



## DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

### Minutes - DSA Board

<b>Date:</b>	Tuesday 23 January 2024	
<b>Time:</b>	9.30am	
<b>Location:</b>	Zoom	
<b>Attendees:</b>	<p>David Hawk, Parched – <b>Committee</b>  Richard Wilson (RW), Sandymount Distillery – <b>Chair</b>  Antony Michalik (AM), The Spirits Workshop – <b>Committee</b>  Soren Crabb (SC), 1919 Distilling – <b>Secretary</b>  Angela Davis (AD) – <b>Committee</b></p> <p><b>Apologies:</b>  Henry Caulton, Cardrona Distillery – <b>Treasurer</b>  Matt Bridge (MB), Lunatic &amp; Lover – <b>Committee</b></p> <p><b>Minutes</b> by Lynda Booth (LB)</p>	
<b>ITEM</b>	<b>AGENDA ITEM</b>	
1B	<b>Conflicts of Interest</b> <ul style="list-style-type: none"> <li>NIL</li> </ul>	
1C	<b>Previous Minutes</b> <ul style="list-style-type: none"> <li>All agreed – Seconded DH</li> </ul>	
1D	<b>Electronics Approvals</b> <ul style="list-style-type: none"> <li>Constitution &amp; By-Laws – Approved</li> <li>Slight amendment to By-laws - LAL's sold (not produced) amended</li> </ul>	
<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
	<p><b>Strategic Focus</b>  <b>DSA Conference</b></p> <p>A meeting with Avenues planned for the 23 January 24. During this meeting confirmation of contract, KPI's way the committee will work, deadlines, financial split between Conference and Awards dinner to be confirmed.</p> <p>The Conference Committee may call on LB for any help as required.</p> <p>The Conference Committee to report back to Board at each meeting</p> <p>Conference dates still to be set</p> <p><b>Cormack Packaging</b> (Brenton Campbell, <a href="mailto:BCampbell@cormack.com.au">BCampbell@cormack.com.au</a>) would like to sponsor conference. Follow-up required by Avenues.</p> <p>Mark Brown ( <a href="mailto:mark.j.brown1977@gmail.com">mark.j.brown1977@gmail.com</a>) would like to assist with conference committee. The Board identified that his skills would be best used onsite at the conference.</p>	



