



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Board

Date:	Tuesday 21 March 2023	
Time:	9.00am	
Location:	Zoom	
Attendees:	Richard Wilson (RW) – Chair Soren Crabb (SC), 1919 Distilling - Secretary (left – 9.46am, and called in by phone) Sue James (SJ), Juno Gin - Treasurer Wayne Chowles (WC), Kaimai Briewing – Committee Jamel Barbar (JB), Cardrona Distillery – Committee Matt Bridge (MB) - Committee Antony Michalik (AM), The Spirits Workshop – Committee Apologies: Minutes by Lynda Booth (LB)	
ITEM	AGENDA ITEM	
1B	Conflicts of Interest <ul style="list-style-type: none">○ Nil	
1C	Previous Minutes <ul style="list-style-type: none">○ Read and Approved (RW + WC + SC)	
1D	Electronics Approvals <ul style="list-style-type: none">○ Nil	
ITEM	DISCUSSION	ACTION
	<p>Strategic Focus</p> <p>NZ Spirit Awards</p> <p>The last meeting for the Awards Committee was on 9 March. At this time:</p> <ul style="list-style-type: none">○ 30 judges confirmed. Suite of international judges that can be announced early.○ Steady run of entries – 14. Closing date in April.○ App - Tash has been organising, but there has been a delay as she has been unreachable. The judging can revert to the old system if required.○ There is still a need to look at Trophy design and sponsorship policy. <p>The next meeting on 23 March 2023.</p> <p>Requests from the Board</p> <ul style="list-style-type: none">○ Bar and band in the same room○ Metrics around the PR programme and type of media interest there is in the Spirit Awards. <p>DSA Conference 2023</p>	



	<p>There are not currently any sponsors confirmed as the sponsorship prospectus is not yet to be completed. However there is considerable interest.</p> <ul style="list-style-type: none"> ○ May need to offer the major sponsorship to Super Liquor as they are the dinner sponsor. There could be a conflict of interest if offered to another liquor company. Further discussion and confirmation of the policy required. ○ Rochelle from Label & Litho interested in exhibition <p>Avenues has been tasked with developing a sponsorship policy. This policy will include the option for a multiyear deal.</p> <p>The website and website should be available shortly (was due last week so it is behind the deadline). There is concern at the constant missing of deadlines by Avenues. This may need to be managed more assertively. The expectation is that the website and registration are ready to be release no later than Friday 31 March 2023.</p> <p>Victoria Wells from DrinksBiz is writing an article on the conference.</p> <p>SJ has a list of companies that are not current members but who should be invited to attend the conference. They will be contacted once the website and registration are live.</p> <p>ACTION: SJ to send out an email</p> <p>ACTION: SJ to ask for images and brand for the email</p> <p>ACTION: LB to send EDM to members re mark your diaries</p> <p>ACTION: RW to add the website and registration link in the April newsletter</p> <p>ACTION: LB to send out registration reminder mid-May</p> <p>Member Engagement</p> <p>Lincoln University would like to start some research and are open to suggestions on research topics from the members. For any funded project e.g. Masters - the university could own the IP (TBC depending on % of funding or university policy). Need further information on the parameters on what they want – who are the students? What levels are they? What supervision is there? Is there a cost? Where are the results going to be published?</p> <p>Possible topics – Fermentation, optimisation of condenser columns</p> <p>ACTION: JB to gather further information about the parameter of the research before membership are asked.</p> <p>ACTION: RW to add into the newsletter if further information becomes available.</p>	
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	<p>Webinar topics</p> <p>Labelling – Legal requirements, design, and technology available to produce labels. Rapid Labels (or Label & Litho??) has some interesting printing options and technology and is relevant to the members. ACTION: MB to send contact to RW.</p> <p>Filters – Micronz always interested in presenting new technology ACTION: LB to look into a membership only portal for the website</p> <p>RW Conference Feedback – Coopers are halfway through distillery build, can do 1.5Mil litres which will double the Australian whiskey production. This will almost certainly impact the NZ market.</p> <p>Risk Register Financial Risk – The Board currently review the accounts, but do not constitutionally have to have them audited. SJ is the one that manages the finances, but a second person should be appointed to understand the processes around the financial accounts. DSA has an accountant who reviews the annual finances and prepares our tax return. There is a two-person payment authorisation policy in place. ACTION: SJ to document the current Treasurer processes. ACTION: SJ to update the risk register and exclude the audit requirements.</p> <p>Establish Industry Standards Part 1 & 2 provided and taken as read. Committee agreed these are excellent documents, complimented Wayne. APPROVED for distribution. ACTION: LB to get the images purchased and place on website and link in newsletter.</p> <p>One correction to be made. ACTION: JB to send to LB & WC</p> <p>Next Standard is Land Use Planning – ETA mid-April.</p>	
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	<p>Strategic Plan</p> <p>The deadline for the distribution of the final strategic plan is the DSA conference. Prior to that development of the plan and discussion amongst the Board is required.</p> <p>ACTION: RW to start the skeleton on the document and present for discussion at the next meeting.</p> <p>F&B ITP: Public Consultation</p> <p>A meeting has been held with MBIE, MPI, toxicologists, food safety specialists. The Deputy Director General of Food Safety indicated that this was of national significance that the NZ natural botanicals were investigated to provide GRAS-level status for exporters who may need this level of certification for their products. They may have a couple of funding options (in part), but no one has yet been confirmed as the project lead.</p> <p>DSA do not want to fund or run the project but should pressure MBIE/MPI that this could benefit a range of industries nationally. Next meeting 30/3/23</p> <p>Glass Recycling Consultation (SJ)</p> <p>The Government announced on March 14, 2023 that they were deferring the container scheme.</p> <p>ACTION: JW to add to the newsletter</p> <p>Excise Rebate</p> <p>The draft document has been sent off for designing.</p> <p>ACTION: LB to get the document designed and printed ACTION: Send the document to members in the newsletter ACTION: Send the questionnaire to member</p> <p>Spirits NZ's guidance for the online sale and delivery of spirits (RW)</p> <p>Unlikely to be any changes or updates until after the election.</p> <p>RW asked Robert Brewer for an update on the legislation, however there is nothing to report currently.</p> <p>New Labelling Changes - no updates</p> <p>P1049 – Added sugars. P1059 – Energy labelling</p>	
	<p>Management Focus</p> <p>Financial Statements</p> <p>Financial provided prior and taken as read.</p> <p>Waiting on Andrew for Strategy Day. ACTION: LB to ask for an invoice</p>	



