

Alberta Sheep & Wool Commission
Board Meeting January 11 & 12, 2008

Friday January 11th, 2008

Meeting was called to order at 8.00a.m.

Present: Irene Rutledge (Chair), John Haarman, Norine Moore, Kathy Parker, Brian Chomlak, Florence Henning, Philip Kolodychuk

Staff: Margaret Cook

Facilitator: Jannette Anderson, Prairie Sun Creations Inc.

1. Approval of Agenda

Motion: to approve the agenda as presented Norine Moore, 2nd John Haarman. Carried.

2. Irene's vision for ASWC

- to have a clear vision and mission for ASWC
- to be more proactive and less reactive
- to improve board communication and functionality.

3. Presentation by Jannette Anderson

- a. Overview of board survey responses
- b. Provide some board coaching
- c. Identify major issues and begin to provide solutions

Jannette emphasised that the board is highly committed, passionate and working hard. At this stage of evolution, some additional structure is needed. Focus on the positive: the following were listed as recent accomplishments: check off increase; obtaining project funding from the Diversified Livestock Fund of Alberta; lamb featured at Harvest Gala; completion of scrapie surveillance and genotyping project and first 2 years of the Lakeland Carcass Sire Project; decrease in budget deficit; spending remains under control; participation at the Red Meat Reception; increased and improved communication with producers; directors from ASWC are members of executive on other organisations; Alberta lamb participating in major consumer shows; assisted with Alberta Sheep Symposium.

4. **Review of roles and responsibilities** policies and descriptions, draft documents were created for further review.

5. **Traceability** – presentation by Susan Hosford (Alberta Agriculture & Food) and Tony Stolz (contract project manager).

Action: Tony will provide a letter for ASWC to include in the newsletter, inviting producers to participate in phase 2 and the criteria for involvement. It will also be circulated on N'ewesline.

6. Financial Report

Motion: To approve the financial statement as presented. John Haarman, 2nd Phil Kolodychuk. Carried

7. Approval of Minutes

Motion: to approve the minutes from November 21 conference call as amended. Florence Henning, 2nd Norine Moore. Carried

8. **Request from Alberta Farm Animal Care for additional funding** to assist with “Vet on call” program.

Motion: to make a donation of \$300 to the Vet on Call program for this fiscal year. Norine Moore, 2nd Florence Henning. Carried. (John Haarman abstained.)

9. **Response to resolutions from 2007 zone meetings.**

See attached document for full responses

a. **Motion: that ASWC will recommend to Livestock Identification Services (LIS) that sheep dealers should be licensed and bonded in Alberta.** John Haarman, 2nd Phil Kolodychuk. Carried. (Norine Moore declared a conflict of interest at the beginning of the discussion and abstained from voting.) (Kathy Parker abstained)

Action: advise producers in the Jan newsletter and send a letter to LIS advising this recommendation. Margaret

b. **Motion: that ASWC continue with seven zone meetings, one in each zone, and investigate having a speaker(s) at each meeting.** John Haarman, 2nd Brian Chomlak. Carried.

Action: Florence & Norine will investigate possible speakers and funding and report back by Jan 20, to include a recommendation for format.

c. **Motion: that ASWC investigate a mail in ballot system for voting on check off.** John Haarman, 2nd Phil Kolodychuk. Defeated.

Action: Note this investigation for consideration when the ASWC Regulation is next reviewed. Margaret

d. **Motion: to investigate the pros and cons of a weighted vote system and report back to the board by November 2008.** Florence Henning, 2nd Phil Kolodychuk

Action: Norine will investigate and report back.

e. **Motion: to retain the current definition of an eligible producer - as having paid check off by buying CSIP tags or selling wool in the last 12 months.** Norine Moore 2nd Florence Henning. Carried

f. **Motion: ASWC will implement a voluntary donation procedure for semen and embryos sold.** John Haarman, 2nd Phil Kolodychuk. Carried. Florence abstained

Action: Margaret to advise producers of this in the January newsletter, stating that ASWC appreciates the support of the genetics industry.

Meeting was adjourned at 5.40pm

Saturday January 12th, 2008

Meeting was called to order at 8am.
Same attendees as previous day

10. **A meeting and conference call schedule** was approved for 2008, attached.

11. ASWC newsletter, “Alberta Sheep”

The deadline for submission of articles for the next ASWC newsletter is 15th January.

Motion: to give space in the Winter 2008 ASWC newsletter to Alberta Sheep Breeders Association. John Haarman, 2nd Norine Moore. Carried

Motion: to set aside one page for sheep groups in each newsletter, allocated on a first come, first served basis and ASWC reserve editorial rights. Norine Moore, 2nd John Haarman. Carried

16. Policy for directors

a. Motion: that ASWC directors be required to have access to e-mail. Florence Henning, 2nd Phil Kolodychuk. Carried.

Note: this can be though local library etc.

b. A meeting report must be submitted to John with all expense claims. A copy must be sent to the office at the same time. Each person attending the meeting on behalf of ASWC must submit a report, regardless of whether or not expenses are claimed. The preferred format is typed and e-mailed.

c. Ten days before a meeting, all completed board brief documents must be submitted to the office if you wish the Board Chair to consider for addition to the agenda. The preferred format is typed and e-mailed.

d. Seven days before each meeting, one e-mail (size permitting) will be sent out to each director to include: meeting agenda; board briefs; financial report; updates; meeting reports. Hard copies will be provided at the meeting.

e. Draft minutes will be circulated to all directors by e-mail. Minutes will be approved by the Executive within 15 days of the meeting.

f. If a director is not able to attend a meeting, he/she should read the package and contact another board member to relay his/her comments, or to present his/her board briefing.

g. All phones should be off, or at minimum on vibrate, during meetings. Only urgent calls should be taken until a break in the meeting.

Action: Kathy will research board performance measures and report back at the January 30 meeting.

Action: Staff notification to directors of producers new to our database, will include number of tags purchased. The office will send a letter to each new purchaser: introducing the ASWC; contact details for the appropriate zone director and an outline of the services offered.

Action: Effort will be made by staff and directors to reduce number of e-mails sent out, and advise actions required and by when.

Action: Amend the relevant documents in ASWC policy to reflect these decisions. Margaret

17. ASWC Committees

Motion: to leave the process for committee selection as it is now. John Haarman, 2nd Phil Kolodychuk. Defeated

Motion: To circulate a list of committees before the meeting and implement a nomination and voting process for appointment. Phil Kolodychuk, 2nd Brian Chomlak. Carried. John Haarman abstained.

Action: Committee chairs/members will write up the scope and activities of the committee during the previous year. These will be circulated to all directors so they can indicate to the office the positions they are interested in. If there are too many people for a particular committee, the board will elect a candidate.

Motion: the committee chair will prepare and submit an annual budget and board briefing for approval by the board at the August meeting. Norine Moore, 2nd Kathy Parker. Carried

Action: The committee chair is responsible for deciding if a representative will attend a particular meeting and who that representative should be, within the committee budget. ASWC may be represented by other commodity groups or industry producers/stakeholders.

Action: Create appropriate committee chair and member responsibilities and procedures for inclusion in ASWC policy. Margaret & Norine to present for board approval at April meeting.

Meeting was adjourned at 4.30pm.