



Executive Committee Meeting Minutes

Meeting: Tuesday, 18th September 2018, commencing 10.00am
At the offices of the MPI, TSB Bank Tower, 147 Lambton Quay, Wellington.

Present: David Allan (Chairman), Richard Brake (Secretary), Anna Hicks, Tamsyn Illston, Stephen Allington, John Karlake.

By Skype: Michelle Lang,

Apologies: Victoria Hamilton, 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 apologies were accepted.

Minutes

It was agreed that the minutes of the meeting held 12th June were true record.

Matters Arising

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

Correspondence

Significant correspondence received and sent includes:

- Translations of China feed additives, etc from Echo Tan, circulated membership
- Note re HPP workshop from Foodbowl, circulated membership
- Executive committee meeting minutes circulated executive and posted to website
- Exchange with Angela booking this meeting
- Membership application received from Kintrye Meats of Caterton.
- Note from Greg Z-S re FDA meeting
- Submission to MPI regarding sharing of M.bovis affected property information
- Note from MPI advising Down Cow sentencing postponed to 23 August
- Request for submission of RCS Transport template, no submission made
- FYI China published, circulated membership. Discussions with Hannah Chua followed
- Enquiry re petfood to Philippines, circulated membership
- Enquiry re petfood to China, circulated membership
- Programme for NZCAC conference 17-19th September received, circulated membership
- Formal response accepting the Association's request to extend AM/pm to two-yearly received
- Correspondence / telecons re Labelling Guideline
- Note from Greg Z-S re FDA Guidance on Animal Feed Rule
- Email from Anna Yallop re bone material, circulated membership
- Link to M.bovis updates circulated membership
- Papers received for ILG & AVMAC Meetings
- Note that BJH has acquired Wanganui Coldstorage Ltd.

- Notification of Animal Welfare Workshop to be held 15th August
- Papers received for the GAPFA Trade telecon 11th July
- Paper received calling for submission on MPI Biosecurity Research Priorities, not circulated.
- Received from Angela, Animal Product Examination Qualification details, circulate Primary Processors subcommittee
- Notification of NZCAC AGM an forum 1st August
- Advice that Karen Booth has replaced Glen Bradbury as ACVM Manager, circulated executive
- Invitation to Red Meat Sector conference 2-30 July, declined
- FDA Note regarding a potential link between diet and canine dilated cardiomyopathy and subsequent note from PFI
- Exchange of correspondence clarifying China FYI with Hannah Chua MPI Market access.
- Notification from Duncan Hall PFIAA of annual conference
- July Newsletter published 14th July
- Subscription reminder notices with copies of invoices sent to 28 members.
- Received note from Anna regarding Harjit exception to the newsletter article.
- Fiji OMAR received from Market access with change for petfood
- Minutes of PFISC Meeting received 17th July
- Minutes, etc of the GAPFA Nutrition workstream telecon of 28th June received
- Minutes, etc of the GAPFA Trade workstream telecon of 12th July received
- Animal Feed adverse event for received from Dave, exchange of correspondence with Awilda followed
- Note re NZ Business show received from Anna, circulated membership
- Meetings documents received for GAPFA Executive telecon 1st August
- Reminder sent to all members regarding expression of interest for China per FYI10/08
- Application for Associate membership received from Far North Hemp Ltd (Brian Camplin)
- Exchange of correspondence with M.bovis liaison group (Brenda Vale) regarding release of RP names
- Draft Labelling Guideline circulated all members, plus Awilda and Angela, for comment
- Technical Memo re AM/PM skills maintenance received from Peter Brown.
- Note received from Peter Brown regarding the appointment of Alan Cook to Director, Verification Services.
- Import/export data received from Statistics NZ , summary circulated executive.
- Note from Natalie of Hills regarding different definition of ONCs.
- Note to primary processors re M.bovis issues.
- Comments on Labelling Guideline received from Angela and Awilda
- PFI Member alert re Canine CDM and “grain-free” received
- GAPFA Membership survey received, circulated executive
- Harjit email sent all member and Harjit 3rd August
- GAPFA executive meeting minutes received, circulated executive.
- Email from Nigel King re resignation from Heinz Wattie’s and the executive committee
- Full membership application received from NOOD International (Alistair King)
- Draft M.bovis Information paper, received from the MPI M.bovis Liaison team, circulated primary processors subcommittee.
- Note from Victoria re Cat ownership, circulated executive.
- Papers for Animal Welfare meeting Wellington 15-Aug received from Leonie, forwarded executive.
- Minutes of the GAPFA excom of 1-Aug circulated executive.
- Details from Sara Ross re sale to BHJ; website updated
- Draft Adverse events form received from ACVM, circulated executive
- Full membership application from Tasman Velvet Processors Ltd (Morning Guo)
- Email from Zac re change of PestPro details to “Out of the Wild”, website updated
- Full membership application from The Pet Bistro (Bex Hill)
- Email from Dave re Face TV, circulated with the papers for this meeting
- MPI Court cases paper received from Peter Hyde and circulated executive
- Labelling Guideline published to website (reply to MPI)
- August Newsletter published 21-Aug
- ACVM Paper regarding antibiotic advertising received – no submission made
- Market Data received from AC Nielsen, summary circulated executive.
- Note from MPI that Down Cow sentencing has been deferred due to ill health of defence counsel.
- Further M.bovis papers received from Brendan Vale, circulated Anna & Stephen, no response made
- Email from Symbion of China, circulated membership.
- Notification from GAPFA that Argentina has joined
- Documents from GAPFA for exec meeting 6th September

