

New Zealand Wool Classers Association



NZWCA BOARD MEETING

Via Zoom

Monday, 10th November 2025 – Started 7.05pm

Present: Marg Forde, Bill Dowle, Tracy Paterson, Mitchell Young, Cassie Johnston, Don Urquhart, Alan Frazer, Terry Mulcahy & Kevin Waldron

Absent:

1. **Welcome and Roll Call**
2. **Apologies:** Pip McConway, Sonya Johansen & Ratapu Moore

Moved: Cassie Johnson
Second: Bill Dowle
CARRIED ALL

3. **Minutes from last Board Meeting 29th July 2025** – Circulated and taken as read.

Called that the previous Meeting minutes 29/07/2025 be accepted as true & accurate.

Moved: Tracy Paterson
Second: Bill Dowle
CARRIED ALL

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4. Matters Arising

	Actions from Meeting 29 th July 2025	ASSIGNED TOO
Publish Classer attendance on Professional Development days and in what format and platform should this be displayed A classer is expected to attend a classer professional day every 3 years Develop a secondary list of other acceptable forums to remain compliant	Filming or Industry Day to go onto website. Cost to do this is \$240.00 as we have to set up a You Tube account also – Website provider Look at collating list of attendance over the last 3 years. Look at data first then discuss next steps	Project Lead: Allan On Agenda – ITEM 8 COMPLETED
Create a template for an Agreement between classers & growers. Needs to be one page, bullet pointed with simple language.	Unfortunately, did not meet deadline of end of June. Comments in Registrar’s report 29th July. Marg to speak with Contractors Tracy & Marg to finalise – No rush	Tracy & Marg WIP
Investment of Massey Wool Association Money	Annette to organise investing	COMPLETED \$11,500 @ 3.35% 150 days
Classer winner at Wanaka Show to receive 1 years free NZWCA membership, credit to be issued if Classer has already paid. Presentation of certificate at show.	Create generic certificate for show to be completed by end of year Let Wool Committee know about award & copy in Wanaka show	Annette Certificate needed by March 26 COMPLETED
Sponsorships moving forward	Send current sponsorship materials to Tracy and the Board. A one-page document to be created to support sponsor engagement.	COMPLETED WIP to be completed NOTED: Board members to assist with informal outreach before a formal approach is made.
Registrar Remuneration	Inform Register of increase	COMPLETED

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	Contd.... Actions from Meeting 29 th July 2025	ASSIGNED TOO
Store classer inspection documents	Create wording/documents for website	Marg Let Annette know what forms you require in word Marg to update and send back to Annette to change on website
Next steps with Incorporated Societies	Forward latest emails from Society for checking	COMPLETED
North Island Classers Day	Still investigating option of what & where	Marg – In Marg’s report
2026 Classer Day/AGM	Investigate Peter Lyons in Alex	Marg – In Marg’s report – ON AGENDA ITEM 10
Tracy suggested that, as part of the MPI Group work, the organisation could share best practice information via the website and Facebook page.	<p>Draft and distribute proposed wording for Board approval prior to publication.</p> <p>Tracy emailed out wording this afternoon, below is the proposed wording to go onto our website</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Good animal welfare practices are critical for our industry. In addition to potential prosecution, any breach of the animal welfare regulations and the expectations of our markets and consumers puts our industry and all the people that work within it at-risk. Accordingly, NZWCA maintains a zero-tolerance position to any mistreatment of animals by any person. We all have a responsibility to ensure the welfare of animals and people. The NZWCA encourages members and their employees to report any mistreatment of animals and people if it occurs.</p> </div> <p>MOTION Amended via email 18/11/25 to remove “änd their employees” MOVED: Bill Dowle SECOND: Te Moore CARRIED: Majority</p>	<p>Tracy Discussed 10/11 Motion: That the statement read by the NZWCA Chair be approved for publication and uploaded to the NZWCA website. MOVED: Tracy Paterson SECOND: Don Urquhart</p> <p>Annette to put on the website & distribute to board</p>

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5. Financial report & Investment Report (Appendage A)

- all circulated, taken as read

- Discussed normal time or year for chasing debtors
- Need to have confirmation of NZWTA & The New Zealand Wool Industry Charitable Trust sponsorships for 2025 by end of this month (November) to be paid in this financial year

**ACTION: Marg for NZWTA
Tracy for The New Zealand Wool Industry Charitable Trust**

- The Board discussed the Investment Portfolio and noted its continued low performance since its inception in 2021. It was acknowledged that the majority of funds are invested in a balanced fund, which offers lower returns but greater security.

