

## SO NOW YOU'RE ON THE NBA EXECUTIVE...

*Drafted by Nick Wallingford  
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### FIRST THINGS

Contact the Head Office to make sure they have your correct name, address and telephone and/or fax number. These are the details that will be used for sending you material and they will also appear in the *NZ Beekeeper* magazine, so that members can contact you.

### KEEPING UP WITH HORTICULTURE/AGRICULTURE

Contact your local public library. Tell them about your position and your need to keep up with the latest things happening in horticulture and agriculture. Some libraries will offer to keep current issues of magazines aside for you. Others might even offer a 'clipping' service, providing you with copies of articles they think might be of interest to you. Some may offer to provide photocopies of the table of contents to you. It all depends on what sort of relationship you can develop with a librarian.

Some of the magazines that you might be interested in skimming through on a regular basis are:

- Orchardist of NZ (Fruitgrowers Federation)
- Commercial Grower (VegFed)
- New Zealand Kiwifruit Report
- NZ Kiwifruit
- NZ Farmer
- NZ Journal of Agricultural Research
- The Smallfarmer's Journal
- NZ Growing Today (Tree Crops Assn)
- Main Report
- Export News
- Horticultural Abstracts
- American Bee Journal
- Gleanings in Beekeeping
- The Speedy Bee
- Bee World
- Journal of Apicultural Research
- Apicultural Abstracts
- Australasian Beekeeper
- Horticulture in NZ
- Horticulture News
- Horticulture Today

This list may not be up to date as I do not see all of these on a regular basis. One or two of them I haven't seen in some time, so they may not still be in publication.

### MEDIA

In general terms, only the President should provide media comments on particular issues of the industry. All beekeepers, including Executive members, should always try to encourage good press relations to get us the coverage and exposure to keep up our public profile .

Contact your local newspaper. Try to find the reporter that specialises in rural stories if you can. Introduce yourself and describe your new position. They might be interested in running a profile story on you as a new member of the national executive. Let them know that you would be pleased to help them identify interesting local stories and local beekeeping personalities. Be sure they take your name and phone number so that you can act as a 'contact' for beekeeping stories in the future.

To help with publicity ideas, I produced a Beekeeper's Press Information Pack that has been distributed to branches. As the listings of media contacts in the pack was copyrighted material, I only obtained permission from the publisher to produce a given number of copies of that part. You can, however, get a copy (upon request) from the Executive Secretary without this section - just ask.

Contact your local radio station, too. Find out where the nearest Rural Reporter from Radio NZ is located and make yourself known to him/her.

### LEGISLATION

If you don't have copies, obtain the:

- Hive Levies Act 1978
- Apiaries Act 1969
- Commodities Levy Act 1990
- Pesticides Act 1979, Pesticides Regulations 1983 (not so important that you have a copy)
- Food Hygiene Regulations 1974 (not so important that you have a copy)
- Biosecurity Act 1993

Most of these have amendments, so be sure to get the latest versions.

### OTHER DOCUMENTS THAT YOU SHOULD HAVE

- NZ Beekeeping - A Profile (contains overview of industry, statistics). The latest version is 1995. Ask the Executive Secretary to provide you a few copies
- Honey Industry Trust deeds
- Up to date copy of Rules of the National Beekeepers Association
- Copies of the last year or so's issues of the NZ

Beekeeper. It will be useful to bind these together (I use a 2 ring binder) so you know you can lay your hands on the full set when you want it.

## REIMBURSEMENT OF EXPENSES INCURRED

By now, the Executive Secretary will have provided you with copies of the expense claim form. When requesting refund of moneys spent, please help the Head Office's administrative function by using this claim form.

There are no hard and fast rules about what is and what is not 'claimable'. NBA executive members would be unlikely to be in it 'for the money' at any rate.

As a general rule you are entitled to claim back from the NBA any actual and reasonable expenses that you incur while doing work for the NBA that you would not normally have done as an individual beekeeper. You may claim for all travel and food associated with your attendance at executive meetings and the Annual Conference.

You will receive a plastic card from Head Office to pay for air travel. This provides an easy way to charge the NBA related air travel to the 'bulk account'. Tell your travel agent at the time you book your travel. They will simply take down the name and number from the card and that is that - no out of pocket expenses or need to reclaim from the NBA.

Similarly, accounts at the Wellington hotel are charged back directly to the NBA, including meals eaten at the hotel. Before checking out of the hotel, check your account carefully, making sure you are not overcharged for meals, bar or mini-bar facilities. Make a note of any expenses that you do not think the NBA should pay (extraordinary telephone calls, alcohol, visitors' meals or accommodation on your account) so that you can pay that part of your account back to the NBA. Again, you will need to use your discretion, but you should be guided by what you consider to be 'properly' a personal expense.

If you have any doubt about it, speak openly with other Executive members, and we'll come to a consensus on what is correct.

Historically, executive have adopted the rule that you can 'buy your own hangover', that apart from wine with meals, members would not normally expect the NBA to reimburse costs for alcohol.

