

**ICAR Finance Sub-Committee
Conference Call
Monday May 25th, 2020
10.00 CEST (Rome Time)**

NOTES

1.0 Call to order and approval of the agenda

In attendance: Niels H. Nielsen (Chair), Laurent Journaux, Josef Kučera, Ernst Bohlsen, Martin Burke (Chief Executive, CE), Elena Couto (Secretariat).

Agenda is approved as proposed.

2.0 Approval notes of previous meeting

There were no comments/corrections to the previous notes.

3.0 Update on Rabo bank account and Members' fees

The CE informed that the bank account at Rabo bank is now open; as approved by the Board the Secretariat made a wire transfer for 1.000 Euro as a proof, then 100.000 Euro.

The request for 2020 membership fees were sent out; the fee for the World Breed Federations has been sent for the basic association fee (1.000 Euro), but the matter is still pending for discussion with them.

We still need to settle the access to the online bank account to operate. The CE will have a call with the responsible at Rabo bank to fix those details (online bank account, Visa cards, etc.).

Starting 1st June, the invoices for services will be issued by ICAR NL; only the ongoing activities invoiced by SERVICE-ICAR Srl will continue until the closure of the company. The Secretariat is working on the new contracts for manufacturers and test centres.

4.0 SERVICE-ICAR Srl Income '19 vs '20 - update as of 21st May 2020

As agreed during the last meeting, the CE has made a follow-up of the different services. He illustrated a file to compare requests 2019 vs 2020 based on orders received. He summarised that the ID test activity levels had improved over Q1 and by mid May were closer to budget. He also noted CoQ visit audits that were due in Q1 and Q2 had to be postponed due to COVID19 – the secretariat is working with auditors to try and reschedule to Q4 2020 and or into 2021.

Niels H. Nielsen thanked and asked the Secretariat to provide this information to the Board, he noticed that the main impact now is on the Certificate of Quality due to the delay in the audit visits. Martin Burke will prepare a forecast with potential risks for information to the Board after Q2 numbers are in. In conclusion, the meeting agreed that the current situation was better than expected.

5.0 Call for Board members and Financial Inspector

The Secretariat will finalise the call for Financial Inspector. The meeting agreed to look to somebody strong in accounting rather than a manager to have a good balance. Josef Kučera underlined that this profile is not the kind of person who participates to the ICAR Sessions/meetings. Niels H. Nielsen agreed that the financial knowledge is important and asked the CE to adjust the wording of the call.

The deadline to send candidates from Members will be 31st July, and the General Assembly will take place at the beginning of September, probably on 9th.

Same procedure will be applied for the Board members election process.

6.0 Any other business

Laurent Journaux proposed that the Committee prepared the 2021 budget considering the impact of Covid19.

There were no other matters. The next meeting will be on 22nd July at 9h30 CET.

7.0 Adjourn

Meeting was closed at 10h30.