

| CGWI BOARD Meeting Minutes | | |
|----------------------------|--|--------------------------------|
| Thursday 20 December 2018 | | 8.30am Wynns Coonawarra Estate |
| Attendees | Peter Balnaves (PB) - Chair, John Innes (JI), Tony Gleeson (TG), Sally Macleod (SM), Bruce Redman (BR), Joy Bowen (JB) Ben Harris (BH), Luke Tocaciu (LT) & Olivia Nunn (ON) | |
| Apologies | Pete Weinberg (PW) | |
| Minutes | Olivia Nunn (ON) Note PMN = Post Meeting Note | |

2. Minutes of Previous Meeting

The Minutes of the meeting held on 29 November 2018 were circulated and reviewed in the course of the meeting with the following amendments proposed and confirming that the prior meeting's minutes were moved by SMc and seconded by JI:

- *Noted page 5 typo not 'reason', but rather 'region'.*
- *Page 5 deleted the following "The ERSWP Wine Tourism free webinar is on 31 October 2018 and a great opportunity to join the Mixed Dozen Project Group at Mount Gambier where the workshop starts at 1:00pm and runs until 5:00pm."*
- *Page 4 status column 'BH' amended to 'BR'.*

The minutes of 29 November 2018 were moved by JI and seconded by JB.

3. Outstanding Actions from previous minutes

| Date | Action Items | Person | Deadline | Status |
|----------|--|-------------------|------------------------------|---|
| 17.11.16 | Draft policies and procedures & organisation structure Action: All board members to read and discuss at next meeting. | All Board Members | Feb 2018 revised to Mar 2018 | Policies attached to the meeting pack. Note plan is to circulate the policies prior to the Governance session (11 December flagged date for training) |
| 28.09.17 | Resolved to address individual policies as they arise. | | | |
| 21.11.17 | ON recommended policies, procedures and organisational structure need to be addressed in a dedicated separate workshop of Board Members. Consensus to go ahead and organise. | | | |
| 24.12.18 | ON to circulate a proposed date to board members for late February. | | | |
| Feb | Workshop was to be scheduled in February, in lieu of this it was agreed that an electronic issue would be sent out with a response within 10 days. | ON | April 2018 | |
| 22.03.18 | JI queried a need to have a policy on staff and lines of management and membership grievances. ON indicted a need to devise a social media policy. Action: ON to draft two policies on staff and lines of management and social media. Policies as circulated were accepted and to be uploaded to website with Constitution prior to General Meeting on 10 May 2018. Noted that we would not be sharing these policies outside our membership. | ON | 10 May 2018 | |
| 26.04.18 | ON to finalise and recirculate to Board and aim to have online by General Meeting. | | | |
| 24.05.18 | ON to complete in June. | | | |
| 24.08.18 | Member Letter to be uploaded along with the Organisational Structure. The proposed version of the chart noting the roles need amending in the terms was attached to the minutes. | | | |
| 27.09.18 | PB and ON reviewed the policies and agreed that the complete version with track changes needed to be recirculated to the Board prior to member issue. | | | |
| 25.10.18 | ON to prioritise issue of track changed document to the Board for a further review. | | 29.11.18 | |
| 29.11.18 | Policies re-issued with Board Pack for review and Board feedback required to finalise. Policies were finalised in the Board Meeting | | | |

| Date | Action Items | Person | Deadline | Status |
|--|--|------------------------|----------------------------|---|
| | and to be re-read and updated to the members website. Comms to be considered. | ON | 24 January 2019 | To be uploaded on 24.01.19 |
| 21.11.17 14.12.17 26.04.18 24.05.18 27.06.18 25.10.18 29.11.18 20.12.18 | Draft Coonawarra Vignerons Project Partnership Update deferred to Feb due to competing priorities Noted more attention to be provided to this now. Greater focus to be applied from June. See Status. Review plan in Nov meeting. Not a current priority. Not discussed. | ON | May 2017 | Outstanding. Note: Competing priorities has kept this action item from progressing. |
| 21.11.17 26.04.18 24.05.18 25.11.18 29.11.18 20.12.18 | Board to consider Contributors / Icons Action: Board members to consider and discuss in future meeting. BR provided list of Vignerons. Action completed by BR. Revised due date to July. Noted to be explored in May. ON to review the Grapegrower has the list of Members from 1970s. Acton to be addressed in November with a plan for acknowledgement. Discussed acknowledgement in conjunction with discussion regarding MS. A Meeting is to be called by JB and attended by PB with Patrons to discuss Patron role. Ideas of a gift for MS to be costed and presented at next meeting noting that MS is moving to Geelong early to mid 2019. Outcomes of patron in camera meeting were shared and as such background and speech prepared by PB to induct two new patrons at Cup. | Board Member ON | July 2017 | Agreed in November meeting that in conjunction with acknowledgement of MS a process is to commence. Cup Article, read more here: Results are in and the 36° South Coonawarra Vignerons Cup is a winner incorporated induction and a further media release is under draft to be finalised on 24.01.19. Actions underway and removing from Board initiation. |
| 24.01.18 22.02.18 26.04.18 24.05.18 27.06.18 25.10.18 | Summarisation of CGWI sponsorship (raised as part of Coonawarra Vignerons Cup Review) Action: ON to provide a list of where CGWI contribute funds to local events/charities Noted that TRSA to increase power supply. Noted also that the sponsorship two pack wines have been sent with individual handwritten letters and MC and Auctioneer to be sent a thank you card. Not discussed and to be updated at the next meeting. CGWI fund contributions list to be tabled at next meeting. ON to seek a report from MYOB. | ON ON | March 2018 June Aug | Closed Not discussed on 29.11.18 nor 20.12.2018. Report to be shared on 25.01.18. |
| 22.03.18 24.05.18 29.11.18 20.12.18 | Delegations of Authority Action: ON to develop a delegations of authority document for Board Review. This is being worked on and to be circulated once complete. Not discussed. Not discussed. | ON | April 2018 | Ongoing. Note delayed due to competing priorities and need to finalise policies first. |
| 27.06.18 30.08.18 | Members Welcome Pack Welcome to members and upload of docs to website. Noted that this has been delayed by the need to update the Org Structure document. | ON | ASAP | Aim to have finalised ASAP for circulation prior to membership |

