



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED

Minutes - DSA Board

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| Date: | Tuesday 12 December 2023 | |
| Time: | 9.30am | |
| Location: | Zoom | |
| Attendees: | <p>David Hawk, Parched – Committee Richard Wilson (RW), Sandymount Distillery – Chair Antony Michalik (AM), The Spirits Workshop – Committee Soren Crabb (SC), 1919 Distilling – Secretary Angela Davis (AD) – Committee Henry Caulton, Cardrona Distillery – Treasurer (left 10.00am) Matt Bridge (MB), Lunatic & Lover – Committee (left 10.00am)</p> <p>Apologies:</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"> | |
| 1D | Electronics Approvals <ul style="list-style-type: none">NIL | |
| ITEM | DISCUSSION | ACTION |
| | <p>Strategic Focus</p> <p>Constitution By-laws and Membership Categories</p> <p>Proposed new By-laws were reviewed and amendments made. The new By-laws are a combination of the current association rules and those clauses that are suggested as optional from a Constitutional point of views. They have been amended to be fit for purpose for DSA.</p> <p>Board is proposing new membership categories:</p> <ul style="list-style-type: none"> Commercial Member: an individual or organisation, that owns or works for a distilled spirits product/brand that is manufactured in New Zealand and are admitted to membership under these Rules and who or which has not ceased to be a Member. A Commercial Member will be categorised into one of three levels based on the litres of Alcohol (LALs) produced <ul style="list-style-type: none"> Small – 0 – 50,000 LAL's Medium – 50,000 – 100,000 LAL's Large – greater than 100,001 LAL's Each Commercial Member receives one vote at an Annual General Meeting or Special General Meeting. Pre-Commercial Member: Individuals or distilled spirits product/brand which are preparing to enter the market but have not yet completed NZ legal formalities and do not have a product for sale and are admitted to membership under these Rules and who or which has not ceased to be a | |



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| | <p>Member. Pre-Commerical Members are non-voting members of the association.</p> <ul style="list-style-type: none"> • Associate Member: a person or organisation that supports the distilled spirits industry including, but not limited to supplier to the industry, importers and sellers and are admitted to membership under these Rules and who or which has not ceased to be a Member. An Associate Membership will be categorised into two types <ul style="list-style-type: none"> ○ Individual - Consultants or those with an interest in distilling ○ Corporate – Suppliers, importers and sellers <p>Associate Members are non-voting members of the association.</p> <p>The Membership fees for the 2024-25 financial year are:</p> <ul style="list-style-type: none"> • Commercial Member: <ul style="list-style-type: none"> ○ Small – \$350.00+GST ○ Medium – \$750.00+GST ○ Large – \$1,000.00GST • Pre-Commercial Member - \$150.00+GST • Associate Member <ul style="list-style-type: none"> ○ Individual – \$250.00+GST ○ Corporate – \$500.00+GST <p>The proposed constitution was reviewed, and amendments made.</p> <p>Final Board approval of the new Constitution, By-laws and membership types/rates is to be completed electronically.</p> <p>ACTION: Board to review and approve (or suggest changes) to the documents.</p> <p>Special AGM</p> <p>A special AGM is to be called on February 27th February 9.30am to review and approve the Changes to the By-laws and Constitution.</p> <p>20 working days' notice to be given.</p> <p>ACTION: LB to develop emails to announce the SGM.</p> <p>ACTION: Emails to be sent out end of January & mid-February</p> <p>DSA Conference & Spirit Awards</p> <p>ACTION: SC & DH to discuss the conference prior to</p> <p>ACTION: SC to confirm the appointment and ask for a contract to be forwarded, set first meeting to confirm objectives, KPI', expectations.</p> <p>ACTION: LB to call for volunteers to participate on the conference committee.</p> <p>ACTION: AM to investigate arrangements with Spirits NZ and report back to the Board</p> | |
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| | <p>ACTION: AM needs to confirm who owns it and who funds it.</p> <p>Budget for Excise Campaign SC had a meeting with the Brewers Guild. They are wanting and willing to work together. They appear to be slightly behind DSA in their messaging with their members around Excise.</p> <p>ACTION: SC to develop an MOU with the Brewers Guild</p> <p>Brewers Guild have the ABC responses to the premise that 'Alcohol is Bad' which they will share with DSA.</p> <p>Breach of Advertising Standards</p> <ul style="list-style-type: none"> - The NZ Whiskey Collections appear to have breached advertising standards by offering a 27.7% discount on the website www.hops.thenzwhiskey.com. <p>ACTION: RW to write to them advising them of the breach and the standards.</p> <p>Industry Standards There is not yet a set completion date for these documents.</p> <p>ACTION: RW to continue chasing completion information</p> <p>Board Roles and Committees LB is concerned about the amount of work that Board members are taking on and suggest strategically develop Sub-committees with one Board Members and then calling for volunteers to help.</p> <p>The outcomes will be less work for the Board and more engagement from the membership.</p> <p>ACTION: Develop a list of Sub-Committees (Conference, Education, Membership Benefits, etc) nominate a Board lead and then ask for volunteers or select people who may be interested and approach.</p> <p>ACTION: Develop a spreadsheet of Sub-Committees and Volunteers.</p> | |
| | Management Focus | |
| | Meeting Concluded 11.00am | |
| | Next Meeting TBC | |

ACTION LIST

| | | | DUE BY | NOTES |
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Distilled Spirits Aotearoa (NZ) Incorporated

New Zealand Business Number (NZBN): 9429047031708

Certificate of Incorporation: 2716891

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| 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. 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 November: Reset meeting date for December | 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 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: AD now on Board Avenue new PCO New Constitution coming | December | |
| Conference/Awards | SC/AM | RPF to be finalised and sent out October: Interviews to be set with final three November: Avenues confirmed as PCO. Contract, KPI's, Objectives to be set Investigate formal agreement relationship/roles with Spirits NZ | December | |
| Member engagement | DH | Discussion with Restaurant Association Review the Associate Member list and approach in groups | | |
| Excise Programme | SC | November: Engage in a working group with Brewers Guild. Investigate what is required from DSA. | | |