

Alberta Lamb Producers Board Meeting
September 8, 2018
Sheep Center, Airdrie AB.

Present: Darlene Stein (Chair), Scott Vuylsteke (Vice Chair), Erin Yaremko (2nd Vice Chair), Neil Caskey, Lianne Read (Finance Chair), Elaine Neale
Staff: Nick Turnbull

Called to order at 8:41 am.

1. Agenda

The Agenda was presented. Changes were made to add OTM under National Issues, to add Newsletter changes, to remove Scrapie and the Ice Breakers.

Motion: To approve the Agenda as presented. Seconded. Carried.

2. What's new?

Directors briefly discussed what they have experienced and seen happening in the industry lately.

3. Housekeeping on Policy and Procedures

The board and ED were reminded that the ED is to be given direction from the Chair and not individual board members without approval of the Chair. The board briefing on email efficiency and security was discussed along with the importance of switching email systems to something with more security. It was decided to change the current director email address format to first name with last initial after the November 2018 election. Small discussion carried over from the last conference call about the options available for governance training. It was suggested that maybe we look at hosting a Strive Governance session and offer other commodities and groups to join it and look at the AB Gov't Board Development program for director governance training.

Action: The ED is to get a quote on the cost of a SSL certificate.

Action: The ED is to look into using Microsoft Suite including Microsoft Teams and provide the board with pricing.

Action: The ED is to get a quote from Strive with the maximum number of participants they can accept.

Action: The ED is to look into the Alberta Governments Board Development Program for director governance training.

4. Financial Report

The Profit & Loss Budget vs Actual report dated Sept 4, 2018 was presented for the 2017/2018 year. The board worked on creating the budget for the 2018/2019 fiscal year. To be reviewed again on Sept 9 before approving. The Finance Chair – Duties and Responsibilities No. 2.3 Sept 2011 document was reviewed and proposed changes made.

Action: ED is to update the Finance Chair – Duties and Responsibilities document and send it to the board for review and approval.

5. Project Updates

The pregnancy detection program is moving along. Nick met with Susan Marcus and she updated him on some of their findings. The program may need an extension, if so Susan will apply for it. The ED advised that CAP funding options have not been looked into yet. There was nothing to report since the last update on the Bighorn Sheep Project. AFAC has sent an email with an Animal Welfare Survey for all producers to fill out electronically; they will be having various focus groups throughout the province that are open to producers. The SVCRT is looking for a Chair of the Profitability group.

Motion: For Beth Kyle's name to be put forward to Chair the SVCRT Profitability group.

Action: The ED is to contact SVCRT and let them know that Beth Kyle will volunteer to Chair the SVCRT Profitability Group

Action: The ED is to forward via e-blast and facebook the link to the Animal Welfare Survey and focus group dates to producers.

Action: The ED is to look into the CAP funding for possible projects that ALP could do under their programs

6. Director Matters/Nominations:

Directors had extensive discussion about format of the election ballots for the upcoming director elections from the proto type provided. The ED notified the board that Print Three could no longer produce these for us at the quoted price. The ED notified that board of an alternative company envelopes.com that can print them at less cost than the Print Three quote and within the timeframe they are needed in. New nominations were not reviewed.

Action: Ed to remove Scott's name from the election ballot, change the choice # to 5 instead of 6, put a clause on the ballot that defines what will be considered a spoiled ballot, include the mail in option post marked by deadline on the ballot.

7. National Issues:

A quick briefing and discussion was had on the OTM issue. This has been something ALP has been addressing at the SVCRT for the past two years, some discussion has made progress with other groups and this matter is to be discussed at this years SVCRT. We will need to decide who will be attending the SVCRT with Beth Kyle at a later date.

Action: ED to write a letter to SVCRT requesting that Roger Albers be approved to attend as an observer.

