

## **Minutes of the Executive Committee held by Teleconference**

**On Thursday 2 July 2009 at 8.00pm**

### **Present:**

Steve Clark, Margaret Edwards, Ian Juno, Brian Milne, Graham Keen, Alastair Bridge, Bruce Robertson (EO), Ian Manson.

**Apologies:** Ross Leigh

Brian Milne welcomed all to the meeting

Brian explained the appointment of a Chairperson for this meeting

BM was nominated to chair this meeting by ME and seconded by IJ.

Passed unanimously

## **Minutes of Meeting of 7 May 2009**

IJ moved that the minutes be recorded as being true and accurate.

Seconded by ME.

Motion passed unanimously.

## **Matters Arising**

Nil

## **Additions to the Agenda**

BM advised that we need to discuss three additional topics – R&D proposal, Oil Imports and the date for the next meeting.

### **Executive Officers Report**

BR tabled a report covering the current position re the EGM, Membership, the Annual Conference and AGM, Awards and Certification and General.

It was agreed to discuss in full all the topics in the report separately as set out in the agenda.

### **Financial**

GK advised that we need funds.

AB asked if the processors course had been profitable. GK confirmed that we would recover costs from Agmardt.

Concern was expressed at our financial position and the need to secure income from membership renewal as soon as possible and to keep our costs to a minimum.

AB advised that we need to reconcile the website data base with the computer data base- name by name and this task could take up to 12 hours. There are showing 72 subs as outstanding and this list needs to be verified and those still outstanding to be contacted.

SC suggested we should have a just one data base for membership. AB advised that we do need a data base and sub system.

IT was agreed that contacting those outstanding for subs with urgency and despatch renewal invoices as soon as possible.

AB & BR to liase on this and work to address this issue with urgency.

SC suggested that regional chairs could assist with chasing up outstanding subs in their respective regions. IM noted that this will be a hard task for some during this very busy period – BR to contact Marlborough/ Hawke's Bay and Waiheke.

AB suggested we need to review our bank statements- check for those who have paid per direct credit. GK offered to provide a list having reviewed the bank statements and forward same to BR.

GK raised the issue of the 09 Honorarium for the Chair-ME offered to discuss this with JS and advise.

IM raised the issue of our current status of the SFF. GK to revert on costs and will send email out seeking costs incurred we can claim back on.

GK advised that to accommodate our current cash requirements funds may have to be drawn down from our savings. IT was agreed that GK is to use his discretion in this regard.

## **Membership**

An up date was provided in the EO report of three new applications in June, one has been processed and payment from the other two has yet to be received so they can be processed accordingly. BR advised that these two have already been contacted regarding payment.

## **Re Extraordinary General Meeting**

BR advised that as per his report we have had no responses from Andrew Taylor to three emails sent to Andrew on this matter seeking specific items sought for discussion. BR to advise when/if any communication from Andrew comes to hand.

## **Certification Programme- 2009**

ME confirmed all members now have the protocols and procedures and the programme is ready to run.

There were 175 oils certified in 2008 and in discussion it was estimated we should receive requests for certification in 2009 of approximately 120.

IJ advised that he anticipated approximately 50 would be seeking certification from the Wairarapa region.

BR advised that we have four requests to date.

### **Awards Programme- 2009**

ME advised that in discussion with RL. Ross had called for responses to his suggestions but most felt it unwise to have increased costs at this time. It was suggested that it is best we advise that we are trying to keep costs to approximately \$200 and at this level it was felt that we could attract approximately 100 entrants to this years awards.

ME elaborated on past procedures as they related to this years awards programme.

AB suggested that if we settle on costs at \$200, then we should give a breakdown of the costs involved in reaching this figure to all members plus their poly phenol data.

ME advised that the costs of running the awards were approximately \$22k.

SC advised that he is not in favour of imposing higher costs.

BM advised that we must clearly identify all award costs and the awards must be self funding.

Considerable discussion was then held on the awards criteria, especially in regards to poly phenols..

BM thought that the extra costs of having poly phenol tests in Australia was approx NZ\$40-45 for each oil.

BM suggested that if we do send oils to Aust we charge each entrant, or we do not send any oils to Aust at all./

IM commented that he does not believe we can afford to send oils to Aust.

ME asked –do we do poly phenols in Aust and if such cost were to be subsidised it could cost approximately \$4000 and we should only do the testing if we can attract and secure a sponsor for this programme.

It was agreed that we can make a decision on this in September.

BM to update RL on this matter.

### **Annual Conference - 2009-05-13**

BR tabled his discussion paper/update on the conference.

Sponsorship.

ME advised we should still approach Peralisi – BR to action.

We should also approach Assurequality and Agmardt. BR to action.

Theme

It was agreed we need a theme for the conference and in discussion the theme of Sustainability would be appropriate for this conference.

AB agreed with this suggested them

ME suggested that we should be building our relationship with the Australian Olive Assn and to this end we should invite Paul Millar to attend and address our conference. It was agreed we should research this suggestion.

IM asked if we need to have a conference this year and believed that support for the conference will be down this year and perhaps we should downsize the conference to 1.5 days . ME supported this idea suggesting delegates could arrive early Sat morning , with conference/ AGM covering the balance of Saturday and half of Sunday.

BM agreed we need an appealing them to attract delegates.

It was discussed and agreed the theme of 'Sustainability' is an appropriate theme for our forthcoming conference taking into consideration current market and economic climates, with the conference/AGM to be covered in 1.5 days.

BM suggested that 3 from the executive should assist BR and IJ in developing a programme for the conference – ME , AB and SC kindly offered to assist.

SC also suggested we need to include a marketing component in the conference: e.g. The Nelson Group and /or the I Love group.

It was agreed the group will compose a draft plan for the conference covering the theme , suggested speakers etc and have same for circulation to the executive on 16 July.

### **Governance.**

BM complimented SC on the web site .

BR explained the various dates required for calling for nominations for President, executives . Remits etc

Discussion was held on the need to ensure we have established contact with people willing/able to stand for election to the executive.

### **General Business**

1. BM sought comments on the R&D proposal from Massey University. ME commented on the proposal and whilst it has considerable merit we cannot afford to take on additional research at present. All agreed with these comments. It was agreed we should continue with our current SF funded programme.
2. Oil Imports – BM commented that the import volumes of oil into NZ are quite enlightening and confirms the need of our NZ industry to focus on producing high quality world class EVOO.
3. BM confirmed he would be able/willing to chair the forthcoming AGM . BM also confirmed his willingness to chair our next meeting before departing for overseas.

4. BR tabled an email request from Tony Casey on Behalf of the Hawke's bay branch of ONZ seeking \$1000 in support of the forthcoming Olive Oil Festival in September. In discussing this request, it was agreed that whilst the project is a worthy one, we are unable to assist this year.
5. GK tabled a motion that in view of our current financial situation we should reluctantly discontinue supporting any requests for promotional support at present. The motion was seconded by IJ and passed unanimously. BR to advise Tony of our response.

The Next meeting is to be held per teleconference at 8pm on Thursday 6 August at 8pm

There was no further business.

The meeting closed at 9.45 pm.