: Decline invite to conference

From: Otago Branch

Re: Capitation

From: MAF Enforcement Unit

Re: Advise

From: M Bush

Re: Draft 2001 Contract

From: M Morris

Re: Trust Application

From: MAF

Re: Invite to Biosecurity Strategy Meeting

Outwards - 15/05/01 - 14/06/01

From: Branches

Re: Minutes

From: Wenenk x 2

Re: Re DECA

From: PMS Operations

Re: May 28 Minutes

From: Branches

Re: Varroa Information

From: MAF EU

Re: Help with enforcement issues

From: PMS Op's Ctt

Re: Audits

From: Mike Smith

Re: Instructions

From: Morrison Kent

Re: Rule Changes

From: PWC

Re: Enquire about possible activity audit

From: M Reid

Re: EU Testing \$

From: Mark Goodwin

Re: Letters of support for organic treatments

From: Crown Kerr, Branches

Re: AGM Notices

Action 8.8

Send a copy of Minister Burton's letter to PMS Cttee Chairmen.

The letter from NBA to Auditors was tabled.

"That the President sign this letter as an accurate portrayal of the NBA's situation to the Auditor"

Don Bell / Jane Lorimer CARRIED

"Inwards be accepted and outwards approved"

Don Bell / Lin McKenzie CARRIED

4 Finance

5 Executive Expenses to note and approve:

Hillcrest Apiaries 547.18

Gavins Apiaries 139.88, 687.06

Don Bell / Lin McKenzie CARRIED

"That in light of the fact that the NBA is now in a cash positive situation, the Finance Committee develop an investment programme that maintains NBA cash flow"

Agreed by consensus.

Action 8.9

Tim Leslie to continue work on debt ageing reporting and vigorously uphold the levy collection policy.

Action 8.10

Tim Leslie to supply portfolio holders and committee chairmen with their respective pages of the monthly financial reports.

Action 8.11

The portfolios to review their monthly figures with the Finance Committee so that at the Planning meeting a three-year plan can be formulated.

Situation at 31 May 2001:

Invoiced 2001 686,716

GST on invoices 85,839

A/R for levies @ 31/12/00 187,856

960,411

AR @ 31/05/01 276,290

Paid or written off 684,121

GST content -76,013

Doubtful debts w/off -86,946

Stat Decs w/off -132,386

No longer reg etc w/off -42,693

Rcvd 346,083

Of AR total of \$276,289 @ 31/5/01

Portion related to 2000 levies = \$68,286

Meeting adjourned at 10.35am for morning tea.

Meeting reconvened at 11.00am. A quorum was still present.

5 Portfolio Reports

Portfolio	Executive Member
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President	Richard Hatfield
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AFB PMS	Terry Gavin
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Communications	Lin McKenzie
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Compliance	Richard Hatfield
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Environment	Jane Lorimer
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Exotics	Terry Gavin
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Export	Philip Cropp
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Finance	Jane Lorimer
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Governance Richard Hatfield

Marketing Philip Cropp

Support Lin McKenzie

Varroa Don Bell

Exec. Secretary Tim Leslie

Portfolio Issues Highlighted:

AFB PMS

Terry Gavin reported that he is endeavouring to get the two PMS Committees and the Executive together at the Conference.

Communications

Web page enhancement is to proceed with haste.

Environment

Jane Lorimer has met with G Neal, MAF Food who will attend conference as well.

Export & Marketing:

Philip Cropp to be asked to send reports as post meeting notes.

Governance

Action 8.12

Lin McKenzie to write up a report from the meeting of 14 June 2001 and ensure it goes in Beekeeper.

Support

Both applications (to SFF and Honey Trust) have been made.

Action 8.13

Tim Leslie to forward the Trust Application of M Morris to the Environment Committee without comment.

Varroa

Don Bell discussed the education plan Terms of Reference published by MAF. There may be some opportunity for the NBA to become involved.

The VOAC is working on what to do with a "blip" inside the buffer zone of the line.

5 Committee business:

5.1 Accept PMS Committee Teleconference 28/05/01 Minutes

"That the minutes of PMS Operations teleconference held on May 28 2001 be accepted by the Executive"

Don Bell / Terry Gavin CARRIED

5.2 AgriQuality 2001/02 Contract

5.3 The draft contract for 2001/02 was discussed.

* It was agreed that on pages 13 & 14, there are several mandatory requirements listed as "if supplied". These must be mandatory.

* It was agreed that the Executive would not accept an annualised account - Section C1

* The DECA Section needs looking at and terminology needs updating.

Options for the contract were canvassed:

1 Rewrite in the next week?

2 Roll current contract for 3 months?

3 Accept current draft?

4 Let current contract lapse

A brief discussion ensued and it was decided to leave the options on the table until later in the meeting when other PMS issues have been discussed.

Meeting adjourned for lunch at 12.15pm.

5.3 Reconfirm Policies and Remit 11

POLICY - 04

Policy for the Executive Secretary in granting Levy Deferrals

Background

The NBA receives a number of requests for Levy deferrals from members wishing to spread the payment over a number of months. This is intended to assist the collection process by ensuring that beekeeper cash flow is not unduly impacted by a large levy payment. The deferral is granted at the sole discretion of the NBA and does have a financial impact on the NBA.

This policy is for the Executive Secretary to make decisions on whether to grant a deferral and the period of deferral.

Policy statements

That no more than 20% of the total levy that is due to the NBA can be deferred. This will be on a first come first serve basis.

Beekeepers that have no levy debt other than through a deferral at the 1 February may be granted a deferral.

Any beekeeper that has failed to pay their levy on time in the last levy collection period and did not enter into a deferral

shall not be granted a deferral this levy payment.

Deferrals cannot be granted for total levies due that are less than \$500.

Any beekeeper that fails to make a deferral payment shall become immediately liable for the full amount plus any penalties on the outstanding amount.

The maximum deferral payment schedules are:

Levies Due for the yr	No of Payments	When
\$501-1,500	2	Mar, Jun
1,501-3,500	3	Mar, Jun, Sept
Over \$3,501	4	Mar, Jun, Sept, Dec

No deferral will be granted to any beekeeper that has previously been summonsed to court for failure to pay levy within the last 5 years.

No deferral will be granted to any beekeeper that has not complied within the last three years or is being investigated for non-compliance with any part of the legislation affecting beekeeping. This includes (but not exclusive) failure to provide ADR/COI, failure to register apiaries, failure to report disease.

The no member shall involve or influence in the determination of whom is granted deferrals except through this policy or as a written request to the National President.

All requests for deferrals must be received one calendar month before the date that the levy is due and must be in writing to the Executive Secretary on the form provided.

If a deferral is not granted then the levy payer might appeal in writing to the President stating the part of this Policy that the Executive Secretary has not been complied with. The President's decision shall be binding. If the President has a conflict of

interest then the Vice-President shall make the determination.

Review of Policy

This policy will be reviewed annually by the executive at the November executive meeting.

"That Policy 4 be reconfirmed"

Don Bell / Terry Gavin CARRIED

POLICY - 05

Policy for Levy Collection

Background

At present there is no policy for levy collection from the NBA and the Executive Secretary has to operate a level of discretion when to act.

This Policy is to guide the Executive Secretary on levy collection.

Policy

The Executive Secretary shall send Levy collection notices three months before the levy is due to all beekeepers that are registered with at least one apiary stating the amount of levy due, deferral policies and the exceptions.

The Executive Secretary shall send default notices 15 days after the levy due date to all beekeeper that have not paid with a revised levy including penalty. This notice will include statements that legal action may be taken after 30 days if no payment or legally permitted reason under the order why payment will not be rendered.

The Executive Secretary shall report to the Executive at the next meeting the amount of levy outstanding as at 45 days and the actions taken.