| Date | Action Items | Person | Deadline | Status |
|--|---|---------|--|---|
| 29.11.18 20.12.18 | Organisational Structure to be uploaded and General Meeting Update. Org Structure issued, however policies required to complete the issue of all docs. Policies finalised in Board Meeting and to incorporate in Jan Pack to be issued 24.01.19. | | | renewal. |
| 27.06.18 30.08.18 27.09.18 25.10.18 29.11.18 20.11.18 | Independent Chair To be sourced. PB has approached Peter Gandolfi and awaiting his response. To be actioned by Board approaching potential chairs. ON shared understanding of the costs that had been saved in not having this role and followed with distribution of the associated costs to BR and PB for consideration of approach moving forward and outlining the subsequent value if the appropriate person is not available for the role. ON has presented Governance training by SAWIA that was approved by Finance Committee. This training has been arranged to address a greater awareness of governance and independence. Board discussed the role and that there is currently not an appropriate person to fulfil the desired outcomes. Board to continue to monitor the need for an Independent Chair and in the interim ensure that the policies adequately address the requirements. Board will be better placed to consider if the role is required following an independent SAWIA training session on 11 Dec. Not discussed. | PB | Oct | Ongoing. |
| 27.06.18 30.08.18 27.09.18 25.10.18 29.11.18 | Storage of Wine Need a stocktake and provide status of stock. Shelving system may be required and supported by NZ. PMN: Noted that there is stock to be collected from Katnook Estate. Cross checking availability of Wetherall Property with TG in order to confirm if this is a better access point for secure storage and collection of wine and the coolroom. Subject to this decision we will then arrange for collection of the Katnook Estate stored wine. TG confirmed that the Wetherall Property is available and lockable and agreed time for PB, TG and ON to review next week. Stock to be moved to the new location. TG provided keys to ON. JI to review the wine at Katnook and if of no use to advise PB for disposal. | ON & CL | Sept | JI to assist with move of wine from Katnook Estate. Zema wine to be moved after the Cup. Noted that insured museum wines need to be reviewed. |
| 1.08.18 27.9.18 25.10.18 | Cabernet Event Brief Brief to be shared with members. Very strong document for the parameters. How does June go? Discussed last meeting and need to create the brief with assistance from JI. Noted that we need to progress this with assistance given capacity of CV staff. Brief to be tabled at Nov Meeting. | ON | 31.08.18 29.11.18 | Noted that CV staff is at capacity hence the delay. Board all supportive of the event. Outstanding. Arrange a meeting to progress. |
| 1.08.19 27.09.18 | Branding Document Create a Branding Document how to guide for members knowledge of COONAWARRA \. Targeting for the Brand Reference Group meeting mid October. Sourcing relevant industry comparisons. Noted sought example from SATC. Update to be provided at General Meeting. | ON | Next Brand Reference Group Meeting & General Meeting | Noted that the plan is to complete by end of the year for 2019 roll out. |

| Date | Action Items | Person | Deadline | Status |
|----------------------|--|---------|----------------------|---|
| 01.19 29.11.18 | CV to provide a general update to WR in January post-election and this was well received by BG and RB. PB acknowledged that January is a full load and to look at alternative time when ON returns from leave and aim at March. ON to confirm with Roger Babolka. | ON & PB | March | ON to confirm reschedule preference to hold in March when new Council is in place. |
| 25.10.18 | Membership Renewal – Renewal including change of fee commensurate with the LCGWC increase to be sent out in Jan. | ON | Jan | No change. |
| 29.11.18 | (Item 4.1) Salary Rates Noted that a further review of salary rates is being undertaken and annual reviews are in progress. | ON | ASAP | |
| 29.11.18 20.12.18 | (Item 5.1) Project 250 Grant Funding Update Application to be submitted. Aim to have ready for submission by 24.01.19. | ON | 6.12.18 | Insufficient information on Biodiversity to close out by 6.12.18 |
| 29.11.18 20.12.18 | (Item 5.2) LCGWC Levy E-vote Email (dated 16 November 2018) – Rates to be included in renewal form. Aim to issue the renewal form following the next Board Meeting see above action item. | ON | 20.12.18 24.01.19 | Note deferred to January due to priority to finalise policies. Closing action as included above. |

