



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

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DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Board

Date:	Tuesday 7 February 2023
Time:	9.00am
Location:	Zoom
Attendees:	<p>Richard Wilson (RW) – Chair Soren Crabb (SC), 1919 Distilling - Secretary Sue James (SJ), Juno Gin - Treasurer Wayne Chowles (WC), Kaimai Briewing – Committee Jamel Barbar (JB), Cardrona Distillery – Committee</p> <p>Apologies: Antony Michalik (AM), The Spirits Workshop – Committee Matt Bridge (MB) - Committee</p> <p>Minutes by Lynda Booth (LB)</p>
ITEM	AGENDA ITEM
1B	<p>Conflicts of Interest</p> <ul style="list-style-type: none">- Nil
1C	<p>Previous Minutes</p> <ul style="list-style-type: none">- Read and Approved (SJ + WC) <p>ACTION: LB to add Actions in a list to the end of the Minutes</p>
1D	<p>Electronics Approvals</p> <ul style="list-style-type: none">- The Committee APPROVED the following memberships electronically.<ul style="list-style-type: none">o Full Member: Wild Days Rum Ltd (approved 1/12/22)o Full Member (moved from Pre-Commercial Associate Member: NV & Co. Distilling Limited (Moksha Drinks) (approved 12/12/22)o Full Member: Yen Gin (approved 17/1/23)o Associate Member: Queen New Zealand PTY (approved 27/1/23)



ITEM	DISCUSSION	ACTION
	<p>Strategic Focus</p> <p>One Page Strategic Overview</p> <p>A summary of the strategy as discussed at the one-day meeting in October was presented to Board for discussion and approval.</p> <p>APPROVED: the Board unanimously approved the proposed one-page strategy</p> <p>ACTION: LB to arrange for the Strategy one-pager to be designed.</p> <p>The next step will to be to fully develop the strategic plan for the year and into the future (3-years).</p> <p>ACTION: RW to develop a list of tasks/timeline, past and future, and then confirm the status of each.</p> <p>F&B ITP: Public Consultation</p> <p>DSA will approach MBIE directly to set up a meeting rather than each Board member attend a public session. The back-up plan will be for Board Members attend the public meetings.</p> <p>ACTION: RW to contact MBIE to set and attend a meeting. Suggest the DSA get involved with the development of any documentation to ensure that all ingredients are covered.</p> <p>MBIE is taking ownership of the native botanicals register. They are to record all plants being used in the production of F&B and if they are deemed 'safe to use'. DSA expects this will assist with the export market and the legal requirements when introducing native ingredients into products.</p> <p>Association Engagement</p> <p>Engagement has been low over the last couple of months due to the holiday season.</p> <p>February webinar still to be finalised, but would like registration to be arranged via Zoom so that a reminder can be sent out a couple of days prior to the event.</p> <p>ACTION: LB to set up Zoom meeting and registration once the event is confirmed.</p> <p>Awards</p> <p>The judging portal is now open. Once the judges are confirmed it will be good to highlight and promote their attendance. Currently of the 6 overseas judges on the list Claire Filer and Caroline Ashford (The Gin Queen) are confirmed. Judges will be asked if they would like to assess dark, light or other spirits. All conflicts of interest will be noted and no distiller can judge in a category he/she has product entered. There will be 2-3 judges that can be utilised in case of emergencies.</p>	



ACTION: RW to add to March newsletter

Investigation is underway into developing specialist App for the judges. This will reduce the amount of time that is needed to handle the data, reduce mistakes. It will also improve the judge experience, improve the ability to send judging comments back to entrants. A sponsor will be required to cover costs. Approx \$12K. The App could be on-sold once developed to others organisations that use the same system. The current system uses Survey Monkey which is not the most reliable (loss of data, hard to change submissions, judges entering the data onto the incorrect sheet).

There will be no bitters judging in 2023.

The Awards website is not currently available, but hopefully it will be live by 24th Feb. There will be a social media push from 24 February.

A suggestion for a gin and tonic category was rejected by the Board. Though it could have brought in more entries, it does not fully fall within the purpose of the Spirits Awards.

