ALP Directors Meeting Minutes
Sheep Centre, Agricultural Centre
97 East Lake Ramp NE, Airdrie, AB

Friday, September 26, 2025

In attendance: Adam French, Darlene Hawco, Richard Van Driesten (virtual), Cody Legault, Alison Neale, Jordan Allen, Martin Winchell, Edward Machuk (guest), Jolene Airth (staff)

The vice chair called the meeting to order at 8:03am, after confirming quorum with 5 directors in attendance. At 8:15am, Jordan Allen joined the meeting and assumed the role of chair.

Introductions of board, staff and guests was made.

In camera 8:08am **out of camera** 8:11am.

The chair led a brief **team building exercise.**

Motion to approve the agenda, seconded, all in favour, motion carried.

Motion to approve the September 9, 2025 meeting minutes, seconded, all in favour, motion carried.

Office and Financial Update:

Executive Director report was shared.
Budget vs. actual to Sept 22, 2025 was discussed.
An **updated Budget vs. Actual for 2024-2025 Fiscal year end** was reviewed.
The finance chair presented the **2025-2026 draft budget**. **After review, the board recommended that the 2025-2026 budget be presented to the membership at the 2025-26 Annual General Meeting.**

Governance Training:

The board examined the definition and duties of a Governance Board. Upcoming courses were discussed. The board engaged in a duties training exercise.

National Sheep Network and Canadian Sheep Federation history and current relationships were discussed.

The National Committee reported on their efforts to meet with Canadian provincial Sheep organizations and the CSF.

ALP Conference Update: An update was provided on sponsor engagement. Logistics for the farm tour were finalized, and meal arrangements were discussed. Questions for the producer panel were developed. Trade fair setup details were confirmed. The conference agenda and budget was examined.

Research Proposal Healthy Flocks and Safe Meat for Alberta Lamb – Dr. Christine Liu AAFC - The board discussed the answers to the follow-up questions they presented.
Motion: To approve the research proposal "Healthy Flocks and Safe Meat for Alberta Lamb", subject to RDAR's approval. Seconded, all in favor, motion carried.
Action: staff to inform researcher of approval as per the motion.

Wool Check off - Current regulations were reviewed. The board discussed the opportunity to draft a letter to mills to explain the regulations and responsibilities of wool purchasers.
Action: staff to draft a letter to mills to explain the regulations and responsibilities of wool purchasers and send them after the AGM, add this educational piece to the January newsletter and inquire with other provinces whether they have a wool check off or not.

Tag Check-off refund requests The current ALP Strategic Plan includes contacting producers who take their checkoff back. The board will continue to be informed of all check-off requests at their meetings to determine which director will call the producer and follow up.
Action: Staff to create talking points sheet for directors to use when they connect with producer who claim their check off back.

Saturday, September 27, 2025

AGM Planning – For the 2025-2026 year there will be three, 2-year positions and two, 1-year positions. (The one-year positions follow regulations as to how a director vacancy mid-term is handled.) The board determined how these will be filled, once all new directors are acclaimed. Acclaimed director bios are required for the meeting package. The detailed agenda for the AGM was finalized; director and staff roles were defined.

Regulations and Bylaw Review – Alberta Lamb Producers Plan Regulation, Alberta Lamb Producers Regulation and Alberta Lamb Producers Bylaws must have a review completed by April 30, 2027. Each document was briefly reviewed in preparation for a thorough review in 2026.

AB Sheep Industry Revitalization Project update Progress on the COP Tool and Business Modules was presented. A hybrid producer information meeting is scheduled for Oct 22 to present these updated tools to producers.

Strategic plan 2022-2027 - completed and pending tasks were reviewed. 2027-2032 Strategic Plan development will begin at the next in person meeting of the 2025-26 board.

Action: Staff to interview consultants and present 2 quotes to the board for new Strategic plan development in 2026. Staff to include producer engagement in the 2025 AGM meeting package.

Outstanding action items follow up- previous action items were discussed and progress was reported on.

Producer feedback was discussed – we have had inquiries about entering the industry, Scotia Bank YMF program inquiries, as well as a report of a producer leaving the industry in the coming year. *All discussions with producers are to be documented in the IMS database.*

In camera at 11:17am, **out of camera** 11:19am.

Motion to adjourn at 11:20am.