	<p><b>ACTION:</b> SC to confirm financial process (including small payback to DSA), date for conference, KPI's, contract, how conference organisation is to work in 2024, dates with Avenues</p> <p><b>ACTION:</b> SC/AM to discuss with Avenues and Spirits Awards to confirm who owns the App</p> <p><b>ACTION:</b> LB to contact Mark Brown to confirm that the Committee would call upon his time and skills during the conference</p> <p><b>Spirit Awards</b> The Spirits Awards Committee are currently</p> <ul style="list-style-type: none"> <li>- trying to find cost savings through local judges</li> <li>- Need to discuss the categorisation of spirits</li> <li>- Are completing site visits venues for the judging in Wellington.</li> <li>- The Awards Dinner venue is to be confirmed in Auckland</li> </ul> <p><b>ACTION:</b> DW to look at developing and negotiating MOU with Spirits NZ</p> <p><b>ACTION:</b> SC/AM need to check out who owns the APP.</p> <p><b>Budget for Excise Campaign</b> No update</p> <p>The Australian Distillers Assoc. commented on the current UK excise programme. Brief Commentary has been developed from a NZ specific and can be included in the Newsletter.</p> <p><b>Industry Standards</b> Part 4 received and is currently under review. The full document should be available to member in March.</p> <p>The Board would like to thank Waynes Chowles for this final piece of work.</p> <p><b>ACTION:</b> RW to continue discussion for the remaining parts to be completed.</p> <p><b>Constitution, By-laws &amp; Special GM</b> A special AGM is to be called on February 27<sup>th</sup> February 9.30am. Members have been notified of this via email.</p> <p><b>ACTION:</b> LB to start development of a script for RW, include the main changes, and any questions submitted for action</p> <p><b>Board Roles and Committees</b> A spreadsheet of Board and Board Committee Volunteers have been developed to help with ensuring Board members are not overloaded and that a track of members volunteering on Committees is kept.</p>	<p>SC</p> <p>SC/AM</p> <p>DW SC/AM</p>
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	<p>Jamie Chisnall (Black Collar Distillery, <a href="mailto:jamie@blackcollardistillery.com">jamie@blackcollardistillery.com</a>) would like to join Board. No position is currently available and so may be approached to help on a Board Committee.</p> <p><b>Women in DSA</b></p> <p>First meeting this week. This has started off slowly, but getting more attendees each meeting. Each meeting has a theme for discussion e.g branding. Topics identified for 2024 are women in export, posting podcast/ videos in Facebook posts, have reached out to AU Woman Distilling</p> <p>DSA member who are women are invited to attend, monthly online meetings, 3<sup>rd</sup> Thursday (using google meet).</p> <p>The Women s group would like to meet in person this year, but acknowledge the challenges of localities.</p> <p><b>Membership Engagements &amp; Events</b></p> <p>AD has agreed to be the lead on the Events programme for 2024.</p> <p>Marcel from Distillers Inst. is happy to help with speakers for an educational programme.</p> <p><b>ACTION:</b> DH/AD to share information on possible topics.</p> <p>For informal get-togethers for members a date, time and venue will be identified that coincides with a festival. Correspondence sent out to advise members of this casual meet-up. A Board member will be available at the time/space to welcome members.</p> <p><b>ACTION:</b> Develop a programme for education, and community building with a range of presentation styles.</p> <p><b>ACTION:</b> LB update festivals on website</p> <p><b>What is a NZ Spirit Working Group</b></p> <p>No update</p>	
	<p><b>Management Focus</b></p> <p><b>Financial Statements and Matters</b></p> <p>DSA Management Accounts submitted and taken as read.</p> <p>Currently changing the Executive Officers and login details with IRD.</p> <p><b>Membership</b></p> <p>105 members/ 19 Pre-commercial Associate Members / 68 Associate Members</p> <p><b>New Applications</b> approved by the Board</p> <p>14/01/24: James Makoni (Supply Chain Matters Limited) – Associate Member</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

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	<p><b>Any Other Business</b></p> <p><b>Potential Book</b> DSA Would like a to investigate further about the what the deal is.</p> <p><b>ACTION:</b> LB to get more information and the expectations of the editoris</p> <p><b>AU Distillery Conference</b> SC/RW will be attending the upcoming AU Conference. A request has been made to assist with expenses. This has been <b>approved</b> as accommodation costs (x4 nights Max \$250.00/night OR \$1000 each). They will be self-funding flights and ADSA provides complimentary registration. They will need to report back to Board &amp; Members on the proceedings of the Conference.</p>	
	<p><b>Meeting Concluded</b> 11.00am</p>	
	<p><b>Next Meeting</b> - Via Zoom, 9.30am (90 Minutes), 5 March 2024</p>	

## ACTION LIST

			DUE BY	NOTES
Constitution Updates	LB/RW	<p>Report back with changes in a couple of months</p> <p><b>May:</b> Complete overview of entire constitution using MBIE constitution builder</p> <p><b>June:</b> Use MBIE Constitution Builder to help develop new constitution.</p> <p><b>July:</b> Progress to date and the way forward.</p> <p><b>September:</b> Decide who is going to develop draft 1</p> <p><b>October:</b> Updates to be presented to Board at November meeting</p> <p><b>November:</b> Reset meeting date for December</p> <p><b>January</b> Completed Script for SGM</p>	Feb 24	
Industry Standards	RW	<p>Check if WC would like to continue developing these. If not, seek out other options – COMPLETED</p> <p>Confirm the final document delivery date and handover date.</p> <p><b>September:</b> Need an update on deadline dates for documents</p> <p><b>January</b> LB/BOARD to finalise Part 4. RW to confirm Part 5 is under development</p>	July 23	
Events	AD	<b>January:</b> Develop Event programme for year	Feb 24	
Working Group – Definition NZ Spirit	MB	<p>Confirm ToR</p> <p>Finalise appointment</p> <p><b>October:</b> meeting cancelled, new meeting time to be set</p> <p><b>January:</b> Update and next meeting to be confirmed</p>		
Newsletter	LB	<p>Add: SGM Events update</p>	December	



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<b>Conference/Awards</b>	<b>SC</b>	Confirm details with Avenues	<b>February</b>	