



Executive Meeting
Saturday 20th February 2010
Coachroom, Auckland Domestic Airport, AUCKLAND

Meeting Opened 8:45AM

Apologies

1. David Walshaw
2. Apologies for lateness Roger Armstrong

Attendees

3. Andrew Taylor, Lesley Wilson, John Arthur, Graham Keen, Roger Armstrong, Steve Clark, Ian Juno, Ross Legh, Chris Moore.

Executive Officer Confirmation

4. Unanimously Agreed

Matters Arising from Minutes of previous meeting

5. One amendment. Figures for oils certified need to be changed
6. Andrew has spoken to Bruce re obtaining minutes of Sept meeting. Exec officer and Andrew will meet to begin transition and get minutes.
7. Membership: EO was to provide Regional Chairs with details of unpaid subscriptions; not completed
8. Certified oils on website are now under 'Market'
9. Hort Fees: Peter Silcox has provided Exec with breakdown on what HortNZ's costs are for \$10,000. ONZ Exec require more detail.
10. Website Newsletter. Exec agreed that outside assistance. Steve to liase with new exec officer.
11. Certification: not all growers have received their cert.
12. ONZ constitution: Andrew has spoken to Ron Lydgard re: reviewing constitution. Andrew recommends ONZ move forward Ron on looking at constitution. Initial comments from Ron were that he wants to get an idea of where it wants to go 3-5 year vision.

Moved: Ross
 Seconded: Steve

	<p>13. Liaison with AOA. Paul Miller still overseas. AOA Exec officer only just back to work</p> <p>14. Membership Database: Netlist have set programme so ONZ can print off invoices.</p> <p>15. Need to make sure database is up to date at handover.</p> <p>16. Sponsorship: Chris has the file; given to new EO</p> <p>17. Critical Date: Exec and Regional Chair meeting 27th of March. Canterbury region plan to have expo and field day.</p> <p>18. Minutes: Lesley to write to Canterbury branch confirming date and requesting the region host the meeting. May have to change decision when we review the financials.</p> <p>19. Death of Sir Don Bevan. Andrew has talked to Hans Kuiper and he is keen to do something in the orchardist.</p> <p>Action Points</p> <ul style="list-style-type: none"> a. Exec officer and Andrew will meet to begin transition and get minutes. b. EO to follow-up with Regional Chairs the issue of unpaid subscriptions c. Andrew to get more detail from Hort NZ regarding the breakdown of services for fees paid d. Steve to liaise with EO regarding website development e. EO to follow-up oil certifications. Make sure everyone has received their certificates. f. Andrew to speak with Ron Lydgard re development of the constitution. g. EO to write to Canterbury region confirming date for next meeting and requesting that the region hosts this meeting. h. Andrew to speak with Hans Kuiper regarding article in Orchardist commemorating Sir Don Bevan. 	
Incoming Correspondence		
Out Going Correspondence		

<p>AGM – Remits</p>	<p>20. Typos Gillian not Jillian and Lowe not Love.</p> <p>21. Exec happy to remove names from minutes and use ‘member’ or ‘question from the floor’.</p> <p>22. Ian to send minutes to Steve for website after amendments.</p> <p>23. Otago remit: Incoming Exec to reword the remit and put to postal vote.</p> <p>24. Point 29 Resolution. Sub committee with go back to Exec with review of levy.</p> <p>25. For the coming newsletter Lesley, Andrew Steve will review the remits to the annual conference and add update in the newsletter</p> <p>26. Point 40:Resolution Exec and Regional Chair meeting needs to be considered following discussion around finances.</p> <p>27. Point of Order: no mover and seconder for Resolution</p> <p>28. Point 51: ONZ affiliation of Waiheke and Olivetti: Incoming exec to consider</p> <p>29. Exec. confirmed the minutes</p> <p>30. Ian will edit the minutes</p> <p>31. Steve to put them on the website</p> <p>Action Points</p> <ul style="list-style-type: none"> a. Ian to send AGM minutes to Steve for website b. Andrew, Lesley and Steve to review remits to annual conference and update in the newsletter 	<p>Andrew move ? Seconded</p>
<p>Financial Report & Update</p>	<p>32. Graham tabled Budget (Actuals and Estimates) as at 31 January 2010</p> <p>33. Funds running low.</p> <p>34. SFF have already been paid \$45K with \$22 still to go.</p> <p>35. AGM/conferences has run at substantial loss in the past</p> <p>36. Graham to check to see if Agmardt has paid in full.Still a balance to come 40-60%</p> <p>37. Exec queried if AgMardt had approved any sponsorship.</p>	

