



Executive Committee Meeting Minutes

Meeting: Tuesday, 27th November 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, Michelle Lang, Stephen Allington, Fred Hugues, Nigel King, Mike Wilson.

By Skype: John Karlake

Apologies: Victoria Hamilton

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 18th September were true record.

Matters Arising

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

Correspondence

Significant correspondence received and sent includes:

- Request for our labelling Guideline from MPI Certification Unit – sent
- MPI notified the conviction of Alan Cleaver & Down Cow 20-Sep
- Papers for GAFPA congress in Japan, circulated executive
- Full Membership application received from New Origin NZ Ltd (Gavin Wong)
- Notification that Fred Hugues has joined Real Petfood Company, circulated executive
- Updates to M.bovis factsheets circulated primary processors
- Associate membership application from Foss NZ Ltd
- Exchange of correspondence with Jooan Lee of Acabar Corp Korea
- Email from Janinie Collier MPI regarding “treatment of dog chews”, circulated exec
- Country poster and presentation sent to GAPFA
- Customer enquiry re 1080 discussed with MPI
- Note from Nigel confirming Ziwi is keen on Exec membership
- Note regarding freeze-dried to Australia circulated membership for comment
- Discussion with NZ Story and note from Nigel
- Minutes of the GAPFA AGM, etc, circulated executive
- October Newsletter circulated 10-Oct
- Last calf tallies sent to MPI 15-Oct
- Advice of short-notice am/pm course in Ashburton from AsureQuality circulated primary processors
- Advice from AsureQuality of am/pm courses booked in 2019 (12-Feb and 08-Aug), circulated primary processors

- Import/export data received from Statistics NZ 25-Oct
- M.bovis effluent management statement circulated Stephen & Anna
- Report on F&B leverage with tourism sent to Nigel
- “Updating the AC Specs” paper received from Angela, circulated executive
- Note from Greg regarding template change for raw material to Canada
- Project plan for proposed changes to COP from Awilda & Angela received 08-Nov, circulated executive
- “Heads-up” note from Judy Barker re proposed change to domestic ceiling step to 18 months
- Market Data ex AC Nielsen received 15-Nov, summary circulated exec.
- Notification from PI on proposed “improvement to cost-recovery”, article in November Newsletter
- Request from John Carhill for Labelling Guideline – sent.
- Paper on labelling/certification received from Peter Brown, circulated executive
- Note from GAPFA re inclusion of extruded petfood as a safe commodity for Avian influenza.
- Note from MPI regarding change to class determination form and guidance
- Note from Rata Kamau from IRD, circulated to executive
- Date for next GAPFA congress confirmed for 3rd to 6th November 2019 in Mexico City.
- PBV Report from Peter Brown. Circulated executive.
- Papers for PICEAWF received from MPI and circulated primary processing committee
- November Newsletter circulated 26-Nov.

The correspondence was accepted

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

Membership

Since the last meeting:

Full membership applications have been received from:

- New Origin NZ Ltd of Christchurch (Gavin Wong)

Associate membership applications have been received from:

- Foss NZ Ltd of Cambridge (Tala Saxon)
- Southern Food Safety Ltd of Christchurch (Kerry Wright)

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).
Anna to follow up.

Executive

Heinz Wattie’s has resigned membership of the executive.

Fred Hugues was welcomed representing Real Pet Food Company.

Dave Allan advised he will participate on the executive and exit at the AGM.

Ziwi Ltd (Nigel King) was co-opted onto the executive.

(moved Richard Brake, seconded Dave Allan, carried unanimously).

Financials

The end of October financials and full year forecast circulated.

No significant change recently.

Points to note:

- Conference about \$7k adverse
- Sundry of \$10 adverse
- Commission \$3k favourable
- Net is a surplus of \$5.2, which is \$17.5 adverse to budget

The financial report was accepted

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

Budget

A draft budget was circulated and accepted, subject to a review of the secretarial fee. The budget and secretarial fee will be finalised at the executive committee meeting in January. Arrangements covering secretarial services of PFIAA and GAPFA were discussed.

Michelle to forward PFIAA papers on the administration service and Executive Manager roles

Signatories

The signed minutes were collected by Dave, who will progress with the BNZ

Dave to follow up

Audit

Audit is happening but is late. The audit of the 2018 accounts has been agreed as well.

