



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Board

Date:	Tuesday 27 June 2023	
Time:	9.00am	
Location:	Zoom	
Attendees:	<p>Richard Wilson (RW) – Chair Soren Crabb (SC), 1919 Distilling - Secretary (left 9.40am) Antony Michalik (AM), The Spirits Workshop – Committee Matt Bridge (MB) – Committee David Hawk – Committee Henry Caulton - Committee</p> <p>Apologies: Sue James (SJ), Juno Gin - Treasurer</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 (MB + AM)	
1D	Electronics Approvals <ul style="list-style-type: none">○ NIL	
ITEM	DISCUSSION	ACTION
	<p>Strategic Focus</p> <p>Welcome to new Committee members The board welcomes the new board members - David Hawk and Henry Caulton to the DSA Committee. Both indicated they would like to support the association in the future goals in anyway they can.</p> <p>NZ Spirit Awards & DSA Conference review There has been no debrief with Avenues yet. This is still planned, but no date confirmed.</p> <p>The DSA Conference Committee will meet to discuss the event once SJ is back from leave. The discussion needs to be split into two conversations – the conference and the Awards. ACTION: COMMITTEE to identify learnings and ideas and bring to the meeting.</p> <p>Overall, the conference was very well received and the content was targeted and the mix was correct. There is a need for this event to occur again in the future.</p> <p>Women in DSA</p>	COMMITTEE



	<p>Had a good reception when they spoke at conference. There now needs to be a plan for the role out of the group – actions, objectives etc. RW has spoken to Angela and has asked that she keep the Committee up to date with all actions moving forward.</p> <p>What is a NZ Spirit? – Working Group The discussion follow up on the motion raised at the recent AGM. Members will be invited to participate in the discussion, with MB offering to be the representative from the Committee.</p> <p>The definition will form the basis from which DSA members should work within and eventually, with advocacy, amend the NZ law to include this..</p> <p>ACTION: MB to chair group. LB to include a call for participants in newsletter.</p> <p>Rum & Whiskey Definition ACTION: SC to report back to Committee on the progress of including this in the UK. Check if Rum can be included in as well.</p> <p>Establish Industry Standards Part three provided to the Committee and taken as read.</p> <p>Wayne Chowles developed the first three parts and the Committee would like to enquire if he would like to continue this project.</p> <p>Andrew Humdinger and Ben Leggatt expressed interested in helping on this project. May also go out to the membership. ACTION: RW to speak to WC about continuing support. If no, then speak to AH & BL and membership.</p> <p>Food & Beverage Industry Transformation Plan: Public Consultation & GRAS Conversations about botanicals (SJ) SJ update submitted and taken as read.</p> <p>Does not appear to be any updates. It is not a discussion that can be held in isolation. MBIE/MPI are involved in discussions, but furthering the research etc needs to be funded privately.</p> <p>Unlikely that DSA will make this a priority. There are a raft of countries that NZ distilleries can sell to outside of the USA.</p> <p>Glass Recycling Consultation (SJ) SJ update submitted and taken as read.</p> <p>This scheme has been put on hold by the Government until after the election.</p>	<p>MB/LB</p> <p>RW</p>
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	<p>Cellar Door Legislation In the waiting list to go to select committee.</p> <p>Mandatory - Annual Mock Recalls from 1 July 2023 (SJ) SJ update submitted and taken as read.</p> <p>It is now mandatory for all food and beverage operators. Members need to know and ensure they are keeping records. ACTION: LB to add to the newsletter</p> <p>New Labelling Changes (SJ) SJ update submitted and taken as read.</p> <p>It is now mandatory or all packaged alcoholic beverages with more than 1.15% alcohol by volume for retail sale in Australia and New Zealand to have a pregnancy warning label.</p> <p>ACTION: LB to add to the newsletter</p>	<p>LB</p> <p>LB</p>
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	<p>New details of the 'Incorporated Societies Act 2022'</p> <p>MBIE has a constitution builder that should be used to help build the new constitution. It provides the mandatory requirements, should have, and nice to have legal requirements.</p> <p>The Committee approved version should be presented to the member in Q4 2023 (October/November) at a special general meeting.</p> <p>ACTION: SJ/LB to start working on the document to present to the Committee</p> <p>Risk Register</p> <p>No updates received from the Committee member. The list is available on the google drive.</p> <p>Strategy Plan</p> <p>No action yet. Need to fully developed.</p> <p>ACTION: Need to have an online strategy meeting identifying what has occurred and what needs a follow up to ensure that KPI's</p> <p>Member Engagement</p> <p>Need to develop a plan to engage members in CPD. This is generally online engagement. Would like to get at least 6 webinars per year.</p> <p>ACTION: Committee to investigate topics for webinars</p> <p>DH would be happy to help with member engagement around additional benefits to members such as a discount on insurance etc. A plan to be developed and presented to the Committee.</p> <p>PROPOSED: AM SECONDED: MB</p> <p>ACTION: DH to seek information from the members and report back to the Committee</p>	<p>LB</p> <p>COMMITTEE</p> <p>COMMITTEE</p>
	<p>Management Focus</p> <p>Financial Statements</p> <p>Currently 24 overdue fee payments \$ 70,039.63 in the bank The signed, AGM-approved 2022 annual financial statement for DSA was filed with the Companies Office on 13/6/23</p> <p>Membership</p> <ul style="list-style-type: none"> ACTION: SJ to send approvals every two weeks <p>102 members/ 19 Pre-commercial Associate Members / 66 Associate Members 65% of NZ distilleries are DSA Members, 77% if we include our pre-Commercial Associates</p>	



