

NBA Executive Minutes for 2002

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Minutes of Executive Meeting 04 held in the Ormond Room,  
Agriculture House, Johnston St, Wellington on 10 January  
2002 commencing at 9.05am

1 Present Don Bell (DB) President

Fiona OBrien (FOB) Executive

Lin McKenzie (LMcK) Vice President

Gerard Martin (GM) Executive

Jane Lorimer (JL) Executive

Tim Leslie (TL) Executive Secretary

Philip Cropp (PC) Executive

2 Welcome

President Don Bell welcomed all to this short notice meeting. Today is an opportunity to hold the January meeting as a follow on to yesterdays meeting Compliance Committee Meeting about the levy issue.

There are two main issues to discuss:

1. Need to discuss the budget
2. Levy issues.

Don went on to say that he thought the outcomes of yesterdays meeting, although a taxing meeting it was a very good exercise.

3 Minutes

"The minutes of NBA Executive Meeting 03 held on 28 & 29 November 2001 as presented be approved."

L LMCK/PC Carried

### 3.1 Matters arising

The issue of signing authority of the Executive Secretary was revisited. It was thought that the words budgeted items need to be added.

The motion becomes:

"The Executive Secretary be given authority to sign off budgeted accounts up to a maximum of \$10,000.00."

LMCK/GM Carried

### 3.2 Actions - Meeting 03

Telford - Ongoing

Export/Import - Underway

Whiteboard - Underway

Honey Import - Write again with Haddrells letter and restate that this is a concern.

Points not taken up.

Varroa Compensation - Still not happy with Barry ONeils letter. Executive still supportive need to work towards a common tread so that they can advocate on behalf the claimants. Refer to previous minute. Add a summary of Barrys letter to minutes.

Levy - Underway. Workshop yesterday.

Policies - As the meeting has occurred early in the month the review is not complete.

The need to review the mileage rate was raised. The current policy discriminates against those who have to travel long distances due to where they live. It was resolved:

"The Executive Secretary to investigate the Federated Farmers flat rate mileage and rental car policy and return to the Executive with a recommendation as part of the policy review."

GM/PC Carried

Apiary Officers - Signed off. New man started in SI. AgriQuality have prepared a profile to appear in the February 2002 Beekeeper.

Apimondia - Signed off.

Taranaki - Signed off.

4 Reports

SFF - Lin

Environment - Jane

Research/Development - M. Wraight to be Chairman. Have had a conference call. Varroa - Jane. New southern boundary has been notified, but there are obviously gaps in the system. Still problems

Communications - Fiona.

Publications

FOB discussed the contract for the Beekeeper editor.

"That the NBA progress the motion of February 2001 relating to the Beekeeper Magazine contract to ensure that the Beekeeper Editor is paid for editorial undertaken in 2001."

LMcK/FOB Carried

Library

The catalogue is still an issue.

Action

FOB come back to the Executive by March 2002 with a project for Library Catalogue.

Electronic

"The Communications Committee instigate a project to sample the market place to determine the communications needs of beekeepers and allied industries and report back to the Exec."

DB/PC Carried

Planning to meet with the Librarian, Editor and Crown Kerr during February 2002.

The issue of others using the initials NBA was discussed, as there have been complaints about the NBA being Legal opinion regarding web site using NBA name.

It was resolved:

"Executive Secretary discuss with Philips Fox the possibility of registering the NBA Logo and requirements for other beekeeping web sites displaying a disclaimer."

LMcK/JL Carried

Governance: RH - meeting 10 February.

Meeting adjourned for lunch at 12.30pm and reconvened at 1.20pm

5. Budget

The Executive has done a small survey of the country as to how the various areas see this years crop. At this stage there is a mood of some disquiet about the level of crop to come forward over the whole country this year.

It is important to remember that the levy debt cant be forgiven. The Executive reminds beekeepers with levy over \$1000 net to apply for deferral by 31 January 2002. A general discussion about the cost centres in the draft budget was held. After much discussion and agreement that there is still some "tickling required" is was agreed: Action Executive members to froward changes for their respective portfolios to the Executive Secretary by 17 Jan 2002.

Action

GM, JL and TL to meet in Hamilton in a fortnight (23/01/02) to finalise and input Budget and discuss with the Hamilton administration staff.

The meeting broke for afternoon tea at 2.45pm. Gerard Martin excused himself from the meeting to catch an aeroplane.

Meeting reconvened at 3.00pm. A quorum was present.

6 General

6.1 Abandoned hives in Hawkes Bay that were reported before Christmas 2001. This is in hand with the notice advertising them due to expire in about 10 days.

Action

Executive Secretary to contact AgriQuality on 21 January to discuss the next steps.

6.2 Biosecurity Strategy Review

Lin McKenzie has written a submission on behalf of the

Executive.

"Executive adopts the paper written by Lin McKenzie."

PC/JL Carried

Action

Executive Secretary to ensure that the submission is put on the NBA web page and forward to the magazine editor for publication in the Feb 2002 issue.

## 6.2 Animal Products Act

JL reported that a watching brief is being kept. A development could well be that beekeepers might not need individual risk management programmes until 2004.

Action

JL to follow up and report to the Feb 2002 Executive meeting.

## 6.3 Honoraria

"That Hons for the first six month of the 2001/2002 Executive Committee and Committee Chairmen."

LMcK/FOB Carried

## 7. Levy issue

A discussion about where to from here in relation to discussions held at the Compliance Committee meeting on 9/01/02 was held. The following was agreed or resolved:

1. Provide MAF with the background info from NBA to date.
2. Communicate regular updates to membership is imperative. Lin, Tim, Frank to write up notes for the membership and circulate a.s.a.p. Draw up the timelines and broad project

outlines ready so that the two projects can be approved a.s.a.p. by the Executive.

3. "The Executive adopt the Compliance Committees recommendation of 9/01/02 that the NBA implement a proposal for two levy projects i.e. development of a Commodity Levy for Industry Good functions and a two tier levy under Sec. 90 of the Biosecurity Act for administering the NPMS for AFB."

