THE GLOBAL STANDARD FOR LIVESTOCK DATA

MINUTES SERVICE-ICAR BOARD

Board meeting, Puerto Varas, Chile

DATE 23RD OCTOBER 2016
TIME 8H00 TO 9H00

1. Call to order and approval of the agenda

In attendance: Hans Wilmink, Jay Mattison, Kaivo Ilves, Marco Winters, and Laurent Journaux. From the Secretariat: Martin Burke (CE), Charl Hunlun, Elena Couto, Andie Dimitriadou, Silvia Orlandini, Brian Wickham, and Cesare Mosconi.

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

2. Approval of the minutes of 20th September, 2016

MOTION: It was duly moved, seconded and carried that the minutes of 20th September, 2016 are approved as presented.

3. Matters arising

No matters arose.

4. CE Report

The President asked to clarify and confirm the approval process for the annual accounts. It was stated that the S.I. Board approves the annual financial statement by the end of March and is presented to the S.I. General Assembly one month later for approval. The General Assembly in this case is ICAR represented by its President, Hans Wilmink, but it was decided that the full ICAR Board will endorse the financial statements.
Jay Mattison proposed to include appropriate reference of S.I. accounts in the ICAR financial statement for more transparency when we present to the 2017 ICAR General Assembly. Laurent Journaux also suggested to pass clear information to the ICAR Members but keeping the approval system separate.

Action: CE include appropriate reference to S.I. accounts in ICAR Financial Reports to future General Assemblies

4.1. S.I. Balance Sheet and Profit and Loss account at 30th September 2016

The Board requested the Secretariat to change the name of “tag” activity into “label” to avoid misunderstanding with the Identification activity.
The Secretariat will provide detailed information on the activities to have a better view of the year trending and also the list of fee applied to the different tests.
The “labels” this year are behind the budget; the ICAR team will inquiry among manufacturers to understand the problem.
Hans Wilmink asked about the status of the agreement for InterBeef. Martin Burke explained that after 5 years the agreement expires and it was decided to split it into two part: i) ICAR and SLU, and ii) SERVICE-ICAR and users. The matter is under discussion with the chair of the WG and the CE will update the Board in due course.
For the explanatory notes, Jay Mattison suggested not to give details about salaries, this has to remain confidential.
Martin Burke presented the draft Budget 2017 for approval. It was suggested to have the previous year also in the same presentation.
There are two new activities (GenoEx and PT), and the proposal to move all staff/consultants to S.I. and ICAR having S.I. providing the management of its secretariat. The invoice to ICAR will be based on monthly time sheets.

MOTION: It was duly moved, seconded and carried that the budget for 2017 is approved as presented.

Action: ICAR team to change the description in the line item for Milk Meter labels from ‘tags’ to now read ‘labels’

Action: Future Explanatory notes will not include individual salaries but rather a role up/aggregate.

Deloitte endorsed the templates used for the balance sheet and profit and loss accounts in the actual format and prepared a set of templates and instructions for the Secretariat to manage data avoiding duplications or errors. In addition, there is a detailed sheet with direct and indirect costs (overheads) allocated by activity with a specific weight defined by the Secretariat.
The presentation of financial statements will be now quarterly but with a monthly follow-up by the Secretariat available to the Board in a restricted area.
The Board expressed its satisfaction for the work done.

Action: The Secretariat to prepare supplemental support material for Board’s view – CE will review setting up a page for financial information in the restricted area of the Board (security needs reviewing) which will contain the back-up material for line items in budgets – e.g. Lab costs etc.

5. Any other business

No other business.

6. Adjourn

The meeting was closed on at 9h00.