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	<p>New this month:</p> <ul style="list-style-type: none"> • Enceladus Distilling Company Limited (Full member) • All Systems Go Limited (Associate Member) • Yellow Dog Distillery Limited (Pre-commercial Associate member) • Drink Drink Company Ltd (Pre-commercial Associate member) • A Winning Influence (NZ) Ltd (Associate Member) • Andrew Nicoll (Associate Member) • Mark Brown (Associate Member) <p>Resignations</p> <ul style="list-style-type: none"> • Joanne Taylor (Associate Member) • Mike Seaton (Associate Member) • Elsewhere Gin (Full Member) After a lot of consideration and juggling various things, we have decided to postpone our membership and renew when we are ready. • Waitoki Washhouse (Full Member) due to illness. <p>Rakiura Distilling Company Ltd – NP3/CCA need to be received prior to being a full member.</p> <p>Insurance ACTION: SJ to get a quote for insurance. If under \$1500.00+ GST the Committee approves the purchase of the</p> <p>Website ACTION: Minutes to be added into the member portal.</p>	
	<p>Meeting Concluded 10.13am</p>	
	<p>Next Meeting 25 July 2023, 9.00am, Zoom</p>	



ACTION LIST

			DUE BY	NOTES
Strategic Plan	RW	Develop a list of tasks/timeline, past and future, and then confirm the status of each. June: have an online meeting to discuss strategy and accomplishments to date	August 2023	
Constitution Updates	SJ	Report back with changes in a couple of months May: Complete overview of entire constitution using MBIE constitution builder June: Use MBIE Constitution Builder to help develop new constitution.	August 23	
Industry Standards	RW	Check if WC would like to continue developing these. If not, seek out other options	July 23	
Events	COMM	Identify topics for presentation		
Women in DSA	RW	Speak to Angela Davis and develop a Term of Reference for the group.	May 2023	
Working Group – Definition NZ Spirit	MB	Guide working group discussion		
Newsletter	LB	Add Working group Volunteers Mock Recalls Labelling	July 2023	
Conference/Awards	COMM	Have a meeting to discuss the good, bad and ugly	July 2023	
Member engagement	DH	June: identify companies that can be approached for member benefits		
Insurances	SJ	Keep quote for director insurance and confirm if less than \$1.5K	July 2023	