

West Shires Alpaca Group

Committee Meeting

Date	17-July-2019 (7)
Location	Abberley Alpacas
Attendees	Iain Sharp, Anne Cheston, Roger Mount (T), Julia Berry
Apologies	Pauline Key, Jay Holland,

AGM		Action	Due Date
1.1	17-May-19 - No progress yet 13-May-19 – No progress yet 16-Apr-19 – No progress yet – needs a few updates and definition of a quorum (possibly 3) 6-Feb-19 – No progress yet 21-Nov-18- No progress yet. Charter – Iain/Julia to review and propose changes.	IS/JB 2/2	
1.2	17-Jul-19 - Date for next year's AGM set as Sunday 23 rd February 2020 at Stoke Bliss Village Hall. Consideration of a suitable talk/presentation is to be given by all – we need something that is appropriate for all members and will attract a good attendance.	All 7/1	

Financial Update		Action	Due Date
2.1	17-Jul-19 - The bank balance is looking healthy with a balance of around £8,000. There are still expenses to be paid and the Grassroots entry fees to be received.		
2.2	17-Jul-19 - Concern was expressed about the difficulty of using the current bank account. Paper statements need to be obtained from a branch, there is currently no online view and payments can only be made by cheque and require 2 signatures. IS to investigate alternative accounts that would allow online banking with a two step approval process for payments.	IS 7/2	

Midland Championship		Action	Due Date
3.1	17-Jul-19 – There are still issues with the BAS website and weekly updates! 13-May-19 – BAS website and weekly updates are still not correct in some places. 16-Apr-19 – No update 6-Feb-19 - JH to nudge Duncan/Judith Newman to get the BAS website updated for the dates and details of the shows. 21-Nov-18 - Dates for the shows next year need to be finalised. It was agreed the Midland Show would be 9 th November. JH to send dates to Duncan for next year. Will decide which judges in February prior to the AGM.	JH 4/2 JH 3/3	Complete
3.2	17-Jul-19 - It was agreed that the show should remain as a one day show with one ring.		
3.3	17-Jul-19 - IS/JH to discuss hire of hall with 3Cs. Only alternative is Stonleigh. IS to get quotes. Claire Amos is the show organiser, Richard Heath to be copied on everything to oversee quotes.	IS/JH 7/3 IS 7/4	

3.4	17-Jul-19 - JH suggested Robin Naiseman as a judge. RM thought results may not be recognised by BAS if he judged. Need to confirm he is recognised by BAS or get dispensation from BAS that we can use him and the results will be recognised – JH to follow up. RM also suggested Roger Clarke as an alternative.	JH 7/5	
3.5	17-Jul-19 - Catering needs to be improved. Last year it wasn't available when exhibitors wanted it and there was limited choice that didn't cover dietary requirements. IS to check what is available. An alternative would be to get Stockmans bar opened but we will have to guarantee income.	IS 7/6	
3.6	17-Jul-19 - It was suggested we have Reserve Supreme Champion Awards to go with the Supreme awards already available. This will match the R3Cs awards. RM to obtain.	RM 7/7	
3.7	17-Jul-19 - Clearing up is an issue at the end of the show. One alternative would be to hire a Pedestrian Road sweeper – a supplier and costs to be investigated. IS to also check what 3Cs will charge to clean the hall, we could consider adding this cost to the entry fee.	IS 7/8	
3.8	17-Jul-19 - RM to request forms from Grassroots for planning classes/entry form requirements etc. Entries would need to be opened in early September.	RM 7/9	

R3Cs		Action	Due Date
4.1	17-Jul-19 - Complete <i>13-May-19 – Newsletter and email to go out in the next week. 16-Apr-19 – Judging for the craft show will take place at Apple Cross on Sunday 9th 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</i>	JB 5/1	Complete
4.4	17-Jul-19 - Complete <i>13-May-19 – IS will purchase a receipt book ready for the show. 16-Apr-19 – A book for the float, money spent and payments received is to be maintained during the show.</i>	IS 5/4	Complete
4.5	17-Jul-19 - Complete <i>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. 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.</i>	RM 6/1 JB 5/5	Complete Complete
4.6	17-Jul-19 - Complete <i>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. 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.</i>	JH 5/6	Complete
4.9	17-Jul-19 – Complete		

