

Minutes of the ONZ Executive Meeting

14 November 2009

Dakota Room Sudima Hotel

Christchurch

Present:

Andrew Taylor President

John Arthur Vice President

Graham Keen Treasurer

Chris Moore Elected Member

Steve Clark Elected Member

Ross Leigh Elected Member

Ian Juno Regional Chair Wairarapa

David Walshaw Regional Chair Kapiti

Apologies:

Roger Armstrong Regional Chair Nelson

Welcome

The meeting commenced at 10.30 am, and Andrew welcomed everyone.

Item 1 Apologies

1. Apology from Roger Armstrong.

Item 2 Minutes of the Previous Meeting

2. Noted that the last published minutes were for 2 July 2009. These were approved by the meeting.
3. Noted that there had been an Executive Committee meeting on 2 September 2009.

Action Point: Andrew Taylor to liaise with Bruce Robertson for the 2 September minutes.

Item 3 Matters Arising

Membership

4. Paid up membership to date are 244. Prior to the conference this figure was 184. As an industry going forward there is a need to raise membership to over 300 and to new members.
5. There is a need to follow by region on unpaid subscriptions.

Action Point: Bruce Robertson to provide Regional Chairs with details of unpaid subscriptions for them to follow up.

Certification Update

6. Ross Leigh advised that xx oils have been certified in the last round; these being the last for the year.
7. After discussion it was agreed that the list of certified oils be listed on the web site to allow members and customers to check the certification of oils on sale on the market.

Action Point: Bruce Robertson to provide Steve Clark with the list of Certified EVOO Oils for publication on the Olives NZ web site.

Item 4 Financials

8. Item introduced by Graham Keen.
9. At the end of October funds were \$118,000. This includes an invoice to the Hotel Intercontinental for \$19,612.
- 10.
11. Accounts are still to be received for:
 - a. Landcare
 - b. Ross Leigh - Costs for judges.
12. Accounts have been received for:
 - a. Carolyn Saunders
 - b. Paul Miller – airfares and accommodation.
 - c. Margaret Edwards - gratuities
 - d. Richard Gall.
13. The meeting noted that there had been emails between the Hotel and the Executive Officer over numbers, but the Hotel were not prepared to drop from 120 down to the numbers attending.

Action Points:

- a. All vouchers etc. supporting all accounts for the conference are to be provided to the Treasurer.

Horticultural New Zealand Fee

14. Andrew asked for clarification of what was provided by Horticultural New Zealand for the \$10,000 they were paid by Olives NZ.
15. Decision was to check the files and then follow up with Horticultural New Zealand.

Certification Expenses

16. The difference in figures was questioned. Graham advised that 2008 was a catch up on the previous years
17. By the end of July costs from Hort Research were \$4145. There could still be more to come.
18. The figure in the budget of \$12,000 does not allow for an increase in oils for certification.

Processors Course

19. Noted that income was \$6,000 with costs of \$7,000 in 2009. Also noted that the course needs to break even at a minimum. Olives NZ is committed to running a course in 2010.

Executive Officer Costs

20. Noted that the separate line items in the budget could be amalgamated to include fees, costs, phone, and internet.
21. Costs for 2009 are increased which covers storage for \$180 per month for EO records plus additional mileage costs.
22. Increase in Phone and Internet for 2009 due to teleconference calls monthly by the previous Executive Committee.

Executive Committee Costs

23. Item introduced by David Walshaw. Graham Keen to advise at the next meeting.

Budget Draft

24. Noted that the Budget tabled is only a draft and will require further input by the sub-committees before it is finalized. Recognise that the current draft budget has negative bottom line and all efforts are to be made to bring it into the positive.
25. If it was not for the \$22,000 for the SFF the budget would be in the positive.
26. Moved by Johan Arthur that the financials to 31 October 2009 be accepted. Seconded by Chris Moore. Carried.