The Executive Secretary shall instruct the Lawyer appointed by the Executive to send solicitors letters with revised statements to all levy payers that owe money to the NBA 60 days after the levy was due.

Any Levy payer owing more than \$100 shall have debt collection proceedings issued against them in order of the amount owed. All proceedings shall be commenced by the NBA within 120 days of the levy due date.

The Executive may override this Policy if the NBA does not have sufficient funds to pay for legal proceedings but for no other reason.

Review

This Policy shall be reviewed annually at the November meeting.

"That Policy 5 be reconfirmed"

Terry Gavin / Lin McKenzie CARRIED

POLICY - 07

Policy - Branch Officers who are not compliant with the AFB PMS:

Those branch officers who are non-compliant with the AFB PMS will be asked to resign.

"That Policy 7 be confirmed amended to: Any officer duly elected or appointed to the NBA who is non-compliant with the AFB PMS resign from office:"

Terry Gavin / Jane Lorimer CARRIED

POLICY - 08

PMS DECA Holder Policy

The NBA will operate the following Policy towards all

non-compliance and non-payment of levy.

1 If the breach is minor, that is delay in registering an apiary, failing to supply an ADR within 30 days of the due date, failure to report AFB within the time frames, the management agency will send the beekeeper a letter warning that three occurrences or serious offence will incur suspension or revocation.

2 Moderate breach, that is 5 or less apiaries unregistered, ADR within 3 months, or three minor offences, then the DECA will be suspended for a period of 6 months.

3 Serious breach, that is anything outside of 1 and 2 or 9 minor breaches or 3 moderate breaches then the DECA will be suspended for 12 months and will require the Beekeeper to reapply.

4 Two serious breaches will mean that the DECA is revoked and cannot be applied for 3 years to which they must attend a registered training course and take the test before being granted the DECA regardless if they did so before.

5 Non-payment of levy will suspend the DECA until full payment has been received or arrangements have been made.

6 If a DECA is suspended for more than 12 months then the beekeeper is required to attend a registered training course and take the Test regardless if they did so before.

7 Appeals will be heard only by the President, Vice President, and AFB Committee chair. If there is a conflict of interest then the office holder will excuse themselves.

The Executive Secretary is responsible for implementing this Policy

"That Policy 8 be reconfirmed with the removal of section 7"

Don Bell / Jane Lorimer CARRIED

POLICY - 10

Policy - Falsifying Declarations required under the AFB PMS

Any false statutory declaration, ADR's and COI's that come to the notice of the NBA as false will be reported.

"That Policy 10 be reconfirmed with the addition of to and followed up with the relevant authorities after the word reported."

Jane Lorimer / Terry Gavin CARRIED

Remit 11

This conference recommends to Executive on behalf of the New Zealand Hobbyist Beekeepers that Executive negotiates with Government for the removal of the Statutory Declaration clause.

"That this remit be accepted without change"

Lin McKenzie / Terry Gavin

Mr Hatfield retired from the meeting at 1.35pm and handed the Chairmanship to Don Bell.

The meeting returned to the Exotics Report and Communications Issues:

Exotics

Mr Gavin has attended the first bee surveillance meeting. He stated that he will need to consult the industry before committing beekeepers to collecting the hundreds of samples proposed:

- * 300 From PMS
- * 100 from exporters
- * 600 from high-risk areas.

Some discussion on disposal of diseased and abandoned hives.

Action 8.15

Terry Gavin and Tim Leslie to raise at their meeting with AgriQuality

Communications

Lin McKenzie reported that the Webpage upgrade will cost approx. \$800.00

Has arranged for Mrs Lindsay to come into the office once per month and mail out to branches copies of relevant information.

6 General Business

6.1 Varroa Compensation:

Jane Lorimer stated that it seems that there is still confusion over what can and can't be claimed.

The Executive agreed that it has an advocacy role.

"That the Executive recognises it has an advocacy role in relation to Varroa Compensation and to that end, when requested, the NBA will seek professional advice on behalf of members"

Lin McKenzie / Terry Gavin CARRIED

"That a notice be put in the Beekeeper and branches informed asking people with Varroa compensation claim issues requesting them to register with the NBA Head Office, understanding that they may be required to supply supporting documentation to support their case".

Lin McKenzie / Terry Gavin CARRIED

The meeting also pointed out that there is a rural support co-ordinator to help with these claims.

6.2 Waikato Paper for Further Free Treatment

Executive agreed that there is a case.

"The Waikato Beekeepers be asked to write a paper outlining their case for free treatments and a letter of support be sent from the NBA Executive"

Don Bell / Lin McKenzie CARRIED

6.3 Letter re governance from A McCaw

Action 6.15

T Leslie to write a response and circulate to the Executive prior to sending.

6.4 Varroa Line Movements

The VOAC is to call a meeting with the most affected beekeepers on both sides of the line to formulate a NBA policy.

Meeting adjourned for afternoon tea at 2.45pm

Meeting resumed at 3.00pm

6.5 Remits from 2000 AGM

1 Compliance committee has this issue covered off.

2 Movement has started

5 Compliance committee is addressing the issue

7 Waiting for ERMA to take responsibility

8 Waiting for ERMA to take responsibility

9 Issue is being handled now.

10 Needs a voluntary code of practise

- 11 Environment committee dealt with through the GM submission
- 12 Ongoing all year evidenced by applications to SFF and Honey Trust
- 13 Underway
- 14 Compliance Committee has started through its levy consultation
- 15 Can't achieve with the model of SOE's
- 16 Unpractical. Compliance committee considering as part of their work
- 17 Signed off
- 18 VOAC, VPG & VMG are working on.
- 19 Signed off in Feb 2001
- 20 Has happened
- 21 Difficult. Generally supportive but Executive realised that there has to be other ways of working out.

Mr Hatfield returned and assumed the chair again at 3.30pm

6.6 Library

Mr McKenzie reported on work with Mrs Taiaroa. Mrs Taiaroa will make the library report to conference. The Library catalogue will need to be scanned as it is out of print.

Action 8.16

Library to supply a borrowing policy and a collections and acquisitions policy.

7 Rule Changes

Discussion on rule changes was held by the Governance Committee

on June 14. The Committee amended the rule changes to read:

Rule Changes, 2001 AGM:

Proposed by the Executive

15 Council of Elected Officers

The President, Vice President and Hon. Treasurer shall form the Council of Elected Officers and shall be elected by General Meeting of the Association as set out below from the members of the executive elected or appointed for the next term of office following the AGM:

15a. President

The President shall preside over all matters of the association including Executive meetings, general meeting, special general meetings and other meetings as determined by the Executive.

The President shall have the powers of committing the association to agreements, proceedings or actions in consultation with the Executive. The executive may direct the president only if all members of the executive vote unanimously for that direction.

The President shall be responsible for ensuring that the association maintains legal compliance with current legislation and shall be responsible for all legal matters. The president shall consult with the Vice President and Honorary treasurer in all matters of a financial and legal nature.

The President shall be the nominal holder of the Common Seal.

The Executive Secretary shall report to the President.

15b Vice President

The Vice President shall act in a supporting to President in all matters and shall be an advisor to the President. The Vice President will assume the powers of the President if the president is ether:

Officially absent as declared by the President in writing to the Executive Secretary, or

In an emergency, is unavailable for a period of at least 48 hours by normal communication means. Any decision or commitment shall require the ratification of at least two other executive members in writing to the Executive Secretary.

15c Honorary Treasurer

The Honorary treasurer shall have the powers over all of the associations finances to direct and manage them within the Policies set by Annual General Meeting or other General Meeting or by the Executive via policies. Also they shall co-ordinate the activities of the Auditors and direct officers of the association to comply with reasonable auditor requests.

The Honorary treasurer shall ensure that Legal compliance to the financial requirements of current legislation. The Honorary Treasurer shall also be responsible for conducting any investigation involving financial impropriety.

