

Eastern Alpaca Group  
Minutes of Committee Meeting (via Zoom)  
Wednesday 1<sup>st</sup> September 2021

Present: Simon Ilett (Chair), Shirley Isseyegh (Treasurer/Membership), Emma Taylor (Fibre), Harley Laver (Shows), Katherine Shearer (Secretary), Sandra Justice (Events), Jo Bridge (Welfare)

Apologies: Katy Gilbert (Media)

1. Co-opted Committee members – welcome and roles

Simon welcomed Jo Bridge and Katy Gilbert (in her absence) as co-opted members of the EAG Committee. Jo will take on the role of welfare and Katy will work on social media. Simon noted that the Committee now has a good strong team.

2. Minutes of the previous meeting

Thanks to Sandra for preparing and circulating the minutes. They were agreed as an accurate record.

3. Matters arising

There were no matters arising that were not covered in the agenda.

4. Accounts

Shirley presented the EAG accounts up to 31<sup>st</sup> May 2021, along with income, expenses and profit and loss sheets for the Fleece Show 2021 and Halter Show 2019 (with 2021 updates so far).

Sally Berry has kindly offered to audit the accounts again this year but due to a family bereavement will only be able to do this after 15<sup>th</sup> September. As the AGM is on the 18<sup>th</sup> September, the accounts will be circulated to the membership unaudited with an explanation and the audited version can be forwarded with the next newsletter.

**Action: Shirley to circulate accounts to membership.**

5a. Halter Show

Catering:

Sandra has spoken to Katy at Beechwood and they are confident that they can provide catering this year. Breakfast and lunch on Saturday will be for show staff. Breakfast will start at 7am on Sunday for all. Lunch for the judges and ring staff will be ready for 12.30/1pm depending upon show running time in the morning. Lunch for everyone else after judges and ring staff have been served. Menus will be sent out ahead of time so that judges and ring staff can pre-order.

Sandra asked whether judging would take place on the Saturday? A discussion followed of the difficulties of bringing animals to the show before set up was complete and the possible

solutions. Also the pressure of completing show preparations in time on the Saturday to allow enough time for judging later in the day. It was agreed that judging would start at 8am on the Sunday with an exhibitors' meeting at 7.30am. It was generally agreed that it would be important to be organised and prepared on the Sunday and that exhibitors arriving at the show ring on time for their class was essential.

Beechwood have acknowledged the failings of 2019 and recognise that the cafe was overwhelmed with the demand. This year they will have more staff available and will be better organised.

22 farms are exhibiting at the show which could equate to 44 people to cater for. If show officials, volunteers and extra guests are accounted for this could take the total to 60. Sandra will let Beechwood have an idea of the numbers for catering.

Beechwood also have a burger van available (not the same as last time) and Sandra has organised hog roast and pizzas. Beechwood would take a percentage of the income from this. Sandra asked whether the show would be open to the public as this would affect the catering requirements? It is unlikely that the hog roast/pizza business would attend if the show was not a public event. We would also not need the extra catering options if Beechwood cafe can cope with 60.

It was agreed that it would be very difficult to enforce Covid 19 protection measures during the show. For the protection of volunteers, officials and exhibitors it was agreed that the show would not be advertised to the public this year. It is likely that some family members of exhibitors, or EAG members who have not entered alpacas into the show, may attend.

Beechwood can cater for a meal on the Saturday evening. Last time 23 people attended. The cost of the meal was £15 per head and EAG charged £18. It was agreed that the same menu could be requested. Beechwood will ensure that all meals are hot before they are brought out this time. Shirley will contact exhibitors to see what interest there is in an evening meal on the Saturday. 7pm start time? It was also suggested that the exhibitors meeting could be moved to the Saturday evening to save time on the Sunday morning.

Snacks and cold drinks are available from machines on the ground floor. Sandra will check whether Beechwood will be serving teas and coffees downstairs as suggested last time she spoke to Katy.

