



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Board

Date:	Tuesday 17 October 2023	
Time:	9.00am	
Location:	Zoom	
Attendees:	<p>Sue James (SJ), Juno Gin - Treasurer Henry Caulton, Cardrona Distillery – Committee (arrived 9.13am) Matt Bridge (MB), Lunatic & Lover – Committee David Hawk, Parched – Committee Richard Wilson (RW), Sandymount Distillery – Chair Antony Michalik (AM), The Spirits Workshop – Committee</p> <p>Apologies: Soren Crabb (SC), 1919 Distilling – Secretary</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 (DH + MB)	
1D	Electronics Approvals <ul style="list-style-type: none">NIL	
ITEM	DISCUSSION	ACTION
	<p>Strategic Focus</p> <p>DSA Conference & Spirit Awards</p> <p>Three companies will be invited to the next interview stage for a combined DSA Conference and NZ Spirit Awards – Lemon Grass, Avenues, Janda</p> <p>Interview Panel: Kane + Monique (Pernod) + Anthony, + Dave + Henry (for a finance point of view).</p> <p>Next steps: Interview with the three week starting 6th November.</p> <p>ACTION: LB to develop letter to inform companies that they are not successful</p> <p>ACTION: LB to develop email to inform companies that are successful. Interview details are to come shortly.</p> <p>ACTION: LB to set interviews in Zoom</p> <p>Objectives</p> <ul style="list-style-type: none"> - Need to ensure that members are protected against rapid increase in costs. Need to be cautious about finance. - NZ Spirit Awards to breakeven, however DSA Conference will need to make a profit to support the association (certainly not lose money – possible \$5K). 	



	<p>What is a NZ Spirit – Working Group Meeting set for the 19th October 2023., however there has been limited acceptance. Seeking alternative date. Documents sent out</p> <p>ACTION: MB to send out request for alternative date. ACTION: LB to cancel current meeting</p> <p>Industry Standards DSA Submission on Application A1271 - Cellulase from GM Aspergillus niger as a processing aid, exclude production of NZ Single Malt Whisky</p> <p>DSA currently excludes this as part of the spirit definition in single malt whiskey.</p> <p>Richard/Tash approaching FSANZ to define spirits in New Zealand. There could be consequences to using enzymes.</p> <p>ACTION: SJ to submit the submission</p> <p>Updated Constitution Working on recreating the constitution.</p> <p>ACTION: LB to sent meeting for Board to discuss proposed new constitution (13th November 9.00am)</p> <p>Sue's Resignation Sue James has tended her resignation from the Board. This has been accepted. The board thanks Sue for her effort over the last 5 years and wishes her well in the future.</p> <p>HC has accepted the officer role of Treasurer. LB will manage finances day to day (Xero/setting up payment), membership (including fees), website, social media, LB to use C/C for costs and get reimbursements. Henry will oversee the financial accounts.</p> <p>ACTION: HC/SJ/LB to set meeting 24th October 9.30am</p> <p>Further tasks to be distributed.</p> <ul style="list-style-type: none"> - SC + Committee: New Distilleries identification – SC to seek new and emerging distilleries; Committee to send through names of new distilleries when they come across them e.g. at festivals. - RW: Facebook posting of news - AM: FSANZ submissions - AM/DH: DSA Conference - COMMITTEE: New Festivals on the website (send to LB for loading) <p>Strategy Review</p>	
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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>Updated Strategy document submitted to the Committee and taken as read.</p> <p>Trade and Export education event for webinar or conference topic</p> <p>Women in DSA No report submitted</p> <p>Events IBD: short course planned for next week, now in March or June 2024. RW has asked them to provide a short webinar to be presented in November.</p> <p>ACTION: RW to follow up on event</p>	
	<p>Management Focus</p> <p>Financial Statements Current bank balance: \$69,964.44 Avenues conference deficit not yet paid</p> <p>Membership 104 members/ 18 Pre-commercial Associate Members / 68 Associate Members DSA membership coverage of all NZ Distilleries 77% (includes pre-Commercial)</p> <p>New Members accepted Wilderkin Spirits Co Limited (Full Member)</p> <p>New Applications – approved by the Board (25/9/23) Alex Russell – Fine Ice (Associate member) (27/9/23) Andrew Steens (Pre-Commercial Distillery)</p> <p>Insurance Directors Insurance confirmed and paid.</p>	
	<p>Meeting Concluded 10.18am</p>	
	<p>Next Meeting 28 November 2023, 9.00am, Zoom</p>	

ACTION LIST

			DUE BY	NOTES
Constitution Updates	LB/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.	August 23	



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		July: Progress to date and the way forward. September: Decide who is going to develop draft 1 October: Updates to be presented to Board at November meeting		
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 October: RW to follow up on a workshop for November	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 October: meeting cancelled, new meeting time to be set		
Newsletter	LB	Add: Sues Resignation Submission Update on RFP process	October	
Conference/Awards	COMM COMM/LB	RPF to be finalised and sent out October: Interviews to be set with final three	October	
Member engagement	DH	Discussion with Restaurant Association Review the Associate Member list and approach in groups		