

## West Shires Alpaca Group

### Committee Meeting

<b>Date</b>	16-Apr-2019 (5)
<b>Location</b>	Telephone
<b>Attendees</b>	Iain Sharp (T), Anne Cheston (T), Jay Holland (T), Roger Mount (T), Julia Berry (T)
<b>Apologies</b>	Pauline Key

<b>AGM</b>		<b>Action</b>	<b>Due Date</b>
1.1	16-Apr-19 – No progress yet – needs a few updates and definition of a quorum (possibly 3) <i>6-Feb-19 – No progress yet</i> <i>21-Nov-18- No progress yet.</i> <i>Charter – Iain/Julia to review and propose changes.</i>	IS/JB 2/2	
1.2	16-Apr-19 – Everyone contributed. <i>6-Feb-19 - Catering will be buffet style. Committee to bring plates.</i> <i>Everybody to let Anne know what they will bring (Pauline Cheese and Onion Pie)</i>	All 4/1	Complete

<b>Financial Update</b>		<b>Action</b>	<b>Due Date</b>
2.1	A reminder that everyone should put in expenses for costs incurred.		

<b>Midland Championship</b>		<b>Action</b>	<b>Due Date</b>
3.1	16-Apr-19 – No update <i>6-Feb-19 - JH to nudge Duncan/Judith Newman to get the BAS website updated for the dates and details of the shows.</i> <i>21-Nov-18 - Dates for the shows next year need to be finalised. It was agreed the Midland Show would be 9<sup>th</sup> November. JH to send dates to Duncan for next year. Will decide which judges in February prior to the AGM.</i>	JH 4/2  JH 3/3	  Complete

<b>3Cs Planning</b>		<b>Action</b>	<b>Due Date</b>
4.1	16-Apr-19 – Craft show has been advertised to guilds, national press (Alpaca World, British Fibre Art Magazine), the BAS national show, alpaca chat etc. <i>6-Feb-19 – Plans for craft show were discussed and flyer/entry forms reviewed. It was agreed that we would progress as proposed and see what response we get. Flyers to be distributed through guilds, craft magazines, shops etc. (Post meeting note: Roger mentioned trophies and we had discussed getting small glass trophies engraved for the winner of the four main categories)</i> <i>21-Nov-18 - 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 &amp; Caroline to discuss plans and ask for input. Anne &amp; Julia to progress. Harry has display manikins/grid walls for the craft show display.</i>	AC/JB 3/4	Complete
4.2	16-Apr-19 – Judges for the craft show have been found for all classes. <i>6-Feb-19 - Search for craft show judges underway. If we find local judges it may be appropriate to get them to come and judge the</i>	JB 4/3	Complete

	<i>entries prior to the 3Cs show followed by a barbecue with WSAG members.</i>		
4.3	Judging for the craft show will take place at Apple Cross on Sunday 9 <sup>th</sup> June, followed by a barbecue for members of the group. Judges will be provided with wine/flowers. Members will be invited via email and in the next newsletter	JB 5/1	
4.4	Trophies for the winners of each section in the craft show to be organised. These are likely to be small engraved glass trophies.	JB 5/2	
4.5	16-Apr-19 – IS & RM met with 3Cs. They were amenable and agreed that £750 was a bit much and have agreed that if we increase our contribution by £250 they would extend the marquee to 140x80. They also agreed if we need more room then we could use the SWAG (20x6) tent around the side or back. Currently we have 96 entries. May need clarification from Libby to split the numbers between Suri and Huacaya. <i>6-Feb-19 - When the Fur and Feather meeting is held for the 3Cs show we will try and get a larger tent – will ask for 160, may only get 140. We can indicate that we are increasing the educational aspect with the craft show, guilds etc.</i>	JH/IS 4/4	Complete
4.6	16-Apr-19 – 3Cs are happy to store the extra hurdles from SWAG. If we need them for 3Cs then they will need to come up to 3Cs and then go down for the SWAG show in September. For 3Cs we could use crowd barriers but they are likely to cost. IS to discuss with Di Davies to co-ordinate moving the hurdles before/after the SWAG show. <i>6-Feb-19 - The SWAG hurdles may be available. Need to have a conversation with 3Cs about storage before discussing with Di. (Bath and West no longer want alpacas at the show so no longer want to store the hurdles.) 3Cs may want to borrow some – we will need an inventory/condition/number.</i>	IS 5/3 IS/JH 4/5	Complete
4.7	Barbara Hetherington has agreed to judge the Suri Sunday. The decision on a judge for the Huacaya and fleece show to be confirmed after the BAS meeting on 24 <sup>th</sup> April.		
4.8	A book for the float, money spent and payments received is to be maintained during the show.	IS 5/4	
4.9	Members are to be asked if they would like to sponsor the show. Minimum sponsorship is £25 for sashes for one of the fleece colours. Sashes for one of the halter colours would be £50. Any interest should be made to Roger. Members will be asked when request for volunteers made.	JB 5/5	
4.10	Jay will acquire lanyards and triangular numbers for animals for the halter shows. Ring stewards will need to be strict in obtaining the numbers of animals and their positions before they leave the ring.	JH 5/6	
4.11	An exhibitor's letter needs to be finalised and sent out with passes. Some exhibitors with just Huacaya will need to be persuaded to leave on the Saturday to make room for the Suri's on the Sunday. Need to wait until we know final numbers.		