Concerns were raised over social distancing during a sit down meal. Sandra will ask Beechwood for the maximum number of guests that can be seated in the cafe and also the minimum number that they would be happy to cater for the Saturday evening meal. We also need to check whether card payments are accepted.

**Action: Sandra to contact Beechwood re seating numbers/hot drinks/numbers for Sat eve/card payments. Shirley to contact exhibitors re evening meal.**

Sponsorship:

Simon has prepared an email to go out to past halter show sponsors. Emma suggested that colour class sponsorship could cover both suri and huacaya classes.

MKM and Dengie have provided sponsorship in the past. MKM may want to bring equipment to display outside the venue? Sandra will ask.

It was agreed to reduce the sponsor fees by 20% across the board in recognition that the show will not be open to the public this year. A further 5% discount will be given to EAG members. It is too close to the show for an early bird offer.

Harley noted that there are entries for both modern grey and appaloosa huacayas so these classes can be added to the sponsorship list.

If sponsors come forward Simon can offer a discounted rate for joint male and female colour class sponsorship.

Sponsors will need to be finalised in time to get the catalogue ready two weeks before the show. 35-40 catalogues will be needed on the day and pdf copies can also be provided – pdf copies for sponsors is an option. The pdf catalogue can be added to the website after judging has started on the Sunday. There is access to wifi at Beechwood.

Westpoint Vets will be covering the show again and last time had a stand in the hall. Harley will confirm with Amy. She will also contact Dengie and Andrew Dowlin (feed merchant) regarding sponsorship. Simon will contact Emerald Green. Harley has promotional items from Emerald Green left over from the last show.

Sandra also suggested Wildwood Animal Health as possible sponsors and will get in touch.

Emma suggested bags for exhibitors with sponsors' promotional material inside. This has been done in the past. Shirley and Sandra offered to put these together ahead of the show.

**Action: Simon to circulate email to past sponsors and contact Emerald Green. Sandra to contact MKM, Wildwood. Harley to contact Amy, Dengie and Andrew Dowlin. Shirley and Sandra to coordinate exhibitor bags. Kath to add updated sponsorship fees to newsletter/website.**

Electric cables:

No response from Ian Hamilton regarding a price for new cables as yet. The last correspondence was on 20<sup>th</sup> August. Harley will contact Di Davies (Alpha Alpacas) to check whether the SWAG cables are available for hire again. The cables are stored in three large crates which would pack onto a pallet. This would cost around £60 to send.

In the past, 2 to 3 hours have been taken to lay out and organise the cables in advance of the show. This has made it much easier to install them on the day. Kath suggested that Neel could help with this. Ian had provided a 50m extension cable that may have been used to power the urn? Simon has a 30m reel that he can bring (update – Neel also has a 40m reel). Kath will bring her hot water urn for tea and coffee (it will need to be PAT tested). Simon will contact Ian Hamilton again for an update on progress with the quote for new cables and to find out whether he and Viv will be available to help at the show.

Harley and Sandra both have PAT test equipment available.

**Action: Kath to ask Neel for help with cable set up and bring hot water urn to the show. Harley to contact Di Davies. Simon to contact Ian Hamilton.**

Generator:

Sam has found a generator at a cheaper cost than in 2019. This is mainly down to cheaper delivery costs. Last time delivery and collection cost £200, so the total cost of hire was £606. Sandra is still waiting for costs from other local companies.

**Action: Sandra to chase up quotes.**

Membrane:

Harley suggested using the same company as before.

**Action: Shirley to order 4 rolls of membrane.**

Crowd barriers:

250 barriers were ordered last time at a cost of 90p per barrier per week. Insurance, delivery and collection was an additional cost. The total cost of hire was £1320. Harley will ask the company used last time if they are able to bring a forklift for unloading and loading. More barriers will be needed for this show.

Charlotte hasn't been in touch as yet regarding the pen plan but Harley is also waiting for confirmation on herd numbers from Grassroots.

