



# Executive Committee Meeting Minutes

- Meeting: Tuesday, 27<sup>th</sup> March 2018, commencing 10.00am  
At the offices of the MPI Verification Services, 17 Maurice Wilson Ave, Mangere, Auckland.
- Present: David Allan (Chairman), Richard Brake (Secretary), Anna Hicks, Tamsyn Illston, Michelle Lang, Stephen Allington.
- By Phone: Victoria Hamilton, John Karlake.
- Apologies: Jennifer Chappell, Nigel King, 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.  
(moved Michelle Lang, seconded David Allan, carried unanimously)

## **Minutes**

The minutes of the meeting held 16<sup>th</sup> January were approved as being a true record.  
(moved Anna Hicks, seconded Stephen Allington, carried unanimously)

## **Matters Arising**

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

## **Correspondence**

Significant correspondence received and sent includes:

- Much correspondence re conference, GAPFA, FDA Holds – see agenda items below
- Offer of sheep milk powder forwarded to members
- Associate membership application from Plast-ax Rotaional Moulders (via Emmerson Transport)
- Forms for Te Radar returned
- US OMAR Notification for consultation circulated membership, no submission made
- Import/export data received 30<sup>th</sup> January, summary circulated executive
- January Newsletter published 31<sup>st</sup> January
- Resignation of Chris Chapman from the executive committee received 1<sup>st</sup> February
- Note from Angela Yang re consolidation of Petfood COP
- Conference feedback form circulated 19<sup>th</sup> February
- NZCVAC Forum 7<sup>th</sup> March. I put in apologies
- Cost Recovery Consultation received, meeting at MPI was had. Submission made
- Subscription Invoices sent over the few days commencing 22-Feb
- MPI VS Structure update release received from Peter Brown and circulated
- February Newsletter published 27<sup>th</sup> Feb
- Papers for ILG and AVMAC meetings received 1<sup>st</sup> Mar

- Exchange of correspondence re K5RCV with Glen Bradbury of ACVM
- PFISC Secretarial handover meeting 14<sup>th</sup> March
- AC Nielsen reports received 7<sup>th</sup> March, summary circulated to executive
- Note from Foodbowl re China, circulated membership
- MPI's Bobby Calf mortality report circulated
- Exchange of correspondence with Rianna AsureQuality re skills maintenance assessment
- Note regarding frequency of AQ skills maintenance programme sent to Angela Yang and reply received
- Letter of membership resignation received from Products 4 Pets Ltd (Bob Antram)
- Information on Cat Management Strategy received from Victoria and circulated executive.
- Note re Dave's retirement received from Real Pet Food Company, circulated

The correspondence was accepted  
(moved Stephen Allington, seconded Michelle Lang, carried unanimously)

### **Membership**

Since the last meeting:

No Full membership applications have been received.

Associate membership applications have been received from:

- Plast-ax Rotational Moulders (Freddy Farquar)
- Tegel Foods Ltd (Liam Glasgow)

One full member has resigned

- Products 4 Pets Ltd (Bob Antram)

One member has changed from Associate membership to Full membership

- Anzco Foods Ltd (David Robinson)

Resignations received from Associate members are:

- Apex Insurance Ltd
- Bollore Logistics Ltd
- Farmland Matthias International Ltd
- Potatoes New Zealand Inc

The website is up-to-date.

The membership applications were accepted.

(moved Anna Hicks, seconded David Allan, carried unanimously)

Noted:

- David Allan retires from Real Pet Food Company Ltd, effective 13<sup>th</sup> July.
- Amanda Butler is now Regional Director ANZ, Real Pet Food Company Ltd
- Jennifer Chappell has been appointed NZ Country Manager, Nestle Purina Petcare
- Alistair King has joined Meateor Foods Ltd.
- Bob Antram is to retire, has resigned for the Association and has the business of Products 4 Pets Ltd on the market
- Lucy Sockledge has joined Heinz Wattie's Ltd

### **Committee**

Brake Andrew Pacific Ltd was co-opted onto the committee to fill the secretarial role.

(moved David Allan, seconded John Karlake, carried unanimously)

David Allan was appointed Chairman.

(moved Richard Brake, seconded Michelle Lang, carried unanimously)

No other office bearers were elected.

It was agreed that subcommittees are:

Primary; Anna Hicks, Stephen Allington.

Technical; Michelle Lang, John Karlake

Communications: Victoria Hamilton, Dave Allan.

Export Focus: Mike Wilson

Richard Brake is to fill the secretarial role for each.

It was agreed that other members may be co-opted onto subcommittees as required.

## **Financials**

The finance report with actuals to the end of February and full year was circulated.

Changes agreed at the last meeting were incorporated into the budget.

Points to note:

- Surplus now \$14.4, which is \$8.3 unfavourable to budget
- Conference is \$10.3 unfavourable due to high turnout
- Everything else is close to budget.
- Legal fees are yet to be incorporated into the forecast

The financial report was accepted

(moved Michelle Lang, seconded John Karlake, carried unanimously).

Audit not yet complete.

