

**Alberta Lamb Producers
Board Meeting Minutes: 18 September 2021**

Attending: Ryan Greir, Brittany Walker, Darlene Stein, Karl Denwood, Nicole Schieck, Judy Buck and Emilie Rowe

Regrets: Richard Boscher

In-camera started at 8:00am and ended at 8:01am.

Meeting started at 8:11am.

1. Agenda

Motion to approve agenda as presented. Seconded.

2. Motion to approve the meeting minutes from August 26, 2021 as presented. Seconded.

3. Office and Financial Update

- a. 2021-22 Signed Confidentiality forms
- b. Tag stats

Action: Staff to inquire with OSF and our Ag Canada representative on the number of lambs coming across the borders. How often can we get this information?

Action: Staff to compile the stats for the check off refunds to be presented at the AGM i.e. amount of check off and the number of producers requesting check-off.

- c. Budget vs actual, fiscal year end

Motion: To amend the approved 2021-22 fiscal budget tag check off income line item to be \$230,000.00.

Action: Staff to amend our new 2021-22 fiscal budget to reflect the increase in tag check off income, to ensure we are accurately representing tag sales income after our fiscal year end in 2020-21 showed an increase that originally wasn't budgeted for.

- d. Budget v actual, September 18, 2021

4. ASBA Symposium

Action: Staff to connect with the ASBA to see if ALP is able to contribute to their webinar in terms of an event sponsor in the amount of \$500.00.

5. ALP Email Policy

Action: Chair and staff to take this offline and try to re-word 12. h. Once re-worded, circle back with the board for final approval on the new verbiage.

Action: Under item 12, look at adding a line item that when Directors are responding to producer inquires, they are cc 'ing the Executive Director, to keep them in the loop on the needs of producers.

Action: Staff to reach out to the I.T Company to see how long ALP can store a past Directors email box that has been de-activated to the producer. Can you re-add the director in in the event you need them to go back in and pull information the board might need.

6. Summer Worker Update

- a. Increased Producer email addresses
- b. Partnerships/incorporated producers
- c. Research priorities
- d. Biggest challenges

Action: Staff to get the board to sign a thank you card for the summer intern, and is assigned a budget of \$300.00 to get a gift for her service as way to thank her for her service to ALP.

7. Sheep Vaccine Project Update

Action: Staff to draft email to other project managers on the project to inquire on the budget, as directed by the board.

Action: Staff to draft letter and review with Chair prior to being sent.

Action: Staff to have this as a reoccurring agenda item moving forward.

8. ALP Committee Updates

- a. National Committee
- b. Producer Consultation Committee
Next Town hall is October 21, 2021

Action: Staff to compile the themes from the biggest challenges and research priority areas to share in the town hall meeting package. If you haven't responded to these questions, please feel free to reach out to the office prior to the meeting.

Action: Staff to compile background information on what CAP funding is and the categories focused on these past few years to help producers understand the funding and their areas of focus.

Action: Committee to meet and finalize the details for the agenda and narrow down the focus areas under each agenda item.

Action: Staff to finalize agenda, PPT and meeting package with committee and Chair with final approval from the board by October 11.

Action: Staff to circulate back with the Ministers office to get more information on the new price insurance programs they are working on to share with producers under the price insurance agenda item.

c. Governance Committee

9. Plebiscite Update

Action: Staff to connect with MC to see if we can include in the communications reviewed, that the government changed commissions from refundable to non-refundable in 2017, in all of the documents and start each communication with it, as it would be nice to give background and an explanation as to why we are hosting the plebiscite. Can they also include the amount claimed back each year in check off along with the number of producers? The “why” is the most important to convey and start with.

Action: All of the communications will need to be changed to reflect the new second voting method TBD by MC and ALP staff, and be approved by the board as AGM is moving virtual.

Action: Staff to inquire with MC if a more than one immediate family member (husband, wife, son/daughter, siblings) could both hold a seat on the board, if they each bought tags are not registered as a partnership or incorporated? Will eligibility of producers be moved to bylaws vs plan regulation?

10. November Face to Face Meeting

Action: Chair, board and staff to draft verbiage to be sent out a communication explaining changing our AGM from in person to virtual due to restrictions.

Action: Staff to connect with Olds College and cancel our booking for in-person.

Action: Staff to reach out to sponsors to explain the pivot to virtual from in-person.

Action: Staff to temporarily plan for an in-person director meeting in Airdrie (health restrictions pending) Nov 19 & 21, Virtual AGM Nov 20.

Action: Staff to publish the call out for interim director positions following the AGM with a submission deadline of December 31, 2021.

11. Review work done on new Strategic Plan

- a. Background given to new board members
- b. Vision and Mission
- c. SWOT Analysis – regular and national strategic objectives
- d. Current SMART Goals created

5. Strategic Planning - Create SMART Goals

- a. Define actions for each objective (who, when, how, resources)
- b. The actions required to attain the desired objectives for the future
- c. Review potential items saved in the strategic planning folder – does this align with our current strategic plan?

In camera

The in-camera meeting was called to order at 4:48pm and adjourned at 4:51pm.

Motion to adjourn meeting at 4:51pm.

Alberta Lamb Producers Board Conference Call Minutes: 19 September 2021

Attending: Ryan Greir, Brittany Walker, Darlene Stein, Karl Denwood, Nicole Schieck, Judy Buck and, Richard Boscher and Emilie Rowe

Regrets: None

In-camera started at 8:03am and ended at 8:04am.

Meeting started at 8:05am.

1. Agenda

Motion to approve agenda as presented. Seconded.

2. 2020-21 AGM

Action: Staff to add note for the CCWG contract renewal in July 2022 to inquire if we can remove the shipping cost for producers ordering tags.

Action: Staff to connect with Anne at CCIA to let her know that a producer resolution was brought forward to establish alternate retail outlets for CSIP tags. We know this was discussed last year however we want to inquire if there has been a change or

change in appetite to offer alternate retail outs to sell CSIP tags other than CCWG. What if it was influenced that CCIA distributed tags for Alberta, would the tag cost be cheaper than purchasing from CCWG?

Action: Both proposed resolutions will be brought forward to producers at the AGM.

Action: Staff and Chair to work on the details on proposed resolution from ALP Board of Directors for the AGM meeting package.

4. Video Ante Mortem Inspection Guidance document

Action: Staff to provide ALP feedback on the draft guidance document.

5. Strategic Planning: Create SMART Goals

- a. Define actions for each objective (who, when, how, resources)
- b. The actions required to attain the desired objectives for the future
- c. Review potential items saved in the strategic planning folder – does this align with our current strategic plan?

In camera

The in-camera meeting was called to order at 11:46am and adjourned at 11:48am.

Motion to adjourn meeting at 11:48am.