



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED
Minutes - DSA Board

Date:	Tuesday 16 April 2024	
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 Matt Bridge (MB), Lunatic & Lover – Committee</p> <p>Apologies: Henry Caulton, Cardrona Distillery – Treasurer</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"> ○ All agreed Motion AD, Seconded SC 	
1D	Electronics Approvals <ul style="list-style-type: none"> ○ NIL 	
ITEM	DISCUSSION	ACTION
	<p>Strategic Focus</p> <p>Board Committees and Volunteer Time</p> <p>There are a considerable number of initiatives currently underway. As the Board time is limited, additional support, through volunteering from the membership has been sought.</p> <p>What is a NZ Spirit Board Committee</p> <p>This is the largest volunteer Board Committee which suggests it is an important topic/project for the membership. There have been limited action on this Board Committee recently. Reinvigoration of this Board Committee is suggested over the next 6 month with background investigations being completed and a discussion session being offered at the conference. This could help form a base on the direction of the definition.</p> <p>ACTION: LB to check if there is a concurrent room available during the conference.</p> <p>ACTION: MB to arrange a meeting with the committee and reinvigorate the definition discussion. Identify the background research needed to provide a balance discussed at the conference.</p> <p>ACTION: MB to identify a speaker/s for discussion and facilitation at the conference session</p> <p>Facebook</p>	<p>LB</p> <p>MB</p> <p>MB</p>



	<p>Thank for to SC and AD to continuing to post on Facebook. No further additional action required. Posting to continue as it has been. LB to speak to SC about granting access</p> <p>Anyone can post on the DSA Facebook page.</p> <p>Policy/Advocacy/Submissions/Opinions Fewer submissions are being made this year. AM is to continue as the lead from the Board. ACTION: LB to ask Sue James if she would be interested in assisting with writing any future submissions.</p> <p>Both AM and SJ to work together to develop submissions on behalf of DSA</p> <p>DSA Women’s Network No further assistance required on this Board Committee. AD will manage this with the assistance of Nikki Searle. Numbers are currently low so will reinvestigate the viability of the Network again later in the year.</p> <p>Industry Standards Policy/Advocacy/Submissions/Opinions Andrew Lewis (Humdinger) and Ben Leggat are happy to continue with the development of the final documents in this programme.</p> <p>Member Benefits Board Committee This is vitally important programme and additional volunteers to assist with the development of the programme. Need discuss what needs to be included in a member benefit scheme, and ACTION: LB to contact Patsy and see if she is interested in assisting. ACTION: DH to contact Ben Leggat to see if he is interested in assisting</p> <p>Lyndsey Tarring to be asked as a back-up if the above aren’t able to assist.</p> <p>Excise Board Committee There are current four volunteers on this committee which is led by SC. An additional member to be asked is Sarah Bonoma from Dancing Sands.</p> <p>Currently it is under resourced (both human and financial) further resources are needed.</p> <p>Awards Committee No further support required</p> <p>Conference Committee Additional support is always welcome to help with the programme development, sponsor confirmation and onsite at the conference. ACTION: LB to ask the following to assist with the conference Mark Brown – Support at the conference (Thursday or Friday) – FOC registration, but volunteer position so not payment for volunteering Nikki Oesterle, Lesley Long, Tom Finn to be asked if they would like to join the Committee</p>	<p>LB</p> <p>LB</p> <p>LB DH</p> <p>LB</p>
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	<p>DH has resigned from Committee</p> <p>Education AD and Marcel Thompson are currently building a programme. No further assistance required.</p> <p>DSA Conference Conference is further developing. Registration is open, 4 exhibitors confirmed and NZ Spirit are assisting with \$5K funding. Committee members are assisting Avenues with seeking sponsorship – Schweppes (SC) and Liquorland (RW). There is very limited uptake for sponsorship & exhibition currently, but there is a longer lead time</p> <p>The committee reminded Avenue that though the Conference and NZ Spirits are completely separate entities, they co-exist with regards that they attract the same sponsors/exhibitors and that they may need to ask some companies to sponsor both.</p> <p>The programme currently includes</p> <ul style="list-style-type: none"> - Distiller Inst – 90-minute masterclass - Cadorna – Desiree (story of building it up and selling) <p>Tentative: Discussion debate – what is a NZ Pirit</p> <p>ACTION: Board to send through to topics and speakers. Due 23 April ACTION: Contract to be signed DH to finalise ACTION: Approve the comms proposal from LB</p> <p>Spirit Awards The Call for Entries for awards is now live. Need to send out a reminder in the newsletter. The handover of the APP handover. Ownership by the awards is tby the Awards themselves and any costs associated should come out of the Awards Budget. 70% of the sponsorship budget has been confirmed.</p> <p>There needs to be a formal MOU between Spirits NZ and DSA. ACTION: RW to get one from Spirits NZ. If this is not forthcoming the DH to find a publicly available one and amend as required. ACTION: DH ask Avenues for the budget which can be included in the Board notes.</p> <p>Budget for Excise Campaign ALL member assistance required to help drive the message to local politicians about the struggles around excise. ACTION: LB to type up a new letter to send out to local politicians. ACTION: SC to send LB a list of all politicians ACTION: Ask all members to engage with their local MP and distribute information provides ACTION: Board members are to lead by example and reach out to local MP about exercise</p>	<p>BOARD DH BOARD</p> <p>RW DH</p> <p>LB SC</p> <p>BOARD</p>
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	<p>The Committee have developed a questionnaire that Given at the conference.</p> <p>The Board will have a better understanding of if financial funds are available for a paid advocate ACTION: LB to investigate the cost of an advocacy professional to work on a 3-6 month programme</p> <p>Industry Standards Andrew Lewis (Humdinger) and Ben Leggat are happy to continue with the development of the final documents in this programme.</p> <p>ACTION: RW to check on progress in a couple of weeks. LB to check in once introduced.</p> <p>Submissions/Notices The cell door is changing but doesn't include brewers or spirits (includes wine only). DSA has previously submitted an application for this.</p> <p>Further action by DSA required:</p> <ul style="list-style-type: none"> - Speak to Brewers Guild on how we can jointly lobby the government - Find a contact in the media to help tell the story. - Ask all members to email politicians – provide emails and list of politicians <p>ACTION: LB to ask Sara Carbery if she can write something. Sara to contact SC for context and information.</p> <p>Women in DSA Numbers have been low and so the next meeting has been moved to an evening time slot. Additional names, of women who are interested in joining the group, were gathered during the LAL information survey ACTION: LB to send AD a list of women from the membership network ACTION: AD to check if Facebook can send out a reminder to join an event 30 minutes prior to the event.</p> <p>Membership Engagements & Events AD and Marcel Thompson are working on a programme. ACTION: AD to provide first webinar by 25 April for promotion to the membership (if possible)</p> <p>Community Engagement is casual get togethers by our members when they meet. Next opportunity is Gindulgence – 30 May at 9.15pm ACTION: LB confirm meeting point, details of Gindulgence in relation to a catch-up and then promote to the membership.</p>	<p>LB</p> <p>RW</p> <p>LB</p> <p>LB AD</p> <p>AD</p> <p>LB</p>
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	<p>Member Benefits</p> <p>Several organisations are happy to provide a member benefits, but this needs to be formalised. Further discussion at a committee several is required to identify:</p> <ul style="list-style-type: none"> - Who is to be approached – supplier of products, all associate members? - What is being requested? - What formal forms/ information needs to be requested, received and agreed on. - How are member benefits going to be communicated to the membership. - What process is going to be undertaken <p>What is a NZ Spirit Working Group</p> <p>AS above</p>	
	<p>Management Focus</p> <p>Financial Statements and Matters</p> <p>DSA Management Accounts submitted as taken as read Taken as read and approved: Approved</p> <p>Add financial to member portal Approved by all</p> <p>Membership</p> <p>Commercial members: 98 (down from 105)</p> <ul style="list-style-type: none"> O Small: 65 O Medium: 28 O Large: 5 <p>Pre-Commercial Members: 19 (down from 20 previously, 3 moved from PCM to CM)</p> <p>Associate Members: 62 (down from 69 previously)</p> <ul style="list-style-type: none"> O Corporate: 45 O Individual: 15 O Other Assoc: 2 (complimentary) <p>DSA membership coverage of all NZ Distilleries 77% (includes pre-Commercial) – query this figure (mostly a guesstimate)</p> <p>New Applications</p> <p>09/04/2024 DrivingCorp Ltd (Commercial Small Member) (attached 3.3) 03/04/2024 Josh Harwood (pre-Commercial Member) (attached 3.4) 11/03/2024 Pakworld Internal Limited) (Associate Member) (attached 3.5)</p> <p>Moved from Pre-Commercial to Commercial</p> <p>JD Distillery The Bluff Distillery Harrison Wood Distillery</p>	