Conference

The conference is to be called the NZ Distillers Conference

Confirmed date - 7-9 June 2023

Confirmed venue - Hilton Hotel Auckland

All Speakers have been confirmed for the event and will be promoted shortly. They will be 'spotlighted' in the monthly newsletters.

Tours will be provided on the Wednesday to Auckland and Waiheke Distilleries.

The DSA distribution list will be used for member communication once logo and Website are confirmed. Avenues will develop the content and provide this to DSA for distribution.

The committee are currently confirming the level of financial support from Spirits NZ. They will soon start approaching sponsors and exhibitors. A sponsorship policy needs to be developed to ensure that there is no favouritism, when approaching sponsors. Super liquor is likely to want to be the main sponsor of the conference as well as the Spirits Awards.

Registrations fees (approx. \$250.00pp) to be announced when website goes live.

ACTION: RW to add to March newsletter



Excise Rebate

The final document is almost ready to send out to all members. A printed document will be required for all attendees at the meeting to be held at the conference in June. This document informs the members on what to say and how to form the conversation around the Excise Support Package.

ACTION: LB to get the document designed and printed

ACTION: Send the document to members

A questionnaire is to be sent to members after the above document has been sent.

ACTION: Send the questionnaire to member

Incorporation and Constitution

SJ has started a draft change document of the constitution. The next action is to review and polish these changes. As there are a couple of years before the new registration and changes come into effect, incremental changes can be made over the next couple of AGMs.

ACTION: SJ to Report back in a couple of months

Spirits NZ's guidance for the online sale and delivery of spirits (RW)

Cellar Door Act (amendment) now at the Select Committee Stage. This amendment will confirm if a license is needed to sell at the Cellar Door.

New Labelling Changes

Added Sugars Consultation (SJ) Two sections are of note:

P10.49 – carbohydrate sugar claim on – consultation ongoing in the second quarter of 2023

910.59 – energy labelling started public consultation (closing 27 February 2023). DSA already submitted during the consultation phase (4/10/21), and the review made by Antony indicated that the draft variation and implementation timeframe is pretty much what we asked for in our original submission. An update will be provided in March newsletter.

Pregnancy labelling comes into effect in June 2023. Members need to be reminded to include in all labels.

Information is available on the specifics ([Pregnancy warning labels downloadable files \(foodstandards.gov.au\)](https://www.foodstandards.gov.au)).

ACTION: Add to newsletters, social media, website and standalone email.