Costs for travel to special meetings such as Ruakura Apicultural Research Committee, Telford Beekeeping Advisory Committee or the like can be claimed. Travel to branch meetings other than your own branch is claimable, but you are expected to pay your own way to local meetings and activities. Again, the guide would be whether you would have gone to the meeting or field day even if you weren't an executive member.

Make copies of your telephone account, indicating which

calls you are claiming for reimbursement from the NBA.

You should provide receipts for expenses claimed whenever possible.

Head Office will process your request promptly and issue you with a cheque for your claim.

## OVERVIEW OF EXECUTIVE MEETINGS

The following listing is not complete, but is an overall summary of the general meeting schedule for the Executive:

**March meeting:** For some years, one extra day was devoted to the planning process, making this a three day meeting. Through the late 1980s, the meeting was held at Flock House, originally as part of the MAF-assisted Management by Objectives Industry Planning process. There was also a planning meeting in 1995. The March meeting includes consideration of Honey Industry Trusts applications. Confirmation of dates of executive election and remit dates, based on dates of Annual Conference. Consider final changes to Annual Report.

**May meeting:** Two day meeting. Consideration of rule changes, Executive remits for Conference and Special Meeting (if called).

**July meeting:** Generally involves one full days before Conference. First order of business generally to work through the remit paper and prepare speakers to provide special information or to suggest method of directing discussions profitably. Sometimes involves conflicts with either specialty group meetings or pre-Conference seminar. Other meetings held during Conference, often immediately after the day's meeting and sometimes evening meetings.

**September meeting:** Two day meeting. Set budget for coming year. Consider second round of applications to Honey Industry Trusts. Consider committee membership.

**December meeting:** Two day meeting. Confirmation of dates of executive election and remit dates, based on dates of Annual Conference. Confirm Honorary members.

For special needs, the executive might hold a conference call. You will receive full details on the number/PIN number to dial in order to join such a call.

## HEAD OFFICE

The administrative services for the NBA are provided on a contract by HB Agriculture and Commerce Centre. The NBA is not large enough to justify offices or full time personnel.

You will eventually get to know most of the people in the office, but the one who co-ordinates and carries out most of the work for the NBA is Harry Brown (Executive Secretary for the NBA), He attends executive meetings,

keeps minutes, prepares financial, both budget and actual, statements.

Remember that our services at HBAC do not provide for exclusive, full time personnel, so be reasonable in your demands on the time of HBAC, and fair in your expectation of timing and out of normal hours work.

The offices for HB Agriculture and Commerce Centre are:  
Farming House  
211-213 Market Street South  
Hastings

Postal address is:  
PO Box 307  
Hastings

Telephone (06) 878 5385  
Fax (06) 878 6007

Collect calls will be accepted from Executive members if necessary.

### **WELLINGTON MEETINGS**

Most of the year's executive meetings will be probably be held at the Sharella Motor Inn in Wellington. (This is under review) Other venues in Wellington and Hastings have been used in the last few years.

Sharella Motor Inn  
20 Glenmore St  
Wellington

Tel (04) 472 3823  
Fax (04) 472 3887  
Toll free reservations (0800) 657 272

Harry will generally make the reservations as a group. Give him details well in advance if you need something different from the normal 'one night'.

You will receive an agenda for the meeting a week or two before the meeting. Go through it carefully, making notes to remind you to raise particular issues, questions to ask or reminders to obtain/provide information.

The President may sometimes come into Wellington the day before an executive meeting. This extra time is used to make final changes to the agenda and prepare particular items for the meeting, or for meeting with specific people in Wellington.

Arrange your travel for as early as possible on the first day of the meeting. Executive travelling by air arrive at the Wellington airport and generally try to meet up with each other there. As soon as the full group expected to arrive is together, they travel to the Wellington hotel (Sharella) by taxi. At the last meeting, the last person to arrive by air came in at 9:30, and we all waited until then and used the Sharella's courtesy coach (no cost for taxis...).

The meetings usually start with morning tea as members are arriving. You will generally have an envelope of 'late

items', things that arrived too late to circulate by post.

Lunches are provided for both days of the meeting. A special visitor is sometimes arranged for one or both days to come to a 'working lunch'. These visitors might be governmental or perhaps from a related horticultural/agricultural organisation and are invited to provide information or a different perspective on specific issues before the executive. Some examples include: someone from the Statistics Department to talk about the honey export statistics, someone from Fruitgrowers Federation to talk about their experiences with the Commodities Levy applications or sometimes a politician to tell whatever tales they care to tell us. Last meeting had two people from the Foundation for Research, Science and Technology (FORST) to discuss research funding.

Meetings last generally until about 5:30pm on the first day.

Most executive eat dinner at the Sharella. There is generally time for a drink before dinner. Discussion may sometimes continue during and after dinner on issues from the day's meetings - there aren't any rules about not being about to talk bees or beekeeping when you're out of the meetings!

