**West Shires Alpaca Group**

Committee Meeting

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| **Date** | 21-Nov-2018 (3) |
| **Location** | Pure Alpacas |
| **Attendees** | Iain Sharp, Anne Cheston, Jay Holland, Roger Mount (T), Julia Berry, Harry Edwards (T), |
| **Apologies** | Pauline Key, |

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| **AGM** | | **Action** | **Due Date** |
| 1.1 | *26-Sep-18 - Membership list includes attendees at AGM.*  *25-Jul-18 - Those that attended the AGM were asked to forward ‘recollections’ to enable minutes to be constructed.*  *GDPR was discussed at the AGM. At the moment the database indicates that everyone has agreed for their details to be held but there is no evidence. It could be assumed that, as a member of a group, you automatically opt in and if you don’t wish your details to be held you need to opt out.*  *Treasurer resigned and Iain was voted onto the committee as treasurer.*  *Possible events were discussed. Iain suggested grass husbandry and was tasked to research.*  *Date for AGM to be fixed earlier. It was suggested that it be held in late February.*  *Attendance: Dukes, (ask Trish who else was there)*  *May statement to be used as financial statement for AGM.* |  |  |
| 1.2 | 21-Nov-18 – Draft available – to be circulated for comment  *26-Sep-18 - Iain to construct.*  *25-Jul-18 - Minutes. To be constructed from details remembered.* | IS 2/1 |  |
| 1.3 | 21-Nov-18- No progress yet.  Charter – Iain/Julia to review and propose changes. | IS/JB 2/2 |  |
| 1.4 | 21-Nov-18 – MacArthur Barstow & Gibbs are happy to represent their talk after the AGM.  *AGM – Date end Feb – Sunday 24th. To be held at Abberley Village Hall. IS to book. Vets talk from MacArthur Barstow and Gibbs suggested as a supplement to AGM. IS to contact to see if they are willing* | IS 2/3 | Complete |

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| **Financial Update** | | **Action** | **Due Date** |
| 2.1 | *26-Sep-18 - Statements have been provided to Iain*  *25-Jul-18* - *Roger has statements for purchases of sashes – to be forwarded to Iain.*  *Currently £6223 in the account. Further expenses need to be paid out and some income is still expected from Libby.*  *Iain still waiting for bank to confirm his access to accounts etc.*  *Need to agree amount to be paid to 3C’s – (income will be £4028 plus sponsorship less expenses of around £1000) agreed it should be £1250 minimum and if possible a bit more once the figures are finalised.* | RM 1/1 | Complete |
| 2.2 | Current statements will be circulated. | IS 3/1 |  |