Richard to follow up

MYOB

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

Richard to discuss further with Stephen

Subcommittee Reports

Primary Processing

- Training / AM-PM Course
Unit Standards finalised and now part of the AC Specs
Anna has taken responsibility to follow up with training.
Anna to report to the next meeting
- Skills maintenance
The AsureQuality questionnaire is now biannual.
In the “off” years, starting with 2019, MPI VS will take particular interest in verifying internal systems. Peter brown will address this at the PFISC meeting following and will be discussed at the primary processors session of conference
- Animal Welfare
Animal Welfare strategy expected is expected of the industry, a particular issue is the alerting MPI to possible issues on-farm
Anna is attending the FTPAWF meetings and Richard the PICEAWF meetings
The issue will be discussed at the primary processors session of conference
- Calf season
Tallies and issues have conveyed to MPI. This last was furnished 15th October. MPI have expressed satisfaction with the results.
- M.Bovis
No issues

Technical

- Labelling Guideline: Completed
- Adverse Events: Completed
The ACVM form is up on the website but well “buried” and not easily found
- GAPFA
Congress and executive meeting occurred early October in Yokohama, The Secretary, Michelle and John attended. Minutes, etc were circulated

Relationships

- Down Cow sentencing occurred 20th September. Noted in the press but little media interest. No response was required
- NZ Companion Animal Council
Victoria remains on the board
- Cat Management Strategy
It was noted that the Auckland Council is yet to respond to submissions, including ours.
It was agreed that there is no point in “fighting” the Cat Management Strategy but rather find ways of extolling the benefits of responsible pet ownership. A PR company could be used to

further this aim.

Victoria to explore the possibilities and report at the next meeting

Export Focus

- MPI-FDA Equivalence
Seems to be progressing very slowly; Greg Zemke-Smith to report
- China changes
To be discussed at the PFISC meeting following.

AGM and Conference 2018

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

The draft programme was discussed.

It was agreed to keep the AGM to 30mins and have the first speaker (Tony Alexander) speak at 10.00am

Sponsorship was discussed. Three levels (Platinum, Gold and Supporter) was agreed.

Tying sponsorship to a specific event (eg morning tea, pre-dinner drinks, etc) involves a lot more work and will not be pursued.

Nigel volunteered to assist the Secretary with sponsorship.

Richard to forward details to Nigel

It was noted that higher than expected numbers resulted in a 7k deficit. It was agreed to raise registration fees to ensure the conference is well above break-even.

Richard to present a conference financial costing to the next meeting

Key jobs are:

Victoria to invite Katherine Rich of Food & Grocery Council

Nigel to invite Christina Bilkey of NZ Story

Richard to confirm Tony Alexander, GfK, Beef+Lamb, Wouter, Bill Jolly, Echo Tan, MPI, etc

Richard will circulate draft programme as it develops.

General Business

SAT Audit

The ACVM “slice of life” audit regarding compliance amongst domestic processors with the ACVM Regulations is underway. Many processors have been contacted. A note appeared in the November Newsletter. SAT will furnish a report to the ACVM Group, which will be shared with the Association. To be discussed at the PFISC meeting following.

PFIAA

Parliamentary enquiry report, containing seven recommendations is available.

Next step is the first meeting of the AGSOC working committee due 6th December, which is likely to soak up considerable time and effort from PFIAA. Terms of Reference are published

There was no other General Business

Meeting dates 2019

All on a Tuesday, commencing at 10.00am:

15 January (exec only) at Mars Petcare, Auckland

21-22 February AGM and conference at the Sudima, Auckland

26 March (followed by the PFISC meeting) at MPI, Wellington

11 June (followed by the PFISC meeting) at MPI, Wellington

17 September (followed by the PFISC meeting) at MPI, Wellington

26 November (followed by the PFISC meeting) at MPI, Wellington

Next meeting

Next meeting will be Tuesday, 15th January 2019, at the offices of the Mars Petcare, 14/666 Great South Road, Penrose, Auckland, commencing at 10.00am.

Meeting closed at 12.16pm.

David Allan
Chairman

Richard Brake
Secretary