ACTION: Tracy to contact Hayden at Canterbury Finance in early 2026 to discuss alternative investment options.

Moved: the financial report to be true & correct: Bill Dowle

Second: Don Urquhart

CARRIED ALL

6. Chairman's Report – Verbal

Tracy and Bill attended the **WRONZ Annual General Meeting** on behalf of the Association. This provided an excellent opportunity to network with industry representatives and to seek clarification on current expectations and requirements for Wool Classers.

They also visited **Wool Source** at Lincoln University, which offered a valuable opportunity to learn more about ongoing research and innovation within the wool sector.

Moved: Tracy Patterson

Second: Terry Mulcahy

CARRIED ALL

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7. Registrar's Report - circulated, taken as read

NZ Certificate of Wool Technology and Classing qualification review for the NZ Qualifications Authority NZQA

The review of the Wool Technology qualification has been completed and submitted to NZQA for approval. The working group—facilitated by **Muka Tangata (Food and Fibre Workforce Council)**—was part of the scheduled five-year review process requiring industry input.

Key outcomes include:

- The qualification has been **elevated from Level 4 to Level 5**.
- Some subject matter previously removed when delivery moved from Lincoln and Massey Universities has been reinstated.
- The former **Level 4 Wool Clip Grading** qualification has been redeveloped as **“Managing Wool Preparation in a Wool Harvesting Operation,”** aimed at leadership-level woolhandlers.
- The new qualification is available both as a **Skill Standard and Micro credential**, allowing flexible, standalone delivery or integration into the Certificate in Wool Technology for more efficient and funded training options.

Board Member **Sonya Johansen** and **Registrar** represented the Association on the review working group.

The Registrar acknowledged and thanked Sonya for her valuable contribution and commitment throughout the process.

Board Discussion:

Alan noted that this was an excellent outcome for the industry and the Association.

Bill enquired about the current progress and delivery status of the course.

7.48pm Tracy Paterson moved this discussion to go into committee

Second: Bill Dowle

Out of Committee 7.56pm

Moved: Tracy Paterson

Second: Don Urquhart

Wool Alliance

The **Certificate in Wool Technology Review Group** sent a letter to the newly formed **Wool Alliance**, highlighting the importance of maintaining high standards in wool training and education across New Zealand. The letter, to be tabled at the November NZWCA Board meeting, encourages the Wool Alliance to lead advocacy for provider uptake and delivery of these qualifications.

The **Board reaffirmed** its commitment to continue advocating for improved wool harvesting training and education.

Classer prefix upgrades

Following the pre-lamb 2024 period, there has been a strong level of engagement from wool classers—particularly **Provisional Classers**—seeking to upgrade their prefixes through the NZWCA process. A number of test results and clip summaries have been submitted and are currently being reviewed for inclusion in the **NZWCA Register**. It was noted that some classers are still developing their understanding of the required documentation standards.

WRONZ Scholarship

A formal request has been sent to **WRONZ** seeking continuation of the **\$5,000 annual scholarship**, which supports five Certificate in Wool Technology students. Verbal confirmation of support has been received from Tim Lonsdale, with written confirmation pending.

The initial notice to tutors in July did not result in any applications, likely due to communication gaps. The notice has since been resent with a revised, shorter application period.

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Store classer

A visit was made to the **Christchurch wool store** to review the new store classer registration process and the store management/classing inspection framework. Questions from two potential applicants and their supervisors were addressed.

Key outcomes:

- It was agreed that lines presented for inspection could be **group lots** if no bin room was available.
- The existing application form, requiring the applicant and supervisor to confirm that inspected lines are wholly the applicant's work, was deemed sufficient to address concerns.
- Time was also spent advocating for NZWCA's work and explaining the rationale and support for the **reintroduction of store classer registration**.

MPI/PETA

The Board noted that [Name] is a member of the **MPI-facilitated People and Culture Workstream**, established in response to the PETA videos released last year. Attendance at online meetings has been maintained, with contributions made as required.