*Richard to follow up.*

The matter of secretarial remuneration was raised.

*Richard to diary time spent on Association business from 1<sup>st</sup> April and report to the next meeting.*

## **Subcommittee Reports**

### Primary Processing

Calf processors meeting was held prior to the executive committee meeting.

*Richard to circulate minutes, Processors Agreement and updated Supplier Statements to young calf processors*

*Richard to insert a note in the next newsletter urging those considering processing of young calves to make contact.*

The annual skills maintenance programme is underway. It was noted that there was a mix of new and old supplier statements included.

*Richard to follow up with Rianna and Joy of AsureQuality*

It was noted that the new am/pm petfood examiners course is with MPI for approval. Course duration remains unclear.

The K5 rabbit virus now being released through Otago, Southland and Canterbury.

Richard has received a statement from ACVM that the virus is very specific to the European rabbit and has no health implications for cats and dogs. This has been conveyed to Peter Brown for circulation to TTSs to avoid a repeat of the confusion that existed when the virus was last released.

### Relationships

Cat management strategy has been extensively reported on by Victoria – her comprehensive email on the subject has been circulated.

One key issue is that, in the Auckland Council plan, cats without microchips will be treated as pests and the council is committed to a pest-free Auckland.

Secondly, the plan opens the door to requiring cat registration and attendant charges.

The proposals will result in reduced cat ownership.

It was agreed that \$10 - \$12,000 be allocated to Victoria for legal opinions on the legality of the Auckland City Council Plan.

It was also agreed that the weight of numbers for any submissions on the subject is important and the membership should be asked to submit. Other organisations should also be willing to submit.

*Victoria to confer with Paw Justice and progress legal work.*

*Victoria will assemble names of organisations that could assist with any proposed submission.*

*Richard will include the proposed spend in future financial reports.*

### 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, including class determinations

- Relationship with NZVA (the Secretary has made contact with Mark Ward, CEO but has yet to connect with Helen Beattie).
- 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.*

### **AGM and Conference 2018 Debrief**

There was a good response to the feedback questionnaire and overall feedback was very positive, slightly more positive than the Waipuna.

Upsides were clearly the ease of access and proximity to the airport and catering.

Downsides were the expense of the rooms and many comments were made about the acoustics outside the conference rooms (foyer, where the morning teas were served, bar and dining room)

Speaker feedback was circulated and was very positive (Tony Alexander and Echo Tan were the highest rated). There were no “disasters”.

Very positive feedback was received about the structure of the conference with a second day devoted to export.

The suggestion, made at the exporter’s session, that there could be a mid-year exporters/trade-facilitation, more informal get-together was also well supported.

Te Radar was well-received; “a nice break”, “adds to the evening”; only three comments that such a speaker was not needed. Recommendations for next year were a “sports person” (many comments; Jeremy Coney was mentioned twice), a couple commented that a more business oriented speaker would be good.

Most comments were that the mid-February timing was good, a few commented that a week or two later would be better.

*Richard to book the Sudima for 21<sup>st</sup> and 22<sup>nd</sup> February 2019 and convey the outcome of the feedback to them.*

### **General Business**

#### GAPFA Update

The work of the GAPFA workstreams continues. Points to note are:

- The trade facilitation workstream is progressing the development of a standardized *Model Veterinary Health Certificate* in association with OIE. The workstream has called for nominations of experts in risk assessment and certificate development to assist. This has been discussed with Nasser Ahmed of MPI AIT, who has forwarded some MPI risk assessment work and confirmed that some MPI risk assessors may be available. *Richard to forward to Michelle and discuss.*
- The Communications is overseeing work to expand and tidy the GAPFA website. The workstream has also completed a set of “fact sheets” and “position statements”. These are being formatted and will be published on the public area of the GAPFA website.
- The annual conference is confirmed for 1<sup>st</sup> October in Yokohama, Japan

#### Animal Welfare Update

No current issues.

The next round of animal welfare regulations is due for release soon.

#### NZCAC / Cat management Strategy

See above

#### Euromonitor quote

Lily presented to conference. As part of the discussion about data and presenters, the Secretary received an offer of market data for “other than key accounts”.

*Richard to ask for a quote ad report back.*

#### PFISC Meetings

It was agreed that there could be good value in having the Petfood Industry Standards Council meeting in Wellington.

Although more expensive for the industry it should achieve better value by extended face-to-face time with MPI staff.

To be tabled at the PFISC meeting following.

PFIAA

It was noted that the Pet Food Industry Association of Australia is intending to have their annual meeting 9<sup>th</sup> – 11<sup>th</sup> September in Sydney.

*Michelle to advise of any change*

There was no other General Business

**Meeting Dates**

Tuesday, 12<sup>th</sup> June 2018, venue tbc, probably MPI Wellington

Tuesday, 18<sup>th</sup> September 2018, venue tbc

Tuesday, 27<sup>th</sup> November 2018, venue tbc

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

Meeting closed at 12.18pm.

**David Allan**  
**Chairman**

**Richard Brake**  
**Secretary**