



MINUTES ICAR BOARD

ICAR Board meeting (Conference call)

DATE 25TH FEBRUARY 2020
TIME 20H00 TO 21H00

1. Call to Order & Approval of Agenda

In attendance: Jay Mattison (President), Frido Hamoen, Bianca Lind, Antonio Martins, Bevin Harris, Japie van der Westhuizen, and Daniel Lefebvre. Inspector: Ernst Bohlsen. Staff: Martin Burke (Chief Executive, CE), Brian Wickham, Silvia Orlandini, Cesare Mosconi, and Elena Couto.

Apologies: Niels H. Nielsen, Kaivo Ilves, Laurent Journaux, Josef Kučera, and Andie Dimitriadou.

The CE informed about receipt of an application for associate member to be included in the agenda for Board information.

Motion: It was duly moved, seconded and carried that the agenda is approved with addition proposed.

2. Approval of the 28th January 2020 minutes

Motion: It was duly moved, seconded and carried that the minutes of the Board of 28th January 2020 are approved as presented.

Motion: It was duly moved, seconded and carried that the approved minutes of the General Assembly of 28th January 2020 are to put on file.

3. Update on action items from previous ICAR Board meetings

Martin Burke reported about the conference call on 18th February 2020 with the African Animal Breeding Academy (AABA) and Japie van der Westhuizen. The AABA involved a couple of African countries with recording and the meeting was very positive. It was agreed they will submit a paper to the ICAR Annual Conference in Leeuwarden and that a meeting will be arranged during the Conference.

4. ICAR Office move to Holland – CE update

The CE sent to the Board an update and gave verbal information since then. There was a meeting with the legal firm in Utrecht and the service contracts are now finalised.



A call has been scheduled on 26th February with the Dutch and Italian legal firms and the President to discuss the most appropriate timing for closure in Italy. ICAR will need a representative in Italy to handle the payrolls and social security matters.

The agreement with Interbull is also part of the discussion with the Dutch lawyers; Martin Burke is working on it and is in touch with the lawyers. SLU is working on a document to be submitted in March.

Regarding the staff in Utrecht, for the technical position the CE interviewed on 6th February the candidates and made a proposal to the selected candidate for a contract. We are looking to hear back from the candidate by the end of this week. In the meantime, the CE informed the rest of the candidates that we are in process of selection.

The process for selection of an administrative person in Utrecht will start beginning of March.

Concerning the new account at Rabo bank, Martin Burke was in close contact with them the last week and was assured the procedure is close to finish. As soon as the bank account is open, we will start our business from Holland. Next week the CE will be in Utrecht and meet Rabo bank.

5. ICAR Strategy Committee – Goals 2020-21 Process

A set of good documents was shared at the November Board. Martin Burke presented in his report a table with the 6 goals identified: 1. complete the orderly closure of ICAR companies in Italy; 2. complete review of business structure and key contracts for ICAR; 3. build-up the ICAR technical and administrative team in Utrecht; 4. review number and efficacy of Groups; 5. identify with chairs and new technical project coordinator key projects, and 6. renew certification brand as we move to validation in the field.

Frido Hamoen found the strategy quite ambitious; the CE underlined the identification of priorities to start or already in progress over 2021.

6. HR Committee

The President has been working with Dutch lawyers in the last weeks on a new contract with QPlus Ltd according to Dutch law. There is no big difference; the Committee will finalise it most probably by the end of next week.

7. Finance Committee

The CE informed about the meeting on 17th February where the initial drafts of the 2019 financial reports were shared. Overall numbers are in line with budget for both ICAR and SERVICE-ICAR Srl. The Committee made some suggestions; the Secretariat will circulate back to the Committee a new version and then will be ready for the Board meeting in March.

8. Governance Committee

The Committee established the priorities over the next months which will be reviewed initially during the conference call scheduled on 26th February. The first priority will be the selection process for the replacement of Josef Kučera as Inspector, then the review of the by-laws with the

support of the Dutch legal firm avoid overlapping; the replacement of the vacancies at the Board level in June 2020, and the review of the code of ethics.

9. Group's Updates

Milk Analysis Sub-Committee

The SC nominated Wenke Friedrichs from LKV Mecklenburg-Vorpommern (Germany) as new member following Christian Riede step down.

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

Action: The Secretariat will inform the new member and provide with the necessary information.

Martin Burke presented for Board information the application for associate member received the day before from VES (USA).

Action: The Secretariat will send the letter of acceptance and update the Web site.

10. ICAR Certifications

Measuring Recording & Sampling Devices

The CE informed the Board that SAC device ID3b has now been certified. The technical report is available to the Board on request to the Secretariat.

Milk Analysers

The Foss grandfather certification for MilkoScan FT6000, MilkoScan FT plus, and FC were completed this week. They were assessed using independent data from Microval, MPR Qlip and Actalia versus ICAR and ISO 8196-3/IDF 128-3 protocol. The technical reports are available for the Board on request to the Secretariat.

The CE advised that the EU Joint Research Centre has launched the new certified reference material for somatic cell counting. The material is now listed in their online catalogue. Martin Burke explained the importance for ICAR members, and Silvia Orlandini that this is a key message with great results from IDF-ICAR collaboration started in 2009. The analytical system is still working, but this protocol is now accepted by the dairy laboratories, with a compromise with the old dairy chain. There was also a presentation of the MetroFood project. Daniel Lefebvre asked for a more detailed information about the ICAR role. Silvia Orlandini will prepare a short document to share with the Board.

Action: Silvia Orlandini to prepare a detailed document with the actions ICAR is involved, i.e. MetroFood, IDF-ICAR, etc.



11. ICAR Conferences

ICAR2020

The Secretariat has routine calls with the LOC, the early bird registration is now open and the programme available with the call for abstracts.

Regarding the Annual Conference in Leeuwarden, the CE reminded the Awards' Committee to fix a date to discuss the proposals for the different awards.

Action: Martin Burke will send a Doodle to the Committee to agree the date for a conference call.

ICAR2021

At this stage there is no update concerning the organisation of the Annual Conference. The Secretariat is in contact with the Spanish member to conduct the audit for the Certificate of Quality in QTR2/2020.

ICAR2022

At this stage there is no update.

ICAR2023

The CE did not hear from Board members since last conference call. It will be good to have three or four members to review and make a short list of potential applicants.

12. Future ICAR Board meetings

The schedule for the future Board meetings was confirmed as presented in the CE report.

13. AOB

The President reported the problem with the IDF Analytical Week which was scheduled to be held in China this year and cancelled due to the Corona virus health precautions. This may occur at any time and is not easy for host country to face the problem. It's a risk that has to be carefully tracked and managed. CE will discuss with LOC2020 at its next meeting

14. Adjourn

The meeting closed at 20h45.