

ALP Board Meeting: January 18 - 20, 2019

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Directors: Karl Denwood, Ryan Greir, Marilyn Neville, Lianne Read, Darlene Stein, Erin Yaremko

Absent: Elaine Neale

Staff: Beth Kyle

Meeting opened 8:45 am

Motion: Amend the agenda to include the following changes:

- Switch Jan 18th and Jan 20th agenda items, with the exceptions of:
 - Leave committee and executive elections on the Jan 20th agenda
 - Leave the plebiscite discussion on the Jan 18th agenda
- Move the in-camera to the end of the meeting on Jan 18

It was noted that outside of the set agenda as many items as possible would be covered on Jan 18th.

Seconded. Carried.

1. N'ewesletter schedule

As discussed during the November 22, 2018 conference call, each issue of N'ewesletter will include messages from two directors. Either the Chair or the Vice-Chair will write a longer address. Inclusion of committee updates will be made on a case-by-case basis.

Discussion regarding N'ewesletter costs.

Action: Staff to investigate options for decreasing cost and/or increasing advertising revenue.

Action: Staff to conduct a poll to determine how many producers would prefer e-copy vs hard copy.

2. In-person Board Meeting Dates:

- March 29, 30 & 31 (these dates will be dependent on availability of MNP for Strategic Planning)
- Sep 6 and 7, 2019

Action: Staff to connect with MNP and determine dates for the planning session.

3. Approval of 4-H donation requests

Donation requests will still be handled by all directors. For the current year, previous zone boundaries will be used to determine responsibility. For the two new directors, Ryan will handle zone 3 requests and Karl will handle zone 4 requests. Director regional funds will remain at \$500 per director.

4. New Producer Calls

Discussion of the importance of contacting new producers and the level of time commitment needed for directors to make the calls. Karl and Ryan will share the duty for the time being.

5. Wool only sales and N'ewesletter

Individuals that pay check-off only on wool sales (i.e. no tag purchases) are currently excluded from the mail list, except as required by regulations relating to director elections.

Motion: Add producers that only pay check-off on wool sales (i.e. no tag purchase) to the newsletter list, and monitor numbers. Seconded. Carried.

6. Calgary Stampede

Directors will email ALP office if they have suggestions. Budgeted funds may be forwarded to the Sheep Committee when requested.

7. Financial Review

Actual vs budget figures were reviewed.

Adjustments were identified within the budget that would better reflect current categories (note: no changes in budgeted funds were made). Discussion was held regarding how outstanding budgeted amounts for research are tracked.

Action: Staff to investigate budgeted amount for Administration and Communication

Action: Staff to investigate details of existing system for tracking outstanding research funds.

Action: Outstanding research amounts are to be included in financial review at every board meeting.

Action: Requests will be made to set a time limit regarding invoicing for future funding requests.

On-line banking

Discussion was held concerning risk vs benefits of on-line banking, and the need for a detailed ALP internal policy to mitigate risks. Specific questions were drafted to gather details from an on-line banking representative to help develop the policy.

Action: Finance Chair to discuss questions with a bank representative, and report back to the Board.

8. Predation management and compensation

Discussion was held regarding the impact of coyote predation on the industry, current Alberta predator compensation program, and programs in other provinces.

Action: Staff to draft a letter to be sent to other Alberta livestock groups to gauge interest in lobbying for changes to the existing predation compensation program.

Action: Staff to contact Alberta Agriculture Livestock Specialist Jayson Galbraith about possible next steps.

9. Producer Input from the AGM / Short term Strategic Plan / CAP funding

Issues raised by producers at the 2018 AGM were reviewed, including consideration of the number of producer votes and the feasible actions ALP could take to address each item. Discussion included how to accommodate the issues into ALP's strategic plan both on a short and longer term.

Action: Staff to draft a summary of board responses to address the issues. Finalized list will be printed in the April 2019 N'ewesletter. Summary is to include an explanation of why CAP programs may differ among provinces.

Action: Staff to contact Myles Sosnowski (and/or other CAP program managers) about possible producer funding for handling equipment under CAP funding.

Action: Staff to initiate greater use of social media in providing existing resources to producers, including investigating hiring a social media coordinator.

Action: Staff to contact Jayson Galbraith regarding developing cost of production data and communicate with other provincial organizations to determine what information is available.

Action: Staff to send Flock Snapshot cost of production categories to the board for review.

Action: Staff to include reviewed Flock Snapshot cost of production categories in the new producer letters.

10. Funding Requests:

Motion: ALP will provide the requested \$300 of funding to the Research and Development Advisory Committee. Seconded. Carried.

Motion: ALP will sponsor one student at the upcoming 2019 AFAC Conference using funds from the budgeted amount for AFAC expenses. Seconded. Carried.

Motion: ALP to provide a sponsorship of \$300 to the U of A Work Integrated Learning program. Seconded. Carried.