LMcK/JL Carried

4. A letter of thanks to be sent to members of Compliance Committee and thank them for their work to date but reminding them that their input will still be required even though that the Executive is now involved.

5. TL to work with Hamilton administration to ensure cost centres are set up in the Associations financial statements.

6. The necessary papers need to be written e.g. on costs benefits etc.

7. Dont be afraid to use other expertise e.g. VegFed, Federated Farmers etc.

Don Bell thanked all for their attendance and input and closed the meeting @ 4.30pm

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Minutes of Executive Meeting 05 held in the Ormond Room, Agriculture House, Johnston St, Wellington on 5 & 6 March 2002 commencing at 1.05pm on the 5th.

1 Present & Welcome

Don Bell (DB) President

Lin McKenzie (LMcK) Vice President

Jane Lorimer (JL) Executive

Gerard Martin (GM) Executive

Philip Cropp (PC) Executive (6th)

Tim Leslie (TL) Executive Secretary

Apology:

Philip Cropp for Tuesday 5th.

DB / JL CARRIED

President Don Bell welcomed all to the meeting and stated that the two main issues to sign-off on are the budget and the levy process. On the evening of then 5th, Alan Richards is due to join the Exec to discuss the Communications Committee and at 3.00pm on the 6th, Richard Hatfield will join the meeting to update on the levy process.

2 Minutes

"The minutes of NBA Executive Meeting 04 held on 10 January 2002 as presented be approved."

LMcK/GM Carried

2.1 Matters arising

· JL reported that the need for a beekeeper risk management programme has definitely been put back to 2006.

Action - 01: Risk Management Programmes

TL and JL to monitor progress and report as required.

· Abandoned apiaries seem to becoming more prevalent.

Action - 02: Abandoned apiaries



TL to keep a close watch on this and work with our contractors as required.

## 2.2 Actions - Meeting 04

### Action - Library

FO'B come back to the Executive by March 2002 with a project for Library Catalogue.

Ongoing.

### Action - Haddrell honey import problem

Write again with Haddrell's letter and restate that this is a concern. Points not taken up.

Signed off

### Action- Budget

Executive members to forward changes for their respective portfolios to the Executive Secretary by 17 January 2002.

Will be dealt with in budget discussion

### Action - Budget

GM, JL and TL to meet in Hamilton in a fortnight (23/01/02) to finalise and input Budget and discuss with the Hamilton administration staff.

Will be dealt with in budget discussion

### Action - Abandoned Apiaries

Executive Secretary to contact AgriQuality on 21 January to discuss the next steps.

Being progressed

Action - Biosecurity Strategy

Executive Secretary to ensure that the submission is put on the NBA web page and forward to the magazine editor for publication in the Feb 2002 issue.

Signed off.

Action - Animal Products Act

JL to follow up and report to the Feb 2002 Executive meeting.

Signed off

3 Correspondence

Inwards: From - Re

Canterbury - NBA 2002 Budget

Southern North Island NBA - Draft 2001 Balance Sheet

M Smith Barrister & Solicitor - Opinion on NBA division of Levy

Statistics NZ - Update

Hon M Hobbs - GM decision

North Otago NBA - Budget and request for assistance

Canterbury NBA - Request for assistance for 2001 year

F O'Brien - Resignation from Exec

F Lindsay - Resignation as chair of Compliance Cttee

A Edge - MAF Release of information

MAF Biosecurity - Acknowledgement of submission

ERMA - Updates and Minutes

KPMG - Hamilton - Quote for Audit

M Auld - Rural Support Report

ANZFA - Invite to forum

ANZFA - Acknowledgement of submission

Auckland - NBA Branch life members

M Goodwin - Concerns about research funding

R Berry - Varroa

Outwards:

To - Re

Various beekeepers - 34 Levy deferral approvals

Various beekeepers - Explanations about the levy

M Smith Barrister & Solicitor - Request for opinion

MAF - Honey import through mail, Submission on West  
Australia Honey, Meetings end of January, Paul Bolger re  
varroa, A Edge re information request

AgriQuality - Beekeeper details etc

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

GM / JL CARRIED

4 Financial

"The Draft (unaudited) NBA Balance Sheet for 31 December 2001 and draft figures for February 2002 be accepted."

JL / LMCK CARRIED

"That executive expenses of \$2288.08 be approved."

LMCK / GM CARRIED

Due to Philip Cropp being unavailable on the 5th, budget discussion was held over until March 6.

5 Reports (appended)

Action - 03: Regional/District Council Resource and Plan notifications TL to discuss with FF about the process for notification and submission when District/Regional Plans and consent applications are notified.

A discussion was held on the role and use of the Rural Support Co-ordinator. It was decided have an article in the next available magazine to encourage North Island beekeepers (above the line) to discuss their issues with him so that he can help steer them to the most useful assistance.

LMCK briefly updated on levy process.

GM discussed financial issues and asked the executive to consider and think about the way we do business. Does the NBA need as many committees and the right structure for the times? GM also pointed out that there appears to be fewer levy payers this year so the NBA will have to monitor finances very carefully. NBA can not move into a position where it is trading as insolvent.

6 General

6.1 Resignations

The resignation of Fiona O'Brien from the Executive, Tony Taiaroa from Committees and Frank Lindsay as Chairman of the

Compliance Committee were discussed.

"That the resignations of Fiona O'Brien and Tony Taiaroa be accepted with regret."

LMcK / GM CARRIED

"That the resignation of Frank Lindsay as Chairman of the Compliance Committee be accepted."

LMcK / GM CARRIED

## 6.2 Communications

As Fiona O'Brien has resigned it was decided that Lin McKenzie and Gerard Martin will jointly handle the Communications portfolio until the AGM.

## 6.3 AFB

Executive accepted Terry Gavin's report. It was agreed that Mr Gavin's report be posted to the NBA website and reprinted in the magazine under a suitable introduction. Executive Secretary to arrange.

Meeting adjourned at 5.10pm.

Wednesday March 6.

President Don Bell called the meeting to order at 8.35am and confirmed a quorum. There were no apologies. There were two issues carried over from the 5th to clear up. The research issue and Executive vacancy.