15d Removal From Office of Elected Officers

The Elected Officer can only be removed from office if:

The Elected Officer does not remain a member of the association or is in default of any undisputed payment to the association.

That a 75% majority of a general meeting votes on a motion to remove the Elected Officer.

In the unanimous opinion of the executive members the Elected Officer has acted in a manner that would bring the association into disrepute or render the association liable for civil or criminal action. In such cases the Elected Officer can request and it shall be granted independent binding mediation at the expense of the association.

The Elected Officer is convicted of any offence (Civil or

Criminal) that relates to statutory instruments related to Beekeeping or a criminal office that has a custodial penalty.

15e Election of Elected Officers

The election of Elected Officers of the Executive shall be at a convened General meeting (annual or special in the case of removal) will be by simple majority and where there is a tie then a revote shall take place until a majority is achieved.

If an elected Officer is removed during their period of office then the Executive Secretary shall hold a ballot of members in accordance with the rule 27.

15f Council of Elected Officers

The Council of Elected officers shall be responsible for the overall direction of the association working with the wider executive members in the implementation of the policies, procedures of the association. The Council may make decisions on behalf of the association subsequently ratified by the Executive at a normally nominated meeting. All three members of and the Executive Secretary must be present at all decisions on behalf of the Association unless a registered apology is given. The quorum is a minimum of 2.

15g Executive Portfolio Holders

Each member of the Executive excluding the President shall be responsible for portfolios determined from time to time being required to operate the association. The Portfolio Holders shall be accountable to the Executive for their portfolio and report to the executive at every meeting. Each portfolio holder will prepare a report to the membership as a part of the annual report. All committees related to that portfolio will report to the Portfolio holder through the Committee Chair.

15h Delegations

The Executive may from time to time determine policies and procedures on the delegations of financial or decision-making

authority to individuals or organisational units. These policies and procedures shall be available from the executive secretary on written request by any member of the association.

Rule 16:

The Executive. (The Executive becomes a Board and all reference in the Rules of the Association to Executive is changed to read National Board)

(a) Amend to:

The National Board shall consist of eight (8) persons who are either members of the Association or the representatives of corporations which are members, three being resident in the North Island and three being resident in the South Island.

Six members shall be elected by postal ballot.

In addition one member from each Island shall be a branch chairman whose major role on the Board will be to act as Branch liaison people for their respective islands. They shall be elected to the National Board by branch delegates at the Annual Conference of Branch Delegates held in conjunction with the Associations Annual General Meeting.

Rationale:

There is always an issue in the Association that the branches are not informed. By having Branch Liaison people on the Board to act as a conduit for information this should help alleviate the perceived problem.

(b) Amend to:

The members of the National Board shall hold office for two years, commencing at the conclusion of the Annual Meeting following their election and shall at the expiration of their terms be eligible for re-election unless in the case of the two branch chairmen they have ceased to be a branch chairman.

(h) Amend to:

5 members shall constitute a quorum.

16 k

The Executive of the Association may co-opt additional members to executive that have all the powers of an executive member excluding voting. The co-opting shall be by motion at a full executive meeting and a unanimous decision of all eight members either by a proxy vote or by being present. The Executive can remove a co-opted member to the Executive by motion and a simple majority.

18 b v

Replace with: The Executive is required to provide a three year rolling budget updated annually with a strategic plan. This will be ratified at the general meeting by the membership and form the overall direction of the Association for the next three years

23 e

Special Interest Groups representing sectors and industry groups of the association's membership. Special Interest Groups can be created in the same way as a branch and have the operating powers and responsibilities of a branch.

23 f

Branches and special interest groups shall abide by the rules of operation and conduct of meetings compliant with the Constitution and Policies set by the executive. A member of multiple branches and or special interest groups shall nominate their voting rights to one of the branches or special interest groups that they are a member of.

Rule 24: Operation of Branches:

(f)New Rule:

Branches to report a summary of their activities to the National Board quarterly in April, July, October and September.

Rationale:

As the Branches are part of the consolidated operations of the Association, quarterly reporting will enable the Board to maintain complete oversight of the Associations affairs.

28

Change Executive to Council of Elected Officers.

31. Policies

The Executive may make matters of policy any matter that it considers necessary to be a policy and that policy shall be binding on all members of the association in the same way that this constitution is binding. The Executive does not have the power to make policies that directly or indirectly contravene this constitution.

All policies shall be available from the Executive Secretary on request by any voting member of the association.

Prepared by Nick Wallingford

PROPOSED RULE CHANGE 1:

Rule 16(a) currently reads: "The Executive shall consist of six persons who are either members of the Association or the representatives of corporations which are members, three being resident in the North Island and three in the South Island."

The proposed rule change is to insert the following parenthetical expression after the words "six persons":

"(or fewer than six if the Executive chooses to not appoint a replacement Executive member in the event of a casual vacancy)"

RATIONALE: In recent years, the Executive has chosen to operate

with fewer than six members, by not appointing replacements for casual vacancies. This proposed rule change would bring the rules (or at least the expressed intention of the rules) in line with recent practices of the Executive.

PROPOSED RULE CHANGE 2:

Rule 17(c) (vii) currently reads "Forwarding to Branches copies of minutes and reports of meetings of the Association and the Executive, to be within 14 days of such meetings being held."

The proposed rule change is to delete the phrase "to be within 14 days of such meetings being held".

RATIONALE: This change would revert the wording of the rule to that in place prior to 1998 when the rule was amended. It is not the practice of the Executive to provide the minutes within 14 days of the meeting, so this proposed to change is to bring the rules in line with the current practice of the Association.

7 Resolutions for AGM from Executive

7.1 That the Executive puts in place a policy to maintain a minimum of 1/3 of total annual turnover as a standing reserve and this reserve is used to manage the cash flow of the NBA by the 2003 financial year.

7.2 That subject to cash flow resolution being adopted the 2003 levy be reduced by 10%, and that subject to 95% collection rate within the same year of entitlement that the levy be reduced by 10% compounded for the 2004 levy year.

7.3 Providing the proposed rule change to rule 16 is carried, the branch representatives be elected at the AGM in anticipation of the rule changes being registered so that the new Board can be in place as soon as practically possible.

The Chairman thanked the Executive for a constructive meeting and closed the meeting at 4.45pm.

=====

National Beekeepers' Association of New Zealand (Inc.)

Meeting of NBA Executive Committee held at 1.20pm on 24 July 2001
at the Rydges Hotel, Queenstown

Present:

Don Bell (Vice President), Terry Gavin, Lin McKenzie, Jane
Lorimer & Philip Cropp - 2000/01 Executive Committee.

Fiona O'Brien - 2001/02 Executive Committee (Observer)

Apology:

Richard Hatfield (President), Gerard Martin (2001/02 Executive
Committee).

Life Membership:

Proposal from Otago Branch for NBA Life Membership for G Murray
Reid. L McKenzie stated he seconded the motion because Murray
Reid has been a long-term personal friend to the beekeeping
industry.

"That the Executive endorse the nomination of Mr. Reid's life
membership to the NBA."

Lin McKenzie/Terry Gavin CARRIED

Rule Changes:

It has become apparent over the last two days that the rule
changes as proposed from the Executive are not going to meet with
approval at the AGM. There seems to be an acknowledgement though
that the industry needs to change its structure. Not
withstanding, if they are to be presented and debated as
presented they will not be accepted.

Don feels that the President needs to state that the rule changes
as proposed are the start of a process and that what is desired
is a structure for the NBA that reflects the NBA as an "industry

body".

Terry Gavin felt that the idea of letting the membership mull over the idea of needing rules to better reflect the industry status of the NBA a for a few months is the best course of action.

Philip Cropp feels that there needs to be further discussion over the next 12 months.