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| **Midland Championship** | | **Action** | **Due Date** |
| 3.1 | *26-Sep-18 - Roger has organised rosettes and sashes. Supreme champion Huacaya cup needs to be returned– Roger to call last year’s winner.*  *25-Jul-18 – Halter show rosettes (£2.20 each) and sashes will need to be estimated based on what was left from last year’s show.* | RM 1/2  RM 2/4 | Complete  Complete |
| 3.2 | *26-Sep-18 - Roger to follow up again to see if there is a skip hire company. Jay suggested builder’s bags to be dragged onto a trailer to take up to a midden. As a fall back AB to bring quad and poo hover on the trailer. Snow type shovels would be helpful to help clear up.*  *25-Jul-18 – Need to decide a better process for dealing with ‘waste’. Most skips won’t take animal waste. Roger to contact Budget Skips again or to see if they know someone else in the Malvern area. Alternatively we need to find a trailer and builders bags or a poo hover to make the process easier.* | RM 1/3 | Complete |
| 3.3 | *26-Sep-18 - Catering can be provided from 3C’s listed supplier – bacon baps, jacket potato, etc. They will charge flat rate of £300 to cover their costs because of the small numbers of potential customers. Agreed we would go ahead. Need to inform everyone that catering will be provided as part of the instruction/number* packs.  *25-Jul-18 – Catering. There was none last year but people would like something. 3C’s only allow approved vendors. They are to be contacted, but there are only 40 – 50 people in attendance so it may not be worth there while.* | IS 1/4 | 8-Aug-18 |
| 3.4 | *26- Nov-18 - Customs costs on sashes and catalogue (£140-150) costs to be forwarded to Iain.* | RM 2/5 | Complete |
| 3.5 | *26-Sep-18 - Entries for the show should net around £4000 minus grassroots cut so £3500. Sponsorship is around £1200.* |  |  |
| 3.6 | *26-Sep-18 - Iain discussing sponsorship with MacArthur Barstow and Gibbs. They agreed to sponsor after all sponsorship was taken. Iain to discuss deferring to 3C’s next year.* | IS 2/6 | Complete |
| 3.7 | *26-Sep-18 - Volunteers required – need pen set up on afternoon before competitors arrive x4. Ring steward (Iain), gate steward, collecting stewards x2-4, recording x2, 2x inspection teams x2. Inspection teams need to be available Friday evening and early Saturday morning (checking withdrawals, colour) Jay to send job sheets to JB. Need someone on site overnight - ?Gary Naish.* | JH 2/7 | Complete |
| 3.8 | *2 –Sep-18 - Numbers for animals need to be organised. Little triangular numbers around animal’s neck on a lanyard are preferred but they can flip around and reveal names etc. if added on the reverse and are more difficult to read. It was agreed we would use the big numbers and tie ribbon – JH to organise.* | JH 2/8 | Complete |
| 3.9 | *26-Sep-18 - Need to decide on numbers of tables and chairs (3 tables for recording, 20 chairs, 3 round tables to sit at with one for judges) from 3C’s – IS to organise* | IS 2/9 | Complete |
| 3.10 | *26-Sep-18 - Need to order bails of Ecobed. IS to order 75 bails. £520* | IS 2/10 | Complete |
| 3.11 | *26-Sep-18 - Need to book 3C’s liaison officer, must be present until after everyone gone and can only be booked in 4 hour slots. IS to organise* | IS 2/11 | Complete |
| 3.12 | *26-Sep-18 Crowd barriers for rings will need to be requested from 3C’s. JH has fake grass for show ring. JH has gaffer tap to stick down grass.* | IS 2/12 | Complete |
| 3.13 | *26-Sep-18 - A meeting will be needed to stuff envelopes with numbers, passes etc. to be sent out to exhibitors. To be organised for mid-October once all contents available. Envelopes to be purchased.* | AC 2/13 | Complete |
| 3.14 | *26-Sep-18 - Exhibitor instructions found. JH to amend and forward to all others. They will then be included in envelopes going to all exhibitors.* | JH 2/14 | Complete |
| 3.15 | *26-Sep-18 - Radio mic to be purchased for the group.* | IS 2/15 | Complete |
| 3.16 | *26-Sep-18 - BAS Show Organisers Handbook to be found on website and preliminary checklist of show set up tasks to be composed.* | JB 2/16 | Complete |
| 3.17 | Results – JH and JB to clarify how the results spreadsheet should be completed for animals that were not presented extra classes. Completed spreadsheet to be sent to Libby. Should be up within a day or two. | JH/JB 3/2 |  |
| 3.18 | In general the show seemed to be well received by all attendees. There was a lot of positive feedback at the end – how good/how slick the show was. More time is needed to thank sponsors/volunteers etc. consider moving this to the beginning as everyone wants to leave at the end. Best of British – need to be clearer about what qualifies. |  |  |
| 3.19 | Dates for the shows next year need to be finalised. It was agreed the Midland Show would be 9th November. JH to send dates to Duncan for next year. Will decide which judges in February prior to the AGM. | JH 3/3 |  |
| 3.20 | It was agreed the Midlands show should remain one day. We can cope with the 150 animals provided we don’t have an apprentice judge. |  |  |
| 3.21 | We could have had one pallet less of bedding this year. It was agreed that we need to look at the number of exhibitors before ordering the bedding – we could have less if the same number of exhibitors. |  |  |
| 3.22 | Catering needs to cater for more requirements – gluten intolerant/veggie etc. The suppliers were slow to get started. To be discussed when booking the caterers for next year. |  |  |
| 3.23 | With regard to waste and clear up we need two skips for 150 animals and we need to hire a sweeper to help with clean up. |  |  |
| 3.24 | Gate opening times need to be emphasised – exhibitors turned up early and late without letting anyone know. Set up took 3 – 4 hrs. So if we start at 10 should be finished by 2 so we could let the gates be opened at 3. |  |  |
| 3.25 | Gate man got the date wrong – 3C’s did not charge. |  |  |
| 3.26 | Collection stewards list was proposed to avoid updating numerous catalogues. The list can initially be created from the catalogue taking the class, animal number, animal name and breeder. As updates are required the list can be amended. Once all changes have been made the list can be printed. It was agreed that this method would be tried for the next show. |  |  |

