



New Zealand Wool Classers Association

NZWCA BOARD MEETING

Via Zoom

Thursday, 30th July 2026 – Started 7.00pm

Present: Marg Forde, Bill Dowle, Tracy Paterson, Cassie Johnston, Don Urquhart, Janet Smith, Allan Frazer, Mitchell Young & Willy McSkimming

Absent: Kevin Waldron

1. **Welcome and Roll Call**
2. **Apologies:** Terry Mulcahy & Pip McConway

*Tracy Paterson moved apologies to be accepted
Second: Don Urquhart
CARRIED ALL*

3. **Welcome Willy McSkimming & Janet Smith - Formal Introductions**

Tracy welcomed them both onto our board.

4. **Minutes from last Board Meeting 14th May 2026** – Circulated and taken as read.

Changes:

- Correction to the spelling of the names Allan and Cassie.
- Correction to the spelling of Zentera.

*The Chair moved that the minutes of the meeting held on 14 May 2026 be accepted as a true and accurate record, subject to the agreed amendments
Second: Cassie Johnston
CARRIED ALL*



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5. Matters Arising for Discussion

	Actions from Meeting 14 th May 2026	ASSIGNED TOO
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 29 th July. Marg to speak with Contractors Tracy & Marg to finalise – No rush	Tracy & Marg WIP
New Retired Classer Category	Add to Website	Marg – to write Annette – to add to website DUE Dec 2026
Confirm NZSCA Representative	Liaise with Ratapu as to the new shearing contractors rep for the board	Tracy - COMPLETED
Letter to Zentera	Tracy to write to Zentera regarding the importance of better coordination across the industry to avoid future event clashes. The letter will note that NZWCA had provided advance notice of its event date, and that greater consideration around scheduling would be appreciated going forward.	Tracy – WIP before next meeting
Letter to Schneider - Helen Cameron	In recognition of what was said, thank you from the Association	Tracy – WIP before next meeting
Massey Wool Association Funds - confirm with Laurie Boniface the intended use of the gifted Massey Wool Association funds	- Tracy to confirm with Laurie Boniface the intended use of the gifted Massey Wool Association funds. NOTE: Should this differ from the wording currently recorded, an update will be required for the 2026 EOY accounts. - Once clarified Chair to inform Secretary on Investment choice	Tracy – WIP before next meeting Annette to invest as instructed

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6. Financial report - all circulated, taken as read

Don Urquhart moved that the Financial Report be accepted as a true and correct record

Second: Bill Cowle

CARRIED ALL

ACTION: Tracy to follow up with Tim Lonsdale from WRONZ regarding sponsorship for the Association following their January Board meeting

7. Chairman's Report

- Tracy extended the Boards condolences to Annette and her family on their recent loss.
- Tracy and Marg attended the SIT meeting. A detailed update is included in the Registrar's Report

Tracy Paterson moved that the Chair's verbal report be accepted as a true and correct record

Second: Janet Smith

CARRIED ALL

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

- **Industry Day & AGM:** The Industry Day and AGM in Alexandra was well received, with positive feedback from attendees. Appreciation was extended to Board members, volunteers, speakers, and Peter and Elsie Lyon for their generous support and hospitality. Tracy will follow up with Zentera to discuss better coordination of future Industry Day and AGM dates to avoid clashes and improve attendance across the industry.
- **Newsletter:** The June newsletter generated positive industry feedback and media interest. Annette thanked Marg for her additional work in producing the newsletter while Annette was overseas, as OneDrive issues required all content to be emailed through manually.
- **Secretary Replacement:** An update was provided regarding Annette's intention to step down as Secretary following the 2027 AGM. Succession planning for the Secretary/Treasurer role will be discussed further under Agenda Item 9.
- **Southern Institute of Technology (SIT):** An update was provided on consultation with Southern Institute of Technology (SIT) regarding the proposed Level 5 Certificate in Wool Technology. The Board discussed the information provided to date and raised a number of questions regarding the proposed course structure and resourcing. NZWCA, in conjunction with NZSCA, has provided feedback and is awaiting further information from SIT. Marg advised that any Board member wishing to review the questions and responses can contact her. Mitchell also offered WoolWorks' assistance to support the development and delivery of the programme where appropriate.
- **Food and Fibre Industry Skills Board:** NZWCA contributed to the Food and Fibre Industry Skills Board survey and participated in discussions relating to work-based learning and the school curriculum.
- **Membership Categories:** Proposed wording for the new Retired Classer membership category was presented. It was noted that all membership category descriptions will require updating to align with the Association's new Constitution.

Tracy Paterson moved that the Board adopt the proposed wording for the new Retired Classer membership category as presented in the Registrar's Report, and that all financial members be entitled to attend and vote at General Meetings in accordance with the Association's new Constitution

Second: Don Urquhart

CARRIED ALL

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

Allan Frazer moved that the Registrar's report be accepted as a true and correct record

Second: Janet Smith

CARRIED ALL

9. Replacement Secretary/Treasurer

The Board discussed succession planning for the Secretary/Treasurer role and agreed that the replacement does not need to come from the wool industry. It was noted that Annette was not from the industry when she commenced the role with Tectra, and Willy confirmed that the NZSCA Secretary also came from outside the sector.