**Action: Harley to contact barrier company re forklift.**

Bedding:

Bedding left over from last time (10 bales mentioned at a previous meeting). Builders bags are also needed for clearing up.

It was suggested that Beechwood could be paid to clear up after the event. Sandra will ask when she is in contact re catering.

Emma also suggested that clear instructions be given for clearing up in the exhibitor's pack.

**Action: Shirley to order bedding and builders sacks to be delivered direct to the venue on the Saturday. Sandra to ask Beechwood for a quote for clean up.**

Insurance:

Jacinta at H & H Insurance has provide a quote of £440 for annual insurance. This includes up to 7 events. One off events can be covered for £188. H&H may consider sponsoring the show? Shirley will ask whether this quote alters if events are not open to the public. It was agreed to look at annual cover when in person events start again. A single event policy would be better for the show. Sandra will ask Beechwood whether their insurance covers the show, or whether a top up insurance fee for the event can be paid?

**Action: Shirley to contact Jacinta re public attendance and fee changes. Sandra will contact Beechwood re insurance cover within their policy.**

Hotel bookings:

Shirley is waiting to hear from Gary Naish that he is able to attend the show. She will then book three rooms, one for the ring steward, one for the judge and one for the chief steward.

**Action: Shirley to book hotel accommodation.**

\*As Jo Bridge had to leave the meeting early an AOB item was added to the agenda at this point

#### 5c. Response to handling of Geronimo by APHA officials

Simon suggested that the EAG Committee be prepared to respond to enquiries from the membership regarding the mishandling of Geronimo and the ongoing campaign led by Helen MacDonald. Jo agreed that this would be sensible and it was agreed by all that events on 31<sup>st</sup> August had been shocking and disappointing. Emma noted that complaints can be made to Gloucestershire Trading Standards and it was agreed that a written complaint should be sent from EAG. Jo agreed to liaise with BAS and draft a letter. There are currently 45 herds represented in the EAG membership and members could also be encouraged to send complaints. Emma will add the Trading Standards contact details to the EAG Committee Facebook page.

**Action: Jo to liaise with BAS and prepare a draft written complaint to Trading Standards.**

#### 5b. AGM

The annual general meeting will be held via Zoom at 7pm on 18<sup>th</sup> September. The meeting will open 15 minutes early to allow the committee to prepare. Shirley will include a RSVP link so that we have an idea of numbers. Kath will put together an agenda based on agendas from previous meetings. Simon will prepare a review of the year to be sent out with the agenda.

The series of Winter Warmer workshops worked well last year. Ideas for this year should be sought from the membership at the AGM. Kath will also include a request for ideas in the newsletter. It was agreed that we should try not to clash with workshops offered by BAS. Emma suggested that the BAS workshops would be concentrating on practical alpaca management.

Shirley suggested asking Amy Campbell, an EAG member who has started a crochet business. Emma also knows someone who could provide a workshop on using a drop spindle and hand spinning. She also suggested contacting Mary-Jo Smith to see if she would be able to present her Zoom workshop on selecting a stud male. Sandra recommended a workshop on caring for elderly alpacas. It was agreed to pool ideas and look at a series of workshops possibly starting in November.

The Committee discussed ideas for a Christmas social evening. Wine tasting courses can be carried out over Zoom and may be fun for members? Harley will find out the name of the company that provided one for her and friends recently. The social evening and Winter Warmers will be discussed at the AGM.

Kath will add the appointment of Committee members to the agenda for the AGM.

**Action: Kath to prepare AGM agenda. Shirley to send a Zoom link with RSVP for AGM. Simon to prepare a review of the year to go with agenda. Harley to find details for the Wine Tasting company.**

## 6.AOB

Kath will update the newsletter and send to Shirley for distribution.

Duncan Pullar has sent a copy of the BAS National Show risk assessment and Kath will look at amending this for the East of England Alpaca Show.

## 7.Date of Next Meeting

AGM – 7pm on Saturday 18<sup>th</sup> September  
Committee Meeting – to be held after the AGM

KS 1/9/2021