	<p>38. Plant and Food: Andrew to meet with Declan re costs of oil certification.</p> <p>39. Processors course.</p> <ul style="list-style-type: none"> a. 17-18 April is date set for processors course. Must budget for a profit. Exec expects the course to break-even. Sub committee aware of budgeting issues and will work through it. Members and non-members to have a significant cost differential <p>40. Cost of Exec Meetings</p> <ul style="list-style-type: none"> a. Last meeting cost \$2275.95 dollars. b. Christchurch will be substantially more. Billet people out to save costs. <p style="text-align: right;">Graham Moved John second Unanimous</p> <p>41. John tabled costs and shows ONZ annual shortfall of \$38900. This prompted discussion around the following issues</p> <ul style="list-style-type: none"> a. Food Safety template: Availability, costs, and ongoing costs need further explanation. Will go into the newsletter. b. Review Database esp. with regards to Olive Grower. Concerns over distribution <p>42. Quick review of budget shows that the organisation can drop \$15K of expenditure. Need 90K to run the organisation at present</p> <p>43. Massey University have approached ONZ and private growers to fund research in phenolics. ONZ unable to fund at present. Growers are prepared to fund this. The IP will remain with funders for two year after which it is available to ONZ members</p> <p>44. Exec strongly support this research being under taken</p> <p>45. Income from market page to be developed. Lesley to liaise with Steve.</p> <p>46. Current Subscriptions: 252 members.</p> <p>47. Lesley to put together membership drive strategy noting the benefits are</p> <ul style="list-style-type: none"> a. Access to HortNZ b. Information 	
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	<ul style="list-style-type: none"> c. Courses d. Website e. Magazine f. Technical field days g. Certification h. Awards i. Events j. Networking <p>48. Lesley to put plan together re \$40K shortfall.</p> <p>49. John proposed that the Membership fees in by 10% on 1 April 2010. Excluding Entrance fee of \$40</p> <p style="text-align: right;">Ian seconded.</p> <p>50. HortNZ Fee</p> <ul style="list-style-type: none"> a. Graham asked that Lesley write to HortNZ to explain our current financial situation and ask for <ul style="list-style-type: none"> i. Rent free year or ii. Reduced Fee pushed back 6 months <p>Action Points</p> <ul style="list-style-type: none"> b. Andrew to check with ex-EO if AgMardt had approved any funding for this financial year c. Andrew to meet with Declan from Plant and Food regarding certification costs d. EO and Steve to work through sponsorship programme for Market Page of website e. EO to put together strategy for increasing membership and sponsorship aiming to cover the \$40K shortfall in funds. f. EO to write to HortNZ re: fees holiday/reduction 	
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Executive Officers Report	51. Tabled and membership numbers were noted.	
Executive Officer – Applications		
Conference & AGM 2010	<p>52. That the conference be in Hawke’s Bay</p> <p style="text-align: right;">Chris moved Roger seconded.</p> <p>53. Date set for October 8th & 9th</p> <p>54. Content. Technical flavour. Has been mentioned in the past that more work needs to be done on blending.</p> <p>55. Need to sort out a timetable, theme.</p> <p>56. Preliminary information to go out in next newsletter.</p> <p>57. Ian to work on overall plan</p> <p>58. Lesley to put together budget.</p> <p>59. Aim for minimum of \$10k profit from conference inclusive of sponsorship</p> <p>Action Plan</p> <p style="padding-left: 40px;">a. Ian to work on overall plan/timetable for conference AGM</p> <p style="padding-left: 40px;">b. EO to put together budget for conference</p>	
Processors Course 2010	<p>60. 17th & 18th of April 2010 Course to be held at Village Press</p> <p>61. It will be a training course not just a processors course.</p> <p>62. Topics could include</p> <ul style="list-style-type: none"> a. Grove management b. Harvesting c. Food Safety 	

	<ul style="list-style-type: none"> d. Cleaning e. Facility f. Waste Management inc waste analysis g. Storage Facilities h. Blending i. Certification process and why we have it j. Bottling and labelling. <p>63. Newsletter to inform people of when and where.</p> <p>64. Held at Sileni.</p> <p>65. Need to sort out costs that will be attributed to the course and fee that will be charged. Sponsorship to be looked at.</p> <p>Action Points</p> <ul style="list-style-type: none"> a. Newsletter to highlight Processors Course. Date, venue and content b. Fees to be attributed 	
EVOO Awards 2010	<p>66. There will be a change to the process by which the oils are tasted. This is in an effort to try to eliminate natural human bias. Will also treat the oils more fairly</p> <p>67. Awards are a recognition of comparison and marketability.</p> <p>68. Exec held discussion around suitable judges and scrutineers.</p> <p>69. Want to work towards promotion to come off the awards.</p>	
Food Safety Paper	<p>70. John. Want processors to be food safety orientated. Industry needs more traceability, processors need to be certified, certified olive oils should only come from certified plants.</p> <p>71. Haacp is going to be enforced by 2013. ONZ need to develop education programme to inform growers of changes and reasons for change</p> <p>72. ONZ accredited oil will be encouraged to come from registered processing facility. As an industry initiative by 2011 will need the processing facilities to have a Food Safety Plan. Pre-</p>	

