



Executive Committee Meeting Minutes

Meeting: Tuesday, 17 September 2019 commencing 10.00am.
At the offices of MPI, 149 Lambton Quay, Wellington.

Present: Richard Brake (Acting Chairman and Secretary), Cindy Code, Anna Hicks, Tamsyn Illston, Stephen Allington, John Karlake, Nigel King.

By Skype: Michelle Lang, Victoria Hamilton, Fred Hugues.

Apologies: Mike Wilson.

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

The apology was accepted.

Minutes

The minutes of the meeting held 11th June 2019 were approved as a true record.

Matters Arising

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

Correspondence

The Secretary advised that the assembly of a full list of correspondence received and sent is very onerous, outdated and virtually all is seen by the executive during the quarter. It was agreed that this should be replaced by an issues register and coupled with a regular update of areas of secretarial time spent.

Richard will adjust for future meetings

Fred to forward details of a potential time-recording system.

Membership

Since the last meeting:

Full membership applications have been received from

- Feed My Furbaby of Ellerslie, Auckland (Ben Rennell)
- Bowl & Bowls Ltd of Parnell, Auckland (Lusi Huang)
- Prime Range Meats Ltd of Invercargill (Brent Carford)

Associate membership application received from

- Magi Solutions od Sans Souci, NSW, Australia (Denis M'Gee)

The Membership applications were accepted

Resignations have been received from:

Full member:

- The Pet Bistro (Bex Hill)

Associate members:

- Interfood Read Group (Mike Gardiner),

- Ixom Pty Ltd (Bryce Tait)

No contact has been forthcoming from

- Pharmaceuticals NZ Ltd of Onehunga, Auckland (Robert Peng), and
- Origin 3 Petfood (Qingyuan) Ltd of Silverdale, Auckland (Karl Hansen)

and their subscriptions remain outstanding despite multiple reminders. It was agreed to give them formal notice according to the Rules and if no response, then strike them from the register of members.

Richard to follow up.

Noted:

- Addiction Foods has hired a new COO, Matthew Bryant recently of Nestle, Blayney, Australia.
- Phil Tomlinson-Moulds has resigned as CEO of PetfoodNZ International Ltd but remains as shareholder and director.

Financials

The financials to the end of August and full year forecast were circulated.

Points to note:

- Total surplus of \$22.8k favourable. Somewhat reduced from the last forecast due to the conference deposit.
- All income lines favourable and have some upside
- Bigger than usual conference deposit (7.4k)
- There may be some downside on meetings & travel expenses

Few invoices remain outstanding.

It was agreed that a term deposit be made.

Nigel to investigate how this might be done on the BNZ site.

Nigel & Stephen to confer regarding adding Stephen as a signatory

Subcommittee Reports

Primary Processing

No subcommittee report was prepared for this meeting

- Training/Am-Pm Course:
RMG are progressing the developing of training and assessment materials, although progress is slower than originally forecast. RMG have forward these materials to MPI Animal Product Group for approval, which should be forthcoming in a few weeks.
At the last meeting a sum of \$5,000 was earmarked but this is unlikely to be spent. It does not appear in the financial forecast.
- Skills Maintenance.
The 2020 skills maintenance programme is scheduled to be an external assessment. This will be brought up at the PFISC meeting following. RMG Group may be able to provide this service.
Anna to discuss with RMG Group
- Animal Welfare:
Richard attended the last “End of Life” working group meeting 16th July. The next is due 24th October.
Main issue is industry sectors working with clients that are not complying with best practice.
Richard is attending the Primary Industry Chief Executives Animal Welfare forum, this “End of Life” working group. Anna is attending the Farm to Processor Animal Welfare forum and there are other working groups in existence. This seems to be in need of streamlining.
Anna and Richard to discuss and then make contact with MPI
- 1080 activists:
There has been a recent flurry of emails from 1080 activists mainly directed to the “wild” petfood processors. Their concern is about the risk of 1080 contamination of wild petfoods but stems from a viewpoint that 1080 should not be used at all in NZ. This has died down but it is not the first time and it was agreed that a “1080 factsheet” should be prepared and put up on the member’s-only area of the website.
Richard to prepare a draft for comment.