	<p>Outstanding items/Notes</p> <p>Election or re-appointment of Committee members At the meeting in March the existing committee will provide a declaration of intent of their continuation or otherwise on the Committee (preparation for June AGM) Intend to stand – All current members intend to stand.</p> <p>Officers of the Association RW – Chair SJ – Secretary SC – Treasurer</p> <p>All Board Members are up for re-election each year and the officers are elected at the AGM. There is currently a risk that each of the officers are voted out and the Board would lose considerable vital knowledge and skill. Additionally, there is an additional risk that ALL board members could be voted out. Suggest staggering the voting to two a year on a three-year rotation and the officers are voted by the board and not the membership. Need further discussion to finalise options.</p> <p>ACTION: LB to look into the development of a nomination form. ACTION: LB + RW to discuss suggested updates to the Board term and parameters of the Board, and voting in the constitution.</p> <p>Membership</p> <ul style="list-style-type: none"> ○ 104 members / 16 Pre-commercial Associate Members / 65 Associate Members. This has dropped down to 68% of NZ coverage, with 6 new distilleries found this month. All have been emailed. ○ SJ will send out another general mailout copying in our April Newsletter, when we have links to the NZ Distillers Conference. ○ The Committee APPROVED the following memberships electronically. <ul style="list-style-type: none"> ○ B & R Beverages Limited (Associate Member) ○ Brett Derry (Pre-commercial Associate member) ○ The Weekender (Associate Member) <p>Upgrades from the Pre-Commercial Associate Member to Full Member</p> <ul style="list-style-type: none"> ○ Cambridge Distillery Company Limited ○ Mothers Ruined Gin Ltd ○ Karori Drinks Company ○ Good Bones Distilling ○ Glorious Lands <p>Promotion and Advertising Newsletter new brand provided prior and taken as read. APPROVED for distribution.</p>	
	<p>Meeting Concluded 10.30am</p>	
	<p>Next Meeting 2 May 2023, 9.00am, Zoom</p>	



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ACTION LIST

			DUE BY	NOTES
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	
Newsletter	RW	Add to 1st April Newsletter Add Awards & Judging Info Add Conference Info Add two sections of industry standards Excise document Delay of plastic recycling	March 23	
Website	SJ	Add by 1st April Add Awards & Judging Info Add Conference Info Add two sections of industry standards. Excise Document	March 23	
	LB/SJ	Develop a member resource page.	March 23	
Excise Scheme	LB LB	Get the document designed and printed Send questionnaire to members	March 23 April 23	
Constitution Updates	SJ	Report back with changes in a couple of months	May 23	
Risk Register	SJ SJ	Amend the financial Risk in the register Ask the accountant to review end of financial accounts	March 23 March 23	
Industry Standards	WC	Provide Part 3: Land Use.	Mid-April 23	
Events	JB JB MB RW	Confirm a list of events for the 1 st half of years Investigate the parameters of research topics with Lincoln Send contact re labelling to JW Investigate a webinar for May	March 23 April 23 March 23 April 23	
DSA Conference	SJ LB LB	Get brand and images from Avenues Send out mark your diaries Send out registration reminder	March 23 March 23 Mid May 23	
Finance	LB	Ask Andrew from Strategy Day for an INV	March 23	
Board Nomination/ Constitution	RW/LB LB	Discuss changes to constitution to reduce risk Develop nomination form	April 23 April 23	