	<p>empting New Zealand Government regulations 2013.</p> <p>73. 35 processing plants nationwide. One third either have registered food safety plans or are in the process of achieving that status.</p> <p>74. Olives New Zealand to look at the possibility to bulk order of audit processes</p> <p>75. Need to run sales and education programme to members. Andrew and Lesley</p> <p>Action Points</p> <p>a. EO to put together sales and education programme for Food Safety Plan</p> <p>b. EO to look into possibility of 'bulk ordering' audits</p>	
Certification Paper	<p>76. Exec agreed that ONZ need to understand what Australia are going to do with regards to certification</p> <p>77. ONZ have reviewed the certification process and there will be no change for 2010</p> <p>78. Draft Paper been sent to everyone.</p> <p>79. It was noted that certification is not an export certificate, only recognised in New Zealand.</p> <p>80. Certification = promotion and education and value.</p> <p>81. That ONZ will look at acting as liaison between AOA.</p> <p>82. John to send Lesley email re Certification notes, for this newsletter.</p> <p>83. Promotion: Education process on Red Dot for consumer.</p> <p>84. Need focus on target audience.</p> <p>85. Grill magazine keen to do an article. Steve to give Lesley the contact person.</p> <p>Action Points</p> <p>a. John to send EO draft Certification notes to be edited for newsletter</p>	
Sponsorship	<p>86. Chris: Has folder from Bruce.</p> <p>87. No sponsorship obtained recently. March meeting there will be proposals put forward.</p>	

<p>Commodity Levy</p>	<p>88. David W has written a paper and sent to everyone.</p> <p>89. Exec agreed that it would be better to discuss this paper at next regional chair meeting. But the following points were made.</p> <ul style="list-style-type: none"> a. Note that expenditure focus is too narrow. b. Graham has concerns around collection of the levy money. Thinks that the processor should collect along a GST basis. Add another line to grower invoice. c. Andrew worried that if oil pays certification and it fails. <ul style="list-style-type: none"> i. Exec agreed that if that happens then the Levy can be refunded via ONZ. <p>90. Levy has to be based on either litres of oil OR tonnes of fruit; can't have both under the commodities act.</p> <p>91. Discussion deferred.</p> <p>92. Paper to be tabled at next meeting on March 27th for more indepth discussion.</p> <p>93. Exec officer will need to pass paper onto regional chairs after discussion with John & David and EO</p>	
<p>Membership</p>	<p>94. Action Point: Ross to send EO information on ONZ Norhtland branch/chair. Will use Canterbury template until ONZ constitution in updated.</p>	
<p>General Business</p>	<p>95. E-mail from HortNZ: reminding product group meeting April 15th 9:30 -4pm</p> <p>96. HortNZ sent information on Governance Training Meeting: Cost \$500. ONZ will decline but thank them for opportunity</p> <p>97. E-mail From Ian Manson: SFF & ONZ project.</p> <p>98. Discussion around improving communications between members of the exec and from exec to growers.</p> <p>99. Exec subcommittee needs to report at the exec meeting.</p>	

	<p>100. Andrew to be replying back to Ian Manson re discussions.</p> <p>101. Email EO for what arrangements need to be made for meeting on 27th</p> <p>Action Points</p> <p>a. EO to write to HortNZ and decline and thank for opportunity to attend Governance Training Meeting</p>	
Next Meeting	<p>102. Next Meeting March 27th</p> <p>103. Subsequent Meeting programmed for May. Andrew and Lesley to work out how .</p> <p>104. Organisational Matters.</p> <p>a. EO signature and Visa ASB. Take ID. Fill out forms Internet banking.</p> <p>105. Strategic Plan: Lot of information. Has been sent out to all members. Still needs more work.</p> <p>106. Proposed that strategic plan for 3 years and have an annual plan working alongside.</p> <p>107. Use standard Agenda that mimics ONZ business plan. General business to be notified in advance. Subcommittee reports to be EO. Regional co-ordinator to find out hot topics.</p>	
Meeting Closed	2:15	