



Distilled Spirits Aotearoa (NZ) Incorporated

New Zealand Business Number (NZBN): 9429047031708

Certificate of Incorporation: 2716891

Registered office: 16d Sunley Street, Westown, New Plymouth 4312, New Zealand

Telephone: +64(0)21 222 9881 email: chair@distilledspiritsaotearoa.org.nz

DistilledSpiritsAotearoa.org.nz

DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Committee

Date:	Tuesday 16 August 2022
Time:	2.12pm
Location:	Broken Heart Distilling - Gin Garden
Attendees:	<p>Richard Wilson (RW) – Chair Jamel Barbar (JB), Cardrona Distillery – Committee Matt Bridge (MB) - Committee Soren Crabb (SC), 1919 Distilling - Secretary Sue James (SJ), Juno Gin - Treasurer Antony Michalik (AM), The Spirits Workshop – Committee Wayne Chowles (WC), Kaimai Briewing Antony Michalik (AM), The Spirits Workshop – Committee Joerg Henkenhaf - Broken Heart - DSA Member</p> <p>Apologies:</p> <p>Minutes by Soren Crabb</p>
ITEM	AGENDA ITEM
1B	Conflicts of Interest - Nil
1C	Previous Minutes - The Committee APPROVED the previous meeting minutes - First Wayne Second Jam Carried
1D	Electronics Approvals - The Committee APPROVED the following memberships electronically Pre-Commercial Member: Distill New Zealand Ltd Pre-Commercial Member: Old North Distilling Co Ltd Pre-Commercial Member: Canterbury Distillery Ltd Associate Member: Cormack Packaging – A Tricor Braun Company Associate Member: ICIB Ltd Membership approval carried out by email.



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ITEM	DISCUSSION	ACTION
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Strategic Focus

Establish Industry Standards

Distillery Safety Standards (Antony/Wayne)

Working group for Rum classifications (Matt)

- One email from a Full Member
- Discussion carried out based on the above email with the DSA committee. Feedback from the Rum committee advised the DSA the proposed rules were modeled and designed to keep in line with the Caricom and Eu regulations as a minimum standard. [Matt Bridge](#) will reach out to the member who submitted an email and provided comments.

First: Matt Bridge

Second: Wayne

Opposed: 0

Carried

Excise Rebate (SC) (2.1 & 2.2 attached)

Media - Media has reached out for comment on Chloe Swarbrick bill going through parliament at the moment: DSA will discuss with them and find out the nature of conversation and engage where appropriate.

-Successful meeting in welling ABC to help support this endeavor.

Becca Report (WC & AM)

Currently it is being condensed into a usable format & correcting miss interpreted data. Wayne will reach out to a couple of key people who have expertise in this area.

Next month the DSA will release a timeline as to when the first sections will be released to our members.

New Financial Reporting Requirements (SJ)

Sue sat in on a MBE webinar and found out how we need to report our finances going forward, the act is still under review. The DSA is no longer classified as a small society under the new rules and this will require more in depth financial reporting and we will need to have in place KPI's. We will still remain under the threshold for an external audit.

Current Balance: 6 Oct 2022 \$53,166.36

New Labelling Changes – 'Added Sugars' Consultation (SJ)

12 Sep - Online: Only relevant if you are putting nutritional information on your product or if you make a health claim on your product such as. 0%, Low Carb, Low sugar etc needs to be labeled as "added sugars"

Glass Recycling Consultation (SJ)

Sue attended the Glass packaging forum in Sep, DSA is not a member but has been working in support of them. Current proposed legislation for the return scheme will cost \$438-\$478 per tonne of glass, to be paid up from when purchasing. The proposed system by the GPF recommends a more effective system where the glass would be removed from the government scheme and sorted and recycled at the curbside. - There will still be an associated cost, but it will be more cost effective than the government's solution and have a better environmental outcome.



	<p>Advertising</p> <p>Price Increase: (bottom of the newsletter)</p> <ul style="list-style-type: none"> - Recommended a price increase from December 2022, bringing in different tear options to members to advertise while retaining quality of the email for our members. <p>Emails to Members (information/ stories) and Associate Members (advertising)</p> <ul style="list-style-type: none"> - Webinars from associate members - Webinar is currently booked in with the Alcohol advertising authority about what you can / can't do. Webinar by the Authority that enforces the rules. <p>Member Engagement Suggestions</p> <ol style="list-style-type: none"> 1. Online Breakfast Presentation – February to November, Max 1 hour, speak to Assoc Member to present an educational topic 2. Town Hall/ Discussion forum – Every two months. Need topics (x5) to focus on each month, members can also submit topics for agenda and discussions 3. Education Days (around Awards & AGM) <p>Social Community Networks</p> <p>Suggestions to encourage more engagement between members. Social Media, Discussion questions etc</p> <p>Governance Training</p> <p>Option via Community Networks Aotearoa to participate in online governance training. 10 Modules, \$100.00 https://cna.pointsbuild.com.au/cna/tick-for-governance Modules: Governance Essentials; The Foundation Document; Legal responsibilities; Board Roles and Responsibilities; Governance vs Management, Understanding Numbers; Policies and Procedures; Annual Planning & Strategy; Effective meetings; Te Tiriti o Waitangi and Relationship with Māori</p> <p>Membership Review/Survey</p> <p>What do our members want from us? Do we need to ask so an operational plan can be developed?</p> <p>Meeting dates for 2023, 9.00am via Teams</p> <p>7 February 2023 21 March 2022 2 May 2023 13 June 2023 25 July 2023 5 September 2023 17 October 2023 28 November 2023</p>	
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	<p>Management Focus</p> <p>Financial Statements and Financial Matters Previous Month income/expenses in <i>(attached 3.1)</i></p> <p>Membership Update on Member Numbers: Resigned Members: Associate Membership: Choice Energy NZ LTD</p> <p>Correspondence Inward: 7 Sep 2022 - Hokonui Moonshine Museum – Food Safety plan (AM) Outward: Internal: Gin Safety Data Sheet - Asked for by National Distillery Launch of Distillers Institute NZ - Expect to launch in 3 weeks. DSA will load / set up a page on the website with information on different training providers for the industry.</p> <p>Committee Report Website Social Media Google Workspace</p>	
	Meeting Concluded 4:02pm	
	<p>Next Meeting 8 November 2022, 9.00am, Microsoft Teams</p>	