

**Alberta Lamb Producers  
Board Meeting Minutes: 22 November 2019**

Attending: Darlene Stein, Ryan Greir, Karl Denwood, Josh Korpan, Scott Vuylsteke, Brittany Walker  
Regrets: Nicole Schieck  
Staff: Ashley Scott

**1. In camera**

The in-camera meeting was called to order at 8:02am and adjourned at 8:14am.

Meeting was called to order at 8:15am.

**2. Motion to accept agenda as amended. Seconded.**

**Motion to accept meeting minutes for the October 7, 2019 conference call as presented. Seconded.**

**Motion to accept meeting minutes for the October 31, 2019 conference call as presented. Seconded.**

**3. Office**

Office updates, current check-off and tag sales data were provided with the meeting package for individual review.

**Action: Staff to investigate GST questions as presented by ALP board.**

**4. Suggested Regulation changes.**

**Motion: To adjust our year end reporting structure from a yearly audit to a Financial Review, with a Full Audit taking place every third year. Seconded.**

**Action:** Staff to write an article to explain the changes in our January N'ewesletter.

**Action:** Staff to update the Director Nomination deadline to July 31<sup>st</sup>.

**5. Financial Review**

Finance report was provided in the meeting package for individual review for September 2019- November 2019.

**Action:** Staff made note for the board to further discuss check off for wool and trying to make it more assessable to be used.

**Action:** Staff to find Sheepbytes Contract and email it out to the board as per meeting discussion.

**6. Website Hosting and Cyber Security**

**Motion: The board accepts all suggested amendments to items needed to be completed and implemented in terms of website hosting and cyber security, knowing it puts ALP over budget in this specific line item. Seconded.**

**Action:** Staff to proceed with the transfer of ablamb.ca and albertalamb.ca from Drever Tech to Blue Ocean.

**Action:** Staff to implement offsite cloud back up storage service, ATP and MFA through I.T. provider.

**Action:** Staff to request estimate from I.T. Company to empty/clear ALP server for re-sale to help recover costs on computer program migration.

## **7. Click Meeting and Teams**

**Action:** Moving forward, staff to utilize Click Meeting for webinars and test out Microsoft Teams for board conference call meetings in the new year.

## **8. Expense Form Review**

**Action:** Staff to update Director expense forms to reflect the gst breakdown for mileage and travel time and email out the new version to Board Members.

**Action:** Staff to include director expenses remuneration schedule on the ALP website under 'Joining the ALP board, Director description.'

## **9. Producer Survey Results**

**Action:** Staff to create and send out small surveys through out the year.

## **10. Canadian Livestock Transport Meeting Board Briefing**

**Motion:** ALP will sponsor Darlene Stein to take CLT Training, as presented. **Seconded**

## **11. Serious Animal Disease Emergencies Lunch n Learn**

**Action:** Staff to notify them that we do not have a representative available to attend however would like to know when more dates and locations are announced in hopes we can attend.

**Action:** Staff to connect with AFAC to receive the information they have on transportation emergencies ex: roll overs during livestock transportation, that ALP can share in e-communication and social media campaigns.

## **12. Hoof to Hoof Producer Training Board Briefing**

**Action:** Staff to reach out to Olds College and explore the possibility to create a Hoof to Hook style workshop for the Sheep Industry.

## **13. Red Tape Reduction**

**Action:** Staff to ensure any new items are added to the suggested regulation changes tracking sheet.

**Action:** Staff to reach out to other commissions with similar issues of mutual concern as they are brought up.

#### **14. NSN Board briefing: InfOvin**

**Motion: Board approves a letter of support to help gather funding. Seconded.**

#### **15. Review of Policy/Strategic Plan**

##### ***2019-20 Director Binder***

**Action:** Staff to send out soft copy of New Director Handbook to the board.

**Action:** Board members have until January 15<sup>th</sup> to add notes into the working word document.

**Action:** Staff to send a doodle poll for the week of January 1<sup>th</sup> to set up a 2 hour conference call to discuss/review/finalize.

##### ***Review of Strategic plan***

**Action:** Staff to update and circulate revisions to ALP strategic plan as per board discussion.

##### ***Potential Research Priorities***

**Note:** Highlighted items are scanning for pregnancy, scanning back fat for GenOvis and Alternative feed research.

##### ***AB Ag & Forestry – what do we need from them***

**Action:** Staff to draft a letter to Ag & Forestry re: have the online database back up and running again as the resources were valuable and helpful for producers.

##### ***Confirm in Camera's during meetings***

Two in cameras will take place during board meetings – one at the beginning and one at the end.

#### **16. Monthly Conference Call Schedule**

**Action:** Staff will send out calendar invites to board for every second and fourth Tuesday of the month for a one hour conference call.

**Action:** Staff to send out calendar invites for the next 2 face to face board meetings taking place April 3-5 and September 12-13 in Airdrie.

#### **17. Vote: Executive**

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 individual below were elected by acclamation.

NB As with any board, all discussions are confidential. The minutes are published when approved and it is the duty of all directors to support the board decisions reached.