You'll need to pack all your bags on the second morning, as the rooms need to be cleared by 10am or so. The Sharella has a baggage room on the ground floor where you can put cases for the day until time to catch your afternoon flight if you want.

Try to plan your travel back home for as late on the second day as is possible. Because of the pressures of time, the meeting continues until the last possible moment when one or several members have to catch a taxi to the airport, resulting in the loss of the quorum necessary to conduct business. The longer you can stay, the longer the meeting can continue, and if you're not to be the first to leave, you'll be more relaxed, too, not having to worry about missing your plane!

### **KEEPING UP WITH THE PAPERWORK...**

The following are just a set of random ideas. Everyone has their own way of working, and what you decide to do may not have any of these elements.

By all means start a proper 'to do' list! Add to it any letter that you think you might want to or should write, every action you agree to do for the executive, every bright idea of something you think you could do for the NBA. Go through it regularly, dropping off the items you have completed (or that you have missed the deadline for!). Re-order the list to keep the most important items in front of you.

You will be receiving a large amount of written material from the NBA. Prepare yourself with boxes, files, manila folders, hole punch, ring binders, stapler, highlighting pens - all the 'tools' that you think you will need to keep things organised and lay your hands on the piece of paper you

want. You will likely, as you go along, modify your system substantially...

There is no 'standard' filing system. Some items tend to fall into several categories. I'll just describe what I do, but remember it probably won't fit your information needs.

I keep three 'levels' of material. First, I have a manilla folder that I carry with me at most times. It just contains the loose papers that form my immediate 'to do' work. It includes papers that have just come in, as well as some materials taken from the more permanent files that I think I'll need to answer particular letters, etc.

Next, I keep about three 'East Light' folders (quite a large volume; most members probably would not keep such large 'active' files). I use dividers to keep things in categories. I keep in these folders two types of material: the newest, and the most important (things that may not be new, but are papers I may want to refer to regularly).

I use, currently, the following categories

- 1080
- Admin Services
- Agendas
- Agricultural Compounds Bill
- Annual Report
- Audit Systems
- Australian Honey
- Branches
- Carniolans
- Committees
- Commodity Levies
- Computer Registration System
- Conference
- Disease Comm
- DOC
- Education
- Elections
- Executive (the 'misc' category!)
- Export Regs
- Finance
- FORST
- Health Regs
- Hive Levy
- Imports
- Industry Plan
- Korea
- Library
- MAF
- Magazine
- Marketing
- Minutes
- OSH
- Packers Assn
- Pesticides Board
- PMS
- Privacy Act
- Remits
- Rule Changes
- Rules

- Standing Orders
- Statistics
- Trusts
- US Access

Finally, when papers get 'out of date', I still hang on to some of them, but transfer them to an ordinary filing cabinet, or even into the banana boxes in the storage room!

When mail comes in, it is important that you go through it immediately. Even if you don't have time to do anything else with it, you should see if there are items that require immediate action or attention. Keep the less pressing matters to read through or to file. Don't feel obliged to hang onto every last piece of paper that is sent to you; use good judgement to decide what you will need to refer in the future.

One good idea involves keeping a reading box or file where you can keep the items you receive that you want to read but don't have time for immediately. Go through the items regularly, continuing to re-prioritise them as conditions change.

Another good heading is a 'current' box or file, where you can keep the most important of the recent papers you have received, the ones you know you might want to be able to grab at very short notice when you're on the telephone or preparing for an interview or meeting. This way, you won't have to go digging through a variety of files to gather the material you might want to carry to, say, a branch meeting.

Similarly, you might want to have a special 'reference' box or file. This can hold the NBA rules, last few copies of NZ Beekeeper, beekeeping statistics, copy of the Profile document, etc - all of the documents that form the 'background' of the information you might need to refer to at short notice.

The president has special requirements, involving a lot more interaction with the Head Office. For the rest of the executive, you should could on spending, at the very least, one to two hours a week reading, talking, writing and working for the good of the NBA. There is no upper limit but what good sense and your personal and business well-being impose on you! This time will be spent reading, talking to other beekeepers/executive members, making notes or writing letters as an executive member.

When you carry out an activity for the NBA, whether it is attendance at a meeting such as the Ruakura Apicultural Advisory Committee, or even just something like a branch field day or branch meeting where some contentious topic is discussed, take some notes. Ideally, provide your notes to the rest of the executive. It helps to keep everyone involved and informed about beekeeper opinion and activities.

Sort out a good system for keeping track of important names, addresses, telephone and fax numbers.

When the minutes of executive meetings arrive, go

through them carefully. You should make notes on the minutes of any decision or description you want to query at the next meeting.

You will also want to keep notes of your own from the executive meetings. The modern style of keeping minutes does not record each and every acknowledgment of an executive member that 'Yes, I'll have a word with him to find out what he's on about'. You will need to keep your own 'to do' list for items that arise during executive meetings to be sure you do everything you have agreed to do.