# ICAR Board meeting
# 26th April 2016
# Conference call from 20:00 to 21:00

## Minutes EC/MB

1. Call to Order & Approval of Agenda

In attendance: Hans Wilmink, Jay Mattison, Kaivo Ilves (at 20h25), Japie van der Westhuizen, Bevin Harris, and Niels H. Nielsen; staff: Martin Burke (CE), Milan Zjalic, Cesare Mosconi, Juhani Maki-Hokkonen, Charl Hunlun, Silvia Orlandini, Andie Dimitriadou and Elena Couto.

Apologies: Bianca Lind, Marco Winters, Jorge Lama, Laurent Journaux, Neil Petreny and Josef Kuçera (inspectors), and Andie Dimitriadou and Brian Wickham (staff).

**MOTION**: It was duly moved, seconded and carried that the agenda is approved as presented.

2. Approval of the minutes

**MOTION**: It was duly moved, seconded and carried that the minutes of the Board of 29th March 2016 are approved as presented.

3. Matters arising

No matters arising since last meeting. Action items are covered in the report.

4. CE Report

4.1 Priorities

The priorities are listed in the CE report and there were no questions from the Board.

4.2 Financial 2015 and 2016

External auditing firm

Martin Burke informed that the Secretariat is waiting for two quotes from international firms and another from an Italian firm. At the meeting in Amsterdam the quotations will be presented for Board consideration.

Jay Mattison advised to review appropriate level of auditor engagement, stating there are different tiers or levels of service; from 'Compilation' to 'Review' through to Full 'Audit'.

**ACTION Item:** Martin Burke will review and check details of quotes and report to May 27th Board.

2016 financials

As agreed, Martin Burke confirmed that the financial statement and balance sheet for both ICAR and S.I. will be prepared as per 30th April 2016 and presented in the standard forms at the meeting in Amsterdam.

4.3 Brand Project Action Plan

ICAR Fundament – New ICAR logo, new strapline and new descriptor
The CE informed that the Schipol Steering Group following internal discussions and exchange has a final proposal for the Board with 3 items: logo, strapline and descriptor (see appendixes). Japie van der Westhuizen did not attend the last meeting but agreed with the proposals.
Martin Burke made a presentation, including animation, of the appendixes 1 and 2. The Board appreciated the proposals and was enthusiastic about the logo, strapline and descriptor. In the view of the Board, the logo expressed well the community of ICAR.
The Board endorsed the three items and the CE thanked the Schipol SG for their input.

Martin Burke asked for a choice of the colour for the logo. Following some discussion, specially between option 1 and 3, the Board decided to provide last choice by email in the next two-three days, but a small majority was in agreement for version 3 (blue and orange).

**ACTION Item**: The Board has endorsed the direction for logo, strapline and descriptor and asked CE to move on to next steps in ICAR 2016 Brand plan. The board can send email with their own final preferred colour combinations in week following Board.

4.4 Membership update

Fees 2016
The CE informed that by 15th April the fee's returns was at 70% of members (combined) and 66% of cash collected. The Secretariat will continue to monitor and follow-up as required.

**ACTION Item**: The Secretariat will send a reminder early May.

New members
As requested during the previous Board meeting, the Secretariat asked the applicant Aria Sepehr from Iran to provide the figures for the calculation of full member. The figures have been provided.

MOTION: It was duly moved, seconded and carried that the application for full membership from Aria Sepehr is accepted.

**ACTION Item**: The Secretariat will send official acceptance and request for fee payment.

4.5 Groups update / report

Milk Analysis SC

S.I. PT:
Silvia Orlandini has edited the reports sent by Actalia and this week they will be delivered to the members.

S.I. and EMR (EU SIMILAR Project):
Hans Wilmink reminded that the Board at the last meeting was invited to send comments by email. The CE took note of the feedback received from Board members and by the time the project will be approved by EU will look at the specifics of the agreements and tackle the IP aspects and a more detailed budget.

Recording and Sampling Devices SC

<u>Sensor data TF</u>
Initial discussions have begun between CE, Steven Sievert, Kees de Koning and Brian Wickham on how ICAR should address a response and approach to Sensor Data and Validation of same. CE will convene a call in May and plan is work on a Terms of Reference document in May and make proposal for a cross functional Task Force to ICAR Board on May 27th meeting.

There was some discussion about having too many groups, Hans Wilmink pointed out it would be better to have less groups but well focussed. The CE clarified this will be a Task Force with a more practical approach, but the scope is not yet defined. It is envisaged the Accuracy Task Force, as it is, will be wound up with a final report in Chile and that this Sensor Task Force is a logical practical phase II of that. Both Hans and Jay Mattison made the comment that ICAR need to address this as a matter of urgency as it is an issue all our members are facing.

**ACTION Item**: Martin Burke will present more details of proposed Sensor TF at the ICAR Board meeting on May 27th.

<u>ID Devices SC</u>
Martin Burke informed officially about the resignation of Ken Evers, chair of the SC. In the short term the CE will be in charge as chair with the support of Brian Wickham and the Secretariat. The conference call which was scheduled for 15th April has been postponed to 12th May.
Martin Burke with Brian Wickham will use the opportunity to review and bolster the make-up of the SC and start the process of recruitment of a new chair over next 3 months.

<u>Interbull SC</u>

a. GenoEx PSE-ITF
   First draft of service agreement (appendix 3) has been produced. The goal is to have feedback from ICAR Board members to Toine Roozen, Brian van Doormaal and Martin by 6th May. After consultation the document will go back to the ICAR Board for its endorsement during the meeting in Amsterdam.
   Hans Wilmink noticed that this kind of agreement in three parties is not optimal, but Brian van Doormaal has done a good work to put everything on paper. In his view we will need to try to have the agreement set as soon as possible. In the next year if changes in governance will take place we can review it.

**ACTION Item**: Check with lawyer by 6th May the service agreement. Board members to send feedback before 6th May.

b. ICAR/Interbull TF
   The TF is addressing during its conference calls the business service; governance; WG Connectedness, and synergies. Hans Wilmink thinks this TF is working quite well jointly with Interbull people.
   There will be a face to face meeting in Amsterdam on 26th afternoon to address the process and the governance. The aim is to develop a report by PowerPoint presentation at ICAR Chile 2018.

4.6 ICAR Conferences

<u>ICAR 2016 Chile</u>
Martin Burke informed about the weekly conference calls in place with the organising committee. The programme is up now on the website and the call for abstracts gone out and abstracts systems is live. There is still a problem with the registration but it will be improved.

ICAR 2017 UK

ICAR Secretariat will begin conference calls with the organisers in June 2016.

ICAR 2018 New Zealand

Brian Wickham has sent out two surveys i) ICAR members, and ii) sponsors, to solicit feedback on specific location options and potential joint activities. Brian will report back to the Secretariat on 4th May and an update will be presented at the meeting in Amsterdam.

ICAR 2019

The CE convened the first call on morning of 26th April (Bianca, Niels, Japie, and staff) to kick off the host selection process.

The application from South Africa has to be put on hold at the moment due to some instability; back probably to 2020-2021.

There was a consensus to have this event back in Europe in 2019, and we will stat to look for options. Next meeting of the Group will be in May.

4.7 Future ICAR Board meetings

The schedule was endorsed as presented in the CE report and the next face to face meeting will be on Friday 27th May 2016 in Amsterdam. The CE will prepare the next schedule for Amsterdam.

5. Any other business

No other business.

6. Adjourn

The meeting was closed on at 21h00.