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## DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

### Minutes - DSA Committee

Date: Friday 10 June 2022  
Time: 10:51am  
Where: Hilton Hotel, Auckland

#### Attendees

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

#### **Apologies:**

#### Previous Minutes

- Minutes **not** previously circulated, Minutes to be sent with AGM Minutes.

#### Matters Arising (from last minutes and any actions)

##### **1. Incorporation and Constitution**

- Review of Incorporated Societies Act Richard and Sue sat in on the Incorporated Societies Act, recommended bringing in an admin support person.

##### **2. Membership**

- Update on Membership numbers:
- Approval of new Membership applications: Committee to review info on
  - 95 Full
  - 67 Associate
- New Member submissions sheets in file: (Link **here**):
  - New Member
    - Saddle Hill Brewery & Distillery - Approved.
  - New Associate Member
    - Haliy Labels Limited - Approved.
- Member Resignations:
  - Associate Member Resignations:
    - Herbal Connections.
- Membership drive to boost / maintain both full and associate numbers: Committee to review "Approached" sheet.
- FAQ requests and Queries for the Committee: Bluff Distillery requested everything.
- Code of Conduct and Rules: Discussion with a member around association rules, mutual agreement reached.



### **Correspondence (tabled)**

#### **3. Inward**

- (31/5/22) Cam Shield from Tasmanian Department of State Growth. Arranging the Tasmanian delegation for a trade mission to NZ for the end of July. introduction from Anne Gigney, the Distillers Institute, Australia (to Sue and Rob, replied and Richard organising follow-up meetings with DSA Committee).
- (1/6/22) Shannon Redstall, Newshub Reporter & Special Programming Producer. Producing a live panel show to discuss alcohol, NZ culture, where we're doing well and where we possibly need to tighten up the strings a bit. (Sue replied – no)
- (2/6/22) Derrick Moomaw - IWSR & Wine Intelligence - APAC Regional Sales Manager. Introduction as point of contact at IWSR. IWSR just published their 2022 database and country reports. They work with associations for distilled spirits, breweries, and wineries in a number of countries around the world. Wanting time to talk about possible opportunities for Distilled Spirits Aotearoa. (Sue replied, Richard and Soren to organise a meeting) - Meeting held not relevant for current members.

#### **4. Outward**

- (16/5/22) Article in The Shout – Judging the NZ Spirits Awards (Sue) [The Shout NZ May 2022](#)
- (20/5/22) DSA Container Recycling submission and Letter to MP (Sue)

#### **5. Internal**

- (28/5/22) Alert about Newshub anti-alcohol feature (sent to all members – Sue)
- DSA to work with NZABC, work on how the DSA can promote a responsible and safer drinking culture.

Moved Richard      Second Jan      Carried

Correspondence covered

Moved Antony Michalik      Second Richard      Carried

### **Financial Statements (tabled)**

Previous Month income/expenses in Appendix 1

Current balance \$62,465.03

Moved: Rob      Second: Matt      Carried

Outstanding fees.

Full Members 5

Associate 5

### **Committee Reports**

#### **6. Online presence**

- Website: Richard to look at introducing some website analytics.
- Facebook page: Ok
- Google Workspace: Transition in July



## 7. NZ Spirits Awards (Antony/ Sue)

Comment around publishing results. - Delay with results was unacceptable and needs to be more organized for next year DSA will speak with Avenues Event Management

## 8. Excise Rebate (Soren)

Close to getting the handbook out, just needs some admin support.

## 9. Establish Industry Standards

### Distillery Safety Standards (Antony):

Beca report has been received, still waiting to be reviewed by the DSA committee, to proof and fact check prior to making it available to members.

Technical working group to be organized to work out the framework.

## 10. Rum Working Group

### NZ Rum Definitions passing into DSA Rules

Formal definition reached by working group. Working group to ensure process is communicated to members to allow feedback and changes before implementation.(follow Whisky example)

## 11. Any other matters

### Government Consultation document for Transforming recycling - Ongoing

### Strategic Planning Session

- Set up facilitated governance / priorities and strategic plan for the DSA over the coming years within the committee.