Lin McKenzie felt that the incoming Executive should consult around the Branches for the coming year with a view to bringing up at next years conference rules that have a buy in from the majority of the membership.

"That the Executive advise the President that his address should establish the principal of change that the proposed rule changes indicate. He then withdraw the proposals from further discussion with the executive undertaking to develop discussion and input from the Branches in the next 12 months to have a renewed rule package developed for the 2002 AGM."

Jane Lorimer/Lin McKenzie CARRIED

Discussion ensues and the Executive decided that the NBA structure needs to reflect and represent all members through their respective interest areas.

Increasing Values of Southern Honeys:

Lin McKenzie stated that this is a local initiative and does not involve the Marketing Committee or the Executive. The idea is to get a group of southern beekeepers together to discuss opportunities.

Sustainable Farming Fund

Lin McKenzie will report on progress to the seminar attendees later on the day of the 24th July.

By unanimous resolution, the Executive thanked Terry Gavin for

his contribution to the NBA over the years at Branch, Committee and Executive levels. Mention was also made of Terry's contribution as President 1999/2000.

The Executive thanked Terry most sincerely and wished him well for the future. Terry as well as being an effective member was also a good friend.

Terry thanked the Executive for their kind words and assured them he will stay around for a while yet.

Meeting closed at 2.00pm on the 24th.

=====

Meeting of National Beekeepers' Association National Executive Committee held at the Rydges Hotel, Lake Esplanade, Queenstown on Friday July 27 2001 commencing at 9.30am.

Present:

Don Bell (President), Lin McKenzie (Vice President), Jane Lorimer, Philip Cropp, Fiona O'Brien, Gerard Martin and Tim Leslie (Executive Secretary).

In Attendance:

Terry Gavin (Immediate Past Executive Member) - 9.30am - 10.30am

Apologies: - nil.

Welcome:

President Don Bell welcomed the Executive to the first meeting of the 2000/01 Executive Committee and made particular reference to Fiona O'Brien & Gerard Martin, the two new members of the Executive.

Don also thanked Terry Gavin and Richard Hatfield for their work in the last year.

President Don described that he wanted this to be a quick meeting to tidy any urgent business up and to set a date for the first full Executive meeting for the new team.

Business:

1 The Executive collectively wished to thank the Otago Branch for the excellent conference over the last few days.

"The Executive Secretary to write to the Otago Branch thanking them for an excellent conference that had a good feel and was well organised. Special mention and thanks also to Maria McCaw for all her work behind the scenes.

Don Bell/Philip Cropp CARRIED

2 Accounts for payment

"The AgriQuality account be paid up to up to date."

Jane Lorimer/Lin McKenzie CARRIED

Discussion on the Federated Farmers contract and account. It has been has been rolled over as per the original agreement. It seems that the administration support for Executive Secretary might be been charged at the same rate as the Executive Secretary.

Action: The President and Vice President to consult with Federated Farmers.

"That the Federated Farmers Account of \$36,119.70 be paid"

Jane Lorimer/Lin McKenzie CARRIED

Floyd Marketing Final Account - Marketing Committee recommends that it be paid.

"That the Floyd Marketing Account of \$5345.11 be paid."

Jane Lorimer/Don Bell CARRIED

3 Varroa Education Programme

VOAC Committee wishes the NBA to Contract for the 0800 number section of the Varroa Extension Programme. It is felt that beekeepers need to talk with someone they can relate to as a first point of contact.

It was agreed that the NBA needs to talk with Tony St Clair at Federated Farmers to see if there is office space and phone availability in Agriculture House for this initiative.

4 Carr AFB situation

Due to Terry Gavin being the member of the previous Executive responsible for handling the Carr AFB situation, the Executive asked Terry Gavin to stay on the Carr case until it is completed.

Jane reported that 65 hives found with AFB over about half of his apiaries. Restricted Place Notices are still on over the whole business. Need to work a way through how we can let Noel sell crop on the domestic market.

Noel Carr's DECA is still revoked. Terry has told Noel to store salvageable gear and to find a DECA holder in the area who can work with him to sterilize gear.

5 Don asked people to think about portfolio members would like to hold.

Priorities for the next few weeks are to consolidate on the last year's gains and continue to restructure the Executive so it is practising governance and that the committees take more responsibility for management.

6 Gerard raised a concern about the Taupo movement control meeting on July 18th 2001. He was unhappy with the short notice.

Don said that these meetings are called to help MAF and the VMG make decisions. The Taupo meeting was a good example and as Conference was this week, it needed to be held during the week

16-20 July. The meeting was called to consider a response to Varroa being found in the Raetahi area south of the movement control line.

7 Varroa Compensation:

Letter from Executive to support the Waikato initiative for further spring treatment this year.

The letter will be written by Lin McKenzie with help from Jane Lorimer.

8 Philip Cropp reported that the Marketing Committee has met over Conference. The quality assurance initiative and dark honey initiative are progressing well.

9 Philip also reported that the Exporting committee is working.

10 Lin McKenzie reported that main activity over the next few months for him will be working on Sustainable Farming Fund

11 Gerard Martin concerned about the life of the Committees

Compensation Claim problems

Issues with Branch Officers not performing.

Preparedness of South Island for the arrival of Varroa.

12 Fiona concerned about Varroa signage at the ferry terminals. Need to follow up again through the Varroa Management Group.

13 Next Executive 30 & 31 August 2001

14 It was decided to maintain the three-way calls on Tuesday nights as a support for the Executive.

15 The President thanked the Executive and closed the meeting at 11.55am.

=====

Minutes of the National Beekeepers Association of New Zealand (Inc), National Executive Committee Meeting 01-02 Number 1 held 30 & 31 August 2001 commencing @ 9.30am on the 30 th .

1. Present

Executive: Don Bell (President), Lin McKenzie (Vice President), Jane Lorimer, Philip Cropp, Fiona O'Brien and Gerard Martin.

Executive Secretary

Tim Leslie

No apologies

2. Welcome

President Don Bell, welcomed all to the first full meeting of the 2001/2002 Executive and particularly welcomed Fiona O'Brien and Gerard Martin.

Don stressed that Executive members should maximise their time on the Executive and not turn their positions into a penance. The NBA is now seen as the industry organisation in a corporate world. It is more than ever before accountable to the membership. Decisions made by the executive are final and that people sitting around the table are collectively responsible for decisions taken.

3. Minutes

"Minutes of meeting 08 held June 15, 2001 are an accurate record."

McKenzie/Lorimer Carried

Matters arising - Nil

Actions Meeting 08

Action 8.1

If the EU issue is not sorted out by the Conference, the NBA and AgriQuality enter into binding mediation. Tim and Don to progress over the next week and if no results start to get Mike Smith involved. Lin McKenzie to find a mediator in Queenstown.

Addressed at the meeting with AgriQuality in Hamilton on July 16.

Action 8.2

Lin McKenzie to continue and finalise by Conference.

Finalised with agreement to buy policy time.

Action 8.3

Terry Gavin and Tim Leslie to progress the AgriQuality issues and seek a meeting with AgriQuality prior to visiting Queenstown.

Meeting held July 16.

Action 8.4

Phil Cropp to update progress on 6.10 - 6.12 as a post meeting minute note.

Signed off.

Action 8.5

Tim Leslie to forward O'Brien and Martin copies of the MAF audits and AgriQuality Contract.

Signed off.

Action 8.6

Tim Leslie to create an up to date draft constitution of the NBA using the new rules.

Signed off.

Action 8.7

Send a copy of Minister Burton's letter to PMS Committee Chairman.

Signed off.

Action 8.8

Tim Leslie to continue work on debt ageing reporting and vigorously uphold the levy collection policy.

Underway.

Action 8.9

Tim Leslie to supply portfolio holders and committee chairmen with their respective pages of the monthly financial reports.

