



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Board

Date:	Tuesday 5 September 2023	
Time:	9.00am	
Location:	Zoom	
Attendees:	<p>Soren Crabb (SC), 1919 Distilling – Secretary Sue James (SJ), Juno Gin - Treasurer Henry Caulton, Cardrona Distillery - Committee Antony Michalik (AM), The Spirits Workshop – Committee Matt Bridge (MB), Lunatic & Lover – Committee</p> <p>Apologies: David Hawk, Parched – Committee Richard Wilson (RW), Sandymount Distillery – Chair</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 (AM+MB)	
1D	Electronics Approvals <ul style="list-style-type: none">NIL (LB: Remove from agenda)	
ITEM	DISCUSSION	ACTION
	<p>Strategic Focus DSA Conference RFP: Development of an RFP now underway. Further comments by committee to be submitted to SJ. As soon as possible. Avenues has been notified on the Board decision to go to market. ACTION: SJ to make further amendments to the budget that will accompany the RFP</p> <p>Awards There has been no update from Kane or NZ Spirits on the Awards RFP: Kane is responsible for this RFP. ACTION: SJ to send to Kane as a RFP template for the Awards</p> <p>Questions to be answered. ACTION: RW to let Committee know what the next steps are regarding the questions submitted in the agenda.</p> <p>What is a NZ Spirit – Working Group First meeting with group completed. Each person has been given tasks to complete prior to the next meeting. This is around researching the legal requirements from various organisation, agreements and from a legal stand-point e.g. Trade Agreements, NZ made, MBIE, NZTE etc</p>	



	<p>A 'Term of Reference' submitted to the Board for approval. No objection to the document as it is written except for one amendment to include 'national' in the need for standard for review - Need to ensure that it is 'complaint with the NZ and international law/standards.</p> <p>ACTION: MB to review ToR one more time for before distributing to the working group.</p> <p>ACTION: LB Send out Appointment for next meeting (MB to send emails for group)</p> <p>Industry Standards RW to provide update at next meeting.</p> <p>Updated Constitution ACTION: LB to check with RW about who is going to take lead on starting the develop of the first draft.</p> <p>Strategy Review Updated Strategy document submitted to the Committee and taken as read. This, action's and KPI's should be reviewed to ensure that they are being completed – every three months.</p> <p>Women in DSA Report submitted by Nikki Oesterle and taken as read. ACTION: LB to ask for programme in advance to add to Events page/newsletter and to ensure educational programming cohesiveness for the year.</p> <p>Events Compliance Webinar – No feedback received. ACTION: LB to start development of a tracker for all events (eg registrations vs actual attendee numbers) to see how well events are doing</p>	
	<p>Management Focus Financial Statements Current bank balance: \$71,313.95 4 overdue fee payments. SJ is currently in discussion with three members - two looking at instalment's payment. Master Cask is in liquidation so unlikely to pay for membership, however since they were Foundation Associate members, and have supported NZ Spirits Awards and the Conference from the start, they can remain as a member until further notice.</p> <p>Budget Plan – SJ has submitted a revision, and this is taken as read. Amendments included the 2023 conference loss, and further conference detail. The additional details will assist with discussions around funding a CEO and the future strategic initiatives of DSA. There is a need to look at raising</p>	



	<p>further income to support current income stream as even with a membership fee increase and profit from future Conferences there are unlikely to be sufficient funds.</p> <p>Ideas:</p> <ul style="list-style-type: none"> - Fee/rebate from Spirit Award entries - A DSA event/Festival (in whole or in conjunction with another party) - Add a conference ticket included in the cost of membership. - Voluntary donation to DSA - Increase fees but explain why the increase is needed e.g to fund CEO to help with advocacy for excise etc. - Look at separating Corporates who are suppliers to the industry and charging a higher membership fee. <p>Membership</p> <p>103 members/ 18 Pre-commercial Associate Members / 68 Associate Members</p> <p>DSA membership coverage of all NZ Distilleries 77% (includes pre-Commercial)</p> <p>New Members</p> <p>Rohan McGowan (Associate member)</p> <p>The Spirits School (NZ) (Associate member)</p> <p>Tucker Creative (Associate member)</p> <p>Resignations:</p> <p>Johanneshof Cellars Ltd (Full Member) - Didn't like Spirit Awards, too Gin focused. Couldn't talk him around about the differences between awards and DSA.</p> <p>Helen Kraal (Associate Member) – now working for Ballantynes, but will still be a strong advocate of DSA</p> <p>Old North Distilling Co Limited (Pre-commercial Associate member) – no longer distilling</p> <p>Approached for membership</p> <ul style="list-style-type: none"> - Drift Gin - Queenstown - Clark Lane Distillery - Hamilton <p>Insurance</p> <p>Committee Liability is \$1,875 + GST annually.</p> <p>ICIB – Suggested that we don't really need is yet and should review every year. However, the new Incorporated Society's Act will make all directors /Board members liable.</p> <p>VOTE: Committee Voted to pay for insurance. SC + MB. All Committee agreed to purchase.</p> <p>ACTION: Sue to follow up with Dan Szegota.</p>	
	<p>Meeting Concluded</p> <p>10.04am</p>	



Distilled Spirits Aotearoa (NZ) Incorporated

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	Next Meeting 17 October 2023, 9.00am, Zoom	
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ACTION LIST

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Constitution Updates	SJ/RW	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. July: Progress to date and the way forward. September: Decide who is going to develop draft 1	August 23	
Industry Standards	RW	Check if WC would like to continue developing these. If not, seek out other options – COMPLETED Confirm the final document delivery date and handover date. September: Need an update on deadline dates for documents	July 23	
Events	RW DH	Confirm details for the Awards presentation Confirm details for Mock Recalls event September: DH to provide update at next meeting	July 23	
Women in DSA	LB	September: confirm events and include in the newsletter and on events page	October 23	
Working Group – Definition NZ Spirit	MB	Confirm ToR Finalise appointment		
Newsletter	LB	Add: DSA Women's Group New Events Strategy notification	October	
Conference/Awards	COMM COMM/LB	RPF to be finalised and sent out	October	
Member engagement	DH	Discussion with Restaurant Association Review the Associate Member list and approach in groups		
Insurances	SJ	Purchase insurance	October	