MINUTES ICAR BOARD

ICAR Board meeting (Conference call)

DATE 25TH JULY 2017
TIME 20H00 TO 21H30 CET

1. Call to Order & Approval of Agenda

In attendance: Jay Mattison (President), Niels H. Nielsen, Daniel Lefebvre, Bianca Lind, Hans Wilmink, Japie van der Westhuizen, and Bevin Harris. Inspectors: Neil Petreny. Staff: Martin Burke (CE), Silvia Orlandini, Brian Wickham, Andie Dimitriadou, Cesare Mosconi, and Elena Couto.

Apologies: Laurent Journaux, Kaivo Ilves, Jorge Lama, Josef Kuçera and Charl Hunlun.

The President informed that a closed meeting will start following the official board meeting.

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

2. Approval of the minutes

The President informed about corrections sent by Kaivo Ilves on item 3.4 of the minutes of 11th June, 2017 under "President Award".

MOTION: It was duly moved, seconded and carried that the minutes of the Board of 11th June 2017 are approved as presented including the correction to item 3.4.

Niels H. Nielsen asked to correct his family name on the minutes of 14th June 2017.

MOTION: It was duly moved, seconded and carried that the minutes of the Board of 14th June 2017 are approved as presented with correction to Niels H. Nielsen name.

3. CE Report

3.1 Priorities

The items for discussion are highlighted in the CE report, if there is a need for more information an email can be sent to Martin Burke.

3.2 Update on action items from previous ICAR Board

Board nomination process

Martin Burke referred to last meeting and asked for a decision whether to keep the matter of the Board member selection process separate or not from the HR Sub Committee. The President suggested to keep them separate and that HR SC review and focus on areas related to CE remuneration and staff agreements/contracts.

The Committee for Board selection process will have now Bevin Harris, Japie van der Westzhuizen and Kaivo IIlves, Jay Mattison will not take part in this Committee. Hans Wilmink recalled that the most important requirements are that the candidate be active in animals recording/evaluation and this needs to be well spelled out to define the profile of candidates. In the Statutes, it is already written but it will be good to ensure the 'Board Member Recruitment' document be also clear in that regard.

The CE informed that once chair of this Committee is nominated, all supporting documents will be supplied to the Chair and committee. Jay Mattison underlined the importance to make people aware about the deal and need to be proactive inside the Board. We need to find the right people to fulfil their responsibilities. Niels H. Nielsen asked to be sure the definition is clear in the handbook.

ACTION: The President will review the Chair position and the Secretariat to support with all relevant documents as required for the Board member selection.

ICAR Awards

The CE reported about short discussion following exchanges with Kaivo Ilves concerning the President award and service awards. There is a need to look for clear policy for seeing which aspects are not considered at the moment. Jay Mattison proposed rather than make this into a major 'Group' to instead talk to a few of the ICAR Board members to discuss this item outside of the HR SC. The members of this small task force will be nominated in a next conference meeting when all the Board members will be in attendance.

ACTION: The President will make contact with a few Board members to review Awards and again the Secretariat to support with all relevant documents as required for this Awards review.

3.3 Financial / administration

QTR 2 update

The CE presented QTR 2 for ICAR with current templates. The FSC also review these formats for ongoing suitability. He informed that the budget is on track, with the major difference in the forecast being due to the unbudgeted extra-legal fees related to AR case. He informed also about good management of the cash flow. Niels H. Nielsen indicated the big difference between budget and forecast for depreciation, (some €46 vs €250 budget). The CE noted and will revise Q3 and Q4 forecasts accordingly. Martin Burke asked the Board to not hesitate to contact him or Elena Couto if there is a need any further for clarification, and will be glad to assist.

President update

With Jay Mattison elected President at the last Board meeting, there were some proposal for new or change positions in the various SCs.

- FSC: Jay Mattison step back as chair and nominated Neil Petreny chair of the SC. The ToR will be amended to allow the President, if he or she so wished, to nominate a non-Board member as chair.
- HRSC: Jay Mattison as President will chair this SC and Hans Wilmink will stay as member.
- ICAR-Interbull TF: Jay Mattison as ICAR President should be part of this TF and Hans Wilmink will continue as member. This TF is chaired by the CE.

DECISION: Neil Petreny will now Chair the Board Finance Sub-Committee (FSC).

ACTION: CE to update section 3.1 of the FSC Terms of Reference.

DECISION: Jay Mattison will now Chair the Board HR Sub-Committee (HRSC).

In what concerns the ICAR-Interbull TF the President is looking for delivery and making sure to push ahead to obtain results. The most important will be the SLU agreement with Interbull Center and the ICAR/S.I. agreement with SLU. The DNA WG will be driving the Accreditation process.
The President urged the Task Force to complete the priority tasks by 15th of December.
Hans Wilmink confirmed this TF is working on a final report to be presented in Auckland (February 2018); the agreements are in fact on top of the list. There is also a need to discuss about branding, but probably this will not be finished at the same time, it will take more time and can be considered in a separate way. The task force itself should be stopped with the Auckland meeting.
Niels H. Nielsen agreed to give full priority to contracts and the other can be addressed post Task Force. These matters will be part of the Agenda for the upcoming ICAR-Interbull TF meeting scheduled for August 11th 2017. The President appreciated the report delivered in Edinburgh and the work done so far.

