



MINUTES ICAR BOARD

ICAR Board meeting (conference call)

DATE 22ND OCTOBER 2019
TIME 20H00 TO 21H00

1. Call to Order & Approval of Agenda

In attendance: Jay Mattison (President), Daniel Lefebvre, Frido Hamoen, Antonio Martins, Niels H. Nielsen, Bevin Harris, Laurent Journaux, and Japie van der Westhuizen. Inspectors: Josef Kučera and Ernst Bohlson. Staff: Martin Burke (Chief Executive, CE), Elena Couto, Brian Wickham, and Cesare Mosconi.

Apologies: Bianca Lind, Kaivo Ilves, Silvia Orlandini, and Andie Dimitriadou.

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

2. Approval of the 24th September 2019 minutes

Motion: It was duly moved, seconded and carried that the minutes of the Board of 24th September 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 procedure is now closed. Interbull sent the information to Interbull clients who had the opportunity to give their views and agreement and informed also EFFAB about our actions. The President thanked Martin Burke for the good update.

Board committees

The CE informed that the definition of the Terms of Reference for the Governance Committee is behind, partially due to the Conflict of Interest which will be discussed later. He plans to have time to discuss this matter with the Chair, Daniel Lefebvre, during the face to face meeting in Utrecht.

4.3.ICAR QTR3 2019 Financial reports

Martin Burke presented the financial reports for QTR3-2019 which were previously discussed with the Financial Committee.

In the Profit and Loss account he explained that part of the fees already received are in the Balance Sheet under 'deferred income' following the proposal of the Financial Committee.

As project income there are 10.000 Euro from the Czech LOC and 5.000 Euro as partial reimbursement for the legal fee costs for the AR case.

Compare with the budget the income and expenses are on track.

In the Balance Sheet the cash flow shows a good shape.

In Appendix there is the follow-up budget and the list of the outstanding fees (2019 and previous years).

Daniel Lefebvre asked about any follow-up from the Italian Breeders' Association after the letter they presented at the Extraordinary General Assembly. The CE informed there was no further information and that generally they pay with some delay the annual fee. He does not see any risk in this membership as to receive the public financial support they have to be ICAR member and also to have the Certificate of Quality.

Frido Hamoen asked more information about the way the income fees are presented. Niels H. Nielsen explained that the format was agreed to reflect the approved budget and distribution over the year but can be changed next year.

Niels H. Nielsen informed about the discussion during the Financial Committee meeting concerning the AR case. Hopefully ICAR will not need to face any disbursement but in case the financial situation gives possibility to face it.

Motion: It was duly moved, seconded and carried that the financial documents of QTR3 will be put on file as presented.

The President closed the ICAR Board session to allow the presentation of the SERVICE-ICAR Srl QTR3 2019 financial reports.

4.4.SERVICE-ICAR QTR3 2019 Financial reports

The President called to order the Board of SERVICE-ICAR Srl to discuss the QTR3 2019 financial reports.

Martin Burke presented the Profit and Loss account and Balance Sheet. The general situation is better than budgeted, mainly due to an increase in the request of Animal Identification tests and



some new tests in the Recording Devices, as well as the increase in the participation of laboratories to the Proficiency Test and the new service for milk analysers.

Niels H. Nielsen asked during the Financial Committee to have in the breakdown of the services the same table for the previous period to compare the trend of the services.

Laurent Journaux found difficult to increase the cost of the InterBeef service to the members and Martin Burke confirmed the Group is looking to new members, not to an increase of the cost in 2019.

Motion: It was duly moved, seconded and carried that the financial documents of QTR3 will be put on file as presented.

The President closed the SERVICE-ICAR Srl session and open the ICAR Board session to continue with the agenda.

4.5.ICAR Office move from Italy to Netherlands

Registration of ICAR NL Association

The CE gave an update on progress made up to now in the registration of the association in The Netherlands and presented the next steps scheduled from now to the end of the year.

He reminded the Board members who did not send the data card document signed in original to bring the document to Utrecht in November for the files of the notary.

He also informed the office is in touch with the accountant to set up the new accounting system and that together with Elena Couto he will meet him in Utrecht on 12th November.

In what concerns the legal advisor at the moment we do not have a partner yet and the CE will set up meetings for 13th November in Utrecht with short list of potential firms and will ask the Board members available to attend these interviews.

Action: Martin Burke will prepare a short list of candidates to interview on 13th November and will inform Board members about time and place.

4.6.Membership update

The CE informed about the application for associate member received from the Venetian Breeders' Association (Italy). This association is not yet providing recording or herdbook services to farmers then we informed them they could not be 'full member' and instead recommended they are becoming associate member.

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

Proposed Conflict of Interest Clause for SC and WG ToRs

The CE presented the new document for the Conflict of Interest (CoI). The Board discussed the document which will come under the newly formed Governance Committee. The meeting agreed the standard wording to incorporate but considered there is still a lot of work to do. The proposal



was to Include this clause in each Groups' ToR but the Board suggested to have the policy in one central location and then each ToR to reference the policy (so only one version of the document exists).

Motion: It was duly moved, seconded and carried that the wording presented for the Col is approved as presented to be referenced in each Groups' ToR, with the proviso the Governance committee will review in 2020 with respect to its implementation.

Action: Groups coordinator will update all ToRs with a link to this approved Conflict of Interest policy.

4.8. Agenda for ICAR Chairs and Board on 30th October from 8pm to 10pm CET

The CE referred to the proposal of agenda presented in his report.

Niels H. Nielsen suggested to include a note referring to the ongoing work on the Col; the CE will include this information in his report.

Jay Mattison suggested to circulate a note concerning the change of time in most of EU countries to avoid misunderstanding, and asked the Board members to send their comments, if any, to the CE and to Brian Wickham.

Action: The Secretariat will send a reminder with specific reference to the change of time.

4.9. Agenda for ICAR face to face Board on 14th and 15th November 2019 in Utrecht

Martin Burke referred to the proposal of agenda presented in his report.

He informed that the meeting on 14th will take place at the premises of HNK and on 15th at the NH Hotel.

Jay Mattison asked the Board members to send their comments, if any, to the CE in advance.

4.10. ICAR Conferences

ICAR2020

Martin Burke gave an update about the routine contacts with LOC and Programme Committee. The routine calls with ICAR Secretariat started on 7th October and will continue on regular bases now. Next call is scheduled on 4th November.

ICAR 2021

No updated for the moment.

ICAR 2022

Daniel Lefebvre informed that the Lactanet Board decided to organize the ICAR Conference in 2022 in Montreal (Canada). The first week of June was proposed as target date but will be confirmed later.



4.11. 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 21:00.