	<p>Glass Recycling Consultation (SJ)</p> <p>Letter received from Minister Parker on 24/11/22 acknowledging our letter supporting the Glass Packaging Forum report from Grant Thornton, titled 'Glass Packaging Forum: Product stewardship scheme design for glass'.</p> <p>He expected that Cabinet would review the submissions and make a decision by the end of last year (nothing seen yet). He wrote that if the Government decides to implement a Container Return Scheme there is likely to be further targeted consultation at the legislation development phase.</p> <p>Risk Register</p> <p>No changes.</p> <p>ACTION: Board to read and become familiar with the document. Bring all risks to the next meeting to be discussed.</p> <p>Advertising</p> <p>The cost for advertising in the newsletter has increased. There is currently a good response to confirming advertising. Newsletter will be limited to 6 paid adverts. The newsletters will be sent out on 1st month (approx.)</p> <p>Establish Industry Standards</p> <p>The Safety Standards have been split into 6 sections. First two sections are almost complete.</p> <ul style="list-style-type: none"> ○ Overview ○ Section 1 – Alcohol licensing <p>ACTION: WC to confirm sections by 26 February 2023 for distribution to members.</p> <p>Member Engagement</p> <p>RW is attending two conferences (Adelaide 20th March & Melbourne March 2023). The Adelaide conference is partly funded by TNZ and Destination Dunedin as part of the bid to host the 2027 APAC Spirits Conference</p> <p>SC is attending the ADA Melbourne Conference.</p> <p>RW & SC request Board funding for accommodation in Melbourne (3-nights each) + RW partial funding accommodation (3-nights) for Adelaide</p> <p>Approved: 9 nights' accommodation JB/SJ</p> <p>A programme of education events to be developed and the membership informed.</p> <p>The Food Wine and Molecular Science Department at Lincoln University would like to support industry. They have suggested that members are asked what they would like to know and Lincoln will research and answer the questions.</p>	
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	ACTION: JB still working on suggestions	
	<p>Management Focus</p> <p>Financial Statements</p> <p>Financial provided prior and taken as read. Balance: \$47,248.21</p> <p>Outstanding items/Notes</p> <p>Still waiting for an INV from Andrew for Strategy Day in October SJ queried the accountant about the cost of \$1200.00+ for annual accounts. This was due to set-up of the account. It should be \$600+gst moving forward. DSA is now set-up for GST from the 1st April.</p> <p>Membership Fees</p> <p>GST will be added to all membership fees from 1st April 2023. Fees are currently \$250 full; Associate \$100 (No GST applied) The Board agreed (RW, WC, JM, SJ, SC) to keep the fees the same for the 2023-2024 year at \$250.00+GST Full, and \$100.00+GST Associate</p> <p>ACTION: RW to advise the membership in the March newsletter and ask for any objections</p> <ul style="list-style-type: none"> If any member objects to the new fees, by response to the Committee within 5 business days, a Special General Meeting (conference call) will be held to further justify and debate the fees, followed by an electronic vote to survey overall member approval of the final agreed fees. If the vote fails (by simple majority) the fees will remain unchanged from the previous year. <p>Membership</p> <p>As above Resigned Members:</p> <ul style="list-style-type: none"> Grant Finn (associate), re-relocating back to Tasmania. He is representing Rockwood Hines Glass – currently no indication Rockwood want to stay as Associate Members. Helvetica Ltd (T/A Denzien Urban Distillery) (full) – no formal resignation. Went into receivership. <p>Correspondence</p> <p>Inward</p> <p>Outward</p> <p>Promotion and Advertising</p> <p>Mail chimp. – look into cost of paying for a subscription so ensure easy access.</p> <p>ACTION: LB/RW to confirm subscription.</p> <p>We could purchase another domain name to protect ours (distilledspiritsaotearoa.co.nz) for about \$120/year (\$8.25 +GST/ month): Eg. distilledspiritsaotearoa.nz</p>	



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	<p>There are already two distilleries close to our name:</p> <ul style="list-style-type: none"> New Zealand Distilled Spirits Limited – makes Feijoa Tree New Zealand Distillery Limited – makes Vinegar and ethyl alc <p>Resolution - There is no need to purchase additional domain names e.g..co.nz, .com</p>	
	<p>Meeting Concluded 11.00am</p>	
	<p>Next Meeting 21 March 2023, 9.00am, Zoom</p>	

ACTION LIST

			DUE BY	NOTES
Strategic Plan	LB	Arrange for the Strategy one-pager to be designed.	March 23	
Strategic Plan	RW	Develop a list of tasks/timeline, past and future, and then confirm the status of each.	April 23	
F&B ITP: Public Consultation	RW	Contact MBIE to set and attend a meeting. Suggest the DSA get involved with the development of any documentation to ensure that all ingredients are covered.	March 23	
Assoc. Engagement	LB	Set up Zoom meeting and registration once the event is confirmed.	Feb 23	
Newsletter	RW	<p>Add to 1st March Newsletter</p> <p>Add Awards & Judging Info</p> <p>Add Conference Info</p> <p>Add pregnancy labelling changes.</p> <p>Add two sections of industry standard</p> <p>Add Membership fees statement</p>	March 23	
Website	SJ	<p>Add by 1st March</p> <p>Add Awards & Judging Info</p> <p>Add Conference Info</p> <p>Add pregnancy labelling changes (& Link)</p> <p>Add two sections of industry standard</p>	March 23	
Excise Scheme	CS	Complete final checks and amendment to doc		
Excise Scheme	LB	Get the document designed and printed		
Excise Scheme	LB	Send the document to members		
Excise Scheme	LB	Send questionnaire to members		
Constitution Updates	SJ	Report back with changes in a couple of months	May 23	
Risk Register	BOARD	Read and become familiar with the document. Bring all risks to the next meeting to be discussed.	March 23	
Industry Standards	WC	Confirm two sections by 26 February 2023 for distribution to members.	February 23	
Events	JB	Confirm a list of events for the 1 st half of years	March 23	
MailChimp	LB	Arrange a subscription	March 23	