

CGWI BOARD Meeting Minutes		
Thursday 25 October 2018		8.30am Wynns Coonawarra Estate
Attendees	Peter Balnaves (PB) - Chair, John Innes (JI), Peter Weinberg (PW), Tony Gleeson (TG), Sally MacLeod (SM), Bruce Redman (BR), Pete Weinberg (PW), Ben Harris (BH), Luke Tocaciu (LT) & Olivia Nunn (ON)	
Apologies	Joy Bowen (JB)	
Minutes	Olivia Nunn (ON) Note PMN = Post Meeting Note	

## 2. Minutes of Previous Meeting

The Minutes of the meeting held on 27 September 2018 were circulated and reviewed in the course of the meeting with no amendments proposed.

## 3. Outstanding Actions from previous minutes

Date	Action Items	Person	Deadline	Status
17.11.16	<b>Draft policies and procedures &amp; organisation structure</b> Action: All board members to read and discuss at next meeting.	All Board Members	Feb 2018 revised to Mar 2018	Outstanding. Revised track change version to be circulated to Board. Note plan is to circulate the policies prior to the Governance session (PMN 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	
21.11.17	<b>Draft Coonawarra Vignerons Project</b>	ON	May 2017	Outstanding. Noted that competing priorities has kept this action item from progressing
14.12.17	Partnership Update deferred to Feb due to competing priorities			
26.04.18	Noted more attention to be provided to this now.			
24.05.18	Greater focus to be applied from June.			
27.06.18	See Status.			
25.10.2018	Review plan in Nov meeting.			

Date	Action Items	Person	Deadline	Status
21.11.17	<b>Board to consider Contributors / Icons</b> Action: Board members to consider and discuss in future meeting.	Board Member		Outstanding.
26.04.18	BR provided list of Vignerons. Action completed by BR.			Action has not been considered a priority compared to events.
24.05.18	Revised due date to July. Noted to be explored in May.	ON	July 2017	Action will be agreed in November in conjunction with acknowledgement of MS.
25.11.18	ON to review the Grapegrower has the list of Members from 1970s. Action to be addressed in November with a plan for acknowledgement.			
24.01.18	<b>Summarisation of CGWI sponsorship (raised as part of Coonawarra Vignerons Cup Review)</b> Action: ON to provide a list of where CGWI contribute funds to local events/charities	ON	March 2018	
22.02.18	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.			Closed
26.04.18	Not discussed and to be updated at the next meeting.			
24.05.18	CGWI fund contributions list to be tabled at next meeting.	ON	June Aug	Update to be provided for Cup Launch.
27.06.18	ON to seek a report from MYOB.			
22.03.18	<b>Glass Hire policy development</b> Action: ON to draft a policy of glass hire.	ON	April 2018	Equipment Hire Agreement created for Coolroom and all equipment.
24.05.18	Noted included in membership forms as benefit.			An equipment register is being created. Action closed.
22.03.18	<b>Delegations of Authority</b> Action: ON to develop a delegations of authority document for Board Review.	ON	April 2018	Ongoing. Priority draft for the November meeting.
24.05.18	This is being worked on and to be circulated once complete.			
26.04.18	<b>Mixed Dozen Resourcing &amp; Start Up</b> Further to the success of the grant and involvement of CV EO in the submission it was requested by the Board that an agreed proportion of time be allocated moving forward and if time exceeds the commitment that the grant funding allows for a payment to CV for the time, noting that a Project Manager is to be recruited to manage the project with support from ON and Biddie Shearing to support the resource and be present on the Steering Committee for governance.	ON	May	Noted PM recruitment closed on 31 August 2018.
24.05.18	Action: ON to confirm level of time allocation and manage for any additional time to be invoiced at an agreed rate. Further to raising in April it was confirmed that the basis of support of CV to LCWC is to be on basis of an agreed time allowance of office staff and note that the voluntary hours by the Vignerons Members with claims for any additional time on basis of: <ul style="list-style-type: none"> <li>ON Rate \$100/hr; and</li> <li>Heidi \$50/hr</li> </ul>		June	Time investment to be recorded in an in kind register with budget to track effort contributed.
27.06.18	<b>Final Invoicing</b> Report and Invoice to be submitted to PIRSA Invoicing to Walking Trail Participants.	ON	June	Report & Invoice to PIRSA complete.
30.08.18	ON to review the status of the participant invoicing.			Cross checking with CL status of

