



Executive Committee Meeting Minutes

Meeting: Tuesday, 16th January 2018, commencing 10.00am
At the offices of the Mars Petcare, 14/666 Great South Road, Penrose, Auckland.

Present: Richard Brake (Secretary), Victoria Hamilton, Anna Hicks, Stephen Allington, Chris Chapman, Nigel King.

By Phone: David Allan (Chairman), Mike Wilson.

Copies: Michelle Lang, John Karlake.

Note: *Action Points in Italics*

Conduct during the meeting

The Chair reminded members that they should not put themselves at risk of any allegation of anti-competitive behaviour that could contravene the Commerce Act 1986. In particular, those present should not discuss prices, discounts or supply arrangements or any other matters that could be construed as lessening competition.

Apologies

There were no apologies.

Minutes

The minutes of the meeting held 21st November 2017 were approved as being a true record. (moved David Allan, seconded Anna Hicks, carried unanimously).

Matters Arising

There were no matters arising other than those recorded on the agenda.

Correspondence

Significant correspondence received and sent includes:

- Animal Welfare draft Regulations for the meeting 28th November, circulated executive
- Much correspondence regarding FDA Holds
- Minutes, etc from GAPFA congress received 23-Nov
- Canadian OMAR for comment, circulated membership
- Anna Yallop; NZ Bioresouce Alliance made contact, secured for conference
- Associate membership application received from Food Innovation Network (Foodbowl)
- Minutes of the NZCAC forum, circulated executive
- Nielsen data received 12th Dec, summary circulated to executive.
- Email to Nasser Ahmed regarding the GAPFA trade facilitation work on a global vet cert
- December Newsletter published 20-Dec
- Conference papers sent out to all members 22-Dec
- Associate membership application received from Saito Labels Ltd
- GAPFA membership dues received and paid
- Associate member application received from Gribbles Labnet 08-Jan
- Full membership application received from Tipper Knol Ltd

The correspondence was accepted

(moved Anna Hicks, seconded Stephen Allington, carried unanimously).

Membership

Since the last meeting:

Full membership applications have been received:

- Origin3 Petfood (Qingyuan) Co. Ltd
- Tipper Knol Ltd

Associate membership applications have been received from:

- The New Zealand Food Innovation Network (Foodbowl) of Mangere, Auckland (Al Baxter)
- Saito Labels Ltd of Mt Eden, Auckland (John Laurence)
- Gribbles Labnet of Mosgiel (Mark Heard)

Details have been added to the website.

The membership applications were accepted.

(moved Nigel King, seconded Anna Hicks, carried unanimously).

Noted:

- Noted Paul Larkman has died
- Real Petfood Company is sold to New Hope Co. Ltd and other Asian investors.
- Raw Essentials sold to Michael Murray

Stephen Allington to encourage the new owner to attend the conference.

Financials

The finance report for the full year was circulated.

Points to note:

- Surplus now \$37.1, which is \$27.5 favourable to budget
- Subscriptions finished favourable by \$14.1
- Travel and meetings turned less unfavourable than expected.
- A single outstanding subscription; Haisley Pace.

The financial report was accepted

(moved, Stephen Allington seconded Anna Hicks, carried unanimously).

A draft budget for 2018 was circulated for discussion.

Most lines using a 2017 forecast rounded up.

Budget audit fees to be increased to \$2,000.

It was agreed that given the surplus due to increasing members, fees will not be increased and budget subscriptions will be decreased.

This will reduce the projected surplus to about \$22,800

With these changes the proposed budget was accepted

(moved Nigel King, seconded Chris Chapman, carried unanimously).

Richard to send copies of the 2017 minutes to Dave Allan for signing

Subcommittee Reports

Primary Processing

A quiet period.

Anna and Stephen attended a meeting with AsureQuality in Timaru 28th November to finalise the AM/PM course and the 2018 skills maintenance programme (see below).

Relationships

The key issue at the moment is the success of the “Cats are Pests” media campaign supported by the stance of the Cat Management Strategy, which is currently gaining traction local councils.