## 6.4 Research

Discussion on future research needs of the NBA decided that there are two main streams of research needed. One focusing on varroa and the other "the rest". All research needs to be prioritised. "NBA research needs are to be referred to the Research & Development Committee to establish what is

desirable honey bee industry research, what is under way already, prioritise the balance and identify sources of funding for current varroa and other NBA research needs."

LMcK / JL CARRIED

#### 6.5 Executive Vacancy

Discussion about how to handle the casual vacancy caused by the resignation of Fiona O'Brien moved:

"The Executive conclude this term with five members and fill the vacancy in the normal NBA electoral cycle."

LMcK / GM CARRIED

#### 6.6 2001 AGM Remit Update:

Remit: Executive/Committee Allocation:Description: Progress

Remit 1: Jane Lorimer: Maintenance of Movement Control Line: Changes have been made through VMG

Remit 2: VOAC / Jane Lorimer: Varroa tolerant bee stock: R & D Cttee will address

Motion regarding rule changes referred to Conference of Branch Delegates: Governance Committee/Richard Hatfield: Rule changes: Governance Committee is working on.

Remit 5: Gerard Martin:EFB Options: Exotic Cttee needs to act

Remit 8: Don Bell: Compliance with Statutory Declarations: Underway through levy process

Remit 10: Executive to note: Executive policy making & adoption: Noted and monitoring

Remit 12: Jane Lorimer and Philip Cropp: Long life nectar producing clover: R & D Cttee will address

Remit 18: Environment Committee/Jane Lorimer: Opposition to the use of Gaucho: Being monitored as there is no documented scientific evidence

Remit 19: Marketing Committee/Philip Cropp: Marketing Committee accountability: Ongoing. Will report to the AGM

Remit 20: Communications & Support Committees/Fiona O'Brien & Lin McKenzie: Rural industry representation: Ongoing. Made Biostrategy submission. Used Federated Farmers for the WA Honey submission

Remit 21: Exports, Imports & Exotics Committees/Philip Cropp & Gerard Martin: Border control - shipping container inspection: Ongoing.

Remit 23: Environment Committee/Jane Lorimer: Genetic engineering: Signed off and continue to involve as opportunity arises.

Remit 24: Varroa Management Group/Jane Lorimer: Movement Control line: Signed off.

Remit 25: Executive: Hosting of Conference: Signed off.

6.7 Policy review and confirmation.

Executive reviewed the NBA policies.

It was decided:

1) Policy 5 on Levy Collection needs to be further looked at in light of the levy referendum process this year.

2) In the new manual, Policy 9, Expense claims need further refinement to allow for GST registered persons and also ensure that it is not duplicated elsewhere.

3) Policy 13, Contracts needs amendment to include that the President signs all contracts.

4) Need a policy about putting money aside each year of a levy's life to provide for future levy projects when a levy expires.

"The NBA policies be adopted with listed amendments; 1-4."

GM /JL CARRIED

#### 6.8 Terms of Reference

Executive discussed current Terms of Reference, readopted those already in place and decided to take the sponsors name out of them to cover for when portfolios may/will change.

#### 6.9 Executive Contribution to the Beekeeper

The Executive discussed the process or need for Executive to contribute to the Beekeeper. It was agreed that portfolio holders would contribute on an adhoc basis when they have something to say.

#### 6.10 SNI Branch application for money to assist with an AFB project.

A wide discussion on the philosophy behind branches undertaking cleanups of AFB over and above the PMS Contract and branch inspection programmes was held. It was decided that this work, although commendable, is outside the PMS. The PMS is designed to be educational and empowering.

"The Southern North Island request for funding a special AFB clean up project be referred to the PMS Operations Committee for comment and/or approval."

DB / PC CARRIED

Action - 04: AFB PMS extra activities

TL to write to Frank Lindsay (and copy to M Bush) and outline the two steps as the Executive sees things:



1 Branch volunteers identify AFB and report to AgriQuality.

2 The management agency (i.e. NBA) must also be informed of the problem beekeepers so that the Management Agency can contact them and point out their obligations and options within the terms of the PMS.

#### 6.11 Export Committee

The Executive observed that this committee is not working as well as envisaged. Original it was set up as the Export Certification Committee to help facilitate the issuing of export certificates. It has now moved on to something more (although what this is is hard to define) and this needs refining.

Action - 05: Export Committee

LMcK and PC to review this committee's role and functions and report to the next Executive Meeting.

#### 6.12 Report from AgriQuality

At the NBA AgriQuality meeting held in July 2001 it was agreed that AgriQuality would present their March report to the NBA at the April meeting. This is now impracticable as the levy consultation meetings will be held in April and there will not be an Executive meeting.

Action - 06: PMS Contracts reporting

TL to write to AgriQuality and invite them to the May 2002 meeting in Wellington to present the end of March report and discuss any contractual issues for each party.

#### 6.13 Communications

Due to the resignation of Fiona O'Brien, there is a need to spread the communications portfolio.

It was agreed that PC would discuss library issues with Christine Taiaroa, LMCK will handle electronic communications and GM & LMCK will handle the magazine.

Lunch adjournment at 12.10pm

Returned at 1.00pm.

#### 6.14 Royal Jelly

##### Action - 07: Royal Jelly Imports

TL to write to MAF and ask for a written update on the current status of Royal Jelly imports.

#### 6.15 Marketing

PC presented a report recommending Executive action on the finalised honey standards as developed by the Marketing Sub-committee.

"The NBA Executive instructs the Marketing Committee to finalise the NBA's ownership of Apicultural Standards Ltd so that the NBA is the sole shareholder in Apicultural Standards Ltd and that Richard Hatfield and Steve Olds are appointed as directors by the sole shareholder and the NBA provides up to \$5,000.00 to facilitate this project."

PC / GM CARRIED

"The NBA Executive directs Apicultural Standards Ltd to adopt the NZ Honey Profiles Monofloral Varieties Standards and develop the standards quality mark scheme."

