

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 Board

Date:	Tuesday 9 May 2023	
Time: Location:	9.00am Zoom	
Attendees:	Richard Wilson (RW) – Chair	
Attenuces.	Soren Crabb (SC), 1919 Distilling - Secretary	
	Sue James (SJ), Juno Gin - Treasurer	
	Wayne Chowles (WC), Kaimai Briewing – Committee – left 9.51am	
	Antony Michalik (AM), The Spirits Workshop – Committee	
	Apologies:	
	Matt Bridge (MB) - Committee	
	Minutes by Lynda Booth (LB)	
ITEM	AGENDA ITEM	
1B	Conflicts of Interest	
	o Nil	
1C	Previous Minutes	
	Read and Approved (RW + AM)	
1D	Electronics Approvals	
	o Nil	
ITEM	DISCUSSION	ACTION
	Strategic Focus	
	Resignation of Jamel Barbar	
	RW received a resignation from Jamal Barbar who has left	
	Cardrona Distillery via phone. This position will be left open until the AGM in June, where another Committee member will be	
	invited to join as part of the nomination and voting process.	
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	NZ Spirit Awards	
	The Awards judging has been completed and was very successful.	
	There were 425 entries and 30 judges in all.	
	The new app for judging was a little problematic on the first day,	
	but issued were fixed and by day two the app worked well. This	
	helped get through the judging and subsequent administration	
	much quicker than previous years. Looking to the future the App	
	could reduce the number of judges and tables required due to the	
	reduced time it takes to judge.	
	Double and of the independent and the survey of the survey	
	By the end of the judging the trophies were agreed agreed. This	
	year sees the same scale of Gold, Silver Bronze, non award as last year. The results are due to be promoted on Thursday 11 May.	
	year. The results are due to be promoted on marsday 11 may.	
	ACTION: SJ/AM to work with Avenues to ensure that these can be	SJ
	on time this year.	



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Historically and this year, distillers have requested feedback from the judges. There is a need to ensure that this occurs this year. Judges are aware that comments may be available to the distillers.

ACTION: AM will be working with Tash to extract this information from judges comments submitted into the App.

AM

DSA Conference 2023

There are 57 registrations (aim 100), 6 exhibition booths (aim 10), 3 sponsors, 7 Auckland tour, 5 Waiheke tour, 119 for the dinner (waiting for the medals to come out for a spike in dinner registrations).

ACTION: SJ to confirm which registrations are complimentary and which are paid for conference & dinner.

SJ

Currently each committee member received \$300 travel costs from DSA, + Conference registration + Awards Dinner registration.

MOTION: Amend the Committee entitlement to reimbursement of costs **up to** \$1000 (receipts required) plus a complimentary ticket to the conference.

APPROVED: by all present Committee Members.

This year is the first year that DSA has been able to provide a reciprocal arrangement for an Australian Distillers Association (ADA) Board member to attend the DSA conference. ADA have accepted the invitation and will cover their own costs to attend but will receive complimentary registration to the conference and Awards Dinner.

AGM

Planning is still underway for the AGM. Notification was sent via the May newsletter on Tuesday 2nd May. A second, exclusive, notification will be sent this week.

All Committee members have confirmed they are re-standing. One nomination received via email from Cardrona Distillery for Wayne Caulton. One motion received from Mathew Thomspon: What is a New Zealand Spirit?

Official forms for nomination and motions are to be developed and provided to both committee members and new submission to complete and return

ACTION: LB to develop official forms

ACTION: LB to follow up and ask them to complete the official forms. LB will also ask all committee members to complete the form as well.

LB LB



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ACTION deadline dates:

- 23 May 2023: Complete draft of Chair Report

- 23 May 2023: Receive information
 - Deadline for Nominations
 - Deadline for Motions
 - o Deadline for RSVP's
- 24-30 May 2023: LB to develop
 - Nominations Document
 - Motions Document
 - Voting Form
 - Proxy voting form
 - o Email to send out all the information.
 - Tidy up formatting for Chair report.
- 24-30 May 2023: RW to develop
 - Chairs presentation. Suggest writing a script of the entire AGM including each agenda item, plus all the conversation under each item, and when voting happens etc.
- 30 May 2023: Send out AGM Information to Members
 - Agenda
 - Chairs Report
 - Nomination information
 - Motion Information
 - Proxy voting form

Constitution Discussion

The current constitution is reasonably vague and, in some cases, hard to interpret. There are also some inconsistencies. There is also several risk such as all committee members being voted off the Committee, consequently losing all historical knowledge.

One option is to try to update the current constitution, a second option is to rewrite the entire constitution to better suit the future needs of DSA. The committee agreed an entire overhaul of the constitution is required for good governance and the long-term planning of the association.

ACTION: SJ to look at the constitution builder to start rebuilding the entire constitution.