Date	Action Items	Person	Deadline	Status
				member invoices. Closed Action for Board tracking.
27.06.18  30.08.18	<b>Member Communication</b> Communicate the Cabernet event to members and seek feedback with further discuss at the general meeting. Reiterated the key requirement is the brief – see action below.	ON	Oct	General Meeting included an update. Action Closed for Board Tracking.
27.06.18  30.08.18	<b>Members Welcome Pack</b> Welcome to members and upload of docs to website. Noted that this has been delayed by the need to update the Org Structure document. Organisational Structure to be uploaded and General Meeting Update.	ON	ASAP	Outstanding and following up with new members for website access and usage.
27.06.18 30.08.18 27.09.18	<b>Social Media Plan</b> ON, HE and JI to work together to build out social media schedule. Noted this is a work in progress. Currently preparing the Cup Committee Schedule. CCC 2018 profiled on the basis of event timing.	ON	Aug	WIP. Developed strategy for the Cup social media and continue to share content shared by members considered fair and equitable approach. Action closed as tracked in PM report.
27.06.18 30.08.18 27.09.18 25.10.18	<b>Independent Chair</b> 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.	PB	Oct	Ongoing. Nov meeting to discuss whether an Independent Chair is required and note the Board will be better placed to consider if the role is required following an independent SAWIA training session on 11 Dec.
27.06.18  30.08.18 27.09.18 25.10.18	<b>Storage of Wine</b> 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.	ON & CL	Sept	Update to be provided at Oct Meeting for approach to move wine from Katnook Estate and Zema. Noting that insured museum wines need to be reviewed.
1.08.18  27.9.18  25.10.18	<b>Cabernet Event Brief</b> 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.

Date	Action Items	Person	Deadline	Status
1.08.19  30.08.18  27.09.18	<b>Content Update</b> Following meeting with FULLER prepare presentation for General Meeting Noted shared report with Marketing who raised queries about social media activity and need for ongoing content development. ON noted the need for CV staff to review the next steps of CBAP and this was being informed by recommendations from Fuller also. GM Slides to incorporate along with report.	ON	General Meeting	Closed – see General Meeting report. Ongoing action is the content social media strategy action plan which is part of the EO 's role.
1.08.19  27.09.18	<b>Branding Document</b> 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.
1.08.18  30.08.18  27.09.18	<b>Revel Clarification</b> Board suggested a note be drafted to Members explaining the level of involvement. PMN: Time did not permit this action pre Roadshow and would need to be part of post event feedback given the key focus was on promoting events and gaining attendance. Noted Revel proposal shared with Marketing Committee to confirm that the fee \$7k did not include promotion of the Roadshow. Clarification in General Meeting and Roadshow reporting.	ON	Sept	Closed with the Roadshow Report uploaded to the website on 18 January 2018.
1.08.18  27.09.18 25.10.18	<b>Multi-Colour</b> ON to review options with Multi-Colour. Catching up on 5 October at the Golf Day. Noted looking into an alternate opportunity exploring the augmented reality and meeting with MCC tonight prior to LCWSA.	ON	Sept	Update to be provided in Nov.
1.08.18  27.09.18 25.10.18	<b>Penola Show</b> ON to discuss with Kerry De Garis. PMN: Options are: Friday Night - Farmers Challenge ideas are 4 different varieties of wine or barrel roll Saturday gap for pop up – Is that an option in Hall or Stand out – note options cheese platter and wine? ON to confer with CDE committee. Sophie Thompson attending and discussing gardening for health and pest and disease control. ABC Broadcasting involvement follow up and note also good chance to communicate the winery walking trail. Board confirmed that ON was not required at the Show and to minimise effort given capacity. Update to be provided at next meeting. CV has 4 barrels that were purchased and a stencil created and branded with COONAWARRA \. These barrels were for the Farmers Challenge.	ON	Sept	We will keep the barrels at CV for events. We also had the Phylloxera Phil Bug suit but as we did not have a team member to attend we abandoned the search for a Phil to attend the show on the Saturday for awareness building for children. Closed.
1.08.18  27.09.18	<b>Organisational Structure</b> ON to update the Org Structure. See Brand Reference Group and noted that the Marketing Committee to be amended to Brand Reference Group and shared at General Meeting. ON noted that the relationships are to be clearly identified.	ON	ASAP	Closed. Noted that the relationships need to be clarified and that can occur in conjunction with the Governance training communication.
30.8.18  27.09.18	Finance Committee to review treatment of event surpluses. Where possible profits to be retained for benefit of that budget item. Eg Cabernet Symposium.	Finance Committee	Sept	Noted that generally the line item will hold over and noted this may vary depending on