LMCK / GM CARRIED

"That Apicultural Standards Ltd be advised that the NBA will underwrite to a limit of \$5,000.00, a project to investigate bringing the UMF honey trade mark scheme into Apicultural Standards Ltd."

PC / LMcK CARRIED

"The NBA endorse the standards now known as the NZ Honey Profiles Monofloral Varieties Standards and acknowledges the work of the Marketing Sub-committee in developing the standards and completing the project."

GM / JL CARRIED

Levy Project

Richard Hatfield (Project Manager) and Frank Lindsay (Compliance Committee) joined the meeting at 3.00pm. RH updated on the progress to date with the two levy projects (appended).

The main issues:

1 Ballot will be delayed a week from the original plan.

2 Compliance Committee will be asked to review the final paper to ensure that it reflects their original proposal.

3 Beekeeper will be mailed to all beekeepers in March and April with a summary of the projects. These articles will summarise the proposals and point to the NBA website and national office for a full copy.

6.16 Budget

Discussion held on another draft of the budget. It was acknowledged that it could only be balanced if project funding is sourced from outside sources.

It was decided that as well as for NBA purposes, the levy projects need some supporting material about the direction of the PMS and R&D; for the next 5-6 years.

Action - 08: Research & Development

JL to work with the R&D; Committee to broadly map the R&D;

priorities of the NBA for the next 5-6 years.

Action - 09: PMS 5 year Direction

PC to work with the PMS Operations Committee to broadly map the NBA's PMS priorities for the management of the PMS e.g. education, auditing and enforcement.

The proposal from the project manager to have an indicative referendum for the Biosecurity levies was discussed. It met with a luke warm response and the Executive decided by consensus that the proposal could go forward as the first draft for MAF to see. It is acknowledged that MAF do not "sign off" on papers, but they will give the NBA an impression of what they think of the proposal.

Discussion acknowledged that the NBA will have to find other income to help pay for the levy proposal process.

Action - 10: Funding

GM and LMCK to discuss with Minister of Biosecurity and Agriculture, the Honey Trust and Sustainable Farming Fund possibilities for grants, ex-gratia payments or loans to facilitate the levy process and balance the 2002 budget.

"The budget titled 02-03-06 NBA Budget 2002 be accepted as the 2002 budget acknowledging that it is a living document and will be monitored and reviewed monthly."

PC / JL CARRIED

A vote was taken: Four in favour and one against.

Closure

Don Bell thanked all for their attendance and input and closed the meeting at 6.50pm.

Meeting Dates for 2002 (subject to change):

May 07-08

June 18-19

July 15-19 (Conference and AGM)

August 28-29 (Strategic Plan.)

October 09-10

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National Beekeepers Association of New Zealand (Inc.) Minutes of Executive Meeting 06 held in the Ormond Room, Agriculture House, Johnston St, Wellington on 7 & 8 May 2002 commencing at 9.05am on the 7th.

1 Present & Welcome

Don Bell (DB) President

Lin McKenzie (LMcK) Vice President

Gerard Martin (GM) Executive

Jane Lorimer (JL) Executive

Philip Cropp (PC) Executive (6th)

Tim Leslie (TL) Executive Secretary

JL / LMcK CARRIED

President Don Bell welcomed all to the meeting and outlined that the meeting would be broken as several visitors were due and there would be discussion on the levy process and annual financial statements. Visitors due (all on the 7th):

9.30am Judith Brown (JB), Agriculture ITO

10.30am Lynette Wharfe (LW) & Sue Trezise (ST) to discuss

levy meeting process

11.30am Murray Bush (MB) re the Operational Plan for the PMS

6.30pm Alan Richards (AR) re Beekeeper

2 Minutes

"The minutes of NBA Executive Meeting 05 held 5 & 6 March 2002 as presented be approved."

LMcK/GM Carried

2.1 Actions - Meeting 05

Action - 01: Risk Management Programmes Ongoing

TL and JL to monitor progress and report as required.

Action - 02: Abandoned apiaries Ongoing

TL to keep a close watch on this and work with our contractors as required.

Action - 03: Regional/District Council Resource and Plan notifications Ongoing

TL to discuss with FF about the process for notification and submission when District/Regional Plans and consent applications are notified.

Action - 04: AFB PMS extra activities Signed Off

TL to write to Frank Lindsay (and copy to M Bush) and outline the two steps as the Executive sees things:

1 Branch volunteers identify AFB and report to AgriQuality.

2 The management agency (i.e. NBA) must also be informed of the problem beekeepers so that the Management Agency can contact them and point out their obligations and options

within the terms of the PMS.

Action - 05: Export Committee Ongoing. Will happen as needed. LMCK and PC to review this committee's role and functions and report to the next Executive Meeting.

Action - 06: PMS Contracts reporting Due to database meeting and time felt this wasn't needed. TL to write to AgriQuality and invite them to the May 2002 meeting in Wellington to present the end of March report and discuss any contractual issues for each party.

Action - 07: Royal Jelly Imports TL to ask D Belton if his reply can be placed on NBA website. TL to write to MAF and ask for a written update on the current status of Royal Jelly imports.

Action - 08: Research & Development Signed Off. JL to work with the R&D; Committee to broadly map the R&D; priorities of the NBA for the next 5-6 years.

Action - 09: PMS 5 year Direction Signed Off. PC to work with the PMS Operations Committee to broadly map the NBA's PMS priorities for the management of the PMS e.g. education, auditing and enforcement.

Action - 10: Funding Ongoing.

GM and LMCK to discuss with Minister of Biosecurity and Agriculture, the Honey Trust and Sustainable Farming Fund possibilities for grants, ex-gratia payments or loans to facilitate the levy process and balance the 2002 budget.

At 9.25am Judith Brown, Agriculture ITO joined the meeting to discuss apicultural training. Judith discussed that the ITO has been approached by Telford to resurrect/update the industry unit standards developed several years ago and left in limbo.

A general discussion was held on industry training needs. It was agreed that some of what the ITO has to offer currently

fits with where the Executive sees a need for training e.g. business management training.