ACTION: Plan to have a Special General Meeting for the approval of the changes when the constitution has been updated.

ACTION: Looking into liability insurance for the Board.

DSA CEO Initiative

Looking at the model of the ADA and the increase of workload of the current committee, RW proposes there is a business case for part-time CEO. An application has been submitted to Spirits NZ for 50% funding of this role. Though unlikely to be granted in the first application, this is initiative will be good for DSA to continue to

LB/RW

SJ

SJ



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	pursue to ensure long-term growth, advocacy assistance and	
	strategic planning.	
	However, to ensure that DSA can manage the increase costs, there	
	will be a need to look at future income levels and streams.	
	Excise Survey There are 36 submissions to data for the survey. This survey can	
	There are 36 submissions to date for the survey. This survey can be completed every 12 months.	
	be completed every 12 months.	
	The results will help with lobbying for excise rebates. The Excise	
	Committee's goal is to identify 10 key distilleries that can use this	
	information and lobby the Government in the future.	
	,	
	Women in DSA	
	RW called Angela Davis about this initiative but could not make	
	contact.	
	ACTION: RW to speak to her and develop a Term of Reference for	RW
	the group.	
	Establish Industry Standards	
	Part three – land use planning, environmental and buildings will be submitted mid-May	
	Submitted mid-iviay	
	ACTION: WC Submit part three for developing and designing	wc
	Part four - Food safety	
	WC will get the new guidelines updates to ensure the DSA	
	guidelines are current.	1440
		WC
	ACTION: WC to check if there is an easy way to know what changes	
	have been enacted	
	Strategic Plan	
	ACTION: RW to send out a draft for the Committee to consider so they can	RW
	provide initials and ideas to include	1000
	provide militare and leaders moissed	
	FSANZ food standards new Spirits (Whisky) definition, as agreed from UK FTA	
	Volunteer required to help Tash. This is so the DSA spirits definitions are	
	included in any negotiations.	AM
	ACTION: AM to help with any discussions	
	TI::	
	This is so the DSA standards are included in any documents.	
	Management Focus	
	Financial Statements Financial provided prior and taken as read	
	Financial provided prior and taken as read. Currently \$72,505.00 in the bank	
	Fees are still coming in.	
	No other problems	
L	1.10 other productio	L



Next Meeting

13 June 2023, 9.00am, Zoom

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Outsta	nding items/Notes
Membership	
•	nbers/ 17 Pre-commercial Associate Members / 66 Associate
Membe	
	NZ distilleries are DSA Members
New thi	s month:
-	Ol' Castle Artisan Distillery (Full Member)
	Dynamic Distilling Ltd (Pre-Commercial Associate Member to Full member) ex Canvas Spirits Ltd
-	Sarah Tyler d:STIL Project (Associate Member to Full member) -
	(Note for Committee – Provisional, no NP3 - review in 6 months)
-	Scaredy Cat Rum (Pre-commercial Associate member)
-	Ohakune Distillery (Pre- commercial Associate member)
	Peter Grooby (Pre- commercial Associate member)
-	Parched (Associate Member)
	NPCork (Associate Member)
	Bernard Peck (Associate Member)
	Jan Samuels (Associate Member)
	Arthurs Pass Alpine Distillery Ltd (Pre-commercial Associate member)
Resigna	cion (6) since the 2023/24 Fee invoices were sent out
-	The Vicar's Son Gin Ltd (Full Member) - annoyed
	Waitoki Washhouse (Full Member) – illness, keeping on Dist list until June
	EXHIBIT A (Full Member) – no reason
	Bootleggers Bottling Company Ltd (Assoc Member) – no reason
-	Velskov
-	Trident Distilleries Ltd
-	Copper Knox
Compar	y update
-	Multi-Color Corporation (MCC): was Adhesif Labels and
Hall	y Labels



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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	
Constitution Updates	SJ	Report back with changes in a couple of months May: Complete overview of entire constitution using MBIE constitution builder	August 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	done
Industry Standards	WC	Provide Part 3: Land Use. Check if there is an easy way to find out any legal updates	Mid-May 23	
Events	JB JB MB	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	
Board Nomination/	RW/LB	Discuss changes to constitution to reduce risk Develop nomination form	April 23 April 23	
Constitution Awards/DSA Conference	SJ SJ	1 work with Avenues to ensure that results are published on time this year. 2 see how easy it would be to provide feedback to distiller with information submitted into the App. 3 confirm which registrations are complimentary and which are paid for conference & dinner.	April 23 May 23	
AGM	LB/RW	1 develop official forms 2 follow up and ask nomination and motion submitters to complete the official forms. 3 ask all committee members to complete the form as well. 4 action all deadline dates identified above	30 May 2023	
Women in DSA	RW	Speak to Angela Davis and develop a Term of Reference for the group.	May 2023	