11. Non-refundable check-off: Plebiscite

Discussion was held regarding the resolution made at the 2018 AGM granting ALP permission to formally request Marketing Council allowing a producer plebiscite to determine the organization's service charge model. Discussion included options for maximizing producer engagement in the vote and ensuring ALP's accountability if a non-refundable model is adopted.

Motion: ALP will submit a formal letter to Marketing Council requesting permission to hold a producer plebiscite to determine the ALP service charge model. Seconded. Carried.

Seconded. Carried.

Action: Staff to communicate with Marketing Council regarding steps in submitting the request.

12. Bighorn Project Update

A review was given of the potential changes to Alberta's bighorn sheep management plan and the recent submission of an ALP funding application to conduct a literature review into use sheep for prescriptive grazing. Complete documentation relating to this file is now available for directors from ALP office. Next steps of the project were discussed.

13. Timing of the AGM

Discussion was held regarding whether to hold the ALP AGM in conjunction with the ASBA 2019 symposium. The evening of Oct 17 would be available in the Symposium schedule. Holding the AGM in conjunction with Symposium would decrease hosting and speaker costs for ALP, and minimize sponsor overload within the sheep industry. Holding the AGM in mid-October would require a change in the N'ewesletter schedule to accommodate mail-in voting, there could be logistical issues regarding the year-end financial audit, and there are details that need to be clarified with ASBA.

Action: Darlene will communicate with ASBA to clarify the expectations of ALP commitment.

Action: Staff to communicate with past ED and the ALP auditor to determine if there could be potential difficulties in completing the audit in time for the AGM on Oct 17.

Motion: Hold the 2019 ALP AGM in conjunction with the ASBA Symposium, provided this is doable given ALP's year-end requirements. Seconded. Carried.

In-camera session.

Beth Kyle will be hired as Executive Director under a 3-month probationary contract.

Meeting adjourned 5:04 pm.

ALP Governance Training: Jan 19, 2019

Consultant: Maggie Kiel, MNP

Directors: Karl Denwood, Ryan Greir, Marilyn Neville, Lianne Read, Darlene Stein, Erin Yaremko

Absent: Elaine Neale

Staff: Beth Kyle

ALP Board Meeting: Jan 20, 2019

Directors: Karl Denwood, Ryan Greir, Marilyn Neville, Lianne Read, Darlene Stein, Erin Yaremko

Absent: Elaine Neale

Staff: Beth Kyle

Meeting opened at 8:35 am.

14. Review of ALP policy manual.

Motion: Change ALP's current Terms of Reference for all board offices to state that the position may be held for three consecutive years by the same individual. Seconded. Carried.

With the exception of duties relating to signing authority, all other policy changes will be accepted after a thorough review.

Action: Marilyn to work with staff on drafting revisions to the policy binder.

Action: Staff to investigate available options for amending the current governance and strategic planning funding application to include a professional review of the revised ALP policies.

15. Elections:

For each officer position, a verbal nomination was made and accepted by the nominee. In each case, after calling for additional nominations three times and no other nominations being made, the board determined the individuals listed below were elected by acclamation.

Chair: Darlene Stein
Vice-Chair: Ryan Greir
Finance Chair: Lianne Read
Finance Vice-Chair: Karl Denwood

The following Committee Chairs were nominated and acclaimed:

NSN (2 positions): Darlene Stein and Ryan Greir.

AFAC: Karl Denwood.

Bighorn Sheep: Marilyn Neville.

16. Review of meeting reports and expense claims policy:

Meeting moved *in camera* at 11:46 am. Moved *out of camera* 11:59 am.

Motion: Change ALP policies to state: When meeting reports are required to claim expenses, the report must be submitted within 15 days of the event/meeting. Submission of all expense claims must be made within 30 days of the event/meeting. Seconded. Carried.

17. Signing Authorities:

Meeting moved *in camera* at 12:48 pm. Moved *out of camera* 1:12 pm.

Motion: Amend policy regarding signing authorities to state the Finance Chair, Finance Vice-Chair and Executive Director will hold signing authority. Seconded. Carried.

Signing authorities for the current year will be Lianne Read, Karl Denwood and Beth Kyle.

The Finance Chair will be designated as the on-line banking Administrator and will maintain settings on the account as per board decisions.

18. Board Communications:

Motion: ALP directors to schedule monthly teleconferencing or videoconferencing meetings to make motions, debate, and vote on outstanding decisions. Email will be used to communicate, send reading material, and used to vote only under exceptional circumstances, as determined by the Chair.

Action: Staff and designated directors to investigate the usability of GoToMeeting and/or alternative video-conferencing programs.

Board calls will typically be set for the last Tuesday in every month from 8 pm to 9 pm. Next meetings are scheduled for:

- Feb 19, Apr 30, May 28, Jun 25, Jul 30, Aug 27, Sep 24.

Changes to individual calls may be made closer to each date.

19. Office Staffing:

Action: Staff to work within budget when hiring a part-time bookkeeper and/or other office help.

Motion to adjourn meeting at 2:40 pm. Seconded. Carried.