Is now happening

Action 8.9

The portfolios to review their monthly figures with the Finance Committee so that at the Planning meeting a three-year plan can be formulated.

Underway.

Action 8.10

Lin McKenzie to write up a report from the meeting of 14 June 2001 and ensure it goes in Beekeeper.

Signed off.

Action 8.11

Tim Leslie to forward the Trust Application of M Morris to the

Environment Committee without comment.

Signed off.

Action 8.12

T Leslie to write a response and circulate to the Executive prior to sending.

Signed off.

Action 8.13 Library to supply a borrowing policy and a collections and acquisitions policy.

Underway.

4. Correspondence:

"That the inwards correspondence be accepted and the outwards approved."

MAF: Request For Proposal

VOAC: Minutes 18 July 2001 Meeting

MAF: Small scale management information paper

Hon J Sutton: Acknowledgement

MAF: Options for long-term Varroa Management

MAF: Turn down of NBA Tender

BoP Branch: Inviting Exec to their September Meeting

Cooney, Lees & Morgan: DECA Arbitration

Crombie & Lockwood: Insurances

Hon Lianne Dalziel: Response to our letter re immigration issues

Primary Production Select Committee: Biosecurity Amendment Bill

Rural Women NZ: Copy of letter to Minister Agriculture re
Compensation

Waipa District Council: Proposed Plan Changes

Waikato Branch: Copy of letter to Minister of Agriculture

MAF: Draft Audit report AP2 training

Outwards

A beekeeper: Levy

Branches: Minutes, rule changes & other AGM material

AgriQuality: Carr AFB case

Minister Agriculture: Copies of AFB case correspondence

Carr: AFB case follow-up

S Weenink: DECA Arbitration

Minister: Immigration Request for help with overseas beekeeper
entry

Sustainable Farming Fund: Application and follow-up

Branches: SSFund

Hon J Sutton: Supporting Waikato Beekeepers

MAF: Tender for Varroa Extension

A McCaw: Thanks for conference

BoP Branch: Acknowledgement of request

Cooney, Lees & Morgan: Arbitration

Cropp/Lorimer Carried

Jane Lorimer excused herself from the meeting @ 9.50am to attend a meeting with Technology NZ to discuss possible marketing project funding.

5. The minutes of the NBA Executive meetings held in Queenstown 24 July & 27 July 2001 were tabled.

Meeting adjourned @ 10.00am for morning tea.

Meeting reconvened @ 10.20am.

"The minutes of the NBA Executive Meeting, 24 July 2001 be accepted as an accurate record."

McKenzie/Lorimer Carried

"The minutes of the NBA Executive Meeting, 27 July be accepted as an accurate record."

McKenzie/Martin Carried

6. The Carr AFB incident was discussed and the incident controller/recorders report was tabled.

Discussion about the costs associated with the incident was held.

"That the incident controller for the Carr AFB be paid at the rate of \$25.00 per hour plus GST and expenses. Further, the Executive Secretary to invoice Carr for the NBA's expenses as agreed."

McKenzie/Martin Carried

7. Reports:

Mr Bell welcomed, as an observer, Richard Hatfield to the meeting @ 11.25am.

Jane Lorimer returned to the meeting at 11.35am.

Mr Hatfield left the meeting at 11.55 am.

Varroa

Discussion held on the return of strips.

The Executive agreed that the agreement agreed at the time of distribution that strips not returned be paid for.

Mr Bell reported that the Varroa Management Group agreed at its meeting on 23/8/01 that invoices are sent.

Action

Executive Secretary to contact the Varroa Programme Manager and inform him that the NBA endorses the action to invoice those beekeepers who have not returned strips.

Meeting adjourned at 12.00pm for lunch.

Meeting reconvened at 12.40pm.

8. Finances

"That the financial report for 31/7/01 be adopted."

Lorimer/McKenzie Carried

9. General Business

9.1. Portfolios and Committees

Discussion around the relative role of committees was held.

It was agreed that the Executive is the policy, governance and administration side of the NBA - the strategic side. In the past the Executive has tried to be all things to all people. It has been reactive and has not used committees well. The role of the executive is to see the work is done and ensure that the

resources are available to the committees to achieve their work.

The executive looked at the committees the NBA has been or is involved in and broke them into two groups: Standing Committees and Advisory/Adhoc Committees and agreed that

Executive members are members of these committees ex officio.

Standing Committees

PMS Operations D Bell with P Cropp as deputy.

PMS Compliance/Review D Bell

Marketing P Cropp

Finance G Martin

Environment J Lorimer with F O'Brien as deputy

Communications F O'Brien

Library F O'Brien

Export/Import P Cropp

Support L McKenzie

Honey Research Unit J. Lorimer with F O'Brien as deputy

Apricultural Research Advisory

Committee J Lorimer

Advisory/Adhoc Committees

Varroa Oversight Advisory

Committee J Lorimer with D Bell as deputy.

Editorial F O'Brien

Exotics G Martin

Governance R Hatfield

Others the NBA is represented on

Varroa Management Group J Lorimer with D Bell as deputy.

Animal Biosecurity Consultative

Committee T Leslie

Varroa Planning Group D Bell with J Lorimer as deputy

A new position of Committee Co-ordination Person was agreed to. This position is to act as a circuit breaker and support person to portfolio holders. Lin McKenzie appointed to the role. It was also agreed that by 18 September committee sponsors would:

- (1) identify committee members and vacancies.
- (2) draft a preliminary (1 st Draft) budget for the next 12 months to 3 years.
- (3) review committee terms of reference.

9.2 Remit Allocation:

Remit 1 (14) Jane Lorimer

"That the line between the buffer and infested zones be maintained and defended for as long as possible and, if Varroa is found south of the line, the line be shifted to a sensible geographical line after all other options have been fully investigated for maintaining the line in its present position."

Remit 2 (18) Varroa Research Advisory Committee/Jane Lorimer

"That this Conference recommends to the Executive that they consider the introduction of Varroa tolerant bee stock to the New

Zealand Beekeeping industry, to reduce the effect of Varroa and improve the economics of the beekeeping industry."

Motion regarding rule changes referred to Conference of Branch Delegates

Governance Committee/Richard Hatfield

"The rule changes as proposed by the Executive be referred back to the incoming Executive for further deliberation and communication with branches, with a view to having firm rule changes for presentation at a Special Meeting to be held at our next Annual Conference."

Remit 5 (8) Gerard Martin

"That this Conference recommends to the Executive that, The NBA commission an investigation into the options available for the treatment and or eradication of European Foulbrood in New Zealand."

Remit 8 (11) Don Bell

"This conference recommends to Executive on behalf of the New Zealand Hobbyist Beekeepers that Executive negotiates with Government for the removal of the Statutory Declaration clause under the Commodity Levies (Bee Products) Order 1996."

Remit 10 (9) Executive to note

"That this Conference recommends to the Executive that they ensure that any policies adopted by them are formulated in accordance with the provisions and spirit of the Rules of the Association and comply with governing legislation."

Remit 12 (15) Research responsibility under Jane Lorimer & Philip Cropp

"That this Conference recommends to Executive that they facilitate the development of clover that produces Nectar and persists for many years in pasture."

Remit 18 (6) Environment Committee/Jane Lorimer

"That this Conference recommends to Executive that this industry express its concern to the use of Imidacloprid (Gaucho)."

Remit 19 (12) Marketing Committee/Philip Cropp

"That this conference recommends to the Executive that the marketing committee presents to the AGM of the NBA, a business plan for the ensuing 12 months."

Remit 20 (19) Communications & Support/Fiona O'Brien & Lin McKenzie

"That this Conference recommends to the Executive that the Beekeeping Industry endeavour to co-ordinate rural industries to speak with one voice to increase pressure on the Government to provide better border security."