Item 5 Conference 2009

27. Noted that this conference ran at a loss for the second time.
28. Noted that Wellington venue for the second year running at future conferences to be held in the regions. Action on the Conference Sub-Committee.
29. As a result of issues of numbers to be paid for, Hotel Intercontinental advised that they had lost our custom as a result.

Item 6 Olives NZ What Does it Stand For

30. Item introduced by David Walshaw.
31. This item raised to seek clarification on the mission, vision, and the strategic plan.
32. Noted that the web version of the Strategic Plan still has draft on it and that this needs to be removed. Action: Steve Clark.

Item 7 New Executive Officer

33. Item introduced by Andrew Taylor.
34. Noted that a letter of resignation has been received from Bruce Robertson and he has received a letter from ONZ[1].
35. President has met with Bruce and requested he provide the following:
 - a. Outline of the transition of the position from Alistair Bridge to himself last year,
 - b. role of the Executive Officer going forward.
36. Bruce has offered to continue in the role until a replacement is recruited.
37. The meeting discussed the role going forward. It was agreed that the role requires a competent administrator with a finance background.
38. The role clearly is:
 - a. First - Administration in support of the members;
 - b. Secondly – Provide support and information to the Executive on all aspects of the organisation.
39. The Executive members need to take responsibility for developing the industry. – a plan.
40. Action Plan:
 - a. Sub Committee to be Andrew Taylor, Ian Juno, Chris Moore,.
 - b. Review Job Description and circulate – Ian Juno (20 November 2009).
 - c. Advertise and short list – Members to shoulder tap those who might be interested.
 - i. Andrew – Contact Hawkes Bay person who was short listed previously.

- ii. Ian – contact Greytown candidate
- iii. All – identify any other possible candidates.

Item 8 Action Plan 2009-10

41. The Action Plan was reviewed and the following sub committees discussed:

- a. Executive Officer Role – Andrew Taylor, Chris Moore, Ian Juno.
 - i. Ian to provide Revised Job Description to Andrew and Chris by 23 November.
- b. ONZ Awards/ Certification Process – Ross Leigh, Steve Clark, David Walshaw.
 - i. Noted to plan the panel early,
 - ii. Ensure panelists are not involved with oils being certified.
 - iii. Procedure to be reviewed before 2010 certification.
 - iv. Noted that look at the process should look into panels to separately certify intense, medium, and delicate oils.
 - v. Noted that the Australian procedure for sensory panel designed to identify defects, whereas the awards are focused on quality.
 - vi. Noted Ross Leigh has drafted a new procedure which will be circulated.
- c. SFF – Ross Leigh, John Arthur, Steve Clark, Graham Keen and Andrew Taylor.
 - i. An application was submitted in October but with no commitment.
 - ii. Included “in-kind” contribution of NIR testing and fruit.
 - iii. Consideration to sourcing sponsorship to assist with the funding requirements.
 - iv. To be considered at future meetings
 - v. Application to be circulated to committee members.
 - vi. Noted that the research is at “arms length”, the maturity index covers the period February to June
 - vii. Noted judging is still in its infancy and there are a significant
 - viii. Action Point - ONZ to assess viability of blending courses for members.
- d. Communications – noted that there is a need to improve the process between members and the Executive. Executive members to attend more Branch activities. Andrew invited to attend Marlborough Christmas function. Chris Moore to advise his availability to attend, and whether Roger Armstrong is available to attend.