General Assembly and Extraordinary General Assembly

The CE presented the draft minutes of the General Assembly and Extraordinary General Assembly held in Edinburgh and asked for approval of the Board.

MOTION: It was duly moved, seconded and carried that the minutes of the General Assembly of 14th June 2017 are approved as presented.

MOTION: It was duly moved, seconded and carried that the minutes of the Extraordinary General Assembly of 14th June 2017 are approved as presented.

ACTION: The Secretariat will circulate the draft minutes to the Members by the end of July.

3.4 Groups' updates

SC Milk Analysis

Following Gavin Scott resigned a call for nominees is under preparation to find a new chair for the SC. The Board will have an update at the conference call in September.

SC Animal Identification

The CE had good impression and feedback in Edinburgh about Jo Quigley. The CV is attached, but before talking to her Martin Burke wanted first to see with the Board. Niels H. Nielsen wanted to be sure there was no conflict of interest if she is working for commercial company. Bevin Harris confirmed that NLIS/MLA, her employer, is a full member of ICAR and it is governmental body in Australia.

Daniel Lefebvre was interested to know if ICAR was still looking for new members for this SC. Jay Mattison will step down from the SC and confirmed there is still a need for more members and good candidates are welcome.

Concerning ISO, Martin Burke referred about new ISOWG3 secretary from the Netherlands (Weine Fockinga of NEN) and that he had a good introductory call with her and Andie. Both Martin Burke and Andie will attend the ISO WG3 in October.

MOTION: It was duly moved, seconded and carried that Jo Quigley is Chair of the SC Animal Identification.

AI Recording Technologies WG

Gordon Doak and the WG reviewed the ToR and proposed new amended version. (Ref. Appendix 7). Brian Wickham informed about some discussion with the Group about the guidelines and their use. Bianca Lind reported about objective 2 done by SERVICE-ICAR Srl and the discussion she had with representatives from small countries about having too many paid services. The meeting took note of this good point and the need to be careful.

MOTION: It was duly moved, seconded and carried that the ToR for the AI Recording Technologies WG are approved as presented.

Other Groups Updates

Niels H. Nielsen commented about ADE WG composition with members coming from full and associate members. He wanted to discuss how they run the WG because of potential conflict with the associate members who are making business. The associate members should not have much influence on the guidelines.

The CE explained that the technology is part of the Group – first the WG was theoretical and now with support of associate members, who are only observers, the WG will reinforce the technology.

ACTION: The Groups Coordinator will make a recommendation to the chair of the ADE WG to maintain ICAR's neutral position and that Associate members should be Observers and not give voting power. Also limit the participation to the technologists and not the Business / Commercial leaders in the Associate members. There should be some monitoring on the group to ensure the neutral position of ICAR.

Hans Wilmink asked about other Groups; the CE explained that in RSD SC the laboratories are involved as observers but not the manufacturers; and same for ID SC. Hans Wilmink suggested to have a discussion in Auckland about the involvement of industry in developing the guidelines. ICAR needs to use their knowledge, but we need to fix how to organize it, as it is quite sensitive to use their knowledge and limit their participation.

Martin Burke informed that Uniform-Agri asked to be full member of ICAR, but at the moment they will remain associate member, although it is important to have them close.

Jay Mattison underlined it is important to keep engaged and balanced between commercial interest and neutral position.

Concerning the Cattle Milk Recording WG Bianca Lind asked for an update about the chair position. The Board recognized the effort since last meeting in Puerto Varas and found more efficient the reporting process in Edinburgh. CE recommended keeping the chair in his position also with regards to the ICAR conference in Prague 2019.

3.5 ICAR Conferences

Auckland 2018

Martin Burke and the Secretariat are working closely with the LOC. He advised to book the flights as soon as possible. The hotel pre-booked for staff and Board members is the Grand Millenium. The Board meeting and sessions of ICAR will take place in the same hotel. The President asked to circulate the information to the Board.

ACTION: The Secretariat will send to the Board all necessary information to facilitate their registration, booking and travel arrangements.

Prague 2019

Martin Burke informed that the LOC clashes with the ADSA meeting in 2019 and for this reason the new dates are now Sunday 16th June 2019 starting with the Board meeting to Friday 21st June. IDF conference will follow from Friday 21st to Tuesday 25th June 2019.

Netherlands 2020

The President informed the organization of the Conference is on its way.

3.6 Future ICAR and SERVICE-ICAR Srl Board Meetings

The CE asked confirmation about timing for the next conference calls; there was a suggestion to have them at 13h00. The Board decided to maintain the current timing and Martin Burke will send an update to his table for information. Next conference call will be on Tuesday 29th August for SERVICE-ICAR Srl from 19h00 to 20h00 and ICAR from 20h00 to 21h00. The email alert has been already sent.

4. Any other business

Elena Couto reminded the dates for the meeting in November in Paris and the need to close the hotel accommodation. She will send out reminder to the Board next week.

5. Adjourn

The meeting with staff was closed at 21h30.