### Committee duties including Support Staff -

- Set up committee duties and roles for DSA Members value add / as the organization grows.
- Set up emails for key members of the DSA

## Next Meeting

- Next committee meeting Tuesday July 12th

## Appendix 1 – Previous Month Financials Balances – End May 2022:

Income	Expenses	Current Bank Acc
Running total	Running total	Total
\$ 98,458.88	\$ 36,343.85	\$ 62,115.03



# 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

\$ INCOME BY MONTH																	
Bank Acc opened 1/10/18	F18/19 final	F19/20 final	F20/21 final	F21/22 final	2022 Apr	2022 May	2022 Jun	2022 Jul	2022 Aug	2022 Sep	2022 Oct	2022 Nov	2022 Dec	2023 Jan	2023 Feb	2023 Mar	F22/23 YTD
Advertising sales	0.00	0.00	0.00	2350.00	0.00	50.00											50.00
Donations received	0.00	0.00	0.00	0.00	0.00	0.00											0.00
Fees - Associate Member	1112.50	2420.50	3749.65	4969.08	4,060.00	1,500.00											5560.00
Fees - Full Member	7750.00	12180.00	14813.12	21400.03	19,354.00	2,750.00											22104.00
Bank Interest Income	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
<b>Total Income</b>	<b>8,862.50</b>	<b>14,600.50</b>	<b>18,562.77</b>	<b>28719.11</b>	<b>23,414.00</b>	<b>4,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27714.00</b>

\$ EXPENSES BY MONTH																	
Bank Acc opened 1/10/18	Total F18/19	Total F19/20	Total F20/21	Final F21/22	2022 Apr	2022 May	2022 Jun	2022 Jul	2022 Aug	2022 Sep	2022 Oct	2022 Nov	2022 Dec	2023 Jan	2023 Feb	2023 Mar	F22/23 YTD
Admin and Research costs	0.00	259.05	0.00	98.00	0.00	0.00											0.00
Approved meeting costs	0.00	394.86	1491.17	900.00	700.00	0.00											700.00
Approved Travel Costs	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
Consulting & Accounting	0.00	0.00	0.00	14590.34	0.00	11,161.90											11161.90
Entertainment Food / Beverage	0.00	136.80	0.00	148.75	0.00	0.00											0.00
IT Platforms ongoing costs	415.73	404.23	907.22	714.82	0.00	0.00											0.00
IT Platforms set up costs	1336.27	1222.04	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
Merchandise purchase	0.00	0.00	1156.66	80.00	0.00	0.00											0.00
Society set-up	200.03	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
Fee Overpayment	0.00	0.00	0.00	-0.83	-5.80	0.00											-5.80
	<b>1977.03</b>	<b>2424.59</b>	<b>3555.05</b>	<b>16531.08</b>	<b>694.20</b>	<b>11161.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11856.10</b>

Payment date				Accrued Expenses		
Category	Year	Month	Day	Approx Amount	Detail	Payment
Approved meeting costs	2022	May		\$1,500.00	NZ Rum Meetings facilitation - Tash McGill	

For Budgeting - Future Income 2022/23		
Category	Amount	Detail
ASB Bank Account	-	No interest/ No fees
Invoiced - Member fee	1500	6 x F22/23 payments not yet received (includes pro-rata discounts for partial year fees)
Invoiced - Associate Member fee	600	6 x F22/23 payments not yet received (includes pro-rata discounts for partial year fees)
New Members - in application	0	0x New members
New Assoc Members - in applic.	0	0x New Assoc. members (pro-rata discounts for partial year fees)
<b>Total Income</b>	<b>\$ 2,100</b>	

Payment date				For Budgeting - Future Payments		
Category	Year	Month	Day	Approx Amount	Detail	Payment
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	19	\$401.58	WordPress hosting signup: WPNet - \$401.58/year	Annual
IT Platforms ongoing costs	2022	Dec	20	\$32.77	DSA domain name: 1st domainz (website name)	Annual - one forward payment by Sue \$32.77
IT Platforms ongoing costs	2023	Feb	2	\$130.00	G Suite Basic approx \$US6.90/month from 2 Feb 2022	Annual - one forward payment by Sue US\$85.00
Consulting & Accounting	2022	June	8	\$855.60	Xero \$71.30 / month Standard Plan. Pay 12 months in advance \$855.60	Annual - one forward payment by Sue \$855.60
Approved meeting costs	2022	June	10	\$1,200.00	Committee travel subsidy to AGM	
Approved meeting costs	2022	June	10	\$300.00	Committee lunch pre AGM	

Meeting closed: 11:49