The Executive agreed that there is a need for introductory training and the ability to train "apprentice beekeepers" on the job with short courses in the off season.

Action 01

Philip Cropp to work with Judith Brown and Telford to further beekeeper training issues.

3 Correspondence

Inwards

From: Re

Minister Biosecurity: Acknowledgement

Minister Agriculture: Decline invite to AGM (He's overseas at the time)

USDA: Information update

KPMG: Audit matters & confirmation

P Bolger: Copy of letter to Canterbury Branch

Vege Fed: Varroa Management post Sept 2002

AgriQuality: Results of customer survey

Canterbury Branch: Branch grant

Minister Agriculture: Letter re PMS and Levy

Allen Bryce: Bee Samples in South Island

Minister Agriculture: Response about honey imp ort



Paul Bolger: SI Varroa surveillance

Ashley Edge: Varroa Compensation

Trees and Bees: Magazine

Outwards

To: Re

Various beekeepers: Levy issues

Branches: Minutes etc

SNI Branch: AFB clean up request

D Belton: EFB follow up

VOAC: Otago Regional Council ideas for varroa.

Minister Agriculture: Response to letter re concerns

Meeting adjourned for morning tea at 10.10am.

Meeting reconvened at 10.35am.

Levy Projects:

Don Bell welcomed Lynette Wharfe and Sue Trezise from AgriBusiness Group Ltd and Jacob Haronga from Federated Farmers to the meeting.

AgriBusiness has been contracted to put the road show presentation together and Sue will be travelling as the meeting facilitator and record taker.

Jacob Haronga has been involved with the levy project writing and will present at the first two meetings in Auckland and Whangarei.

The programme until lunchtime would be to discuss and refine

the levy road show presentations and do a dry run.

Murray Bush joined the meeting at 11.30am.

Meeting adjourned for lunch at 12.30pm.

Meeting reconvened at 1.30pm.

PMS

Don Bell welcomed Murray Bush to the meeting. A discussion was held on the updated PMS Operational Plan, contracting issues, general PMS issues and the differences between the budget for the 2002-year and the proposed budget for the 2003-year as outlined in the proposal for a biosecurity levy to fund the PMS.

Differences in proposed expenditure relate to the new funding proposal having to allow for education, training (e.g. Authorised Person training), research and audit/enforcement expenditure that has not been fully allowed for in the past. It was agreed that the current levy ballot and pending request for a Biosecurity levy may have an impact on the contracting for the PMS contract.

Action - 02

MB and TL to ascertain from AgriQuality NZ Ltd whether they are prepared to split the next year into two contracts:  
1/07/02 - 30/11/02 and 1/12/02 - 30/06/03.

Action - 03

Executive to develop a policy to ensure that branches consult with the Management Agency for the NPMS to ensure that people undertaking Authorised Person training are suitable for holding warrant e.g. compliant with the PMS and levies. MB explained that he would be standing down both as chairman and a member of the PMS Operations Committee in September. The Executive will need to consider names to approach for the committee and who will steer the mid-term

review of the PMS in 2003. By consensus agreement the Executive adopted the PMS Operation Plan for the 2002 year. DB thanked MB for his work and report and MB retired from the meeting. The meeting adjourned at 3.00pm for afternoon tea.

Meeting reconvened at 3.20pm.

#### 4 Financial

Passed over until May 8th.

#### 5 Reports

##### 5.1 Varroa Management Group (VMG)

The VMG meeting of 26/04/02 was discussed and a letter from the Varroa Programme Manager re a South Island beekeeper who refuses to have his hives tested as part of the SI Surveillance Programme was discussed.

##### Action 03

"That the Executive Secretary write to the Varroa Programme Manager (VPM) stating that the NBA fully supports the 2002 Varroa Surveillance Programme. Furthermore the NBA is unaware of any evidence that if used correctly, the miticide strips used contaminate beehives and suggest that this might be an area for further Varroa related research"

LMcK / JL CARRIED

"That the letter to the VPM be sent to South Island branches of the NBA." LMcK / JL A vote was taken: Four in favour. One against CARRIED

##### 5.2 Library

"That a project for the library be allocated up to \$2,500.00 for the purchase of shelving, wall lining and a small printer."

PC / LMcK CARRIED

### 5.3 Varroa Programme Group (VPG)

The letter from VegeFed regarding Varroa management post October 2002 was discussed.

#### Action 04

TL to contact VegeFed and arrange a meeting to discuss their proposal for a simple SI surveillance programme being continued post October 2002.

### 5.4 PMS

It was reported that MAF has agreed to pay for travel and time for those involved in training for Authorised Persons Level 2 at Varroa courses before the end of June 2002 to a total of \$8,000.00. The procedure will be for participants/claimants to forward their claim to Murray Bush for authorisation who will then forward to the NBA office for completion.

#### Levy Projects (4.30pm):

Updated slides for the presentation were discussed with Sue Trezise. Richard Hatfield (Levy Projects Manager) joined the meeting as well and the whole levy project was discussed and updated. Meeting adjourned at 6.10pm.

#### Thursday May 9

President Don Bell called the meeting to order at 9.00am and confirmed a quorum. There were no apologies.

### 6 General

#### 6.1 Administration Service Provider (ASP) Review

The need for a review and updated contract was discussed.

"That Gerard Martin and Lin McKenzie review the performance of the Associations ASP by drawing up Terms of Reference with input from the Executive and then implementing the ToR to discuss the performance of the ASP with the Executive and the ASP and report back to the Executive before the 2002 Annual Conference."

JL / PC CARRIED

## 6.2 Donovan application to Trust

It appears an application made by Mr Donovan during 2001 has been misplaced.

The Executive discussed the issue and it appears that the application was referred to referee for comment and was never followed up.

The new system in place since meeting with the Trustees earlier in 2002 should stop this happening again.

Action - 05

TL to follow up, refer the application to the Trust and contact Mr Donavan with an explanation.

## 6.3 Annual Reports

It's been noted that the furnishing of only a set of Financial Accounts for the 2000/01-year is an inadequate report.

Action - 06

TL to follow up and collate all the information supplied for the 00/01 report together and file with the Minister as soon as possible.

