

**ALP Directors Conference Call: Agenda
November 22, 2018**

Present: Marilyn Neville, Ryan Greir, Karl Denwood, Lianne Read (Finance Chair), Erin Yaremko (Vice-Chair), Darlene Stein (Chair), Elaine Neale

Staff: Beth Kyle

Meeting opened at 7:04 pm.

Motion to accept agenda: Seconded. Carried.

1. Option to record conference calls (~\$10/call):

Board conference calls minutes are distributed to attending board members to check for errors and omissions. Any corrections must be made before the minutes are approved and approval must be unanimous. It was decided that the current system is sufficient to ensure accuracy. However, the decision to save recordings can be made on a call-by-call basis.

2. Staffing:

The ALP Executive Director resigned on November 19th due to personal reasons. There is a possibility that she may be willing to return if given a period of leave and her job description is modified. It was decided that granting leave (depending on the conditions) might be preferable to repeating the hiring process.

Action: The Chair will connect with the ED and discuss the options regarding the length of leave required and what duties she would be willing assume. Results of the discussion will be reported to the board and staff.

Action: Staff will investigate hiring a temporary employee to help cover the absence, and will report back to the board.

3. Feedback on AGM:

Results of the AGM evaluation forms were discussed. A lower ranking for meeting organization was the most notable difference compared to the evaluations for previous years. However, 86% of respondents gave the meeting an overall ranking of excellent or good, and comments to board members have been largely positive. All comments will be considered when planning future meetings. It is anticipated the 2019 AGM will be held in conjunction with the ASBA Symposium, with consideration given to the ALP director election requirements.

4. Finance Chair update:

The Finance Chair has been in contact with the ATB bank account representative, however, will now also need to contact a separate online banking representative. There are questions about ALP's online banking policy, particularly regarding the position of account administrator.

Action: The Finance Chair will continue communicating with the bank, and will work with the Vice-Chair and staff to review ALP's online banking policy.

5. Payment methods for director expenses:

Discussion was held regarding the benefits of online banking, including reduced cost per transaction, time required, and postage savings.

Motion: E-transfer transactions may be used to pay ALP director expenses. Seconded. Carried.

6. NSN / CCIA

A NSN conference call was held on Nov 15 to prepare for the upcoming Sheep Value Chain Roundtable meetings in Calgary Nov 29 and 30. The ALP Chair and staff will attend the meeting. NSN members will meet with the Canadian Cattle Identification Agency on Nov 28th to discuss distribution of CSIP information to industry.

7. Governance/strategic planning funding:

ALP requires a new strategic plan to guide operations and has board members that have not received governance training. Strive has been contacted for details and costs involved in holding a two-day session. Based on the preliminary information, the board agreed to continue communicating with Strive and to apply for funding to offset costs. The possibility was discussed for ALP to recoup costs by opening up the governance training to Marketing Council and other commissions.

Action: Staff will contact a Strive consultant to ask about available dates and request a quote, start preparing an AAF Industry and Market Development Program application, and communicate with Marketing Council.

8. Director addresses in N'ewesletter:

It was agreed that, although time consuming for directors, the N'ewesletter messages are appreciated by producers. To alleviate director time requirements and N'ewesletter space, the responsibility will be staggered throughout the year (e.g. only the newly elected directors will provide notes for the January 2019 issue). The schedule for the remainder of the year will be determined during the first 2019 in-person meeting. A board update will appear in every issue, with the Chair and Vice-Chair alternating responsibility.

9. Board meeting:

To minimize director expenses, attempts will be made to hold the first 2019 in-person board meeting in conjunction with the governance training/strategic planning session. The possible dates of January 18-20th were discussed. Staff will contact Strive for consultant availability.

10. Director orientation:

It was agreed to hold the orientation for new members by video conferencing rather than as a face-to-face meeting.

Action: Chair and new board members will coordinate dates for the training, and staff will provide details regarding using Go-To-Meeting.

Action: Staff will send the new directors a hard copy of the Director Handbook as soon as possible, and will email revised documents to other directors.

Motion to adjourn at 8:44 pm.

Motion to accept minutes Nov 24, 2018. Seconded. Carried.