It was noted that **Tracy**, who chairs a related group, has been fully engaged with the **NZ Shearing Contractors Association** on responses and can provide further updates.

National Council of NZ Wool Interests Inc

The Board noted that Marg fully supports **NZWCA maintaining its associate membership**. Although unable to attend the recent AGM due to pre-lamb commitments, contributions were made beforehand via the Chair, including a written update on the **NZ Certificate in Wool Technology review**.

Marg also participated in a small council group tasked with **reworking the constitution** to ensure compliance with new incorporated society rules, drawing on prior experience with the NZWCA constitution. The Board acknowledged the value of this contribution from the NZWCA/associate member perspective.

North Island Industry Day

Marg expressed appreciation to Sonya for her support in planning another event in 2025. The organiser acknowledged that it was their responsibility the event did not proceed as planned this spring, citing difficulties securing suitable venues and speakers. Previous North Island Days had relied on wool samples from Massey University, which were no longer available. However, Marg has now assembled their own set of micron-tested samples (12–40 microns) and intends to attempt running the event again in 2026.

Young Farmers Club

NZWCA maintained a North Island presence this spring through participation in the Waikato/Bay of Plenty Young Farmer of the Year regional event in early November. Using the newly prepared wool samples, three wool exercises were developed for the shearing/wool module, co-hosted by the organiser (representing NZWCA) and Edsel (representing shearing and *The Lifestyle Block Bloke*). The event involved 29 contestants and provided strong NZWCA visibility, with participants gaining valuable introductory wool knowledge.

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Classer Awards

Acknowledgement was given to Don for submitting nominations. Reminders are being sent to brokers to encourage further nominations and outline the simple online process. Communication with sponsors is ongoing to confirm their continued support, though a review may be needed as the **Crossbred** and **North Island** award categories have been difficult to sustain. Board members are encouraged to promote the awards within their networks, noting that **nominations can be made by brokers, buyers, and exporters.**

Board Discussion

Cassie asked about the number of award nominations received to date. Marg advised that only Don has submitted nominations so far. She noted that nominations remain open until the **end of February** and that a **reminder will be sent closer to the closing date.** Marg also confirmed that **nominations must be submitted through the NZWCA website.**

Newsletter

Work has begun on compiling content for the **end-of-year newsletter.** A key focus will be highlighting the renewed importance of **quality clip preparation,** particularly for **crossbred and stronger halfbred wools,** in light of improved market prices—timely messaging ahead of mainshear. Board members are invited to contribute articles or photos (e.g., from pre-lamb) within the next 10 days. It was noted that recent newsletters have largely been compiled by the Registrar, who expressed appreciation to the Board for their engagement and support.

REMINDER: Ideas for articles to Marg ASAP & any seasons classing photo's

Tracy acknowledged Marg's comments and expressed **sincere gratitude to Annette,** noting that her **efficiency, commitment, and continuity** contribute significantly to NZWCA's operations and extend well beyond her formal role as Secretary. Tracy fully endorsed these sentiments.

Moved: Tracy Patterson
Second: Cassie Johnson
CARRIED ALL

8. NZWCA You Tube' channel and future spend for filming

Agreed to move to next meeting's agenda

9. Update from Terry about his speaking engagement at the McSkimming event

Terry provided an update on his speaking engagement at the McSkimming event, noting that the **industry was comprehensively covered** throughout the programme. By the time of his presentation, **key industry topics had already been well addressed,** contributing to an informative and well-rounded event.

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10. 2026 Classer Day/AGM – Update

NZWCA 2026 AGM/Industry Professional Development Day

The 2026 Industry Day has been scheduled for **Friday, 15 May**, at the **cookshop of Peter Lyon Shearing in Alexandra**, supporting the goal of rotating the event around the South Island. Peter and Elsie Lyon have offered their venue, will provide catering, and will speak on “Things that classers do that are helpful and unhelpful,” continuing the established series. **Willy McSkimming** may also contribute to the contractors’ segment (to be confirmed). **Vorne Wheki**, a previous presenter on the classer–presser relationship, has agreed to re-present in 2026, with the session to be recorded for the **NZWCA YouTube channel**.