- e. Website/Newsletter – Lead Steve Clark. Steve to manage for the next 12 months. Need to identify an alternative to takeover the role. Consider member outside of the Executive. Steve noted that the issue is obtaining content for the newsletter. In the interim Ian Juno offered to assist. Action: to find a member outside the Executive to assist.
- f. ONZ Constitution – It was agreed that this needs to be reviewed. It requires someone outside the Executive with a possible legal background who can suggest/make recommendations for any amendments changes. Lead Andrew Taylor.
- g. Certification – Lead Ross Leigh with David Walsahw and John Arthur..
- i. Ross advised he would provide a report on ideas he had formulated to improved the process.
 - ii. Noted need to retain the IOC panel and Plant and Food are the best to manage the process.
 - iii. Questioned whether growers need to provide bottles of oil.
 - iv. Discussed fees and thoughts on innovative ways to manage for the future.
 - v. Not all certification results have been received. Action: Steve Clark to liaise with Bruce Robertson to have 2009 Certification records sent to growers who have not received them.
 - vi. John Arthur suggested we also need to look at how AOA does their Certification. They include further 1-2 tests to check for adulteration.
 - vii. Export Certification – These require additional tests with costs circa \$1600 per oil.
 - viii. ONZ needs to re-visit the Red Sticker, what it stands for etc. etc.
- h. Membership – Current is 244. All Regions need to follow up with those who have not paid, as to why not etc. Membership goal is 300+.Constitutional review needs to be tied in with membership.
- i. Food Safety – Food safety is part of promotion. Growers need to understand their responsibility. This also includes Health and Safety. ONZ needs to develop a process of registration for Food Safety. Potential people in other regions who may be able to assist – Roger Armstrong, Ed Scott.
- j. Liaison with AOA – Paul Miller is anxious to maintain the link between the two organisations. Andrew to follow up.
- k. ONZ Conference – In future agreed MUST be Regional. Content and them needs to be decided by March 2010 at latest. Suggested AGM be held at the start. Look to include workshops (blending, tasting, pre-processor, fruit processing. Consider having the press invited to showcase.
- l. Processors Course – Noted need to run one for 2010. Needs to be 3 days for processors with options for growers to attend. Also to look at blending as part of the course.

- m. Strategic Plan – Chris Moore to take the lead on a review.
- n. Commodity Levy – Must be linked to certification. Equity issues around voting rights were discussed, no decisions. Greater consultation needs to be undertaken. Lead John Arthur.
- o. Membership Database – There needs to be one common database, which can also be used for automatic invoicing etc. Noted need to build in fields for number of trees and production figures to provide statistical data going forward. Suggested create a forum off the web to encourage discussion and to gather ideas. Possibly a wiki. Steve Clark to follow up with Netlist on options.
- p. Sponsorship – Lead Chris Moore. Possible sponsors to date are:
 - i. Peralisi, - 3 years,
 - ii. Norwoods – 3 years,
 - iii. PGG Wirghtsons,
 - iv. Farmlands/FMG,
 - v. Allendale Products,
 - vi. Arthur Holmes (Bottles)
 - vii. Mantisssa.
 - viii. Chris to obtain list from Bruce Robertson.

Item 9 Communications

42. Topic discussed. Agreed President and members to make the most of Regional Field Days to mix and mingle. Look at using Netlist Server to push out communications items, newsletter etc. Communications need s to be proactive.

Item 10 Meeting Dates and Critical Dates

43. January February 2010 – Executive face to face meeting in Auckland 9 am start. Suggested weekend of February 15. Ross Leigh to advise venue and then Executive Members to take the opportunity for discounted airfares.

44. Combined Executive/Regional Chairs meeting weekend 27 March; hosted by Canterbury. Host Branch to look at arranging billets.

45. Processors Course – April 2010 latest.

46. Conference 2010 – Weekend 9 October.

Item 11 General Business

Death of Sir Don Bevan

47. Item introduced by Chris Moore.

48. The meeting noted the passing of Sir Don Bevan who will be sorely missed by the industry.
Moved Andrew Taylor, Seconded Toss Leigh.

49. (Ian Manson for a background).

Action Points: Andrew Taylor to contact Hans Kuiper at the Orchardist re an article and also the Olive Grower and Processor.

Remits

50. It was queried whether the AGM minutes would note which Remits would require Postal Voting. Advised that Minutes from the AGM would advise which need to go to a Postal Vote and those that should be addressed by the Executive as Action Items.

Travel Costs

51. Treasurer requested claims for travel costs to be sent as soon as possible.

52. There being no further business the meeting closed at 2.10 pm