



**DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED**

**Minutes - DSA Board**

<b>Date:</b>	Tuesday 5 March 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>  Henry Caulton, Cardrona Distillery – <b>Treasurer</b></p> <p><b>Apologies:</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 AM</li> </ul>	
1D	<b>Electronics Approvals</b> <ul style="list-style-type: none"> <li>○ NIL</li> </ul>	
<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
	<p><b>Strategic Focus</b></p> <p><b>DSA Constitution &amp; By-Laws</b></p> <p>The Constitution and By-Laws were passed at recent SGM on 27<sup>th</sup> February 2024. The SGM included robust, relevant, thoughtful discussion and a range of views regarding the Member fee increase and how this is to be spent in the future during the 90 minutes.</p> <p>The Board acknowledges the feedback about ensuring the strategic direction and discussion/decisions made are communication to the entire membership.</p> <p><b>ACTIONS: LB</b></p> <ul style="list-style-type: none"> <li>• Ask members for LALS (Basic LAL’s form this year, then add in Member benefits and Checklist of Investor Benefits)</li> <li>• Update membership application form</li> <li>• Update website with new governance documents, fees and forms</li> <li>• Write minutes from the SGM</li> <li>• Confirm new constitution with authority</li> </ul> <p><b>DSA Conference</b></p> <p>The budget for the conference was presented to the Board for comment and approval. AVENUES had changed several lines due to concerns over the</p>	



	<p>difference between the best and worst case scenarios and query about Avenues ability to deliver. The changes included:</p> <ul style="list-style-type: none"><li>- Increase in the Premier Sponsor in the high column to \$10k from \$7.5k which will have the option of having branded lanyards at the sponsor's cost.</li><li>- Staff accommodation decreased to \$800</li><li>- Change to one exhibitor pass per stand and budgeted for 4 additional passes purchased at \$175pp</li><li>- 5k from NZ Spirits has been verbally confirmed.</li><li>- Sponsorship fee now includes a tiered system</li><li>- Lanyards - \$400 for paper lanyards</li><li>- Photographer – to come for 1 hour only (this also could be removed if not required)</li><li>- Expo build – for 8 stands as a worst case scenario</li></ul> <p>Discussion</p> <ul style="list-style-type: none"><li>- The Board and membership need to be involved and helping confirm sponsorship and encouraging attendance at the conference. The conference could succeed or fail on this.</li><li>- Registrations are breakeven with costs and will remain at the same level as 2023.</li><li>- Sponsorship will allow the conference to make a profit or loss. The confirmed will ensure a higher surplus.</li><li>- Tours – are valuable but need to be breakeven at the very least. Pay a nominal fee to distilleries (e.g. \$15.00pp).</li><li>- Avenues are happy to split the loss from 2023 over two years if necessary.</li><li>- Need to ensure that there is there is an opt out term in the contract is DSA no longer want to use their services for additional years.</li></ul> <p>Next steps</p> <ul style="list-style-type: none"><li>- Speakers and topics for the programme need to be identified. IBD offered to provide an education presentation (Overview of the General Certificate – Ian?); case studies, compliance, marketing overseas.</li></ul> <p><b>VOTE:</b> The Board agreed to proceed with the conference and to contract Avenues for one year with the option to buy out the loss from 2023 at the end of one year.</p> <p><b>ALL agreed</b></p> <p><b>ACTION:</b> DH/HC/SC to review the contract and then send to Avenues. <b>ACTION:</b> LB to send out a call for suggestions for speaker names or topics via newsletter <b>ACTION:</b> LB to find survey results from 2023 and send to SC</p> <p><b>Spirit Awards</b></p> <p>The Call for Entries for awards is now live. There has been effort made to restructure the categories to make it fairer and more streamlined.</p>	
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	<p>There are currently 20 judges registered (out of 30). The next step is to evaluate the judges experience and knowledge (along with conflicts) to ensure that they are allocated to the correct categories.</p> <p>\$50K of sponsorship has been confirmed (including \$20K from Spirits NZ). Super Liquor being replaced as premium sponsorship by Fever Tree. This does not exclude them from sponsoring other parts of the Awards, it is just a change in direction. Liquorland are also interested. There are also discussions in progress regarding sponsored Gin and /or rum bars.</p> <p>The venue for the Awards dinner has moved to help reduce the costs of the event.</p> <p>NZ Bar convent is trying to establish a Bar week, though they are approaching potential sponsors without proper benefits. Need to leave as is for the moment.</p> <p><b>ACTION:</b> RW to speak to Spirits NZ about the MOU and APP ownership. <b>MOU:</b> Spirits NZ have one and are yet to be sent to DSA <b>APP:</b> Needs clarification on who owns this.</p> <p><b>Budget for Excise Campaign</b> Further work is needed on the planning of an excise programme. There may be a need for a small budget allocation to help with the advocacy work. Once plan is confirmed, the board will be informed to allow for further discussion.</p> <p>CS struggling to find time to lead this group, due to other DSA roles. Will speak to Marcel/lacey/jenny and ask if they would like to lead and drive the programme.</p> <p><b>Industry Standards</b> Part 4 - Food &amp; Safety Guide is completed and will be available online shortly.</p> <p><b>ACTION:</b> RW to speak to Andrew &amp; Ben to about proceeding with the next part.</p> <p><b>Submissions/Notices</b> MPI would like to put fees onto the administration of compliance. DSA Board should make a submission due to the concerns of the rising costs of living and the down flow effect on small businesses. <b>ACTION:</b> LB to ask Sue/Dave/Jo to help develop a submission that DSA can submit.</p> <p>Facebook: SC posted a note on Alcohol Measurements (Legal Requirements). This is a mandatory requirement for all. Need to ensure all members are aware of this. <b>ACTION:</b> LB to add to newsletter</p>	
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	<p><b>Women in DSA</b> One catch-up in February however with the busy period, the numbers of attendees have been low. The next meeting is in March. <b>ACTION:</b> AD to send information around the event to LB who will add to the newsletter,</p> <p><b>Membership Engagements &amp; Events</b> DH to connect AD with Marcel and an educational programme to be development.</p> <p><b>What is a NZ Spirit Working Group</b> No update.  <b>ACTION:</b> Need to communicate with the group about what is happening with the group.</p>	
	<p><b>Management Focus</b> <b>Financial Statements and Matters</b> DSA Management Accounts submitted (late). <b>ACTION:</b> Board to let LB/HC know if there are questions.</p> <p>The 2023 End of Financial Year accounts were submitted and taken as read. There was a small loss of \$2375 (after tax and adjustments) for the year. This is predicted to improve in 2025 EOY accounts with the increase of fees. <b>VOTE:</b> Approve the accounts and submitted to the IRD (RW/AM) <b>ALL Approved</b></p> <p><b>Bank:</b> RW to complete form and also visit an ASB Branch to become the third signee on the bank account. All other pas Board members have been removed from the account and online banking. <b>IRD:</b> SC/RW to complete for IRD forms so that they can be added to as executive officers.</p> <p><b>ADA Conference:</b> RW &amp; SC are attending the conference and would like the financial support of DSA to help with accommodation costs – to a total of \$1000.00. <b>Moved:</b> RW, <b>Seconded</b> DH <b>ALL Approved.</b></p> <p><b>Membership</b> 105 members/ 20 Pre-commercial Associate Members / 69 Associate Members</p> <p><b>New Applications</b> approved by the Board 07/11/2023 Guala Closures New Zealand Limited – Associate Member (attached 3.7) 03/02/2024 Tony Lovelock – Pre-commercial Member (attached 3.8) 11/02/2024 Kathy Davenport – Associate Member (attached 3.6) 26/02/2024 Beerfridge Ltd – Associate Member (attached 3.4)</p>	



