

**ALP Directors Meeting Minutes
Sheep Centre, Agricultural Centre
Friday, January 23, 2026**

In attendance: Adam French, Darlene Hawco, Esther Hoogland, Cody Legault, Edward Machuk, Martin Winchell, Jolene Airth (staff)

Regrets: Alison Neale, Richard Van Driesten

The board chair called the meeting to order at 8:00am after confirming quorum with 5 directors in attendance.

The board moved to in camera at 8:00 and out of camera at 8:04am.

Motion to approve the agenda with addition, seconded, carried.

Motion to approve the minutes of the January 13, 2026 meeting, seconded, carried.

Office and Financial

The Executive Director (ED) report was previously circulated and reviewed. Budget vs. actual was reviewed and clarification questions were asked and answered. Minutes of the meetings containing motions to change bank signing authority were signed and ED will submit to bank. Directors to create their customer profiles with the bank.

Team Building Exercise DISC was completed.

Regulation Review – The Alberta Lamb Producers Plan Regulation was reviewed line by line, with no changes to be recommended.

Rationale:

17 In compliance with the ongoing regulatory review initiative, this Regulation must be reviewed on or before April 30, 2027.

Regulation Review – The Alberta Lamb Producers Regulation was reviewed line by line with potential changes recommended. ED to discuss the boards recommended changes with Marketing Council and report back to the board.

Rationale:

Expiry

15 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on April 30, 2027.

Alberta Shearing Course- The office has recently received several requests for shearing courses. Staff was instructed to research interest and logistics for a fall 2026 shearing course.

Livestock Guardian Dog Learning Module – Staff applied and was approved for an S-CAP grant to create a learning module and collaborate with Rural Municipalities of Alberta to share information with the intent to have municipalities create informed policy around LGDs. Staff instructed to research additional funding avenues to offset the funding portion ALP is responsible for.

National Committee: The National Committee will continue to function with ALP's executive as members and national unity as their focus.

Governance:

ED attendance during in camera discussion was discussed- The board will maintain the status Quo where the ED is excused from in camera discussions.

Director Expenses - Policy was reviewed. Director attendance at events requiring expense claim submission must be preapproved by the board and accompany a meeting report.

Director evaluations and evaluation as a board- ALP directors will perform board evaluation in the fall. Directors stated their individual and board goals for the year.

Policy Creation- The potential of several policies were discussed (AI, Whistleblower, Cybersecurity and Risk) with the board deciding that creating a Risk Policy is most important at this time. ED and Vice Chair to create draft Risk policy for review at the May 2026 in person board meeting.

Saturday, January 24, 2026

In attendance: Adam French, Darlene Hawco, Esther Hoogland, Cody Legault, Edward Machuk, Martin Winchell, Richard Van Driesten, Jolene Airth (staff)

Regrets: Alison Neale

The meeting resumed at 8:00am with 6 directors in attendance.

ALP Bylaws Review: The ALP Bylaws were reviewed line by line. Minor grammatical changes were noted and questions arose, where ED was instructed to discuss those questions with Marketing Council and report back to the board.

Rationale:

In compliance with the ongoing review cycle of regulations, these bylaws must be reviewed on or before April 30, 2027.

CCWG Tag Distribution Contract – Upon review of contracts, staff discovered there was an error in calculation of the administration fees charged to ALP for tag distribution. The ALP board has instructed the ED to draft and send a letter requesting CCWGs calculation of the amount of service withheld as per the contract.

Strategic Planning Workshop Follow up & Current strategic plan – ALP board held a full day Strategic planning workshop on January 22. Staff instructed to review current strategic plan and bring forward any tactics that still are achievable. The board feels focusing on the new strategic pillars is timely.

Proposed Traceability Regulations - ALP staff requested and received information from CFIA about the proposed amendments to the federal traceability regulations. The board reviewed this document and their questions will be compiled and returned to CFIA for clarification. To date, there have been two producer requests for a statement from ALP, however the board will not be releasing a statement at this time.

AGM & Conference 2026 - The board decided the event will span two days, Nov 6 and 7 and include a banquet. A committee of 3 directors was formed to create the theme, and suggest speakers and topics, and determine if a farm tour is feasible.

Producer feedback- There have been three producers connect with the office regarding the proposed CFIA traceability regulations. Feedback was shared with the board. The board is seeking clarity from CFIA on what is proposed.

In Camera 2:43pm, out of camera 2:47pm

Motion to adjourn at 2:47pm

Director Training for new directors followed from 3:00pm-4:45pm.

Actions:

ED:

- submit signed minutes to bank.
- ED to discuss the recommended changes to Regulations and Bylaws with Marketing Council and report back to the board.
- Staff to research interest and logistics for a fall 2026 shearing course
- Staff to research additional funding avenues to offset cost of LGD project.
- ED to draft and send letter to CCWG
- ED and Vice Chair to draft Risk policy prior to May in person board meeting
- forward board clarification questions to CFIA when compiled

Directors:

- Directors with new signing authority to create their customer profiles with the bank.
- ED and Vice Chair to draft Risk policy prior to May in person board meeting
- AGM/Conference Committee to name theme of the event and present speaker, farm tour and topic options to the ED
- Directors to forward Questions on proposed traceability regulations to ED
- individual board evaluations to be completed in the fall