



DISTILLED SPIRITS AOTEAROA (NZ) INCORPORATED
Minutes - DSA Board

Date:	Friday 12 July 2024	
Time:	9.00am	
Location:	Zoom	
Attendees:	<p>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 Henry Caulton, Cardrona Distillery – Treasurer</p> <p>Apologies: David Hawk, Parched – Committee</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 AM, Seconded AD 	
1D	Electronics Approvals <ul style="list-style-type: none"> ○ SGM Minutes 	
ITEM	DISCUSSION	ACTION
	<p>Strategic Focus DSA Conference 2024 Programme is 95% confirmed. Waiting on details for 3 sessions including an invitation to an MP. The Board will be involved with the AGM, strategy and advocacy session on Thursday, plus any specific sessions they have agree to lead. ACTION: Marcel to be invited to provide a mihi whakatau and porporoaki for the conference.</p> <p>Promotion is currently underway via the following methods.</p> <ul style="list-style-type: none"> - Facebooks, Drinks Biz, Out via Tash - Member Emails - Liquorland – send out to their trade database (Ask Kayleigh to send out). <p>ACTION: LB to ask Avenues to request</p> <ul style="list-style-type: none"> - Universities (UoA, AUT, Wintec, Lincoln, Otago, Massey) – promote student rate for \$100 per person/ day pass (to help with growth of industry/ employment opportunities) <p>ACTION: To send email to the senior lecturers</p> <ul style="list-style-type: none"> MB contact at Massey University AM contact at Lincoln University <ul style="list-style-type: none"> - Offer a day registration to those attending the Awards \$275.00+for members or \$350+GST for non-members 	<p>LB</p> <p>LB</p> <p>MB AM</p>



	<p>Sponsorship confirmed currently sits at:</p> <ul style="list-style-type: none">8 Confirmed booths\$5K from Spirits NZ\$5K from Liquorland3 Session sponsors. <p>Still need a couple more booths and/or sponsors, to help with the funding of the conference</p> <p>An option for finding a person to be help with collecting sponsorship was raised. MB knows someone who may be interested in helping for \$100+GST per hour, however there is no guarantee that sponsorship would be confirmed.</p> <p>MOVE: The Board moved and agree to spend a maximum of \$1000.00+ as part of the conference budget to try for more sponsorship. May offer a success fee is needed the 5% from 5K-20K, 10% 20-35K.</p> <p>Paul from ADA and Robert from Spirits NZ are to be formally invited and offered a complimentary registration.</p> <p>ACTION: RW to send an invite to conference and to speak for 10-15 minutes to Paul (based on the trends and landscape of the AUS industry) and invitation to Robert.</p> <p>The Board was asked to contact members and encourage attendance at the conference. For those that are not attending, they indicated the main factors as: cost, time away from the business/family and some were already away.</p> <p>The Board are concerned about the financial and moral impacts of proceeding with the conference due to low participation number.</p> <p>Considers include:</p> <ul style="list-style-type: none">- Financial impact (loss) of the conference is cancelled or proceed at this point - \$14K loss to cancel or \$5K for continuing at worst case scenario- The impact on reputation<ul style="list-style-type: none">o by having low attendance numbers could be damaging.o Sponsors & exhibitors may not return in the future due to low numberso If cancelled now, the members may not agree with the cost of cancellation <p>Rigorous discussion of the pros and cons of proceeding and cancelling was had.</p> <p>MOVE: RW moved that the conference was to proceed. MB seconded. Board all agreed.</p> <p>ACTION: Check if a smaller room is available so that the room looks full</p> <p>ACTION: Discretionary day registrations may to be offered if requested member \$275+, open to day registration 4 weeks ok</p>	<p>RW</p> <p>LB LB</p>
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	<p>DSA Industry Awards</p> <p>The inaugural DSA Outstanding Contribution Award Industry will be introduced at the Conference. This award is to recognise the contribution of a DSA financial member in the association and industry in general. The framework, nomination form and judging form have been developed for consideration.</p> <p>MOVE: AM moved to approve the inception of a DSA industry Award, RW seconded.</p> <p>Board all approved.</p> <p>ACTION: LB to send through the documents to Board for review for electronic approval</p> <p>Spirits Awards</p> <p>Spirit awards are tracking well. There are 470 entries; Judges have been confirmed and judging starts on 31st July; the judging App is ready (but no documentation from Tash McGill received yet). It currently looks like it will make a profit and pay back the loss from 2023.</p> <p>Excise Campaign</p> <p>Conversations are still being had with MP around Excise Jenny McDonal & Sue (Dunedin Craft Distillers) have had a great conversation with MP in South Island; Tom Finn (Herricks Distillery) has been meticulous at contacting MP and receiving letters back.</p> <p>SC has reached out to the PM’s office and received a call about facilitating a meeting with the finance executive. There are lots of conversations going on in Wellington about excise currently in part due to the members persistence in corresponding with their PM. Chief of Staff willing to facilitate a meeting.</p> <p>Sarah Bonama (Dancing Sands) has put together a document that illustrates what a rebate will mean to her business. Other distilleries have been approached and are willing to disclose their LAL and put together a document about impact on their business. This would support any discussion DSA has with the government.</p> <p>*** The tone of the Wellington meeting will help identify if there is some reason to run a media campaign</p> <p>ACTION: Members to keep putting pressure on local and national MP’s</p> <p>Industry Standards Policy</p> <p>ACTION: RW to contact Marcel Thomson and discuss what is required. Next document should be H&S.</p> <p>Submissions & Notifications</p> <p>Food Act Exemptions</p> <p>ACTION: LB to send AM the template to complete</p>	<p>LB</p> <p>RW</p> <p>LB</p>
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	<p>Events & Women in DSA Nikki O hosted the last women in DSA event around 5 people attended</p> <p>The Board is really pleased with how webinar series has run to date. Numbers have been in the 20's. The next one in July is Safety & Compliance with Beca. Lower numbers, though email to be sent out. Forth will be held in August, with a possible October webinar from Peninsula (Employsure)</p> <p>ACTION: LB to send contact to Marcel and AD so they can discuss content with Kirsten.</p> <p>Member Benefits The first meeting as been held with the Committee. DH + Patsey Bass + Jo James. Further discussion required.</p> <p>AGM The AGM will be held at the conference again this year (12 September). There needs to be planning for the release of documenttin and notices inline with the constitution.</p> <p>Deadlines</p> <ul style="list-style-type: none"> - Accountant for review: NOW - Submit Accounts to HC for Review (and any discussion): 16 July 2024 - Submit Chairs report to RW for Review (and any discussion): 16 July 2024 - Approval of Accounts by Board (Remote/Virtual approval): 30 July 2024 - Submit accounts to the Incorporated Societies Office (as per legal requirement) 31 July 2024 - Approval of Chairs report by Board (Remote/Virtual approval): 6 August 2024 - Notice of AGM to Members and Publish of Accounts and Chairs Report: 13 August 2024 (also include nomination forms) - AGM: 11 September 2024 <p>Board Elections – three seats need for election/re-election</p> <ul style="list-style-type: none"> - 2 resignations – RW & AD - AM is up for re-election. AM will be submitting a nomination for re-election. <p>What is a NZ Spirit Working Group MB conversed with the group again and it arranging a time for a catch-up. The first task will be to develop a Conference presentation confirmed</p>	LB
	<p>Management Focus Financial Statements and Matters DSA Management Accounts submitted (late) as taken as read</p> <p>Draft EOY 2023/24 submitted (late) and taken as read. Final version to be submitted to Board for E-Approval.</p> <p>ACTION: HC/LB to finalise accounts with accountant and submit to the Board for approval.</p>	HC/LB