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				the needs of the organisation. Closed.
30.08.18	Social Media Resourcing PMN: Note very small consultant budget put aside and that CV Office needs to focus on social media presence and in particular advertising moving forward. This may require upskilling of CV team.	ON	General Meeting	Included in General Meeting. Closed.
27.09.18	Outcomes of CCC 2018 to be shared and looking at the delivery of social media.			
27.08.18	Encouraged and assisted with submission for Best Tourism SA Awards with Walking Trail submitting on 7.8.18 and they were advised they are a finalist – it was noted some statistics were shared verbally on the day of submission that need correcting. Official Launch is being organised. ON to provide further update next meeting.	ON	Next Meeting	Launch date yet to be confirmed. Action closed here and advice to be communicated in EO report.
30.08.18 27.09.18	Raised Chinese education of Coonawarra Wine Region as Wattle Range funded project. Chinese education is being explored with Rob Geddes and Board approved for his visit at our cost on basis that we may not proceed. Enabling Rob to have a closer understanding and current perspective of the region and for Board and Council to meet face to face and consider further the model of regional education that can be delivered in China. Dates flagged for attendance 16 and 17 October. Noted that the proposal is not risk free and SAWIA feedback is being sourced.	ON	Next Meeting	Discussed at length to bring all Board Members up to speed with the recent visit by RG and the approach given WA's development of education material that will be free and readily available online from February 2019. The question was raised did Coonawarra want to go individual approach? Board reviewed RG proposal in alignment with the WA education timeframes and deem it necessary to wait for this content to be prepared and signed off in Feb. This material will be accessible to RG. We will reconsider how we may expand on the course for provision early in 2019. Resolved that RG be advised of the Board's position. Education Proposal closed.
27.09.18	ON to seek WR can fund. ON to seek legal review and discuss further with RG.			Closed. ON to advise WR Council of the above position.
30.08.18	(Item 3.2) Board training to be followed up. Regional Meeting was held on 27 August 2018.	ON	Oct Meeting	Date to be confirmed.

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27.09.18	ON attended via teleconference. Board Training Briefing document prepared in draft and Sarah costed in order of \$1,000 to \$1,500. Target delivery in Nov, one meeting post the first meeting for our two new Board Meeting Members.	Board		
01.19	CV to provide a general update to WR in January post-election and this was well received by BG and RB.	ON & PB	Jan	Date to be set in December when new Council is in place.
30.08.18	<b>Board Resource Planning</b> – Status update next meeting. Note MS and NZ standing down and the process for financial plans. CL to collect 25.10.18.	Board	Nov	Closed. Board in place as at 18.11.18.
25.10.18	<b>Membership Renewal</b> – Renewal including change of fee commensurate with the LCGWC increase to be sent out in Jan.	ON	Jan	

#### 4. Finance

- 4.1 Finance Update** BR noted that there was \$6,000 in the cheque account and \$20k + in savings. Good position with Cup expenses coming up.  
Two additional Board Members were sought for the Finance Committee and PW and LT nominated and all in favour to join the Finance Committee.  
BR moved and JI seconded the removal of NZ and MS as signatories and nominated PW and LT as members of the Finance Committee and signatories to the Bendigo Bank account. Carried.  
Noted that a further review of salary rates is required and reviews to be undertaken and this is being progressed by ON.  
BR noted that the Cup trophy was double the price of 2018 and that we would be reviewing this cost as the Trophy is the same and increase was unexpected.

- 4.2 Finance papers** – 18/10/18 Aged Payables, Balance Sheet, Profit and Loss budget analysis and Aged Receivables were circulated and BR provided a verbal update of the meeting held prior to the meeting. Due to diligent work of CL and ON we have 60 – 90 day accounts receivable all paid.

The following non budgeted items were accepted in the Finance Meeting prior to the Board Meeting:

- 1.RG Education Proposal (total \$10k, WR could contribute \$2,500) postponed
- 2.Famil 14<sup>th</sup> and 15<sup>th</sup> November - \$2,000 committed and considered to have portion already in budget
- 3.GWC AGM Technical Tour - \$5,000 allocated for the Coonawarra Technical Tour
- 4.Governance Training - \$1,000 allocated further to SAWIA costing
- 5.Berry Shrivel Review – Review the \$5k for the continuation remains accurate
- 6.Peter Magarey - \$1,300 for the Weather Station alert – note awaiting proposal

Yet to review the Cup wine pricing to determine if additional budget required. To be reviewed at the next meeting as wine is to be confirmed.

