



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Committee

Date: Wednesday 2 February 2022

Time: 9:08am

Where: Zoom

Attendees on the call

Sue James, Juno Gin - **Chair**
Soren Crabb, 1919 Distilling - **Secretary**
Antony Michalik, The Spirits Workshop – **Committee**
Rob Auld, Auld Distillery - **Committee**
Matt Bridge - **Committee**
Richard Wilson – **Committee**

Apologies:

Isla Sherrington, Cardrona Distillery – **Committee**

Previous Minutes

- Minutes previously circulated.

Matters Arising (from last minutes and any actions)

1. Incorporation and Constitution

- Membership fees: set annually at or before the February meeting each year.
The committee decided based on the current account balance and funding needs of the DSA there was no justification to raise fees, fees to remain unchanged.
- Declaration of intent to stay standing for committee: needed next meeting.

First: Antony, Second Matt - Carried - Fees set as same as last year

- Existing committee needs to declare their interest to continue;
Sue has indicated that she will be standing down as Chair - however will stay on as Treasurer.
- Paul McLeay (CEO, Australian Distillers Association) has initiated a zoom meeting every two months for a regular round the country update of Australian states, Tasmania and NZ. First one 3 Feb 2022.

2. Membership

- Update on Membership numbers:
91 - Full ... (100% paid)
66 - Associate ... (100% paid)



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Certificate of Incorporation: 2716891

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

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- Approval of new Membership applications: Committee to review new application information on the Google Drive on file: [Membership file](#).

Over the holiday break these new members were assessed by virtual committee:

- New Member – Ranui Essentials Limited (approved 20/12/21)
- New Member – LongShot Distillery (approved 11/1/22)
- New Associate Member - Grapeworks NZ Ltd (approved 8/12/21)

New to approve:

- New Member (Holland Road Distillery)
Membership approved
- New Member (request to upgrade from Associate) – Taupo Distilling Co. The Distillery is in the process of licensing with NZ Customs and the Taupo District Council.

The decision was made by the committee to defer the upgrade of Taupo Distillery. In order for an Associate Member to move up to full they need to be fully licensed with commercial products available on the market. This ensures integrity for our members and is in line with the Constitution.

- Membership drive to boost / maintain both full and associate numbers: Committee to review "Approached" sheet on [Membership file](#).
- FAQ for Members sent out:
 - Worksafe rules for a new distillery – Helen Gower & Jo Davy
 - Exporting and Freight – The White Sheep Co

Carried

Correspondence (tabled)

3. Inward

- (2/12/21) Background for anyone sending product to China, notice of potential shipping delays due to COVID-19 (quarantine requirements for crew members) up until February next year. Info via SaverGlass (Sue sent to members)
- (7/12/21) Mary Lou Cummings Vinexpo America | Drinks America. Trade Events for members looking to expand distribution and sales into the US/Canadian market (Sue sent to members).
- (13/1/21) Eric Zandona (American Distilling Institute International Spirits Competition). Extended the COLA Waiver application deadline to February 16, 2025 for the ADI International Spirits Competition. (Sue sent to members).
- (14/1/21) Paul McLeay, ADA initiating Australia/NZ regular 2-month update meeting for distilled spirit association presidents/representatives.
- (27/1/21) Bridget MacDonald, NZ Alcohol Beverages Council - Request for review of draft NZIER report on Alcohol Beverages Industry (Sue, and info request from several larger distilleries).

4. Outward

- (27/1/22) Follow-up email regarding NZ distilled spirits industry and excise issues sent to Hon Stuart Nash, Minister for Economic and Regional Development, Small Business, Forestry, and Tourism (Sue and Excise Working Group).

5. Internal

- (20/12/21) Amendment to the Hazardous Substances - Ethanol. Amendments published for the Health and Safety at Work (Hazardous Substances) Regulations 2017, which include distilling. These will come into force on 5th January 2022. While we weren't informed directly, this is probably the final result after the industry (including DSA) submitted



a set of proposed amendments put forward in an MBIE consultation document back in January 2020 (Sue sent to members).

Financial Statements (tabled)

Previous Month income/expenses in Appendix 1

- Current balance \$53,480.51

Moved: Rob

Second Matt

Carried

Committee Reports

6. Online presence

- Website:

	Still to upload
Member logos	12
Assoc Member logos	16
Assoc Member profiles	19

- Other pages updated:
 - Festivals - Updated after summer rush.
 - Current Members now clearer - divided into alphabetical order
 - Foundation Members and Associate members listed at the bottom of the Current Members/ Assoc Members page
- Facebook page:
All ok
- Will need to transition from G Suite to Google Workspace after January - May be a cost associated.

7. NZ Spirits Awards (Antony/ Sue)

- Portal for Sample entry being completed and will launch 28 Feb. 10x judges already registered
- Will begin working closely with WSET as "educational partners". 4 judges have already indicated they want to do the course. Going forward it will be a judge requirement to have some sort of spirits qualification.
- All 2021 sponsors have renewed, plus 3 new sponsors The Shout/MicroNZ/Ethimex
- Considering a parallel but separate category for best drinks menu in a restaurant. Will be linked with the Restaurant Association (part of the SNAP project). Concept of the idea for best menu (like a chiefs hat for cocktails/bars)
- NZWA to help pick whisky judges

8. Excise Rebate (Soren)

- Sue met with Hon Stuart Nash, Minister for Economic and Regional Development, Small Business, Forestry, and Tourism on 20/1/22 as part of a Labour Caucus visit to the region. Discussed our NZ distilled spirits industry and excise issues. Gathered info with the Working Group and sent a follow up email with further background on 27/1/22.
- The Shout article this month will highlight excise disparity and challenges faced / likely excise hike.
- Working group - next meeting 14th Feb - to prepare and send out templates for approaching ministers along with information, prior to the excise vote this year.



