



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Committee

Date: Tuesday 12 July 2022

Time: 10:51am

Where: Zoom

Attendees

Richard Wilson – **Chair**

Sue James, Juno Gin - **Treasurer**

Soren Crabb, 1919 Distilling - **Secretary**

Antony Michalik, The Spirits Workshop – **Committee**

Rob Auld, Auld Distillery - **Committee**

Apologies:

Matt Bridge - **Committee (TBC)**

Jamel Barbar, Cardrona Distillery – **Committee**

Previous Minutes

- Minutes previously circulate.

Matters Arising (from last minutes and any actions)

1. Incorporation and Constitution

- Review of Incorporated Societies, New support member Lynda to help assist with transition.

2. Membership

- Update on Membership numbers:
- Approval of new Membership applications: Committee to review info on
 - 95 Full
 - 68 Associate
- New Member
- New Associate Member
 - NV & Co. Distilling Limited
- Member Resignations:
 - Associate Member Resignations:
 - Herbal Connections.

Note: To new members to read rum definitions (in progress) and whisky definitions.

- FAQ requests and Queries for the Committee:
- [13/6/22 Batch 10 Pregnancy labelling](#)



Distilled Spirits Aotearoa (NZ) Incorporated

New Zealand Business Number (NZBN): 9429047031708

Certificate of Incorporation: 2716891

Registered office: 16d Sunley Street, Westtown, New Plymouth 4312, New Zealand

Telephone: +64(0)21 222 9881 email: chair@distilledspiritsaotearoa.org.nz

DistilledSpiritsAotearoa.org.nz

- ○ 14/6/22 Dr Beak - Pregnancy labelling
- ○ 17/6/22 Juno Gin - Allergens Labelling and Health claims

Correspondence (tabled)

3. Inward

- (29/4/22) Invite from the Packaging Association: As a key organisation in supporting sustainable New Zealand, the Packaging Forum invites you to attend our industry event on 18 August, titled "What's your Policy". We have invited the Environmental spokespeople from the various parties to discuss their policies. I have attached your invitation outlining the location and time. This invite is for you and other key members of your organisation wishing to attend.
- (29/06/22) Sapere Research Group: engaged by the Ministry for Primary Industries to analyse collaboration within the food and beverage sector as part of the wider Industry Transformation Plan. We have chosen to look at the gin (and wider distilled spirits) industry as a case study, and one area of interest is DSA and the role it plays in bringing together distillers to collaborate.
- (28/06/22) Mark Halton, Denzien - request to clarify gin regulations following media attention on Curious AF alcohol free gins
- (14/06/22) Cameron Shield - Senior Project Manager | Advanced Manufacturing and Defence Industries Trade | Department of State Growth, desire to meet with DSA on upcoming trade mission

4. Outward

- (29/06/22) Westlake governance - looking for facilitation options for strategic planning workshop - No longer applicable

5. Internal

- (27/4/22) – Newsletter to members (Sue) - No being sent out via mailchimp (working on correcting list to ensure everyone received Newsletter).
- (03/07/22) Knowledge of the Sale and Supply Act around heavy product discounting (Soren). Discussion with member around store / online discounting.

Financial Statements (tabled)

Previous Month income/expenses in Appendix 1

Current balance \$62,301.02

Moved: Antony

Second: Richard

Carried

New motion passed; Any expenses under \$1000 can be signed off by the three chairs and no longer requires a vote by the committee. Anything over \$1000 needs to be signed off by the committee. Implemented as we now have three chairs.

Moved: Richard

Second: Antony

Carried

Committee Reports



6. Online presence

- Website:
- Facebook page: (A couple of questions asked by members)
- Google Workspace: (New emails set up)

At the strategic meeting the DSA will look at how we can offer more to members i.e webinars etc

7. NZ Spirits Awards (Antony/ Sue)

How can we raise our profile and attention around the awards? Debrief with avenues around what can be done better. Around PR - Robert and Spirit NZ fund the PR and advertising side. This year managed to gather some media attention.