Remit 21 (20) Exports, Imports & Exotics/Philip Cropp & Gerard Martin

"That this Conference recommends to the Executive, that an approach be made to the Government to get all incoming shipping containers opened and their contents inspected."

Late Remits:

Remit 23 (Poverty Bay) Environment/Jane Lorimer

"That this conference affirms the NBA submission to the Royal Commission on GM for a moratorium with annual review on open release of GM plants and in particular plants visited by bees. We request that the Executive continue to lobby Government for such a moratorium if necessary after the Royal Commission on GM delivers its findings."

Remit 24 (R Berry) Varroa Management Group/Jane Lorimer

"That this conference strongly recommends to Executive that an

additional control line be established immediately north of Wellington along natural boundaries having least effect on commercial beekeeping in the Wellington area. This line to stop any live bee movement from north of this line to south of this line."

Remit 25 (A McCaw) Executive

"That this conference recommends to Executive that the Auckland Branch of the National Beekeepers' Association host the 2002 Conference"

9.3 Appointment of NBA Treasurer:

"That Gerard Martin be appointed as NBA Treasurer."

McKenzie/Lorimer Carried

9.4 Branch & Club Meetings

Bay of Plenty Branch - 11/09/01

It was agreed that as the Bay of Plenty Branch has invited a representative(s) of the 2000/01 Executive to their meeting that Lin McKenzie and Jane Lorimer would attend this meeting.

This is a good opportunity for Lin to discuss the Sustainable Farming Fund Project.

Taranaki Club Meeting - 15/09/01

This club has invited the President to attend a meeting. Don Bell and Tim Leslie will attend. Fiona O'Brien will attend both meetings as well.

Meeting adjourned at 3.00pm for afternoon tea.

Reconvened @ 3.20pm.

9.5 Programme for the rest of the Calendar year.

The need to review the Strategic Plan and update, plus the requirement to start the 2002 budget were discussed.

It was agreed to combine these two processes in mid-late September. It was decided also that the Chairpersons of the major committees be invited to the first day of the planning and budgeting to explain their respective committee's plans for the coming year.

Due to dates for the meeting being difficult to arrange, it was agreed to discuss the dates first thing in the morning of August 31.

9.6 MAF Food Meeting

Jane Lorimer reported that 14 NBA members had attended a two day workshop on 28 & 29 August to look at setting up a draft code of practice.

Lin McKenzie expressed concern that this group could be making decisions that affect an individuals business.

It was emphasised that this group needs to achieve industry "buy in."

"That the group comprising Jane Lorimer, Philip Cropp, Tony Taiaroa, Don Stedman, John Wright, Sue Johns, Barry Foster, Allen McCaw, Russell Berry, Chris Elmsly, Mike Stuckey and John Rawcliff currently discussing with MAF Food the establishment of an Industry Code of Practise be given NBA Project Status. Terms of Reference and budget allocations be established by Lorimer and Cropp and this project group will work under these Terms of Reference as per the NBA's Project Policy."

McKenzie/Lorimer Carried

9.7 Role of Immediate Past President

Mr Bell raised the issue that there is no provision within the NBA's rules for the position of IPP and perhaps this constrains using their skills at times.

"The Executive recommends the office of Immediate Past President be added to the NBA's rules and that this proposition be considered by the Governance Committee in its 2001/2001 year rule reviews."

O'Brien/Cropp Carried

Richard Hatfield joined the meeting at 4.15pm.

Mr Bell handed the chairmanship of the meeting to Mr McKenzie @ 4.15pm to attend a meeting with the Group Director, Animal Biosecurity, Dr Barry O'Neill.

9.8 Project proposed by Kim van Vuuren

Kim van Vuuren has proposed a project to address pollination services in the South Island to Mr O'Neill of the Varroa Oversight Advisory Committee.

The Executive felt that this project is of some merit, but the time frame proposed poses a problem. If it is to be linked to the VOAC's work - designed to contribute to their work with regard the two-year Varroa Management Programme finishing on 31/10/02 - it does not have time to achieve much constructive input as it is designed for completion in May 2002. The Executive to ask if the time frame can not be truncated or ascertain what other use the project has in mind outside of the two-year plan.

Action

Executive Secretary to write to Bryan O'Neill and outline the Executive's thinking on the project.

9.9 Biosecurity Amendment Bill & ACC Changes

It was agreed to tag on to the work of Federated Farmers on these two current issues. Any Executive members with points to make should channel them to the Executive Secretary who will pass on to the relevant Federated Farmers people.

The PMS Compliance/Review Committee will be asked to consider also.

9.10 Federated Farmers' media seminar/induction course.

Lin McKenzie attended from the NBA. He felt it was a useful day that highlighted the need to be passionate and believe in what you are saying when interviewed.

9.11 Labelling of GM Foods

Mr McKenzie drew the meeting's attention to a letter he had received from Foodstuffs (SI) about label requirements regarding about GM freedom.

This is the first of many to come it is felt.

Richard Hatfield retired from the meeting at 4.45pm.

9.12 Royal Commission Report on GM

Executive felt that the most significant recommendation for the NBA is that MAF must draw up guidelines for preventing GM pollen being picked up by bees.

It was agreed that industry must have input into this strategy if adopted by Government. The NBA keenly awaits the Government's response to the report.

Don Bell returned @ 5.15pm and resumed the Chair.

9.13 Distribution of Minutes

As the Conference had reconfirmed the rule to distribute minutes within 14 days it was decided to try and achieve this as much as possible.

Consensus reached that the President will sign off Executive Meeting minutes at a minuted teleconference within a fortnight of each executive meeting.

10 Meeting with Barry O'Neill

Don Bell reported that this meeting has been constructive. He had raised with B O'Neill that during the recent audit of Authorised Person training, some interviewees had felt intimidated and embarrassed about some of the questions asked of volunteers. Dr O'Neill gave an assurance that at future audits, the questions will be submitted to the NBA prior to audit commencement.

Don Bell also reported that Dr O'Neill is anxious to get the Varroa Phase III underway and he was pleased to hear the NBA has taken some first steps by drafting a plan.

Meeting adjourned for the day @ 5.40pm.

Meeting reconvened @ 8.45am on Friday August 31.

Don Bell in the chair. No apologies

11 Applications to the Trust

11.1 Donovan

"The application by B Donovan be referred to the Varroa Research Advisory Committee for their recommendation."

McKenzie/Cropp Carried

11.2 Marketing Committee

"That the Marketing project as presented be recommended to the Trust for support."

Lorimer/Cropp Carried

12 NBA Executive Programme until March 2001.

The following schedule was agreed to:

Planning & Budget 25-26 September 2001

Executive 27 September 2001

Teleconference 09 or 10 October 2001

Executive 28 & 29 November 2001

Executive 30 & 31 January 2002

Executive to Receive AgriQuality

March 2002 Report @ Ruakura 19 &20 March 2002

Meeting adjourned @ 9.25am to have a Workshop with the PMS Op's Committee.

Meeting reconvened @ 2.55pm.

13 Sustainable Farming Fund

Lin McKenzie reported that he had just been informed the Sustainable Farming Fund contract has been sent to his home address for signing.

14 Hort Research Contract - Spore Testing

The Executive agreed that this contract should be signed by the President to day and posted back to Hort Research.

15 Wrap up

Don Bell thanked all for their attendance and input the last day and one half.

For the next meeting executive need to:

- * Consider their budgets.
- * Review relevant portions of the Strategic Plan.
- * Consider issues for the Strategic Plan 1-3 years out.

* Have committees in place by the September meeting.

16 Closure

Don Bell closed the meeting at 3.20pm.