8. N'ewesletter:

The cost of producing the N'ewesletter is about 11% of the annual expenses of ALP. The ED brought forward a sample of the n'ewesletter printed by an alternative company at a significantly lower annual cost (informal quote of savings of 17%) with a layout that had the potential of more prime advertising space available. Discussion about if we could save costs further by doing the layout design in house was had using programs such as InDesign. The ED suggested this might save staff

time since we already do the content writing as it would eliminate proofing of the layout editing with a 3rd party. Discussions questioned what the value of the hardcopy N'ewesletter was to producers vs the expense vs electronic copies. The board briefing on database review, voter, and newsletter lists was not fully discussed and will be carried over to tomorrows meeting.

Action: ED to do a facebook poll asking producers if they would prefer a hard copy of the N'ewesletter or an electronic copy

Action: ED is to get a quote from Print Three on producing 1600 copies quarterly of the N'ewesletter as provided in their sample and any other quoted rates they might have based on volume levels above or below that quantity.

Action: ED to discuss with staff if it is a possibility to do the layout in house with staffing time and if the staff are competent to do it in a program such as InDesign.

9. AGM:

A lengthy discussion was had about the AGM details including the meal and costs, venue set up for trade booths, electronic equipment needed to be booked and available for use (microphone, screen, projector etc) and the logistics of the voting process and re-vote in the case of a tie breaker. It was suggested that survey monkey had the capability of totaling the votes and rankings that a scrutiner would enter and had been used by the ED before. It was decided that the meals for our guest speakers would be covered. An invitation to ASBA to our AGM was discussed.

Action: ED to confirm with the hotel if we can provide them with lamb appetizers to be served as a snack instead of buying squares etc and if so at what cost along with other housekeeping details between the hotel and ALP in preparation for the AGM.

Action: ED to write a letter to ASBA offering them an invitation to our AGM and a 10 minute spot to in the agenda to speak and promote their association with a complimentary 8x6 booth if we have open unsponsored spaces.

Action: ED to contact Marketing Council and ask if they would have two representatives at the AGM that could scrutinize the vote and clarify with them the process and timing of poll closing and a vote count and re-vote in the case of a tie within the time frame of the AGM. ED is to get back to the board to put these timeframes into our agenda and planning.

Motion to adjourn at 5:27 pm.

In Camera:

It was moved that the meeting move *in camera* at 5:35 pm and *out of camera* at 7:03 pm.

Alberta Lamb Producers Board Meeting
September 9, 2018
Sheep Center, Airdrie AB.

Present: Darlene Stein (Chair), Scott Vuylsteke (Vice Chair), Erin Yaremko (2nd Vice Chair), Lianne Read (Finance Chair), Elaine Neale
Staff: Beth Kyle

Called to order at 8:40 am September 9, 2018.

1. Agenda

Changes were made to add hiring a new ED, the board briefing on database review voter and newsletter lists to be reviewed, AGM sponsors.

Motion: To approve the agenda as presented. Seconded. Carried

2. Hiring of New ED

September 8, 2018 the Executive Director Nick Turnball resigned. Directors discussed options of hiring a new ED and the process for it. Discussions about getting the 2017/2018 Financial Statements prepared happened.

Motion: To contact an applicant from the last round of interviews conducted June 2018 for the ED position.

Action: Beth to contact past ED Robyn Moore to see if she would be available on contract to complete the Financial Statements for the year ending 2017/2018.

Action: Scott to follow up with the AGM Venue to finalize details of catering, space, etc and get back to the board.

3. Budget

Directors reviewed the budget worked on in the previous days meeting and finalized the 2018/2019 budget. Sponsorships for the AGM were reviewed.

Motion: To have Scott Vuylsteke attend Crops and Chops on Oct 31, 2018.

Seconded. Carried.

Motion: To approve the 2018/2019 budget. Seconded. Carried.

Action: Directors are to follow up with the sponsors that were assigned to them during the meeting.

Motion: To cover the cost of meals for our guest speakers at the AGM.

Seconded. Carried.

5. Strategic Plan

Needs to be updated and a new strategic plan needs made for the 2018/2019 year.

Motion: To continue on an annual basis removing producers from the N'ewesletter email list that have not bought tags in the last three years.

Motion to adjourn at 12:57 pm.

