

**Alberta Lamb  
Producers  
Board Conference Call Minutes: 28 August  
2019**

Attending: Darlene Stein, Lianne Read, Erin Yaremko, Ryan Greir, Karl Denwood,, Josh Korpan  
Staff: Beth Kyle, Ashley Scott

Meeting opened at 7:00pm

**1. Motion to accept agenda. Seconded.**

**2. Motion to accept meeting minutes for the July 30, 2019 conference call. Seconded.**

**3. Financial Report**

Finance report was provided in the meeting package for individual review.

**Action: Change the entry on the budget from 'Alberta Lamb' to 'Calgary Stampede Sponsorship' and create a new line item for general promotional events.**

**4. Office**

Office updates, current check-off and tag sales data, and a review of completed and outstanding meeting action items were provided with the meeting package for individual review.

**Action:** Staff to confirm that all the work invoiced for by MNP has been completed.

**Action:** Staff to connect with Government of Alberta staff to see if any progress has been made regarding the two ALP grant applications submitted before the 2019 election.

**5. Regulation update list**

No items were added to the list.

**Action: Staff to compile a list of suggested changes to clarify eligible voter specifics**

**6. AGM AND Director Attendance**

AGM Director and staff attendance was discussed along with the ASBA Symposium Sponsorship booth.

**Motion:** ALP will use the one, free registration for the symposium included in the silver sponsorship for Executive Director to attend. Seconded.

**Action:** Executive Director will book five hotel rooms for staff and directors for the AGM, will reach out to ASBA to inquire on ALP table to be beside NSN during the trade show, and confirm NSN representatives attending.

**Action:** Staff to connect with Symposium organizers to request that NSN and ALP booths are located together.

**Action:** Staff to ask about having the NSN logo featured on the ASBA website

**Action:** Staff to confirm with Marc Carere that he will be attending

## 7. September 6-7 Board Meeting attendance

Board attendance was discussed for upcoming in person meeting in Airdrie.

**Action:** Board members to notify staff by end of day Thursday if they will be attending the meeting, along with their accommodation request.

## 8. Tracking ED's hours

The Executive Director will need to receive pre-approval for any time worked to complete day to day activities or projects, which exceed the approved 37.5 hours/week . Scheduled board calls, meetings, or ALP events are automatically pre-approved and do not require additional approval. Any overtime hours accumulated are to be reimbursed according to the Alberta employment standards. Current standards require time off in lieu to be taken at time and a half.

**The ED is not required to submit timesheets and receive board approval prior to each pay period, if the hours being claimed do not exceed 37.5 per week.**

## 9. Producer Survey

**A draft of a producer survey was presented to the board for discussion.**

**Action:** Staff to amend the draft to include the suggestions made by the board, including that the deadline for submitting responses will correspond with the ALP AGM, October 17th.

**Action:** Staff to include the survey as an insert with the October N'ewesletter. Survey will be sent out in N'ewesletter and N'ewesline, posted on the website and copies will be available at the AGM for producers to fill out.

**Action: Staff to investigate options for ensuring the integrity of on-line responses (FaceBook, Survey Monkey, etc.)**

## 10. Review financial timeline and transition plan

**Motion:** Remove Lianne Read as online banking administrator and add Karl Denwood as the new online banking administrator. Seconded.

**Motion:** Add Ashley Scott, new ALP Executive Director, as signing authority on account and remove Beth Kyle. Seconded.

**Action:** Staff to have paperwork from ATB at September in person meeting to sign off on, to take into ATB with signed meeting minutes, to change online administrator and signing authority. Continue the financial transition from Beth to Ashley and from Finance Chair (Lianne Read) to Vice Chair (Karl Denwood).

**Action:** The Finance Chair will enable on-line banking access for the new ED.

## 11. NSN: Office

**Motion:** ALP is willing to have the ALP office be the physical office location for NSN organization. Duties are restricted to receiving hard copy mail. Any additional duties, are to be negotiated with NSN.  
Seconded.

**Action:** The ALP representatives to NSN will inform the other NSN members of the above motion during the next NSN call, and confirm that the duties stated in the motion are accurate.

## **12. NSN: Strategy Map, input from Board**

Board reviewed NSN Strategy map. No changes/edits are needed.

**Action:** The ALP representatives to NSN will let other NSN members know of ALP's approval on strategy plan at their next meeting.

## **13. MSA and SSDB Letter**

Board discussed MSA and SSDB letter and next steps. Board approved participating in a conference call, with 2 board representatives and one staff.

**Action:** Staff to draft response letter confirming that ALP is willing to meet to discuss the four items listed in the letter received from MSA and SSDB, as well as the potential opportunities for enhanced sharing of information and collaboration regarding research and project work . The letter will state that ALP would prefer that the initial meeting is by conference call..

## **14. Update about SVCRT**

The Chair reviewed a Sheep Value Chain Roundtable update regarding processor proposals for developing aging verification methods for lamb, over-twelve-months and mutton classes. .

## **15. Interim Director Update, Marketing Council**

The appointment of two interim directors by the ALP board will not be approved by Marketing Council this fall.

**Action: Staff to remind interim directors that the** deadline to submit form director nomination forms is August 31<sup>st</sup>.

## **16. In camera**

The in camera meeting was called to order at 9:00pm and adjourned at 9:06. A new director meeting was called at 9:07pm attendees Erin, Darlene, Ryan, Karl, Josh. A, Lianne.

**Motion:** ALP will cover expenses for Josh, Nikki, & Scott to attend the September 6/7 face to face board meeting as per director expense policy allowances.

**The meeting was adjourned at 9:10pm.**

**Moved and seconded to accept minutes as presented: Sep 6, 2019**