8. Excise Rebate (Soren)

Conversation with Susan Bar, Executive on Cardrona Board - Impact of excise relief and media attention on alcohol harm. How do we best build our case and scale up our impact to push for excise relief.

First step: identify information we have, what we need and how to get it. Has a relationship with Massey University that could be used to gather information. This would require members anonymously contributing to the data.

Meeting to be held with Robert Brewer and Spirits New Zealand to see what information they have.

Reefton recently attended the Prime Minister's trade mission to Australia, the DSA will reach out to Reefton to see if there were any valuable highlights / conversation for our members and industry.

9. Establish Industry Standards

Distillery Safety Standards (Antony): Waiting to allocate time. Working group to make the Becca document more appropriate for our industry.

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



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Energy labelling

Update on NZWA

Government Consultation document for Transforming recycling

Agenda DSA Face to Face Committee meeting and DSA Annual General Meeting

Tash worked with a group making a trail / travel app and suggested that it could work well for a distillery trail. Proposal was put forward that included a subscription cost. DSA will look into cost, and do a cost benefit analysis for members DSA is aware the majority of our members do not have tour / tasting facilities. At this stage it looks cost prohibitive to support.

Administrative resource: Richard sent out an outline of the tasks he would like Lynda to take over and achieve on behalf of the committee. Rate \$65 p/h. Richard has also spoken to an alternative nominee with a 65-75 p/h rate depending on the work being carried out. Trial out a 3 month period averaging about 5 hours per week has been approved for Lynda.

Move: Richard

Second: Anthony

Carried:

Strategic planning session:

Look at bringing all of the DSA committee together for a meeting, and put together a three year plan and pull together a set of priorities and how we are going to achieve them. And also what we stand for as an association. And how we can add more value for members.

Richard to look at a budget to facilitate this. - Will look to see if Spirits New Zealand will co-fund this.

Sue will be attending meeting on 28th July around the energy labeling and carbohydrate claims via zoom

Next Meeting

- Next committee meeting August



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Appendix 1 – Previous Month Financials Balances – End June 2022:

Income	Expenses	Current Bank Acc
Running total	Running total	Total
\$ 100,383.87	\$ 38,082.85	\$ 62,301.02

\$ 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	0.00										50.00
Donations received	0.00	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	466.66										6026.66
Fees - Full Member	7750.00	12180.00	14813.12	21400.03	19,354.00	2,750.00	1,458.33										23562.33
Bank Interest Income	0.00	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										0.00
Total income	8,862.50	14,600.50	18,562.77	28719.11	23,414.00	4,300.00	1,924.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29638.99

\$ 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										0.00
Approved meeting costs	0.00	394.86	1491.17	900.00	700.00	0.00	842.00										1542.00
Approved Travel Costs	0.00	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										0.00
Consulting & Accounting	0.00	0.00	0.00	14590.34	0.00	11,161.90	897.00										12058.90
Entertainment Food / Beverage	0.00	136.80	0.00	148.75	0.00	0.00	0.00										0.00
IT Platforms ongoing costs	415.73	404.23	907.22	714.82	0.00	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										0.00
Legal expenses	0.00	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										0.00
Society set-up	200.03	0.00	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										0.00
Fee Overpayment	0.00	0.00	0.00	-0.83	-5.80	0.00	0.00										-5.80
	1977.03	2424.59	3555.05	16531.08	694.20	11161.90	1739.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13595.10

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	
Approved meeting costs	2022	June	10	\$900.00	Committee travel subsidy to AGM	Richard (processing), Matt? Jam?

For Budgeting - Future Income 2022/23		
Category	Amount	Detail
ASB Bank Account	-	No interest/ No fees
Invoiced - Member fee	250	1 x F22/23 payments not yet received (includes pro-rata discounts for partial year fees)
Invoiced - Associate Member fee	300	3 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)
Total income	\$ 550	

Payment date				For Budgeting - Future Payments		
Category	Year	Month	Day	Approx Amount	Detail	Payment
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
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

Meeting closed: 11:49