

**Alberta Lamb Producers  
Board Meeting Minutes: 06 September 2019**

Attending: Darlene Stein, Lianne Read, Erin Yaremko, Ryan Greir, Karl Denwood, Nicole Schieck, Scott Vuylsteke  
Staff: Ashley Scott

**1. In camera**

The in camera meeting was called to order at 8:07am and adjourned at 8:17.

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

**Motion to accept meeting minutes for the August 28<sup>th</sup>, 2019 conference call, as amended on item 16. Seconded.**

**3. 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 investigate the discrepancy between CSIP tag sales and generated revenue from 2017-18 and 2018-19.

**4. Suggested Regulation changes.**

**Action:** Staff to send out information on producer eligibility for voting and director nominations to ensure producers are informed on regulations.

**Action:** Staff to work towards ensuring ALP regulations and our policies are the same and line up.

**Action:** Staff to reach out to Marketing Council to receive clarity regarding clause (e) in section 29 – eligible producers. Request change to have (a) remove (e) and amend point (a) to read: an eligible producer is any producer who has paid a service charge under this Plan, immediately following 2 years from the date of purchase, whether or not the producer requested service charge refund.

**Action:** Board to discuss and finalize definition of producer and industry professional.

**Action:** Staff to connect with Marketing Council to discuss the option to re-write board policy to include a maximum of 3 industry professionals to have a seat on the ALP Board of Directors.

**5. Financial Review and Review of draft budget**

Finance report was provided in the meeting package for individual review for 2018-19 year.

**Action:** Staff to add an agenda item for the next meeting on regional fund usage and how it will be allotted for director discretion.

**Action:** ED to look into current staff contracts and update/create new, current agreements as needed.

**Action:** Staff to look at alternative options for hosting webinars. Price comparisons will be included to investigate if there are any other options available other than GoToWebinar.

**Action:** Staff to provide additional information to Board in regards to website hosting.

**Action:** Staff to make edits/changes to draft budget for board approval.

## **6. 2018-19 AGM Discussion/Resolution Points Board Review**

**Action:** Staff to make amendments as outlined in discussions.

**Action:** Staff to reach out to other provincial, producer organizations to see how they run their programs and if there would be an opportunity to collaborate.

**Action:** Producer/member feedback and input needed. Staff to work on drafting a survey that will be sent to producers, that outlines the information required to move forward.

## **7. Mileage**

Director mileage has been updated to reflect CRA mileage rate increase to 0.58/km driven, as per Director Handbook.

## **8. APRI Meeting**

**Action:** Staff to meet with Dr. Keough on September 17, 2019 to discuss potential content/topics, length of presentations and references on past presentations, to see if there is an opportunity to speak/present to our members.

## **9. Office Software**

Motion: Staff has been approved to spend up to \$3000.00 to purchase new computer equipment for ALP office. Seconded.

**Action:** Staff to find out the current server capacity in terms of terabytes to see if there will be enough available storage to use the 1 terabyte, one drive included with Microsoft.

**Action:** Staff to begin the transition from G Suite to Microsoft as discussed with contracted I.T. Company.

**Action:** Staff to inquire if we can keep one email address/domain active on G Suite as a backup in case we need to switch back as this would allow ALP to access the free legacy edition.

## **10. PID and CSIP tags, CCWG Contract Review**

**Motion:** ALP to approach Executive Director of CCWG to review amendments discussed, including mandatory PID#. If there are no apparent concerns, ALP to proceed with contacting their lawyer to draft the revised contract. Seconded.

**Action:** Staff to connect with CCWG Executive Director to receive clarity on contract.

## **11. OSF AGM**

**Motion:** ALP will pay to send one director to the OSH AGM. Seconded.

**Action:** Staff to investigate the travel cost associated.

**Action:** Board to decide if there will be any other meetings to be set up while there is a director out east.

## **12. ASBA Trade Fair**

**Motion:** ALP will create NSN promotional materials for the upcoming ASBA Symposium trade fair, with Budget of \$500.00. **Seconded.**

**Motion:** Board Chair and Vice Chair will have their hotel room covered for the second night by ALP. **Seconded.**

**Action:** Staff to price out potential items and share options with representatives forming NSN for approval.

**Action:** Staff to follow up with ASBA to confirm NSN and ALP tables can be placed beside each other at the trade fair.

## **13. AGM, Director Rooms**

**Action:** Directors to inform staff if they're attending ALP AGM.

**Action:** Staff to book accommodations for those directors attending AGM.

**Action:** Staff to contact Marketing Council, as Directors have been acclaimed for 2019-20.

## **14. Signing Authority**

Forms and Aug 28, 2019 meeting minutes were signed by Finance Chair and Vice Chair for new E.D. to take to the bank to gain online banking access and signing authority.

## **15. In camera**

The in camera meeting was called to order at 3:42pm and adjourned at 3:58pm.

# **Alberta Lamb Producers Board Meeting Minutes: 07 September 2019**

Attending: Darlene Stein, Lianne Read, Erin Yaremko, Ryan Greir, Karl Denwood, Nicole Schieck, Scott Vuylsteke

Staff: Ashley Scott

## **17. In camera**

The in camera meeting was called to order at 8:00am and adjourned at 8:04am.

**18. Motion to accept agenda. Seconded.**

## **19. Plebiscite**

**Action:** Staff to send Draft Decision Workbook for ALP plebiscite back to Marketing Council for their review.

**Action:** Staff to connect with Marketing Council to receive a firm budget amount for Plebiscite cost and the amount to be paid by both ALP and Marketing Council.

## **20. Marketing Council Survey**

Board completed and submitted Marketing Council Survey.

**Action:** Staff to connect with marketing Council to discuss changing our fiscal year dates, and amending director nominations.

## **21. MSA and SSDB Direction and Written Response Review**

**Action:** Staff to draft response letter for board review and approval and to add an additional discussion point of collaboration on research and project work.

## **22. 2019-20 Draft Budget**

**Motion: To accept draft budget 2019-20 as presented. Seconded.**

## **23. In camera.**

The in camera meeting was called to order at 11:46am and adjourned at 11:57am.