- Email from Christina Bilkey of NZ Story
- Email from MPI Compliance, circulated executive
- GAPFA survey response sent 03-Sep
- Email from PITO requesting involvement in meat qualifications review, circulated Dave & Anna
- Email from TVNZ reporter re Down Cow
- NZCAC Winter Newsletter circulated membership
- Email from Margaret Harris of the Clean Food Co of Australia re China clients
- Updated fact sheet from MPI M.bovis Group circulated Anna & Stephen
- Apologies sent to PFIAA for their conference dinner & workshop.
- Papers received for the GAPFA Nutrition Workstream telecom 13-Sep
- Email from the Wintec business school; sent market data, etc
- Associate Membership enquiry from ECP Ltd
- Terms of reference for SAT Audit, circulated executive.
- Meat Production forecasts received from Beef + Lamb economic Service, circulated executive.
- MPI Court cases paper received from Peter Hyde and circulated executive
- Associate membership application received from ECP Ltd (Brad Silk)
- Email from Duncan Hall noting his resignation from PFIAA

The correspondence was accepted
(moved Anna Hicks, seconded Dave Allan, carried unanimously)

Membership

Since the last meeting:

Full membership applications have been received from:

- Kintyre Meats Ltd of Carterton (Lyndon Everton)
- NOOD International of Rosedale, Auckland (Alistair King)
- The Pet Bistro of Dunedin (Bex Hill)
- Tasman Velvet Processors of Christchurch (Morning Guo)

Associate membership applications have been received from:

- Far North Hemp Ltd of Awanui (Brian Camplin)
- ECP Ltd of Northcote, Auckland (Brad Silk)

The website is up-to-date.

The membership applications were accepted.
(moved Anna Hicks, seconded Stephen Allington, carried unanimously)

Noted:

- Membership invitation sent to Amber & Jacqueline of Pauanui (Woof brand)
- Sale of BOP Industries (Alpine Exports NZ Ltd) to Peidi (cPet) noted.
- Nigel's move from Heinz to Zivi noted
- Real Petfoods to name their new Country Manager on 24th September.

Dave to advise his participation on the executive committee after his replacement has settled in at the Real Petfood Company.