Export Focus

- China:
The Shanghai Pet Expo was noted as a success with NZTE arranging a separate meeting with MARA. The China OMAR is still not finalised, although there appears to be no issues with retail-ready requirements. The problem is around raw materials for petfood and ingredients for petfood manufacture. The Association has expressed the view that retail-ready should be split for the discussion and finalised. To be further discussed at the PFISC meeting following.
Noted that MARA seems willing to engage on the matter of testing methodologies.
Richard to alert Fliss Jackson.
Mike, Nigel and Richard to confer on the matter.
- Korea
There are several issues with various product destined for Korea. MPI Market Access is working on these issues but most seem to stem from the internal Korea requirements. Contact has been made with NZTE Korea.
Richard to follow up.
- Australia
With the discovery of the IBDV virus in a South Island layer flock the Australian DoA have revoked import permits for non-retorted petfood containing poultry (and egg), with a significant impact. The issue is in a state of flux with MPI Market Access actively engaged with the DoA. To be further discussed at the PFISC meeting following.
- The Raw Material Nutrient Project
The project is coming together with work from Emma and Dave on sampling and analysis costs. Richard met with a SFF Futures advisor and received a positive response.
Mike, Nigel and Richard to meet to further development the plan.

Import

- Class determinations
This remains a substantial issue for importers. Richard met with Karen Booth, Manager, ACVM on 16th July and there were subsequent meetings between companies and ACVM over the following few weeks. The issues remain. Richard has scheduled a further meeting following the PFISC meeting.
Richard to update importers

Technical / GAPFA

- GAPFA Conference
Last ExCom meeting 31st July
The annual GAPFA congress is confirmed for the three days 29th – 31st October, programme circulated.
Poster sent.
The Secretary will attend.
- Nutrition workstream
Last meeting 4th September
Dietetic Petfoods work is underway
Richard to comment on the draft.
Inorganic Phosphorus work is an issue and could be something to NZ's advantage
Diet and DCM remains a hot topic of conversation.
All minutes and comments are forwarded to Dave Thomas.
- Trade Facilitation workstream
Meetings 16th July, 5th September
Global Health Certificate work continues
Statement on safe sourcing principles is in preparation
A work group is forming on the development of global industry testing methods & the establishment of international MRLs in finished products.
- Communications workstream
Responsible pet ownership statement was published in mid-August
Article in the Pet Industry magazine was recently published

Paper on cross-border trade published
Statement in support for OIE Rabies initiative has been published (world Rabies day is on 28th September).

Relationships

· NZCAC

Victoria reported on the NZCAC AGM held 8th August in Auckland. The association had forwarded a proxy vote in favour of Victoria. It was noted that the organisation is moving from an incorporated society to a charitable trust. It was also noted that the new General Manager is David Lloyd, who is expected to bring good skills to the role.

AGM and Conference 2020

Quote from Jet Park has been accepted.

The Waipuna, Holiday Inn and Sudima have been advised

The next Newsletter will have confirmed dates and booking details.

A draft programme to be worked up.

Richard to circulate for comment and suggestions (and volunteers to invite presenters).

An events coordinator to be investigated.

Nigel has a recommendation to forward

Richard to follow up.

Sponsorship was discussed and it was agreed that last year's format was appropriate

Those at the table agreed to repeat last year's platinum sponsorship.

Richard to invoice shortly

Gold and supporters sponsors will be invited shortly.

Richard to follow up with other full members and associate members.

It was noted that the PFIAA Conference had goody bags that were well received and contained a USB stick with all the presentations. It was also noted that these are also a lot of work and will only be considered if an events management organisation is employed.

Strategy and OGSM

A successful meeting was held at the Jet Park 23rd July. Nigel circulated the output from that meeting and it was agreed that a couple of hour's telecon should be held to finish the document.

It was agreed that the result should be presented to the next conference.

Richard to arrange a telecon

General Business

PFIAA

A successful PFIAA annual meeting and dinner was held Tue 10th September in Melbourne.

There was no other General Business

Next meeting

The next executive committee meeting will be held Tuesday, 26 November 2019 commencing 10.00am at the offices of MPI, Wellington to be followed by the Petfood Industry Standards Council meeting at 1.00pm.

Meeting closed at 12.35pm.

Richard Brake

Acting Chairman and Secretary