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| **3Cs Planning** | | **Action** | **Due Date** |
| 4.1 | It was agreed that we would keep the same format as 2018 - Fleece Show on Friday, Huacaya Classes on Saturday, Suri Classes on Sunday. It was suggested that we promote the Suri classes on a separate day as the numbers make it one of the biggest Suri competitions other than the National. Does make penning interesting. Careful consideration will need to be given to the penning plan for exhibitors who only have Suri’s that will arrive on the Saturday evening. |  |  |
| 4.2 | Suggested that we have a bigger tent (140x80), this will be confirmed at 3Cs Fur and Feather meeting. The extra space will be used for fleece and craft shows and to facilitate penning. |  |  |
| 4.3 | It was agreed that we should trial a Craft Show and to include a space for the Guild to demonstrate spinning and weaving. Contact is to be made with Val, Victoria & Caroline to discuss plans and ask for input. Anne & Julia to progress. Harry has display manikins/grid walls for the craft show display. | AC/JB 3/4 |  |
| 4.4 | It would be helpful to have West Shires ‘literature’ available for people so that they can obtain further information. |  |  |

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| **Education** | | **Action** | **Due Date** |
| 5.2 | *26-Sep-18 – A husbandry course would be useful for new members. JH would be willing to host. Would be more suitable for warmer weather.*  *25-Jul-18 – It was suggested that a husbandry course, what to do with your fleece course, handling course for new owners/pet owners who need help and may not be members of BAS would be useful.* |  |  |
| 5.3 | 21-Nov-18 – It was agreed that we would progress with a series of low key discussions about fibre (collection, preparing, using etc). Anne/Julia/Jay to discuss.  *26-Sep-18 – A skirting/fibre prep course and what to do with fibre was suggested. Further details to be discussed.* | AC/JB/JH 3/5 |  |
| 5.4 | 21-Nov-18 – Costs and dates would be discussed with Claire Whitehead. The course needs deceased animals if it is not being run by Claire.  *26-Sep-18 – Neonatal Course. With a number of new members it may be useful to run the course again as it was fully subscribed last time. Cost last time was £180 for WSAG members or £250 for non-members. Currently use Claire Whitehead who has all the equipment. Agreed to pursue this.* | JH 3/6 |  |

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| **Website/Social Media/Newsletter** | | **Action** | **Due Date** |
| 6.1 | 21-Nov-18 – Website is complete and up and running. Pages/photos/etc can be updated. The site includes a shop allowing membership and renewal to be made on line. The old website points to the new site.  *26-Sep-18 - Update is in progress. Photographs and documents and reviews and information are being provided to populate the site ready for review.*  *25-Jul-18 – Roger/Jay have the details for the website. The website needs a major update. Suggestions for improvements may include allowing membership through the site. Chris at Alpaca Seller can help with updates as they host the site for us. Possibly a ‘for sale’ page. Anne to work with website with help from others.*  *There are two West Shires Alpaca Group pages on Facebook. The ‘GB’ version will be ignored.* | AC 2/17 | Complete |
| 6.2 | *26-Sep-18 - Newsletter will be prepared over the next few weeks. Profile from Roger required. Roger also offered to write a small piece about his animal with a broken leg.* | RG 2/18  RG 2/19 | Complete  Complete |
| 6.3 | A newsletter is to be produced in December to include the Midlands show, profiles from Pauline and Jay, what we are planning next and an appeal for committee members. | JB 3/7 |  |

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| **Events** | | **Action** | **Due Date** |
| **7.1** | It was suggested that we have a social evening in the second week in January. IS to progress | IS 3/8 |  |

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| **Committee Members** | | **Action** | **Due Date** |
| 8.1 | 21-Nov-18 - An appeal is to be made again in the December newsletter before approaching people directly.  *26-Sep-18 - New members are required on the committee who can play an active role. Group members to be asked if they would be interested prior to the AGM.* | JB 2/20 |  |

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| **AOB** | | **Action** | **Due Date** |
| 9.1 | It was discussed whether membership should be rolling or annual. It was agreed that we will run a rolling membership this will require a manual check to see if any memberships are due to expire and an email sent to remind members to renew their membership. |  |  |
| 9.2 | The Facebook group page is to be made a closed group for members only. | AC 3/9 |  |

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| **Next Meeting:** Wednesday 6th Feb 2019 |