

## West Shires Alpaca Group


### Committee Meeting

<b>Date</b>	13-May-2019 (6)
<b>Location</b>	Apple Cross, Bannals Lane, Stoke Bliss
<b>Attendees</b>	Iain Sharp, Anne Cheston, Roger Mount (T), Julia Berry
<b>Apologies</b>	Pauline Key, Jay Holland,

AGM		Action	Due Date
1.1	<p>13-May-19 – No progress yet</p> <p>16-Apr-19 – No progress yet – needs a few updates and definition of a quorum (possibly 3)</p> <p>6-Feb-19 – No progress yet</p> <p>21-Nov-18- No progress yet.</p> <p>Charter – Iain/Julia to review and propose changes.</p>	IS/JB 2/2	

Financial Update	Action	Due Date
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Midland Championship		Action	Due Date
3.1	<p>13-May-19 – BAS website and weekly updates are still not correct in some places.</p> <p>16-Apr-19 – No update</p> <p>6-Feb-19 - JH to nudge Duncan/Judith Newman to get the BAS website updated for the dates and details of the shows.</p> <p>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.</p>	<p>JH 4/2</p> <p>JH 3/3</p>	Complete

3Cs Planning		Action	Due Date
4.1	<p>13-May-19 – Newsletter and email to go out in the next week.</p> <p>16-Apr-19 - 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</p>	JB 5/1	
4.2	<p>13-May-19 – Glass engraved trophies have been obtained, one for each section</p>  <p>16-Apr-19 - Trophies for the winners of each section in the craft show to be organised. These are likely to be small engraved glass trophies.</p>	JB 5/2	Complete
4.3	<p>13-May-19 – The haulage was too expensive to get the SWAG hurdles up for the show because of the small window of time so crowd barriers will be ordered.</p> <p>16-Apr-19 – 3Cs are happy to store the extra hurdles from SWAG. If</p>		

	<p><i>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></p> <p><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></p>	IS 5/3	Complete
	<p><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></p>	IS/JH 4/5	Complete
4.4	<p>13-May-19 – IS will purchase a receipt book ready for the show.</p> <p>16-Apr-19 - A book for the float, money spent and payments received is to be maintained during the show.</p>	IS 5/4	
4.5	<p>13-May-19 – We have received additional sponsorship this year including some from Clivewood and the usual generous sponsorship from Houghton hall. Roger to send a list to Iain. Total is around £2270.</p> <p>16-Apr-19 - 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.</p>	RM 6/1 JB 5/5	Complete
4.6	<p>13-May-19 – Jay has some numbers but thinks we will need more. It was suggested that we have an additional 100 available to cover progeny classes etc.</p> <p>16-Apr-19 - 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.</p>	JH 5/6	
4.7	Modern grey classes have been added to the schedule.		
4.8	Jo Bridge will be apprentice judge at the show. BAS has requested that we have a second apprentice judge. It was agreed that we should not have another apprentice judge.		
4.9	Display banners for the show will be required. IS has the WSAG banners and there should be some BAS banners. Jay to confirm if he has them.	JH 6/2	
4.10	It was suggested that we have a supply of Alpaca year books – AC to contact Duncan	AC 6/3	
4.11	IS to contact Richard Heath re: power, PA system etc.	IS 6/4	
4.12	Entries are still open. We currently have 126 Huacaya (limit 140) and 66 Suri (100 limit). Fleece entries are currently 59. It is expected that both Evolution and Houghton Hall will be entering more animals.		
4.13	IS to organise ordering rosettes from 3Cs, we will need an additional 16 sets for the craft show and the appropriate number for fleece and halter classes with a few extra to allow for split classes etc. Sashes have been ordered and should arrive at the beginning of June.	IS 6/5	
4.14	Cups and shields need to be returned from last year's winners. Lane House and Evolution each have one. RM to check last year's results and organise return of them especially if the winners are not coming this year.	RM 6/6	
4.15	Tables and chairs need to be ordered. It was agreed that we would		