	29/02/2029 The Pokeno Whiskey Company - Full Member (attached 3.5) Board <b>ACCEPTED</b> all applications. New Fees will apply as at 1 April 2024.	
	<p><b>Any Other Business</b></p> <p><b>Co-opting another person onto the Board/Committee.</b> The Board are currently concerned with the workload (personal, business, family and volunteering) and are looking at ways to reduce the stress and time needed to complete DSA tasks. They would like to encourage more member volunteering if possible, however have agreed to look at streamlining the current tasks and maybe placing hold on some, to focus more on ensure a great outcome on others.</p> <p><b>ACTION:</b> Need to review the time that Board members spend on DSA projects, prioritise the projects and look for additional volunteers at the April Board meeting.</p> <p><b>Membership CRM</b> Looking towards the future planning, there will become a need to swap from google drive to a membership CRM. Preliminary cost for a basic (NZ based) option is \$5K set-up + monthly fee</p>	
	<p><b>Meeting Concluded</b> 11.14am</p>	
	<p><b>Next Meeting</b> - Via Zoom, 9.30am (90 Minutes), 16 April 2024</p>	

## ACTION LIST

			<b>DUE BY</b>	<b>NOTES</b>
<b>Constitution Updates</b>	<b>LB/RW</b>	Report back with changes in a couple of months <b>May:</b> Complete overview of entire constitution using MBIE constitution builder <b>June:</b> Use MBIE Constitution Builder to help develop new constitution. <b>July:</b> Progress to date and the way forward. <b>September:</b> Decide who is going to develop draft 1 <b>October:</b> Updates to be presented to Board at November meeting <b>November:</b> Reset meeting date for December <b>January</b> Completed Script for SGM	<b>Feb 24</b>	<b>COMPELTED</b>
<b>Industry Standards</b>	<b>RW</b>	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. <b>September:</b> Need an update on deadline dates for documents <b>January</b> LB/BOARD to finalise Part 4. RW to confirm Part 5 is under development <b>March</b> RW to confirm Part 5 is under development	<b>July 23</b>	<b>Part 4 COMPLETED</b>



## Distilled Spirits Aotearoa (NZ) Incorporated

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Certificate of Incorporation: 2716891

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<b>Events</b>	<b>AD</b>	<b>January:</b> Develop Event programme for year <b>March:</b> Develop Event programme for year	<b>Feb 24</b>	
<b>Working Group – Definition NZ Spirit</b>	<b>MB</b>	Confirm ToR Finalise appointment <b>October:</b> meeting cancelled, new meeting time to be set <b>January:</b> Update and next meeting to be confirmed		<b>PUT on HOLD</b>
<b>Newsletter</b>	<b>LB</b>	Add: SGM results Overview of Board meeting	<b>March</b>	
<b>Conference/Awards</b>	<b>SC</b>	Confirm details with Avenues	<b>March</b>	