Chair: Ryan Greir  
Vice-Chair: Brittany Walker  
Finance Chair: Karl Denwood  
Finance Vice-Chair: Scott Vuylsteke

**Action:** Staff to update website.

**Action:** Staff to update Director Term Chart.

### **18. In camera**

The in-camera meeting was called to order at 4:12pm and adjourned at 4:16pm.

**Meeting was adjourned at 4:17pm.**

## **Alberta Lamb Producers Board Meeting Minutes: 23 November 2019**

Attending: Darlene Stein, Ryan Greir, Karl Denwood, Josh Korpan, Scott Vuylsteke, Brittany Walker  
Regrets: Nicole Schieck  
Staff: Ashley Scott

### **19. In camera**

The in-camera meeting was called to order at 7:59am and adjourned at 8:00am

**Motion to accept agenda. Seconded.**

### **20. Committees and other commitments**

#### ***NSN***

**Action:** Staff documented the discussed change in structure. NSN committee now consists of ALP Chair, Vice Chair and Past Chair.

#### ***Biosecurity Champions Annual Meeting***

**Action:** Darlene to attend meeting on behalf of ALP. Josh And Nicole are back ups in the event Darlene is unable to attend. ALP representative will draft and distribute a board briefing.

#### ***AFAC 2020 Livestock Care Conference***

**Action:** Staff to notify AFAC that ALP will not be pursuing sponsorship opportunities year 2019-20.

#### ***AFA AGM Sponsorship***

**Action:** Staff to notify AFA that ALP will not be pursuing sponsorship opportunities this year.

#### **The following Committees were formed:**

New Producer Content Committee  
ALP Marketing Committee

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National Advocacy Committee

ALP AGM Committee: Josh Korpan, Darlene Stein & Nicole Schieck

**Action:** Board to decide which Directors will sit on each committee.

## **21. Finance**

### ***Signing Authority***

**Motion:** To remove Lianne Read as signing authority on the ALP account. **Seconded.**

**Motion:** To add Brittany Walker and Ryan Greir as signing authorities on the ALP account. **Seconded.**

**Motion:** Establish a separate Sheepbytes bank account and transfer the current net assets from the Sheepbytes account under the ALP bank account into the new account.

**Action:** Staff to take in signed meeting minutes to bank to enable the changes in signing authority.

**Action:** Staff to investigate bank accounts for Sheepbytes and transfer the funds once it has been established.

### ***GIC Accounts***

**Motion:** Staff to roll Non-Redeemable GIC, into another one-year, non-redeemable term, once it reaches maturity date on Feb 13, 2020. **Seconded.**

**Motion:** Staff to roll Redeemable GIC into a one-year, non-redeemable term, once it reaches maturity date on March 19, 2020. **Seconded.**

**Motion:** Remove internal restriction for 'Producer Education and Sheep Centre' in the ALP, general operating account. **Seconded.**

**Motion:** Staff to take a portion of excess funds from the removal of above-mentioned internal restriction in the ALP general operating bank account and place into a one year, non-redeemable GIC. **Seconded.**

**Action:** Board will investigate other opportunities to re-invest funds long term for next fiscal year.

**Action:** Staff to notify the ALP board of what the exact amount will be transferring from ALP operating account and into a new, one-year Non-Redeemable GIC account, for approval.

### ***Oversight Protocols***

## **22. AGM**

**Motion to accept meeting minutes for the October 17, 2019 ALP AGM as presented. Seconded.**

### ***Resolutions***

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## ***Evaluation Forms***

**Action:** Staff to have giveaways/prizes at our next AGM, to give to those Producers as extra incentive to complete and hand in the evaluation forms.

**Action:** Staff to include a new slide in the presentation to outline how regional funds were used to support industry.

## ***2020 AGM Dates/Format***

**Motion: Establish an ALP AGM Committee. Seconded.**

**Action:** Staff to investigate venue pricing to host 2020 AGM on November 7, 2020 in or around Edmonton and share with the board.

**Action:** ALP AGM Committee was formed and will begin planning and to present to the board.

**Action:** Board members need to submit AGM ideas to ALP AGM committee by January 12, 2020. AGM Committee will then present their proposal on AGM structure to the board for approval.

**Action:** Staff to reach out to ASBA & Goat Association to inquire potential involvement.

## **23. CCWG Contract**

**Action:** Board Chair to reach out to CCWG to receive clarity on contract review and suggested amendments as discussed at the meeting and report back to the board.

## **24. Regional Funds**

**Action:** Regional funds are to be used outside of 4-H sponsorship as ALP currently supports 4-H through their provincial show.

## **25. New Research Project Discussion**

**Action:** Staff to follow up and inquire on the research idea presented, in terms of estimate to see if it aligns with CAP funding limits for projects. Staff to let the board know the estimated amount and they will decide how to proceed.

## **26. ABP AGM Invitation**

**Motion:** Executive Director will attend ABP AGM. Seconded.

**Action:** Staff to register Executive Director for AGM.

## **27. UCVM ABVMA Meeting**

**Action:** Karl to provide staff with the contact information for UCVM.

**Action:** Karl and staff to draft a letter to UCVM to show support of University Ranch project and see how we might be able to assist.

**28.In Camera.**

The in-camera meeting was called to order at 1:23pm and adjourned at 1:27pm.

**Meeting adjourned at 3:00pm.**