Financials

The end of August financials and full year forecast circulated

Points to note:

- Conference about \$7k adverse
- Sundry of \$10 adverse (Cheque yet to be presented)
- Commission \$3k favourable
- Net is a surplus of \$7.7, which is \$15.0 adverse to budget

The financial report was accepted
(moved Dave Allan, seconded Anna Hicks, carried unanimously)

Dave has visited the bank and discovered that Bob Antram is the ‘administrator’ signatory and add signatories. Dave Allan and Anna Hicks volunteered.

It was agreed to change the ‘administrator’ signatory.

(moved Richard Brake, seconded John Karlake, carried unanimously)

Richard to follow up

Terms for the audit have been agreed with JSA Audit Ltd of Parnell. Cost is likely to be in the order of \$3800, which is in the forecast.

Richard to follow up

Noted that Ruth Allington is an expert in MYOB, which may be a useful tool for the accounts.

Richard to forward the spreadsheet to Stephen

Subcommittee Reports

Primary Processing

- Updated am/pm course
Await advice from MPI / AsureQuality, although, it is understood that the ball is in AsureQuality’s court – to be discussed at the PFISC meeting following
Anna to chase up
- Skills maintenance
Now complete.
- Animal Welfare Regs
New stock transport rules come into effect 1st October
Should be good for the industry
Page of petfood primary processors added to website to be linked in MPI’s app
The Secretary attended the workshop 18th June
Animal Welfare strategy expected is expected of the industry, a particular issue is the alerting MPI to possible issues on-farm
Anna to follow up at the FTPAWF meeting
- Current season
Calf processors agreement has been signed by the four calf processors.
Tallies are being conveyed to MPI.
Losses are currently slightly ahead of last year (largely due to AC Petfoods on-farm slaughter). Losses are higher than last year may need to be explained.
- M.Bovis
No “restricted places” list available due to privacy issues

Technical

- Labelling Guideline: Completed
- Adverse Events
Details of the Australian “Petfast” system has been discussed with Helen Beattie of NZVA with little interest forthcoming.
Adverse events form received from Awilda – issue is access to information
Richard to follow up with Awilda
- GAPFA
Congress and executive meeting confirmed for early October in Yokohama, The Secretary will attend.

Relationships

- Cat Management Strategy
Invoice paid (cheque not yet presented)
Victoria to report at the next meeting
- NZ Companion Animal Council
The Council has called for nominations for board members. Victoria likely to remain on the board.
- Down Cow court case:
It was noted that the parties have pleaded guilty and sentencing is now due 20 September, which could result in some press coverage
- Face TV

Email from Dave circulated. It was agreed that there was no interest.

Export Focus

- Nutritional issues / MPI-FDA Equivalence
Meeting between industry and Market Access confirmed for 3.30pm, later in the day
- MPI / FDA Equivalence
To be discussed at the PFISC meeting later
- China changes
Advice from NZTE China has been circulated regarding changes in petfood requirements in China – to be discussed with Market Access at the PFISC meeting.

AGM and Conference 2018

The Sudima is booked for Thursday 21st and Friday 22nd February 2019.

A note was circulated in the last Newsletter.

Costs for the next conference will be reviewed to ensure we are well on the right side of break-even

Possible presenters were discussed and these thoughts will be included in draft programme to be circulated prior to the next executive committee meeting.

General Business

SAT Audit

The ACVM “slice of life” audit regarding compliance amongst domestic processors with the ACVM Regulations is likely to proceed and will involve contact with about 15 randomly selected petfood businesses
To be discussed at the PSIC meeting following.

Richard will publish a note in the next Newsletter

PFIAA

The Pet Food Industry Association of Australia annual meeting was held 9th – 11th September in Sydney.

Michelle & John outlined that intended change in accreditation system for the Australian Standard.

Parliamentary enquiry re regulation is on-going.

There was no other General Business

Next meeting

Next meeting will be Tuesday, 27th November 2018, at the offices of the MPI, TSB Bank Tower, 147 Lambton Quay, Wellington.

Meeting closed at 12.16pm.

David Allan
Chairman

Richard Brake
Secretary