	<i>13-May-19 - 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.</i>	JH 6/2	Complete
4.10	17-Jul-19 - Complete <i>13-May-19 - It was suggested that we have a supply of Alpaca year books – AC to contact Duncan</i>	AC 6/3	Complete
4.11	17-Jul-19 - Complete <i>13-May-19 - IS to contact Richard Heath re: power, PA system etc.</i>	IS 6/4	Complete
4.13	17-Jul-19 - Complete <i>13-May-19 - 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.</i>	IS 6/5	Complete
4.14	17-Jul-19 - Complete <i>13-May-19 - 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.</i>	RM 6/6	Complete
4.15	17-Jul-19 - Complete <i>13-May-19 - 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</i>	IS 6/7	Complete
4.18	17-Jul-19 - Complete <i>13-May-19 - 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.</i>	JH/IS 6/8	Complete
R3Cs Wrap Up			
4.19	17-Jul-19 - Tent size – IS and JH to meet with 3C's tomorrow and to campaign for a larger tent for next year. 180' x 80' would be a big improvement.	IS/JH 7/10	
4.20	17-Jul-19 - It would help if we had more lights over the arena/maybe lower. IS to discuss with 3Cs.	IS 7/11	
4.21	17-Jul-19 - Grassroots to be asked if the entry form can include asking exhibitors which nights their animals will be present and whether they will combine animals with another herd. RM to include in request for Grassroots to manage entries.	RM 7/12	
4.22	17-Jul-19 - Feedback to Grassroots to include issues with catalogue order male/female switched for one colour, Suri animals with two year fleece weren't automatically put in separate classes, progeny class eligibility was not always correct. RM suggested that the entry process should be 'as per BAS National and Fiesta'. RM to follow up with Grassroots.	RM 7/13	
4.23	17-Jul-19 - Volunteers – as we had a number of new volunteers this year we now have more people who 'know what to do'. In future, if we have sufficient numbers, we will be able to pair them with inexperienced volunteers and rotate volunteers so they only need to		

	do half a day. Paul Ireland expressed an interest in commentating and Kev Welch expressed an interest in being a ring steward.		
4.24	17-Jul-19 - Commentary – need to confirm if winners of each class can be announced. Jo Bridge requested that this was not done as it could bias the judge in championship and supreme championship classes but some members thought this was done at other shows. JH to confirm.	JH 7/14	
4.25	17-Jul-19 - JB to purchase stationary/show requirements and possibly alpaca balloons to attract visitors to the tent.	JB 7/15	
4.26	17-Jul-19 - It was discussed whether we should provide volunteers with white coats. It was felt that this was only necessary for ring stewards. But it would be nice to have some kind of easily recognisable 'garment' for volunteers/stewards. AC to investigate.	AC 7/16	

Membership		Action	Due Date
5.1	17-Jul-19 – Reconciliation has been carried out on a number of occasions. IS to follow up on those that have renewed but not paid. A number of members have not renewed their membership these are to be contacted directly one last time! <i>13-May-19 – There needs to be a reconciliation between the bank and membership renewals to ensure that those that have renewed have paid. IS to chase any that haven't paid.</i> <i>16-Apr-10 – Membership renewal – first email has been sent out. Another to be sent now and end of April.</i>	JB 7/17 IS 6/9 JB 5/9	Complete
5.2	17-Jul-19 - RM suggested we offer free membership for one year to new owners who have purchased from members in the area. Sellers should send details to JB. JB to add to next newsletter	JB 7/18	

Website/Social Media/Newsletter		Action	Due Date
6.1	17-May-19 – A newsletter is to be prepared in the near future with dates of future events. As always, if anyone has anything of interest they would like to include please provide to JB.	JB 7/19	

Events		Action	Due Date
7.1	17-Jul-19 – No progress <i>13-May-19 – No progress.</i> <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)</i> <i>6-Feb-19 - 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	17-Jul-19 – Victoria seems very busy at the moment so it was decided to put this on hold for the moment. <i>13-May-19 - Ongoing</i> <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	Closed
7.3	17-Jul-19 – It was agreed that we should hold this in late September at Abberley Alpacas – JB to check for suitable dates with JH. <i>13-May-19 - Ongoing</i> <i>16-Apr-19 - Basic Husbandry to be run by Jay et al but held at Apple Cross Alpacas or Abberley Alpacas- September</i>	JB/JH 7/20 JH/JB/IS/ AC 5/12	Closed

7.4	17-May-19 – Date in March to be organised. <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	17-Jul-19 - JH suggested that we continue the fibre theme and invite members to bring along fleeces they have had analysed or judged, to look at the results with the fleece and understand how they relate. It was agreed that this would take place on 24 th August. JB to confirm with JH that we can do this at Pure Alpacas.	JB/JH 7/21	
7.6	17-Jul-19 - It was suggested we organise an event for volunteers as a thank you. As we have something organised for the next few months and volunteers would be needed for the Midlands Championship Halter Show, it was suggested that we delay this until December. We could hold a WSAG social function. The group could pay for volunteers and subsidise for everyone else. IS suggested the Manor Arms, Abberley which has a function room and will provide a menu to suit costs, it was suggested this be held on 7 th December. IS to confirm room is available.	IS 7/22	

Fibre Analysis Co-operative		Action	Due Date
8.1	17-Jul-19 – Complete – additional samples were provided by Garry Naish. <i>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> <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 Complete

AOB		Action	Due Date
9.1	17-May-19 – AC to investigate cost of a separate mail box <i>13-May-19 - IS to show JB how to do it.</i> <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	17-May-19 – No further progress – see Financial Update for action to look at alternative banks. 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	17-Jul-19 - Complete <i>13-May-19 - 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</i>	AC 6/12	Complete

Next Meeting: TBA