Privacy Policy/Membership		Action	Due Date
5.1	We need a policy as we now collect data as part of the website and shop. This needs to be appropriate for the membership.	IS/AC 5/7	
5.2	An email template for membership renewals is to be sent out if they don't join from the website. AC to prepare an example from	AC 5/8	

	the website to send round.		
5.3	Membership renewal – first email has been sent out. Another to be sent now and end of April.	JB 5/9	

Website/Social Media/Newsletter		Action	Due Date
6.1	16-Apr-19 – Newsletter was produced. <i>6-Feb-19 - A newsletter will be produced after the AGM</i>	JB 4/6	Complete
6.2	For those not using social media do we need to put any documents somewhere other than Facebook? We can remind users that they can request documents to be sent to them via email in the next newsletter.	JB 5/10	

Events		Action	Due Date
7.1	16-Apr-19 – Cotswold seeds are happy to do a Paddock Maintenance talk but cannot do it until September. Suggested it be organised for October (Snowhill Village Hall or on site at Cotswold seeds) Harper Adams do not want to support the group with a paddock maintenance talk. Potentially we could approach Hutchinsons or Cirencester.	JB(AB) 4/7	Complete
7.2	Handling Course – Victoria Barrett is to be approached to see if she would do a handling course for members.(July/August)	JH 5/11	
7.3	Basic Husbandry to be run by Jay et al but held at Apple Cross Alpacas or Abberley Alpacas- September	JH/JB/IS/AC 5/12	
7.4	Breeding Decisions – February 2020 to use groups of animals from both Snowhill and Pure. It can be held at either venue.	JH/RM 5/13	
7.5	Mock Show – to be organised for next year.		

Fibre Analysis Co-operative		Action	Due Date
8.1	The number is now up to 187 samples with Harry Edwards still to advise on numbers so it looks as if we can achieve the numbers for the discounts. Instructions to be sent out to all for samples to be collected and sent to Apple Cross first week in May.	JB 5/14	

AOB		Action	Due Date
9.3	16-Apr-19 – Iain to set up the email reply for JB <i>6-Feb-19 - Instructions are to be sent for replying to emails that originate from the 'info@wsag.org.uk' address.</i>	AC/IS 4/8	
9.4	16-Apr-19 – IS has sent in a form to Lloyds – awaiting information. <i>6-Feb-19 - It would be useful for the secretary to have a view on finances in order to check whether payments have been made.</i>	IS 4/9	
9.5	16-Apr-19 – Done for latest events. <i>6-Feb-19 - It was suggested that we use name stickers at events to help everyone 'put a name to a face'. A role of labels to be purchased.</i>	AC 4/10	Complete

<b>Next Meeting:</b> 14 <sup>th</sup> May – Apple Cross
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