



MINUTES ICAR BOARD

ICAR Board meeting (conference call)

DATE 24TH SEPTEMBER 2019
TIME 20H00 TO 21H00

1. Call to Order & Approval of Agenda

In attendance: Jay Mattison (President), Daniel Lefebvre, Bevin Harris, Laurent Journaux, Kaivo Ilves, Japie van der Westhuizen, and Bianca Lind. Inspector: Ernst Bohlsen. Staff: Martin Burke (Chief Executive, CE), Elena Couto, and Cesare Mosconi.

Apologies: Frido Hamoen, Antonio Martins, Niels H. Nielsen, Josef Kučera, Brian Wickham, Silvia Orlandini, and Andie Dimitriadou.

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

2. Approval of the 30th July 2019 minutes

Motion: It was duly moved, seconded and carried that the minutes of the Board of 30th July 2019 are approved with the correction requested.

3. Matters arising

Martin Burke informed that the matters arising are detailed in the Chief Executive (CE) report for discussion during the meeting.

4. Chief Executive (CE) Report

4.1. Priorities 2019

The CE presents the ICAR's and S-ICAR's priorities for 2019:

- Relocation of ICAR office.
- ICAR company structure and business staffing plan.
- Financial plan.
- Coordination of groups and management areas.

4.2. Update on Action items from previous meetings

Agriculture Victoria Services (AVS) Patent

The CE informed that the agreement was sent from Interbull to potential clients; since July there are no updates. Laurent Journaux confirmed that France signed the agreement with AVS according to the rules established by EFFAB and Interbull.



Action: The CE will ask an updated statement from Reinhard Reents to present at the next Board meeting.

Board committees

The CE informed that the Governance Committee will work on a proposal of Terms of Reference (ToR).

4.3.ICAR Office move from Italy to Netherlands

Martin Burke made a short presentation and update on progress made in the move to Utrecht and request the endorsement from the Board.

Business structure

Jay Mattison gave an update following the meeting in Utrecht with the two Vice-Presidents where they met with the accountant and notary at the premises of HNK.

ICAR will set up an association with trade number (VAT) for the profit services according to the Dutch legislation. This will keep simple the structure and allow to have one single balance sheet and income statement.

The President recommended the approval of the implementation of ICAR as an association with business structure.

Motion: It was duly moved, seconded and carried that the structure of Association ICAR with trade number for business will be registered in Netherlands.

Office location

Martin Burke informed that the office will be located at HNK in Utrecht Centraal Station, and he initially will sign a contract for one desk in share office to be able to have an address to inform the Dutch authorities during the process of registration.

Accounting partner

The CE and re-location team went through a selection process among 3 applications received. Following the meetings in Utrecht on 14th August with all the applicants the team selected the firm DeJong&Laan, who are experienced in supporting companies in agriculture including the likes of Join Data in Netherlands.

Motion: It was duly moved, seconded and carried that DeJong&Laan will sign a contract with ICAR to deliver the proposed service.

Notary/legal

DeJong&Laan recommended the firm Nysingh as notary to support ICAR in the process of registration of the association in Netherlands. This firm has also labor law expertise which we will use as we set up to hire local staff.



Motion: It was duly moved, seconded and carried that Nysingh will take care of the registration of the Association ICAR in Netherlands and deliver the proposed notary services.

In what concerns the legal aspects, although Nysingh has also legal experts their collaboration will be discussed later.

The CE and staff have drawn up an initial list of contracts that need to be transferred from Italy to the new ICAR NL association, this will be part of the review with ICAR legal team in Italy and new legal partner(s) in QTR4 2019.

Action: Martin Burke will arrange a visit/meeting with Nysingh to discuss the legal aspects of the association to be adapted to Dutch legislation.

Budget/new staff

With the move to Netherlands there is an opportunity that need to modernize the skill set in ICAR. The CE informed that one new member of staff will be the hire of a Project Engineer to provide technical support/coordination to the work of our key Groups. The CE is working through the budgetary process to resource this new approach and this 2020 structure and budget will form the main discussion points in the face to face Board meeting in November in Utrecht.

The Board thanked the CE and staff for the work done. Daniel Lefebvre appreciated the good presentations during the meeting in August in Utrecht, and Laurent Journaux found the version circulated to the Board with comments very clear. He also underlined that this kind of entity, association with trade number for services, is the most appropriate and similar to other associations in France.

The CE asked the Board members to send to Elena the data card and passport as requested by the Dutch notary not later than 30th September to allow starting the procedure of registration in Netherlands. The Statutes are under translation into Dutch at the moment but will be ready by that date.

4.4.CE Visit to China (15th to 22nd September 2019)

Martin Burke visited China and with Kees de Koning had meetings with Chinese members. There was also a national Round Table with attendance of officers from the ministries, where the CE made a presentation about ICAR, encouraging the participants to be involved in the ICAR Groups, but the main problem he found is the poor level of English.

For the first time there was an EuroTier in China, Bianca Lind was attending this fair, where the CE made another presentation about ICAR focussed on sensors. Martin Burke thanked Bianca Lind for the German presentation including ICAR.

The CE visit the ICAR member in Shanghai and explained to the Board the main differences concerning the organisation of such farms in China, with total property by ministries. During this



visit the CE review their DHI program, milk laboratory Proficiency Test results and Artificial Insemination station. He was requested to do a mini audit and helped them understand their relevant ICAR guidelines. A short review was conducted, and some recommendations made. Regarding membership, Laurent Journaux asked about situation of application from Kosovo. The CE informed that all the information was sent to the participant in Prague but to date the Secretariat did not receive the application.

Action: The Secretariat will send a reminder to Kosovo and copy Laurent Journaux for further action.

4.5.Sub-Committee / Working Group / Task Force Updates

Milk Analysis SC new member (for Board approval)

The CE presented the application of Dalia Riaukiene from Lithuania for membership in the Milk analysis SC.

Motion: It was duly moved, seconded and carried that Dalia Riaukiene is member of the Milk Analysis Sub-Committee.

Certificate of Quality

The CE informed that over the summer three visit audits (full renewal) occurred for France, Slovakia and Croatia. In all cases the auditors recommended continuing certification which the CE endorsed. The reports are available for Board consultation.

4.6.Agenda for ICAR face to face Board in November 2019

Concerning the ICAR Board with Chairs zoom meeting scheduled for Wednesday 30th October at 20h00 CET, the CE will circulate the agenda to the Board for input in the next weeks; at the moment he is waiting for final feedback from the Chairs.

The CE put a proposed agenda in his report and look forward to receiving feedback from the Board before circulating the documents. Some of the item listed in the report may be covered during the October meeting.

Action: The Secretariat will circulate the invitation for the Board and Chairs meeting checking that the correct email address of Daniel Lefebvre is used.

4.7.ICAR Conferences

ICAR2020

Martin Burke informed that starting 7th October routine calls will take place with the Programme Committee and LOC2020.

ICAR 2021



There is no update since the last meeting.

ICAR 2022

The CE is waiting for final location, and Daniel Lefebvre confirmed this item is under discussion with the Board of Lactanet.

4.8. Future ICAR and SERVICE-ICAR Srl meetings

The schedule for the next meetings is confirmed as presented in the CE report.

5. AOB

There was no other business.

6. Adjourn

The meeting was closed at 20h50 and continued restricted to the Board members.