Action - 07

Executive to supply TL with information for the 2001/02 Annual Report by the end of the 1st week in June.

#### 6.4 2002 Conference

Auckland Branch has confirmed the dates as 15-18 July with the AGM and Conference of Branch Delegates is to held on 17-18 July.

TL reported that Minister Sutton is unable to attend due to being out of the country at this time. Some discussion on whom would be appropriate to speak from the government.

Action - 08

TL to write to Damien O'Connor MP and ask him to speak to the conference in his capacity as Chairman of the Primary Production Select Committee.

Meeting adjourned for morning tea at 10.10am.

Meeting resumed at 10.30am.

#### 4 Financial

##### 4.1 Draft 2001 Result

A set of accounts was tabled. After discussion about accounts receivable and write off of levy it was decided that TL and GM will discuss the accounts with Hamilton Office to present actual cash income received as opposed income invoiced and aged debt in a more readable manner.

Action - 09

"GM & TL consider the No Longer Registered and Statutory Declarations issue and draft a write off policy."

PC / L McK CARRIED

"The accounts receivable of \$122k be checked and clarified

before finalising the 2001 accounts."

PC / JL CARRIED

"The accounts as presented for the current period ending 30/04/02 be accepted."

PC / JL CARRIED

Bad debts were discussed. TL reported that things have not progressed as fast as he would like due to pressure from the levy projects and the solicitor being away a lot over the last 8 weeks. "If on enquiry the NBA Solicitor is unable to deal with request for debt recovery, he be asked to recommend a suitable replacement."

JL / GM CARRIED

Branch assistance for NBA related activity was discussed. It was agreed that the NBA will assist branches for costs associated with communicating meeting dates and the like to membership up to the sum of \$500.00 per annum on the presentation of a request detailing how the money will be spent. "That the NBA extends to Canterbury Branch the sum of \$500.00 for administration assistance."

JL / LMCK CARRIED

Action - 10

GM & TL develop a policy for branch funding from the NBA

The meeting adjourned for lunch at 12.15pm.

Meeting reconvened at 1.15pm

6 General con't

6.5 Executive Election

TL reported that there had been a short fall in nominations

for the Executive when they closed on May 2nd.

Therefore in his capacity as returning officer the following were declared elected:

2 South Island vacancies for 2 years Lin McKenzie & Philip Cropp

1 North Island vacancy for 2 years Jane Lorimer

1 North Island vacancy for 1 year no nominations

Because of the casual North Island vacancy, the President was instructed to approach members with residential qualifications to ascertain if they are interested in joining the Executive.

#### 6.6 DEAC Exams

The Executive noted that Mary-Ann Lindsay of 26 Cunliffe St, Johnsonville, Wellington is now the DECA examination administrator.

#### 6.7 Harvest Declaration

Executive acknowledged a letter from Trees and Bees of Murchison regarding a perceived problem with the Harvest Declaration.

"That the Tress and Bees letter be passed to the environment committee for answer and action where required."

LMcK / PC CARRIED

#### 6.8 West Australia Honey

No progress has been reported from MAF at this stage.

#### 6.9 Nutritional Information Panel

No progress or new information from ANZFA at this stage.



#### 6.10 Bee Genetics

A bee genetics expert is possibly coming to NZ on a visit later this year. "The R & D Committee to consider the visit to NZ of Prof. Hepburn and recommend to the Executive how the NBA could/should link with him on his visit to NZ."

LMcK / GM CARRIED

#### 6.11 Communications & Beekeeper magazine

General discussion was held on the Beekeeper and NBA communications. It was agreed that there needs to be more general information from beekeepers in the magazine and that the magazine must come out earlier in the month of publication.

The Beekeeper is the industry's magazine. Therefore members of the NBA should be encouraged to contribute.

#### 6.12 Varroa Compensation

General discussion about progress on this issue was held. The NBA cannot intervene on behalf of individual beekeepers, but it seems those who have worked with solicitors have made some progress. It is hoped that people will follow the advice from Glenn Dixon, Solicitor in the April 2002 Beekeeper.

#### Closure

Don Bell thanked all for their attendance and input and closed the meeting at 3.30pm.

Meeting Dates for (2002 Subject to change):

June 18-19

July 15-19 (Conference and AGM)

August 28-29 (Strategic Plan)

October 09-10

Actions Meeting 06

Action 01

Philip Cropp to work with Judith Brown and Telford to further beekeeper training issues.

Action - 02

MB and TL to ascertain from AgriQuality NZ Ltd whether they are prepared to split the next year into two contracts: 1/07/02 - 30/11/02 and 1/12/02 - 30/06/03.

Action - 03

That the Executive Secretary writes to the Varroa Programme Manager stating that the NBA fully supports the 2002 Varroa Surveillance Programme. Furthermore the NBA is unaware of any evidence that if used correctly, the miticide strips used contaminate beehives and suggest that this might be an area for further Varroa related research

Action - 04

TL to contact VegeFed and arrange a meeting to discuss their proposal for a simple SI surveillance programme being continued post October 2002.

Action - 05

TL to follow up, refer the application to the Trust and contact Mr Donavan with an explanation.

Action - 06

TL to follow up and collate all the information supplied for the 00/01 report together and file with the Minister as soon

as possible.

Action - 07

Executive to supply TL with information for the 2001/02 Annual Report by the end of the 1st week in June.

Action - 08

TL to write to Damien O'Connor MP and ask him to speak to the conference in his capacity as Chairman of the Primary Production Select Committee.

Action - 09

GM & TL consider the No Longer Registered and Statutory Declarations issue and draft a write off policy.

Action - 10

GL & TL develop a policy for branch funding from the NBA

=====

Minutes of Executive Meeting 07 held in the Ormond Room, Agriculture House, Johnston St, Wellington on 24 & 25 June 2002 commencing at 1.00pm on the 24th.

