

ALBERTA LAMB PRODUCERS BOARD MEETING

June 1, 2016, Airdrie

Present: Directors: Erin Yaremko (Chair), Cindy Armstrong (Finance Chair), Ray Nolan, Darlene Stein.

Staff: Robyn Moore

Called to order at 8:10 am

1. Agenda

Motion: to approve the agenda. Seconded. Carried.

2. Current Financial Report

An update of the current financial report is provided.

Action: ED will work with the auditor to account for industry research dollars pledged over multiple years.

Action: ED will work with the Finance Chair to develop the 2016/2017 budget to include a separate line for Chops and Crops.

3. Project updates

The board discussed the ongoing projects and activities: Traceability Training, GF2 Welfare, Alberta Lamb. The first GF2 Welfare grant has been completed and a second application was approved.

4. Strategic Plan review

The ED took the new ideas generated in the Strategic Planning session in March 2016 and integrated them into the plan, along with items from the new approved grants. The board reviewed the plan with the new additions.

Action: staff will write a letter to CSF regarding COOL.

Action: staff will price out gate signs.

Action: staff will draft a policy and rates for N'ewesline advertising.

Action: staff will buy a new laptop.

Action: Finance Director will review and make recommendations for an updated Board Expense Policy for August.

5. Zone Meeting 2016

The 2015 zone meetings resolution responses were reviewed. They will be updated and published in the September N'ewesletter. Dates and locations were set for the 2016 zone meetings were set and speakers and topics were discussed.

6. Alberta Lamb

ALP has hired Megan Madden from SouthPawPR to create social media policies and procedures, a communication plan, a brand strategy, and consumer strategy. She gave a presentation about her vision, strategy, and timeline. A sneak-peek of the newly updated consumer website was also shown to the directors.

7. Regulation Review

Every five years, ALP regulations need to be reviewed by the ALP Board of Directors, Marketing Council, and the Government of Alberta.

Bill Gibson joined the meeting via phone call.

Motion: to dissolve the zones and change the board to Directors at Large, with a total of five elected directors. Seconded. Carried.

Action: The entire ALP board will review all the suggested changes on a conference call at the end of June. The ED will send out a doodle poll.

Action: staff will communicate the requested changes to Marketing Council to begin drafting the proposed regulations for publication in the September N'ewsletter and for the Zone Meetings.

Bill Gibson left the meeting.

8. Staff Payroll Policy Review

The method of paying staff was reviewed, along with other key bills that are often paid late and incur late fees in an effort to stream line the process and ensure they are paid in a timely manner.

Motion: to use the payroll company Ceridian to pay staff and the Receiver General and cancel the QuickBooks payroll subscription. Give Robyn permission to submit her salary and Beth's hours to Ceridian each pay period. Switch the Telus bill to be paid through the MasterCard. Give Robyn access to online banking to pay only the MasterCard bill. Seconded. Carried.

Action: The ED will make the necessary arrangements through Ceridian and the bank.

9. Zone 7 Director Appointment

The office received a request from a producer in Zone 7 to fill the vacant position on the board.

Motion: to appoint Kirk Cowell as the Zone 7 Director, pending the approval of Marketing Council. Seconded. Carried.

Action: ED will write a letter to Marketing Council informing them of the appointment.

Motion to adjourn at 4.30 pm.

10. In Camera

It was moved that the meeting move *in camera* at 4.30 and *out of camera* at 4.32.

Moved and seconded to accept minutes as presented. Carried June 22, 2016.