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Minutes of the National Beekeepers Association of New Zealand (Inc), National Executive Committee Meeting 01-02 Number 2 held on 26/9/01 and 27/9/01 commencing @ 9.10am in the Ormond Room, Agriculture House, Johnston Street, Wellington on 26/9/01.

1. Welcomed to the meeting by President Don Bell. Don thanked the Executive for their attendance and input at the Planning meeting on 25/9/01.

There was one apology from Lin McKenzie for lateness.

2. Minutes "The minutes of Executive Meeting held on 30 & 31 August 2001 be confirmed as an accurate record."

Lorimer/Cropp Carried

Matters arising:

A brief discussion held on recent correspondence to Ministers (as recorded in correspondence) endorsed the sentiment of the letters.

"The notes of the workshop held to discuss the future direction and management of the AFB PMS on 29/8/01 be accepted and the policy for the chain of command be adopted."

Lorimer/Cropp Carried

3. Correspondence

Inwards

From: Re

MAF: ABCC Papers

MAF: VMG Minutes

Statistics NZ: Latest Stats

David Woodward: Telford Courses

MAF: Draft costs for Exotics surveillance

Minister Agriculture: Response to Waikato support letter

Minister Agriculture: Invite to Launch of Biosecurity
Awareness

Hort Research: Latest summary of AFB testing

Outwards

To: Re

Branches: Telford Courses

Branches: Minutes & Biosecurity Amendment

Macbeth: UMF Group

Honey Trust: SSFund & Marketing Applications and follow up

Ministers: Clark, Sutton, Hobbs, Hodgson & King Royal
Commission and moratorium

Bryan O'Neill: Van Vurren

P Bolger: Apistan Strip follow-up.

"That the outwards correspondence be approved."

Cropp/Lorimer Carried

"That the inwards correspondence be accepted."

Bell/Lorimer Carried

4. Finance

It was agreed to discuss financial result to 31/8/01 after lunch.

5. Reports

The meeting broke for morning tea @ 10.00 am and resumed @ 10.15am.

Finance

Gerard Martin discussed issues around the finance portfolio and raised the deferral issue. It was agreed that the NBA has a policy that is due for revision in November 2001.

"G Martin and Executive Secretary to work on a review of Deferral Policy as part of the budget formation."

McKenzie/O'Brien Carried

PMS

Philip Cropp reported on progress with an AFB problem in Nelson - it is now tidied up.

Action

The Executive Secretary to write to Nelson Branch and thank them for their help with the

AFB problem.

Action

The Executive Secretary write to D Greuber (retiring AgriQual Livestock officer) and thank him for his work and wish him well in his new position with MDC.

Marketing

A busy month with work on standards and animal products Act. Also discussion with the UMF Group.

QUALITY MARK

This is nearing completion with the following steps to complete this project.

1. Form company this week to own the trade marks and administrative standards.
2. Finish honey characteristic standards
3. Completion of harvesting standards
4. Write auditing steps and procedures
5. Sell the idea and concepts to 6 large NZ packers in the months of Oct/Nov.
6. Launch and sell project to industry

Funding required: \$12,000 for this project to be completed

CINDERELLA PROJECT

Industry NZ Application has been a problem with more information required twice now. No reply from Beekeepers Trust fund application. It is proposed that we start Peter Molan's research work by spending \$35,000 on this project from NBA marketing funds.

This project is the formulation and validation of assay for testing the antioxidant and antibacterial properties of NZ bush honey and a trial on the shelf life of these honeys.

The marketing committee would like project funding of \$10,000 for the Cinderella project to cover:

- * Development of Licence agreement
- * Registering Trade Mark
- * Trade NZ application costs

U.M.F

Discussion has taken place and a report is going to the marketing committee for comment.

COMMITTEE MEMBERS

The new chairperson is Tony Taiaroa. I would like to thank Jane Lorimer for her work as Chairperson of the Marketing Committee.

FINANCE

Marketing to date has only spent \$30,000 out of a budget of \$110,000 I would like to move that the three projects outlined in my report totalling \$12,000 for Quality Mark \$10,000 Cinderella Project and \$35,000 Peter Molan's Research be approved for completion and financing.

"That the marketing projects continue with the budget funds allocated."

Cropp/O'Brien Carried

"That the marketing budget allocate up to \$3000 to assist J Rawcliffe to attend Apimondia 2001."

Lorimer/Cropp

The President put the motion:

0 for

4 against

2 abstentions

Motion lost.

Executive Members visit to Bay of Plenty Branch:

Lin McKenzie tabled a letter from Bay of Plenty Branch chairman. The letter is as a result of the meeting of BoP Branch attended by Mr McKenzie, Jane Lorimer and Fiona O'Brien.

Action

L McKenzie to respond and circulate a draft to the Executive.

Meeting broke for lunch @ 12.30pm and returned @ 1.30pm.

Committee Issues

Action

Executive Secretary to write to branches and invite interested members to submit names for NBA Committees.

Finance

"The Executive extends its thanks to Josephine Lewis for her efforts with NBA finances since October 1999."

Lorimer/McKenzie Carried

Executive Expenses

"The Executive Expenses of \$4,670.28 be paid."

Cropp/Martin Carried

Bank Account Signatories

"That with the change to Hamilton for the NBA's accounting, the cheque signatories be changed from two of either Catherine Petrey, Josephine Lewis, Tim Leslie or Terry Gavin to any two of three nominated Federated Farmers staff members being: Executive Director, Administration and Membership Services; The Administration Manager or the Administration Assistant."

Martin/Cropp Carried

Bank Account

"That the NBA change its current account from BNZ Hastings to the same branch of the National Bank as Federated Farmers."

Cropp/Martin Carried

"That the President Don Bell and Vice President, Lin McKenzie be issued Federated Farmers Diners Club Cards in the name of the NBA."

O'Brien/Cropp Carried

General

6.2 Varroa Compensation Claims

Problems with Varroa compensation were discussed. Executive Secretary reported that to date, 6 beekeepers had responded to the Executive's request for detail on varroa compensation problems.

A lawyer in Tauranga is following the issue up on behalf of a couple of beekeepers. "That the NBA refer beekeepers with compensation issues to Glenn Dixon of DTS Lawyers, Tauranga."

Martin/Carried

6.5 Waikato request to Minister of Agriculture for further free varroa treatment.

The Executive felt that it had done all that can be done by writing to the Minister in support of Waikato's request. Any further action must come from the branches concerned.

6.10 Honey Trust Application - Propolis Collection and Production

"The Executive acknowledges receipt of the application and refers it to F Lindsay for comment."

Cropp/O'Brien Carried

6.13 Article in October 2001 NZ Gardener.

An article in the October 2001 NZ Gardener re honey feeding of birds was discussed.

Action

Environment portfolio holder to discuss with M Goodwin and decide on an action."

McKenzie/Cropp Carried

6.15 Bee Plus Software.

Lin McKenzie tabled a letter from the company that developed this software. They offered it to the industry as a package deal and suggested it could be a "Sustainable Farming Fund" project. Lin also tabled his reply indicating it should be submitted to the "Project Committee" for evaluation.

6.16 West Coast Branch

Mr Cropp reported that the West Coast Branch is working with DOC on the Coast to minimise consent costs.

6.18 F O'Brien tabled a report of the New Plymouth Hobby meeting.

6.19 J Lorimer tabled a letter from Mr L Bullock re "green" varroa eradication.

The executive noted his points.

Meeting adjourned at 5.10pm.

Recommenced at 9.10am on 27/9/01.

General Business continued.

6.9 Biosecurity Amendment Act.

Executive Secretary reported that Federated Farmers have a submission in hand - a watching brief will be maintained

6.11 NBA Policies and Terms of Reference:

"That portfolio holders review Policies and Terms of Reference so that they can be reviewed at the November 2001, Executive Meeting."

