

West Shires Alpaca Group

Committee Meeting

Date	25-Sep-2019 (8)
Location	Teleconference
Attendees	Iain Sharp, Anne Cheston, Roger Mount, Julia Berry, Pauline Key, Jay Holland,
Apologies	

AGM		Action	Due Date
1.1	25-Sep-19 - No progress yet 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	25-Sep-19 – Pasture management was suggested. Cotswold Seeds to be contacted. 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.	JB 8/1 All 7/1	 Complete

Financial Update		Action	Due Date
2.1	25-Sep-19 – No progress 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	25-Sep-19 – No further action required. 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 Complete
3.2	25-Sep-19 – Agreement reached with 3Cs for hire of hall and any cleaning costs. 17-Jul-19 - IS/JH to discuss hire of hall with 3Cs. Only alternative is Stoneleigh. 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	Complete Complete

3.3	25-Sep-19 – Liz Barlow has been confirmed as the judge. 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	Complete
3.4	25-Sep-19 - Ongoing 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	
3.5	25-Sep-19 – Agreed, sashes ordered. 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	Complete
3.6	25-Sep-19 – Walk away cost agreed with 3Cs. 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	Complete
3.7	25-Sep-19 – Entries are open. 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	Complete

R3Cs		Action	Due Date
R3Cs Wrap Up			
4.19	25-Sep-19 – Agreement with 3Cs for 160'. They are trying to make the fee part of the contract rather than a contribution. 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	Complete
4.20	25-Sep-19 – To be picked up next year with 3Cs. 17-Jul-19 - It would help if we had more lights over the arena/maybe lower. IS to discuss with 3Cs.	IS 7/11	On hold
4.21	25-Sep-19 – To be picked up next year. Jay was not asked for the information when he entered his animals!! 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	On hold
4.22	25-Sep-19 – Grassroots cannot sort out progeny eligibility. They have new software which should sort out the problems. 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	Complete
4.24	25-Sep-19 – It is down to the judge to decide. JH to ask judges. 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	JH 8/2	

	<i>bias the judge in championship and supreme championship classes but some members thought this was done at other shows. JH to confirm.</i>	JH 7/14	Complete
4.25	25-Sep-19 – To be completed <i>17-Jul-19 - JB to purchase stationary/show requirements and possibly alpaca balloons to attract visitors to the tent.</i>	JB 7/15	
4.26	25-Sep-19 – AC to organise purchase of lab coats and logos or armbands provided the overall cost is less than £200. <i>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.</i>	AC 8/3 AC 7/16	Complete

Membership		Action	Due Date
5.1	25-Sep-19 – Only two members have not renewed. <i>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> <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 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	Complete

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	Complete

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
7.3	25-Sep-19 – Husbandry Course was cancelled. This to be re-organised for 19 th October. Email – JB to send email to all members and AC to publish on Facebook. <i>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> <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/AC 8/ JB/JH 7/20 JH/JB/IS/ AC 5/12	Complete Closed
7.4	25-Sep-19 – To be organised for 7 th March. <i>17-May-19 – Date in March to be organised.</i>		

	<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	<i>25-Sep-19 – Fibre event was held. 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 24th August. JB to confirm with JH that we can do this at Pure Alpacas.</i>	JB/JH 7/21	Complete
7.6	<i>25-Sep-19 – IS to get menu and then an email will be sent to members. 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 7th December. IS to confirm room is available.</i>	IS 8/4 IS 7/22	Complete

AOB	Action	Due Date
9.1 <i>17-May-19 – AC to investigate cost of a separate mail box 13-May-19 - IS to show JB how to do it. 16-Apr-19 – Iain to set up the email reply for JB 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 <i>25-Sep-19 - Ongoing 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 16-Apr-19 – IS has sent in a form to Lloyds – awaiting information. 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	

Next Meeting:	30 th October 7.00pm (MCHS Finalisation/Envelope Stuffing) Location to be confirmed
	13-Nov 7.30pm (MCHS Wrap Up) Location to be confirmed