



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Board

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| Date: | Tuesday 9 May 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 – left 9.51am Antony Michalik (AM), The Spirits Workshop – Committee</p> <p>Apologies: Matt Bridge (MB) - Committee</p> <p>Minutes by Lynda Booth (LB)</p> | |
| 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 + AM) | |
| 1D | Electronics Approvals <ul style="list-style-type: none">○ Nil | |
| ITEM | DISCUSSION | ACTION |
| | <p>Strategic Focus</p> <p>Resignation of Jamel Barbar</p> <p>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.</p> <p>NZ Spirit Awards</p> <p>The Awards judging has been completed and was very successful. There were 425 entries and 30 judges in all.</p> <p>The new app for judging was a little problematic on the first day, but issues 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.</p> <p>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.</p> <p>ACTION: SJ/AM to work with Avenues to ensure that these can be on time this year.</p> | <p>SJ</p> |



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| | <p>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.</p> <p>ACTION: AM will be working with Tash to extract this information from judges comments submitted into the App.</p> <p>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).</p> <p>ACTION: SJ to confirm which registrations are complimentary and which are paid for conference & dinner.</p> <p>Currently each committee member received \$300 travel costs from DSA, + Conference registration + Awards Dinner registration.</p> <p>MOTION: Amend the Committee entitlement to reimbursement of costs up to \$1000 (receipts required) plus a complimentary ticket to the conference.</p> <p>APPROVED: by all present Committee Members.</p> <p>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.</p> <p>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.</p> <p>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 Thompsen: What is a New Zealand Spirit?</p> <p>Official forms for nomination and motions are to be developed and provided to both committee members and new submission to complete and return</p> <p>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.</p> | <p>AM</p> <p>SJ</p> <p>LB LB</p> |
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| | <p>pursue to ensure long-term growth, advocacy assistance and strategic planning.</p> <p>However, to ensure that DSA can manage the increase costs, there will be a need to look at future income levels and streams.</p> <p>Excise Survey There are 36 submissions to date for the survey. This survey can be completed every 12 months.</p> <p>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.</p> <p>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 the group.</p> <p>Establish Industry Standards Part three – land use planning, environmental and buildings will be submitted mid-May</p> <p>ACTION: WC Submit part three for developing and designing</p> <p>Part four - Food safety</p> <p>WC will get the new guidelines updates to ensure the DSA guidelines are current.</p> <p>ACTION: WC to check if there is an easy way to know what changes have been enacted</p> <p>Strategic Plan ACTION: RW to send out a draft for the Committee to consider so they can provide initials and ideas to include</p> <p>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. ACTION: AM to help with any discussions</p> <p>This is so the DSA standards are included in any documents.</p> | <p>RW</p> <p>WC</p> <p>WC</p> <p>RW</p> <p>AM</p> |
| | <p>Management Focus Financial Statements Financial provided prior and taken as read. Currently \$72,505.00 in the bank Fees are still coming in. No other problems</p> | |



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

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| | <p>Outstanding items/Notes</p> <p>Membership</p> <p>103 members/ 17 Pre-commercial Associate Members / 66 Associate Members</p> <p>68% of NZ distilleries are DSA Members</p> <p>New this month:</p> <ul style="list-style-type: none"> - 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) <p>Resignation (6) since the 2023/24 Fee invoices were sent out</p> <ul style="list-style-type: none"> - 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 <p>Company update</p> <ul style="list-style-type: none"> - Multi-Color Corporation (MCC): was Adhesif Labels and Hally Labels | |
| | <p>Meeting Concluded</p> <p>10.13am</p> | |
| | <p>Next Meeting</p> <p>13 June 2023, 9.00am, Zoom</p> | |



ACTION LIST

| | | | DUE BY | NOTES |
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| 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 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 | |
| Board Nomination/Constitution | RW/LB LB | Discuss changes to constitution to reduce risk Develop nomination form | April 23 April 23 | |
| Awards/DSA Conference | 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. | 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 | |