A range of options for the future structure of the role were considered, including retaining the role as it is or separating responsibilities such as Treasurer, Secretary, website administration, and newsletter production. It was suggested that newsletter preparation could potentially be undertaken by a Classer or another suitably skilled member, like the approach used for the contamination poster. Another option worth exploring is Zoom's recording and transcription functionality to assist with the preparation of Board meeting minutes, helping to improve efficiency and support the Secretary's role.

Tracy advised that she had approached a potential candidate who may be interested in the role. Marg also confirmed she had spoken with Ross McIsaac from Wool Alliance to determine whether they may have the capacity to assist [REDACTED]

The Board agreed that the preferred transition would see a new appointee commence working alongside Annette from January 2027, with full responsibility transferring on 1 June 2027. Annette confirmed she is documenting all processes to support a smooth handover.

ACTIONS:

Annette to provide Tracy with an overview of the typical hours and work patterns associated with the Secretary/Treasurer role.

10. North Island Industry Day 2026

Marg advised that there has been no further progress on a North Island Industry Day. While there is strong support for the concept, previous events have required significant planning for relatively low attendance, making it difficult to justify the commitment of time and resources.

The Board agreed that any future North Island event should only be considered in partnership with another industry organisation rather than being run solely by NZWCA. Wool Alliance and Young Farmers were identified as potential organisations to approach, while it was agreed not to pursue a partnership with Zentera at this stage.

The Board also discussed the need to establish an appropriate budget for any future event and considered alternative options, such as having a presence at an existing industry event, like the Association's

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involvement at Wanaka. It was noted that October is a particularly difficult time due to classing commitments.

It was agreed to place the proposal on hold while further options and partnerships are explored.

11.

[REDACTED]

*Moved: Tracy Paterson
Seconded: Cassie Johnston
CARRIED*

[REDACTED]

12. Location/Date 2027 AGM/Industry Day

The Board discussed future AGM venue planning, noting that ease of access, travel time, and venue costs are important considerations to maximise attendance. Mitchell suggested planning venues and dates well in advance to allow members sufficient time to make travel arrangements. It was also suggested that a map of the membership be developed to help identify locations with higher concentrations of Classers when selecting future venues.

Marg emphasised the importance of rotating the AGM between key regions rather than holding it in the same location each year. The Board agreed to rotate the meeting between Christchurch, Mosgiel/Otago, and one additional regional location.

It was further agreed that, when setting AGM dates, the wider industry's calendar should be considered to avoid clashes with other events, particularly during May, and that key industry organisations should also be advised once the AGM date has been confirmed.

The Board agreed that the 2027 AGM will be held in Christchurch during May. When finalising the date, consideration is to be given to avoiding the Wool Merchants' meeting on 18 May, Tracy's unavailability on 14 May, and the preference for the AGM to be held on a Friday.

Motion: That the AGM venue be confirmed 12 months in advance and announced at the preceding AGM to provide members with ample notice.

*Moved: Tracy Paterson
Seconded: Don Urquhart
CARRIED*

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13. General

Item 1 – Wool Line Naming

Marg advised that work is underway to develop a single, definitive list for wool line naming. Cassie and Mitchell volunteered to join the project team. Once the list has been completed, it will be presented to the Board for review, approval, and adoption.

14. Next Board Meeting – Monday November 9th, 7.00pm please mark this in your diaries

MEETING CLOSED 8.40pm

DRAFT



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New Retired Classer Category	Add to Website	Marg – to provide Annette with wording updates to update on the website DUE Dec 2026
Letter to Zentera	Tracy to write to Zentera regarding the importance of better coordination across the industry to avoid future event clashes. The letter will note that NZWCA had provided advance notice of its event date, and that greater consideration around scheduling would be appreciated going forward.	Tracy WIP To be completed before next meeting
Letter to Schneider - Helen Cameron	In recognition of what was said, thank you from the Association	Tracy WIP To be completed before next meeting
Massey Wool Association Funds - confirm with Laurie Boniface the intended use of the gifted Massey Wool Association funds	1. Tracy to confirm with Laurie Boniface the intended use of the gifted Massey Wool Association funds. NOTE: Should this differ from the wording currently recorded, an update will be required for the 2026 EOY accounts. 2. Once clarified Chair to inform Secretary on Investment choice	Tracy WIP To be completed before next meeting Annette to invest as instructed
NEW 30/7/26 - WRONZ Scholarship	Follow up with Tim Lonsdale from WRONZ regarding sponsorship for the Association following their January Board meeting.	Tracy
NEW 30/7/26 – Clashes with Wool Industry Days concerns	Tracy will follow up with Zentera to discuss better coordination of future Industry Day and AGM dates to avoid clashes and improve attendance across the industry.	Tracy



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NEW 30/7026 – Succession Planning for Associations Secretary	To advise Tracy of the outcome of discussions with the NZSCA Secretary. Provide Tracy with an overview of the typical hours and work patterns associated with the Secretary/Treasurer role.	Willy Annette
[REDACTED]	[REDACTED]	Janet