Collaboration with **Kevin Waldron** on wool samples and exercises continues, with plans to repeat the ultra and superfine classing exercise and ensure sufficient time for learning discussion. **Tracy** will chair a **panel of experienced classers** addressing “what to do when things go wrong,” allowing time for open questions. There will be **no off-site visit** this year; all activities will take place at the venue. As usual, an **in-person Board meeting** will be held the evening before. **Travel expenses will be reimbursed**, and **accommodation arranged and paid for by NZWCA**. Assistance from Board members on the day is appreciated and essential to the event’s success.

Board Discussion:

Annette has indicated she may be unable to attend as she will be out of the country in May 26. She will confirm this as soon as she can. Annette can still prepare all documents, certificates etc... as always

Members were encouraged to share ideas for the Industry Day, including potential topics or speakers for this or future events. It was agreed that securing an innovator as a guest speaker has been successful in the past, and suggestions should be forwarded to Marg.

Discussion was also held regarding the wool exercises, with Kevin to prepare three exercises only, allowing for more time for in-depth discussion and learning during the session.

11. General

- Mitchell has asked if there is an issue with our board meeting minutes being distributed.

MOTION: That the Association publish its Board Meeting Minutes on the Association’s website.

MOVED: Alan Frazer

SECOND: Bill Dowle

ACTION:

Draft minutes are to be distributed by the Secretary to all Board Members.

A 7-day stand-down period will apply to allow Board Members to provide any amendments or corrections.

Following the stand-down period, the Chair will review and approve the minutes, advising the Secretary of any sensitive material to be redacted prior to publication.

Once approved and finalized, the Secretary will publish the minutes on the Association’s website.

12. Next Board Meeting

- February, day/date TBC

Discussed any bad days – Secretary not available on Wednesday evenings No Wednesday’s

MEETING CLOSED 8.20pm



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<p>Create a template for an Agreement between classers & growers. Needs to be one page, bullet pointed with simple language.</p>	<p>Unfortunately, did not meet deadline of end of June. Comments in Registrar’s report 29th July. Marg to speak with Contractors Tracy & Marg to finalise – No rush</p>	<p>Tracy & Marg WIP</p>
<p>Classer winner at Wanaka Show to receive 1 years free NZWCA membership, credit to be issued if Classer has already paid. Presentation of certificate at show.</p>	<p>Create generic certificate for show to be completed by end of year</p>	<p>Annette Certificate needed by March 26</p>
<p>Sponsorships moving forward</p>	<p>A one-page document to be created to support sponsor engagement.</p>	<p>WIP to be completed <i>NOTED: Board members to assist with informal outreach before a formal approach is made.</i></p>
<p>Store classer inspection documents</p>	<p>Create wording/documents for website</p>	<p>Marg Let Annette know what forms you require in word Marg to update and send back to Annette to change on website</p>
<p>Good animal welfare practices are critical for our industry. In addition to potential prosecution, any breach of the animal welfare regulations and the expectations of our markets and consumers puts our industry and all the people that work within it at-risk. Accordingly, NZWCA maintains a zero-tolerance position to any mistreatment of animals by any person. We all have a responsibility to ensure the welfare of animals and people. The NZWCA encourages members and their employees to report any mistreatment of animals and people if it occurs.</p>	<p>Agreed and Passed wording to go onto website</p>	<p>Annette</p>



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Need to have confirmation of NZWTA & The New Zealand Wool Industry Charitable Trust sponsorships for 2025 by end of this month (November) to be paid in this financial year	<p>For NZWTA</p> <p>For The New Zealand Wool Industry Charitable Trust</p>	<p>Marg</p> <p>Tracy</p>
The Board discussed the Investment Portfolio and noted its continued low performance since its inception in 2021. It was acknowledged that the majority of funds are invested in a balanced fund, which offers lower returns but greater security.	<p>Make contact Hayden at Canterbury Finance in early 2026 to discuss alternative investment options.</p>	<p>Tracy</p>
Publish its Board Meeting Minutes on the Association's website.	<p>Draft minutes are to be distributed by the Secretary to all Board Members. A 7-day stand-down period will apply to allow Board Members to provide any amendments or corrections.</p> <p>Following the stand-down period, the Chair will review and approve the minutes, advising the Secretary of any sensitive material to be redacted prior to publication.</p> <p>Once approved and finalized, the Secretary will publish the minutes on the Association's website</p>	<p>Annette</p>