It was agreed that a counter “Pets are Heroes” campaign should be developed to counter this trend.

It was further agreed that a brainstorming meeting be held with interested parties to progress.

Victoria and Richard to confer on possible stakeholders and propose a meeting after the conference; late February or early March.

Victoria agreed to present a quick comment on pet ownership to conference, late on Thursday.

It was noted that in the past the NZCAC agreed to do more frequent surveys of pet ownership trends.
Victoria to raise the matter at the next NZCAC board meeting and report back.

Technical

No significant progress to report.

Work is now due to commence on:

- Update of the Association's Labelling Guideline, now the AS5812 is complete
- Response to the ACVM draft Notice, regarding class determinations
- Relationship with NZVA (the Secretary has made contact with Mark Ward, CEO).
- The update to the Import Health Standard.

The Secretary will circulate the Labelling Guideline with notes on possible changes, and a note on issues to take up with NZVA.

OGSM Update

Current OGSM was circulated.

It was agreed the "targets" are light on specifics.

However, this will form part of the Chairman's Report to the AGM.

AGM and Conference 2018

Notes on attendance, sponsorship and budget were circulated.

All appears organised, with the budget indicating a slight surplus.

About 40% of forms returned to date. *Richard to chase up.*

The export session looks to be well attended.

Trade tables and associate members speaking slots are confirmed.

Chairs of the sessions of conference were discussed and agreed.

A draft "proceedings booklet was circulated. Cost is expected to be about \$7-800. It was agreed this will be produced. *Richard to organise.*

The Chairman's report will include Association's achievements and summary of OGSM.

Victoria agreed to present a quick comment on pet ownership to conference, late on Thursday.

Richard to circulate a programme update

It was noted that there are now event apps available. The app "EventsXD" was noted. Mike has added some notes to an event untitled NZPFMA.

The executive to logon, review and forward any comments to the Secretary.

General Business

GAPFA Update

The Congress, AGM and executive committee meeting minutes and presentations circulated.

Trade facilitation workstream conference call held 11 January. Minutes will be circulated when received.

One outcome of this workstream is the development of a standardized *Model Veterinary Health Certificate* in association with OIE.

This has been communicated to Nasser Ahmed of MPI AIT, who has agreed take this into consideration when updating the petfood Import Health Standard.

AsureQuality

Issues remain with AsureQuality's development of the update to the Ante- and Post-mortem examiner course

It was agreed that there must be a consensus prior to the Primary Processors session of conference.

It was also agreed that a high priority be given to amending the AC Specs so that they reference the relevant am/pm unit standards, not the qualification.

Anna to discuss with both Ira Stapp and Angela Yang

It was agreed that the annual process to demonstrate skills maintenance was too onerous and should be less frequent – perhaps every two or three years, given the employment of examiners is relatively stable.

Anna to discuss with both Peter Brown and Angela Yang

Richard to draft a formal request from the Association.

It was agreed an alternative training providers be investigated.

Richard to make contact with Kevin Fisher.

Animal Welfare Update

No issues. The changes to the Animal Welfare regulations are progressing.

Animal Welfare workshop scheduled for 28 November. The Secretary did not attend.

There was no other General Business

Meeting Dates

Meeting dates proposed for 2018 are:

Tuesday, 27th March 2018, at MPI VS, Mangere

Tuesday, 12th June 2018, venue tbc

Tuesday, 18th September 2018, venue tbc

Tuesday, 27th November 2018, venue tbc

All meetings will have the petfood Industry Standards Council meeting following at 1.00pm

It was agreed to consider having a deputation from the Association travel to Wellington for the PFISC meetings, which should result in an improved connection with MPI head office staff.

To be discussed at the next PFISC meeting.

The next meeting is scheduled for 10.00am Tuesday, 27th March 2018, at MPI VS, Mangere, Auckland.

Meeting closed at 12.58pm.

David Allan
Chairman

Richard Brake
Secretary