1 Present & Welcome

Don Bell (DB) President

Lin McKenzie (LMcK) Vice President

Tim Leslie (TL) Executive Secretary

Gerard Martin (GM) Executive

Jane Lorimer (JL) Executive

Philip Cropp (PC) Executive

President Don Bell welcomed all to the meeting that was been held later than planned as the snow in the South Island last week caused travel difficulties. At 2.30pm Monday Richard Hatfield would be joining the meeting to discuss the levy projects.

2 Minutes

"The minutes of NBA Executive Meeting 06 held 7 & 8 May 2002 as presented be approved."

GM/LMcK Carried

2.1 Actions - Meeting 06

Actions - 01-02 Meeting 06

Action 01

Philip Cropp to work with Judith Brown and Telford to further beekeeper training issues.

Signed off.

Action - 02

MB and TL to ascertain from AgriQuality NZ Ltd whether they are prepared to split the next year into two contracts:  
1/07/02 - 30/11/02 and 1/12/02 - 30/06/03.

Signed off.

Action - 03

That the Executive Secretary writes to the Varroa Programme Manager stating that the NBA fully supports the 2002 Varroa Surveillance Programme. Furthermore the NBA is unaware of any evidence that if used correctly, the miticide strips used contaminate beehives and suggest that this might be an area for further Varroa related research

Signed off.

Action - 04

TL to contact VegeFed and arrange a meeting to discuss their proposal for a simple SI surveillance programme being continued post October 2002.

Signed off.

Action - 05

TL to follow up, refer the application to the Trust and contact Mr Donavan with an explanation.

Signed off.

Action - 06

TL to follow up and collate all the information supplied for the 00/01 report together and file with the Minister as soon as possible.

Nearly complete

Action - 07

Executive to supply TL with information for the 2001/02 Annual Report by the end of the 1st week in June.

Nearly complete

Action - 08

TL to write to Damien O'Connor MP and ask him to speak to the conference in his capacity as Chairman of the Primary Production Select Committee.

Mr O'Connor has advised that he can't attend.

Action - 09

GM & TL consider the No Longer Registered and Statutory Declarations issue and draft a write off policy.

Draft presented

Action 01

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

GM / LMCK CARRIED

Action - 10

GL & TL develop a policy for branch funding from the NBA

Draft presented

Action 02

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

GM / PC CARRIED

3 Correspondence

Inwards

Ngatea Bees: Account re AFB cleanup

ANZFA: Notes from community forum

ERMA: Notes of meeting re transfer of fumigants

AgriQuality: Re beehives in the Gisborne area

ERMA: Applicant summary

B Cottrill: Matter re DECA mediation

NZIM Canterbury: Notes re branch training

A Styles: Why being levied

R Berry: Various

Nelson Branch: Updated contacts

Canterbury Branch: Annual accounts

MAF: Agricultural census

Biosecurity Strategy Development Team: Update

NZ Honey Co-op: Request for information - declined

MAF - R Poland: Revised Standard for Surveillance

Office Minister of Agriculture: Acknowledgement of thank you letter

Simpson Allen Law: Assistance with a beekeeper compensation claim

Parliamentary Commissioner for the Environment: Native plant recommendations

Auckland Branch: Remits

Hawkes Bay Branch: Remits

Canterbury Branch: Remits

Waikato: NBA Contact details and remits

Otago Branch: Remits

Southern North Island Branch: Rule Changes

P Sales: Late Remit

Morrison Kent: Draft opinion on rule changes and remits

AgriQuality: Honey crop statistics

K van Vuuren: Initial report

Canterbury Branch: Trust information

J Dekker (x2): Why he shouldn't comply with the PMS

OSH: Report into the Kevin Jacobs fatality

A voting paper - faxed

C Norman: Copy of letter to AgriQuality re COI

R Berry: Re ballot and others

Outwards

D Belton: NBA Conference

Minister Sutton: Thanks for help with Varroa research 2002 budget

Styles: Levy issues

R Berry: Various

Jane Forrest - Morrison Kent Rules and remits

Damien O' Connor: NBA AGM

Branches: Rolls, remits and rule changes

J Dekker: Reply re ADR issues



## Levy Projects:

Richard Hatfield joined the meeting at 2.30pm and updated the Executive on the levy development project.

\* Commodity Levy Ballot closes at 5.00pm on June 25 and the returning officer will have a result by 28 June.

\* A typographical error has been identified in the Commodity Levy Ballot paper i.e. the maximum rate of levy is recorded as \$0.90/hive instead of the intended \$0.72/hive. It is felt that this would not have too much bearing on things as the ballot paper clearly states the levy will be struck at \$0.70 for the first year.

\* The levy proposal(s) will be written up through July ready for application to the incoming Ministers of Biosecurity and Agriculture in early August.

\* RH explained that the sum of \$37,000 in the Biosecurity Levy proposal was to provide for the employment of a manager to run the Strategy.

It was decided that Richard would talk to the conference on Thursday 18 July at 9.00am to answer any general questions about the proposals.

## 4 Financial

Passed over until June 25th.

## 5 Reports

### 5.1 Telford (PC)

PC discussed recent discussions regarding apicultural training with Agriculture Industry Training Organisation (AgITO) and Telford Polytechnic. After the AGM further discussion will be held, perhaps to look at how short courses for employees can be held with a view to working towards industry unit standards.

## 5.2 Varroa (JL)

JL reported on recent Varroa activities. A meeting of the VMG had been held on April 26th. Main topics of discussion were South Island surveillance and movement controls. The next meeting is scheduled for July 3.

There seems to have been some confusion over what research the "Expanding Options for NZ Beekeepers" Sustainable Farming Fund project can fund e.g. research into double queening. It seems that then rules/conditions for funding may have changed as each round has been funded. At the time of the original application for the Expanding Options Project, this type of research would not have been a legitimate expense for the project.

## 5.3 ANZFA (JL)

JL also raised the issue of progress with warning labels with regard to royal jelly, propolis and pollen. A watching brief is being kept.

Meeting adjourned at 5.15pm

Tuesday June 25: Don Bell called the meeting to order at 9.00am and confirmed a quorum. There were no apologies.