4. Finance

- 4.1 Finance Update** – BR noted that the accounts were in a good position with Cup expenses coming up. Two additional Board Members PW and LT attending Finance Committee Meetings and in the process of adding their signatories to Bendigo Bank to enable invoice authorisation.
BR moved that the Finance update be accepted and JB seconded.
- 4.2 Finance papers** – 13/12/18 Aged Payables, Balance Sheet, Profit and Loss budget analysis and Aged Receivables were circulated and BR provided a verbal update of the meeting as the meeting was held the day prior.
- 4.3 Grants Update** - Focusing on the delivery of the Mixed Dozen and noted that Project 250 funding submission deferred and it will be tight, however looking at submission prior to ON's leave 25 January 2019 with matched CV funds. \$ TBC based on budget position.
EDMG will be followed up further to the initial contact that ON made at employment commencement. A meeting has been locked in with Stuart Mitchell on 25 February 2019 – note there is potential to claim for Vinexpo.

5. Correspondence & Communication

- 5.1 Nick McBride acknowledgement letter** noted no action required.
- 5.2 TAF Final Letter** noted no action required, await response from Minister Knoll.

| Date | Action Items | Person | Deadline | Status |
|----------|-----------------------------|--------|----------|--------|
| 20.12.18 | Monitor TAF correspondence. | ON | Ongoing | |

- 5.3 Penola Coonawarra Arts Festival Seeking to confirm support letter received 16 December 2018** – note \$5k in budget and Board endorsed.

| Date | Action Items | Person | Deadline | Status |
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| 20.12.18 | Advise PCAF \$5k endorsed for 2019. | ON | 01.19 | PMN: Complete. |

6. Brand Reference Group (BRG) now Brand Reference Committee (formerly Marketing Committee)

- 6.1 Update** by ON provided, see minutes and JB sought Board to confirm that Group to change back to Committee for policy purposes. All in agreement of change to Committee.

7. Viticultural and Oenology Committee (VOC) Report

- 7.1** Last meeting was held 15 November and next meeting is 15 January to discuss the Innovates Session. SM following up to confirm readiness and to assist with brief for pack. Chris Brodie and Cath Kidman leading the session on 16 January 2019 from

3:00pm to 5:00pm for guests attending the Cup. Noted also the VineHealth session re: Plant Quarantine Standard Review consultation is to be scheduled in January 2019.

7.2 Draft Coonawarra Vignerons Project Partnership Update – On hold

7.3 Water – PB noted next week looking at the risk assessment and may not achieve the dates.

7.4 Fracking – Nil to update. Position statement remains unchanged.

8. Industry Engagement

8.1 ON provided an update on SAWIA, PIRSA, SATC, RDALC, Wattle Range Council, Tourism Mount Gambier, Brand SA and other Regions (met with Adelaide Hills EO on 14.12.2018 & confirmed approach to their Crush Festival)

9. CV Executive Officer Activity Report

9.1 EO Verbal Update provided focusing on the resourcing.

9.2 Cellar Door Event Committee update provided on upcoming Penola Street Party CV Pop Up Bar. **Roadshow Committee** dates are with committee for review and will be shared in the New Year with members and **Cup Committee** RMP under review and noted that Cup will meet on site to discuss the RMP and sign off.

9.3 Resourcing confirmed as follows:

Annual confirmed ON is on leave from COB 25 January 2019 and returning 25 February and in Adelaide for SAWIA and EDMG meeting and returning to the office on 26 February 2019.

Maternity Leave confirmed HE taking 6 months from COB 25 January 2019 with intention to return in August 2019.

Work Experience Approach confirmed and supported by Board for Eliza Young to join the office for three weeks concluding on 25 January 2019.

10. Welfare, Health and Safety (WHS)

10.1 Update – Nil issues. Further to October incident no further action required and monitoring ongoing.

10.2 Risk Planning – Cup Risk Plan reported by EO and no need for further insurance noting that ticketing highlights no refunds. Board to receive RMP.

11. Membership

11.1 Membership update – No change - 12 Grapegrower members. Total members 46 including 34 P&E members. Membership renewal form to go out today for renewal by end of Feb.

12. New Business

12.1 Patron Review – Update provided by JB & PB.

12.2 Wine Australia Education Document Review and Approval – Requested Board feedback by Friday where possible. ON to return to Wine Australia as feedback is due next week.

| Date | Action Items | Person | Deadline | Status |
|----------|---|--------|----------|--------------------------|
| 20.12.18 | Board Review and track changes of Education Document. | ALL | 22.12 | PMN: Completed on 24.12. |

Meeting Closed 10.30am

Next Meeting – Thursday 24 January 2019, 8.30am, Wynns Coonawarra Estate

Note Apologies from BR on annual leave.