Cropp/Lorimer Carried

6.7 Draft Audit Report - AFB-PMS Appointments under the Biosecurity Act 1993

The Executive discussed the draft audit report of Authorised Person Training.

Summary of Recommendations for NBA (as per draft audit)

12.2 Recommendation for the NBA:

That the NBA develop a contract for agencies providing AP2 training. The contract should have provisions for an approved training programme and audit/monitoring function by the NBA. (Section 9.3 Contractual arrangements).

12.3 Recommendation for the NBA:

That the NBA require AQNZ to develop a process for ensuring and demonstrating competency, and providing suitable training records for all AP1 appointments. (Section 9.3 Authorised persons - level one appointments).

12.7 Recommendation for the NBA:

That the training provider be required to present certificates of attendance and examination results to candidates who attend the AP2 training days. (Section 9.4 - Records associated with training)

12.8 Recommendation for NBA and AQNZ:

That the Biosecurity Act 1993 Authorised Person Resource Manual - Apiculture and any other training documentation be under appropriate document control (refer to AS/NZS ISO 9001:2000, Section 4.2.3) with a register of issue maintained. (Section 9.4 - Document control of the AQNZ training manual)

12.9 Recommendation for the NBA:

That the NBA develop and implement an audit/review programme to ensure AQNZ training programmes are completed as required by any service contract specifications. (Section 9.5 - Internal Auditing of AP process and performance)

12.10 Recommendation for the NBA:

That the NBA develops an audit programme to ensure the obligations required of AP2s are being complied with. (Section 9.5 - Internal Auditing of AP process and performance)

After a discussion around the recommendations pertaining to the NBA it was moved:

"The NBA responds positively to the audit but points out the problems inherent in the PMS being run and funded by a voluntary organisation.

Lorimer/Cropp Carried

Management of the AFB PMS

Don Bell tabled a letter received from Murray Bush, in which he outlined a broad solution, which would enable the Management Agency to better facilitate its responsibilities to the Strategy in the short term.

Discussion ensued and again the Executive agreed that the "chain of command" as discussed at this meeting be adopted.

Executive/Management Agency -> PMS Committees -> Operations Manager -> Contractors

A search of Executive Meeting Minutes indicated that this is not a new idea and had been discussed prior to April 2000.

The executive, as Management Agency considered the initiative and in doing so recognised the following issues:

1. That regulatory and statutory requirements must be met within the time scales determined.
2. That the work required between now, October 2001 and March 2002 is substantial. It includes up-dating the Operations Plan, developing an audit system for Authorised Persons, investigating (by March 2002) the combining of ADRs and COI requirements, and ensuring the PMS is effectively applied on a day to day basis.

In addition, to start immediately compiling information to be included in the PMS report to the Minister for 2003 and this will include written reports for each year from 1998 to present.

3. That the work involved goes far beyond the role of the

Chair of the PMS Operations Committee, which is a purely voluntary position. In which case the Executive would recognise this by way of a monetary re-imbusement, at a rate commensurate with the task.

4. That it be clearly stated and acknowledged that this is, in all respects a local measure to meet an immediate requirement and must not in any manner compromise or be seen as other than a short term substitute for the Executive's stated objective, to put into effect, at the earliest opportunity the substantive position of PMS Manager. Recognising that the time involved in researching and implementing this proposal will be considerable and take the project well into the new year.

5 The Executive further recognised, in this proposition, an opportunity to scope and more accurately define the long-term role of an PMS Manager. The experience gained would be valuable to the NBA when drafting the "job description" for the PMS Manager. It would identify a likely cost structure, to include direct costs, overheads and those operational costs which will be incurred with the employment of PMS Manager. Similarly, it is hoped, experience in the role will highlight any such "economies of scale" which might be achievable, both in the short and long term.

"That the NBA, in order to implement the position of PMS Manager engage the services of a suitable person to further develop the position and, at the same time, facilitate the implementation of the strategy as outlined above."

Cropp/Martin Carried

This motion emphasises the importance the Executive places on achieving the legislative, statutory and operational requirements of the AFB PMS and is expected to substantially contribute to meeting the issues recommended in the recent audits of the NBA and its systems as Management Agency, by MAF Biosecurity Authority.

"That the NBA accordingly invite Mr Bush to accept this

interim role, as specified, up to 31/8/02, and that the NBA reimburse Mr Bush by way of an ex gratia payment."

Martin/O'Brien Carried

Lunch @ 12.00pm and return @ 1.00pm.

Sustainable Farming Fund

Executive Secretary reported that the Trust is due to meet on Monday 1 October 2001 or soon after.

Varroa Research Workshop

The Executive discussed the varroa research programme developed at a workshop in Hamilton on September 14 2001. There was support for the direction of and projects discussed in the programme.

"The Executive receive and endorse the proposed Varroa Research Programme developed at the September 14 workshop"

Cropp/Lorimer Carried

Environment Portfolio

The environment portfolio's goals and objectives were revisited.

"The Executive adopts the following goals for the environment portfolio."

Lorimer/Cropp Carried

Physical Environment

Goal

Develop and implement a strategy to enhance and highlight the NBA's role as advocate for the whole beekeeping community in issues regarding the physical environment.

Objective

Maintain an environment committee to address bee product safety (health, residues), OSH, GE & GM and chemicals (pesticides, hive chemicals).

Legislative Environment

Goal

Develop and Implement a strategy that reinforces the NBA's role as the industry advocate in all legislative matters that affect the whole beekeeping community.

Objective

Formulate adhoc committees as appropriate to deal with legislation as issues arise.

Research and Development Committee

"The NBA adopt the Research & Development Committee Terms of Reference."

Lorimer/Cropp Carried

Strategic Plan

Action

Executive Secretary to write to the committee representatives who attended the planning day on 25/9/01 and thank them for their input

Budget

Executive Secretary to work with G Martin

Project Policy and Template

The meeting discussed the development of a template to assist them to assess project bids as they are presented from the NBA's Committees. It was also decided that a "user friendly" application form for the committees to use needs to be developed.

By consensus, the meeting agreed to a Project Policy:

"All new capital expenditure requires the approval of the Executive based on the following:

It conforms to the NBA's Strategic Plan

It progresses the objectives of the NBA as laid out in the Strategic Plan

It is affordable

It is achievable and measurable

It advances the whole beekeeping community"

Action

Executive Secretary to draw up an easy to use Project Funding Application Form.

Compensation revisited.

At 2.50pm the meeting discussed by telephone, progress Mr Dixon of DTS Lawyers is making with compensation.

After a general update and discussion the Executive agreed to continue with the direction adopted at the Executive Meeting held on 15 June 2001:

"That the Executive recognises it has an advocacy role in relation to Varroa Compensation and to that, when requested, the NBA will seek professional advice on behalf of members"

"That future arrivals of Compensation submissions from

beekeepers, the beekeepers be asked if they wish to talk with DTS Lawyers."

O'Brien/Lorimer Carried

General Business continued

Phil Cropp asked that in dealing with any issues the whole area of privacy and natural justice need to be considered.

Lin McKenzie - West Australia Honey

Executive Secretary reported that Dr Edwards, MAF had rung to say that this issue on hold pending more information from W.A. Dr Edwards has assured the NBA that a full six weeks will be available for consultation regardless of when the application is eventually received.

Action

Philip Cropp as sponsor of the Import/Export Committee to alert the Committee that within the next 14 days a strategy is in place to deal with W.A. Honey.

G Martin

Working on budget development.

Action

G Martin and Executive Secretary to contact branches and remind them of a need for projected income/expenditure for the 2002-year.

J Lorimer

The issue of the future of the Telford Course is of concern.

Executive discussed the letter to D Bell from D Woodward @ Telford.

Action

P Cropp to discuss with D Woodward future options and report back to the Executive in November.

Closure

D Bell thanked all for their attendance and closed the meeting at 4.15pm.

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