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- List of distilleries that fall into ministers electorates prepared.

9. Establish Industry Standards

Distillery Safety Standards (Antony):

- BECA proposal for stage 2 of the distillery standards work tabled for discussion and vote.
Vote to continue with stage 2 goes at a cost of \$16,700 plus GST - DSA will own the report and be licensed to share the information with members.

Carried.

Working group for Rum classifications (Matt)

- Awaiting further steps - Since this meeting, further documentation and next steps have been received from Tash. Next meeting to be set soon.

10. Any other matters

Next Meeting

- Next committee meeting – Tuesday 8th March 9am

End 10:01



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Appendix 1 – Previous Month Financials Balances – End of Jan 2022:

Income	Expenses	Current Bank Acc
Running total	Running total	Total
\$ 69,803.21	\$ 16,322.70	\$ 53,480.51

\$ INCOME BY MONTH																
Bank Acc opened 1/10/18	F18/19 final	F19/20 final	F20/21 final	2021 Apr	2021 May	2021 Jun	2021 Jul	2021 Aug	2021 Sep	2021 Oct	2021 Nov	2021 Dec	2022 Jan	2022 Feb	2022 Mar	F21/22 current
Advertising sales	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	450.00	0.00	750.00	50.00	100.00			1450.00
Donations received	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Fees - Associate Member	1112.50	2420.50	3749.65	2,410.11	1,017.34	600.00	100.00	100.00	383.33	233.34	0.00	91.63	33.33			4969.08
Fees - Full Member	7750.00	12180.00	14813.12	8,062.51	4,187.50	4,925.00	1,500.00	225	500	1125.01	500	229.16	104.2			21358.36
Bank Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Merchandise sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Total Income	8,862.50	14,600.50	18,562.77	10,472.62	5,204.84	5,525.00	1,700.00	325.01	1,333.33	1,358.35	1,250.00	370.79	237.50	0.00	0.00	27777.44

\$ EXPENSES BY MONTH																
Bank Acc opened 1/10/18	Total F18/19	Total F19/20	Total F20/21	2021 Apr	2021 May	2021 Jun	2021 Jul	2021 Aug	2021 Sep	2021 Oct	2021 Nov	2021 Dec	2022 Jan	2022 Feb	2022 Mar	YTD F21/22
Admin and Research costs	0.00	259.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98	0.00	0.00	0.00			98.00
Approved meeting costs	0.00	394.86	1491.17	0.00	0.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00	0.00			900.00
Approved Travel Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Bank Fees	25.00	7.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Consulting & Accounting	0.00	0.00	0.00	0.00	0.00	828.00	0.00	0.00	5,727.86	0.00	0.00	0.00	0.00			6555.86
Entertainment Food / Beverage	0.00	136.80	0.00	0.00	0.00	0.00	148.75	0.00	0.00	0.00	0.00	0.00	0.00			148.75
IT Platforms ongoing costs	415.73	404.23	907.22	0.00	0.00	0.00	0.00	0.00	149.90	32.77	0.00	401.58	0.00			584.25
IT Platforms set up costs	1336.27	1222.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Legal expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Merchandise purchase	0.00	0.00	1156.66	0.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			80.00
Society set-up	200.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Fee Overpayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.83	0.00	0.00	0.00			-0.83
	1977.03	2424.59	3555.05	0.00	80.00	828.00	1048.75	0.00	5877.76	129.94	0.00	401.58	0.00	0.00	0.00	8366.03

Payment date				Accrued Expenses		
Category	Year	Month	Day	Approx Amount	Detail	Payment
Approved meeting costs	2021	Nov		\$1,500.00	NZ Rum Meetings facilitation - Tash McGill	

For Budgeting - Future Income		
Category	Amount	Detail
ASB Bank Account	-	No interest/ No fees
Invoiced - Member fee	0.00	0 x F20/21 payments not yet received (includes pro-rata discounts for partial year fees)
Invoiced - Associate Member fee	0.00	0x F20/21 payments not yet received (includes pro-rata discounts for partial year fees)
New Members - in application	0.00	0x New members
New Assoc Members - in applic.	0.00	0x New Assoc. members (pro-rata discounts for partial year fees)
Total Income	\$ -	

Payment date				For Budgeting - Future Payments		
Category	Year	Month	Day	Approx Amount	Detail	Payment
IT Platforms ongoing costs	2022	Dec	19	\$401.58	WordPress hosting signup: WPNet - \$401.58/year	Annual
IT Platforms ongoing costs	2022	March	1	\$130.00	G Suite Basic approx \$US6.90/month from 1 March 2021	Annual - one forward payment by Sue US\$85.00
IT Platforms ongoing costs	2022	Sep	7	\$149.90	Zoom subscription Standard Pro Annual US \$149.90 (07/09/22-06/09/23)	Annual - one forward payment by Sue \$149.90
IT Platforms ongoing costs	2022	Dec	20	\$32.77	DSA domain name: 1st domainz (website name)	Annual - one forward payment by Sue \$32.77
Consulting & Accounting	2022	June	8	\$828.00	Xero \$69 / month Standard Plan. Paid 12 months in advance \$828 (12x\$69)	Annual - one forward payment by Sue \$828