Distilled Spirits Aotearoa (NZ) Incorporated

New Zealand Business Number (NZBN): 9429047031708

Certificate of Incorporation: 2716891

Registered office: 16d Sunley Street, Westtown, New Plymouth 4312, New Zealand

Telephone: +64(0)21 222 9881 email: chair@distilledspiritsaotearoa.org.nz

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	<p>Resignations (after renewal INV's sent/LAL request sent)</p> <p>Commercial Members</p> <p>Tirau Limited (T/A Koakoa)</p> <p>The White Sheep Co</p> <p>QBF Drinks Limited (T/A Quick Brown Fox)</p> <p>OI' Castle Artisan Distillery</p> <p>Doubtful Distillers</p> <p>Papaka Road Limited</p> <p>Twelfth Hour Distillery</p> <p>The Damson Collection (alcohol portion of this entity) (T/A The Dam Fine Gin Company Ltd)</p> <p>Coromandel Distilling Company Ltd</p> <p>Associate Members</p> <p>Super Liquor</p> <p>Liquid Processing Equipment limited</p> <p>Chene Australasia</p> <p>Fine Ice</p> <p>The Gin Queen</p> <p>Ecology & Co</p> <p>Andrew Porteous</p> <p>South Pacific Seeds NZ Ltd</p> <p>Q-Liquid</p> <p>Beca</p> <p>Spring Botanicals</p>	
	<p>Any Other Business</p> <p>Email: from Isabella Knight – asking how to get an Age statement for Australian Customs.</p> <p>A. Either the Chamber of Commerce or a self-declaration with information of the whiskey e,g, date it was matured etc.</p>	
	<p>Meeting Concluded</p> <p>11.23am</p>	
	<p>Next Meeting</p> <p>- Via Zoom, 9.30am (90 Minutes), 28 May 2024</p>	

ACTION LIST

			DUE BY	NOTES
Events	AD	January: Develop Event programme for year March: Develop Event programme for year	Feb 24	
Working Group – Definition NZ Spirit	MB	Confirm ToR Finalise appointment October: meeting cancelled, new meeting time to be set January: Update and next meeting to be confirmed		PUT on HOLD
Newsletter	LB	Add: SGM results	March	



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		Overview of Board meeting		
Conference/Awards	SC	Confirm details with Avenues	March	