## 4 Financial

4.1 Accounts for the period ending 31 May 2002 were presented.

"Accounts for period ending 31 May 2002 be accepted"

GM/PC CARRIED

## 4.2 Bad Debts

A brief discussion was held on the outstanding debts relating to AFB clean ups and slow levy payers reiterated

the current NBA levy collection policy.

"If there is no response from bad debts for PMS activities, the NBA instruct our Solicitor to urgently take the next steps under the PMS."

GM/LMcK CARRIED

#### 4.3 Annual Accounts

The final annual accounts were discussed.

"The 2001 Annual Accounts be adopted and signed off by the President and Executive Secretary with proviso that all the Expanding Options Project costs are recovered and the Import/Export line is removed."

GM/LMcK CARRIED

#### 5.4 PMS (PC)

There are still issues about how to effectively manage compliance with the PMS.

"Philip Cropp and Murray Bush visit MAF for advice on how to enhance and enforce compliance with the AFB PMS with particular emphasis on the compliance with Certificates of Inspection and Annual Disease Returns. "

LMcK/GM CARRIED

This year there will be some retirements from the PMS Operations Committee, including Murray Bush as Chairman.

#### Action 03

The Executive Secretary write to branches and point out that changes are coming for all committees, especially the PMS Operations Committee and that the Executive is looking for volunteers to staff the committees. With regard the PMS, the

half term review is coming up and input will be required.

#### 5.5 Expanding Options for Beekeepers Project (LMcK)

This project is well under way and the project management team is now running things. The branch leadership courses have been well received. The van Vuuren project looking at the impact of arrival of Varroa on the South Island is well underway. The pre draft has been released to the VOAC prior to full completion in August 2002. "That Kim van Vuuren's project looking at the impact of the arrival of Varroa on South Island beekeeping be taken up by the project, Expanding Options for NZ Beekeepers."

#### 5.6 Communications (LMcK)

There have been some questions about who is responsible for communications. As recorded in the March 2002 minutes, item 6.2, the editor of the Beekeeper has contact with the executive through Lin McKenzie or Gerard Martin. Philip Cropp is responsible for the NBA Library.

"The NBA Executive reaffirm that Angela Crompton is the editor of the NZ Beekeeper and as a contractor is answerable to the NBA Executive and therefore maintains responsibility for content and layout of the Beekeeper."

#### 5.7 Compliance & Levy Projects

Have confirmed that under the proposed PMS Levy, MAF will be auditing compliance and financial issues.

Due to time issues and clashes with other activities, the Executive Secretary had to travel on the levy road show. This was not the desired action and LMcK expressed his disappointment that this had to happen, instead of the Federated Farmers staffer employed on the project. There has been no time to start, let alone complete a review of the Associations administration service provider.

Lunch adjournment at 12.15pm

Returned at 1.15pm.

## 6 General

### 6.1 Draft standard for surveillance of disease of honeybees

The draft standard booklet has been produced.

#### Action - 04

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

### 6.2 Levy Project

LMcK has written to the Minister outlining concerns about the cost of the process and is writing an application to the Trust to help underwrite the cost of the project. "The NBA endorse the letter to Minister of Agriculture and Industry Trust regarding Levy Funding"

### 6.3 Varroa

The Executive acknowledged the help for Varroa research in the government's 2002- year budget and endorsed Don Bell's letter to the Minister.

### 6.4 E-commerce conference

JL reported that she had attended this recent conference. Found it very useful and recommends people log onto <http://www.nzecommerce.co.nz>

### 6.5 ANZFA (JL)

Nothing to report at this stage. As information comes in, it

is forwarded to the Exec Secretary's email list.

NZ Food Safety Authority (<http://www.nzfsa.govt.nz>) starts up on 1 July 2002.

#### 6.6 Varroa Compensation

This issue continues to plague some beekeepers. Glenn Dixon of Simpson Alan Law in Tauranga is still acting for several beekeepers and has written to the NBA asking for information on the NBA's involvement with movement control decisions in 2000. Executive felt that at that point in time, the varroa response was a biosecurity alert and although the NBA was consulted, decisions taken were MAF's.

Action - 05

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

#### 6.7 1080 and harvest declarations

Action 06

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

#### 6.8 Stake holder funding for Varroa research

The NBA acknowledged MAF's advice relating to ongoing funding of varroa research i.e. stakeholders need to identify what is required and how to fund as there will be no more money from the Government when the two year programme ends.

Executive decided to refer varroa research and funding of to the VOAC, VRAC and R&D; Committees to investigate sources of funding for varroa research and make recommendations to the Executive.

#### 6.9 Animal Products Act and Tutu poisoning (JL)

There is a potential for a problem, as there seems to be a gap in the rules regarding hobby beekeepers and tutu under the APA's Risk Management Programme.

Action - 07

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

GM/LMcK CARRIED

#### 6.10 Conference 2002

The timetable for the conference was discussed. It was agreed that immediately after lunch on Thursday 18th, Paul Bolger, Christine Taiaroa and Derek Belton would speak. Richard Hatfield would talk about the levy projects at 9.00am on the 18th. Other reports will be used to fill gaps as the days progress.

#### 6.11 Citrus Spraying in Poverty Bay

The Executive received Poverty Bay's letter regarding pending court action and requesting support.

Action - 08

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

#### 6.12 AFB in Temuka

DB informed of an incident of high AFB in South Canterbury. The locals and AgriQuality have dealt with. DB will follow-up and ascertain if there are issues around compliance that need addressing.

### 6.13 Parliamentary Commissioner for the Environment

JL reported that the NBA had submitted on the PCE's document about planting more native species and had received a copy of the report.

### Closure

Don Bell thanked all for their attendance and input and closed the meeting at 3.30pm.

Meeting Dates for (2002 Subject to change):

July 15-19 (Conference and AGM)

August 27-28 (Strategic Plan)

October 09-10

Actions Meeting 07

Action 01

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

Action 02

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

Action 03

The Executive Secretary write to branches and point out that changes are coming for all committees, especially the PMS



Operations Committee and that the Executive is looking for volunteers to staff the committees. With regard the PMS, the half term review is coming up and input will be required.

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