	need 10 tables – 3 for admin, 4 for fleece, 3 for craft show and guild – it was suggested that we order 15 to give us flexibility. Chairs – 6 for craft/guild, 6 for admin, It was agreed to order 20 chairs which will give some extra. Conventional bales will be used for animal pens and public seating around the ring. It was agreed we would order 130 bales. IS to order from 3Cs	IS 6/7	
4.16	The show ring will need to be strimmed or mown. It was agreed that IS would take a small lawn mower to tidy up the surface.		
4.17	Catalogue will be finalised when entries are closed. Adverts can be added – MacArthur Barstow and Gibbs and Armitage normally have adverts.		
4.18	Exhibitors letter – letter needs to be amended to accommodate Suri only or Huacaya only entrants and when they need to arrive/leave. Also we need instructions on how to get in if you are late IS to obtain details. It was suggested that exhibitors be reminded to bring their own extension leads. JH/IS to finalise.	JH/IS 6/8	
4.19	As we have the school parties visiting on Friday it was asked if anybody would have animals present for this?		
4.20	It was agreed that it would be best to stuff envelopes for exhibitors and finalise any last minute items on the judging day for the craft show as most of us would be present (9th June).		
4.21	Given the current level of entries and the addition of the craft show and guild space may be an issue – we can borrow the SWAG tent which could be used for additional penning. This would need to be collected from SWAG and erected.		

<b>Privacy Policy/Membership</b>		<b>Action</b>	<b>Due Date</b>
5.1	13-May-19 – Iain has reviewed it and felt that it was OK. 16-Apr-19 – <i>We need a policy as we now collect data as part of the website and shop. This needs to be appropriate for the membership.</i>	IS/AC 5/7	Complete
5.2	13-May-19 – It was decided that we could remove the section about 3 <sup>rd</sup> party distribution of details. 16-Apr-19 – <i>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 the website to send round.</i>	AC 5/8	Complete
5.3	13-May-19 – There needs to be a reconciliation between the bank and membership renewals to ensure that those that have renewed have paid. 16-Apr-10 – <i>Membership renewal – first email has been sent out. Another to be sent now and end of April.</i>	IS 6/9 JB 5/9	

<b>Website/Social Media/Newsletter</b>		<b>Action</b>	<b>Due Date</b>
6.1	13-May-19 – Newsletter will be prepared and hopefully sent out next week 16-Apr-19 – <i>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.</i>	JB 5/10	

<b>Events</b>	<b>Action</b>	<b>Due Date</b>
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7.1	13-May-19 – No progress. <i>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.</i>	JB(AB) 6/10  JB(AB) 4/7	  Complete
7.2	13-May-19 - Ongoing <i>16-Apr-19 - Handling Course – Victoria Barrett is to be approached to see if she would do a handling course for members.(July/August)</i>	JH 5/11	
7.3	13-May-19 - Ongoing <i>16-Apr-19 - Basic Husbandry to be run by Jay et al but held at Apple Cross Alpacas or Abberley Alpacas- September</i>	JH/JB/IS/AC 5/12	
7.4	13-May-19 <i>16-Apr-19 - Breeding Decisions – February 2020 to use groups of animals from both Snowhill and Pure. It can be held at either venue.</i>	JH/RM 5/13	
7.5	It would be useful to put some dates to some of these items so people can get them in their diaries.		

<b>Fibre Analysis Co-operative</b>		<b>Action</b>	<b>Due Date</b>
8.1	13-May-19 – As a couple of people have not sent samples or have sent reduced numbers we are below the 200 target. It was agreed that we would send a ‘last chance’ email. It was agreed that the group would make up any shortfall. Maybe AAFT would help. <i>16-Apr-19 - 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.</i>	JB 6/11  JB 5/14	  Complete

<b>AOB</b>		<b>Action</b>	<b>Due Date</b>
9.1	13-May-19 - IS to show JB how to do it. <i>16-Apr-19 – Iain to set up the email reply for JB</i> <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	
9.2	13-May-19 - IS needs a signature to complete the application <i>16-Apr-19 – IS has sent in a form to Lloyds – awaiting information.</i> <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	
9.3	It was suggested that we update our publicity leaflets. AC has looked at costs and appropriate sizes. We should consider a smaller size and what needs to go on it. It was agreed we would aim to spend £40-50 for 1000 flyers. AC to progress	AC 6/12	

<b>Next Meeting:</b> 9 <sup>th</sup> June – Apple Cross
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