	<p>Outstanding Membership payments Kim Clifford are no longer operational, cancel membership ACTION: LB to send out notice to cancel membership (deadline 30 July). Offer option of payment over three months.</p> <p>Business DSA has been re-registered as required under the new law</p> <p>Breach in Standards/Definitions Eltom Distillery's (non-member) whisky is not distilled as per international regulations, or DSA rules. While DSA encourages innovation, DSA will ask them to relabel to avoid confusion for the consumer. ACTION: AD to develop letter to Distiller letting them know that they are not distilling as per international standards, DSA rules. The Whisky definition is looking at being included in the NZ/UK trade agreement and it is not legal for importing to AU.</p> <p>The Pacific Coast Rum Distillery is distilling rum with Barley. MB has been speaking with distiller about this already about relabelling. ACTION: MB to develop a letter ACTION: RW to sign both letters on behalf of DSA.</p> <p>ACTION: Develop a procedure for how to manage complaints about</p> <p>ICIB (insurance) – Changes to business to ICIB Brokerweb</p> <p>Zoom – Renewal due early September, costs will be increasing slightly.</p> <p>Membership Commercial members: 90 (down from 92) ○ Small: 65 ○ Medium: 21 ○ Large: 4 Pre-Commercial Members: 17 (No Change) Associate Members: 48 (down from 52 previously) ○ Corporate: 38 ○ Individual: 10 ○ Other Assoc: 2 (complimentary)</p> <p>New Applications ○ 30/05/2024 \$ Bars Distillery Ltd – Pre-commercial ○ 12/06/2024 Ecochem Ltd – Associate ○ 04/06/2024 Her Spirit Ltd – Pre-commercial 12/06/2024 Mount Pleasant Orchard – Pre-Commercial - AM moved these companies/organisations be approves. Committee Approved.</p>	<p>LB</p> <p>AD</p> <p>MB</p>
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	<p>Resignations from last meeting</p> <ul style="list-style-type: none">- Black Collar Distillery- Honest Spirits Ltd <p>Associate Members</p> <ul style="list-style-type: none">- Tucker creative- MCC (now one membership with Rapid Labels) <p>Pre-Commercial Members</p> <ul style="list-style-type: none">-	
	<p>Any Other Business</p> <p>PR Campaign for Advocacy</p> <p>Though the idea of a PR campaign about the good the industry can do for small business in regional and urban areas. DSA is not currently in a position to proceed with this initiative.</p> <p>ACTION: LB to send response and thank them for time. Indicate is would not be prudent in the current climate but will re visit in 6 months.</p>	LB
	<p>Meeting Concluded</p> <p>11.05am</p>	
	<p>Next Meeting</p> <ul style="list-style-type: none">- Via Zoom, 9.30am (90 Minutes), 20 August 2024	