- 4.3 Grants Update** - Focusing on the delivery of the Mixed Dozen and seeking other streams such as those presented by WR and noted that Project 250 funding has been released and outlined the initial timeframes were not realistic and looking to submit on 6 December with Board review at the next meeting. Noted that the BBR fund closes mid November and not submitting. Coonawarra Hall is submitting and seeking a support letter.

#### 5. Correspondence & Communication

- 5.1 Project 250 Grant Funding Update** – Application to be submitted on 6 December
- 5.2 LCWC Levy E-vote Email dated 16 November 2018** – Note Sid Kidman is POC (email not seen until AGM Meeting when motion was being passed) – POC TBC
- 5.3 CV Letter of Support to Minister Speirs dated 22 October 2018** – Board updated on current status of independent science review
- 5.4 Member correspondence & communication** – Noted the member enquiries about social media and the response taken to address.

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

- 6.1 Update** by ON in absence of JB. We will invite Penley Estate's Erin to join these meetings as a member. The revised stricture was shared at the General Meeting and the meetings will be held every two months on second Wednesday of the month and if required meetings will be held as required.

## 7. Viticultural and Oenology Committee (VOC) Report

**7.1 Last meeting was held 4 September and SM provided an update.** See General Meeting Report for comprehensive update. SM noted next meeting is mid November.

**7.2 Draft Coonawarra Vignerons Project Partnership Update** – On hold

**7.3 Water** – Two to three meetings have been held and the process of independent science review in progress. Glen Harrington will be involved and \$1,500 to \$2,000 is required to address the parameters will fit and ensure they look at science rather than policy. Letter in your pack to identify we are supporting the process and response from the Minister's office acknowledging receipt.

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

**7.5 Peter Magarey Information Session and Proposal** – The Board agreed at the August meeting that the service provision based on the Board Motion proposed by SM seconded by MS was in the order of \$1,300 spend and the newsletter scope be clarified in regards to costs for future consideration. Awaiting Peter Magarey proposal to be confirmed as he has been unwell.

## 8. Industry Engagement

**8.1** ON reported on the various industry organisations she had liaised with over the last month:

- Wine Australia – Progressing well with WSET Masterclass in Adelaide today, with Cath Kidman and Emma Bowen presenting. CV edited the presentation for branding. Kirstin Hannan attended the General Meeting where she took a deeper dive into the Coonawarra export data by producer size and this presentation is saved on the website. WA Exporter Workshop is on 30 October at Chardonnay Lodge and ON attending. 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.
- WR Council – Update on the following:
  1. Coonawarra Signage \$15k – PB clarified further to heritage suggestion (ongoing and caretaker to Jan)
  2. Coonawarra Siding Picnic Furniture to not impact the aesthetics – design to be shared (ongoing and caretaker to Jan).
  3. Instagram sites such as the Coonawarra Siding – update to be provided (ongoing).
  4. New Cultural Events or extensions to events – apply as necessary and Council will advise. Grapes of Mirth is an opportunity and we are awaiting further information to consider further. and note that a winery is interested in the Shakespeare in the Vines.
  5. Media Campaign \$35k allocated to promote the region – ON asked about content for TV and they will assess when provided. – ON to follow up on opportunity.
- Brand South Australia and PIRSA – Brand SA working on featuring in their what's on and noted that they do not draw on ATDW. PIRSA opportunities clarified - unlikely any funding. Noted that the GWC Technical Tour is on 5 November.
- SATC – Not available to attend CCC18 vents. Report on CCC 2018 is due end of November.
- Tourism Mt Gambier – Ongoing discussions to work together and ON to focus more attention in coming months to gain further traction. Note will see point of contact at Steering Committee. Meeting to be arranged to advance display in Civic Centre.
- SAWIA – Ongoing dialogue. Organising Governance Training for Board. See Previous Business.
- Local Member, Minister for Primary Industries, Minister for Tourism & Investment and Premier – Maintaining contact.
- Regions, Margaret Review – Cabernet Event Brief to be prepared for clarity of objectives. Good relationships across Clare and Adelaide Hills and these relationships continue to assist benchmarking our position.

## 9. CV Executive Officer Activity Report

- 9.1 EO report** – Refer to GM reports dated 18 October. Much progress has been made. Roadshow Report finalised and looking at bringing forward organisation of annual events. P&Ls continue to be on track.
- 9.2 Grapes of Mirth New Proposal** – presented the opportunity to Board further to the reference material. Board agreed with the approach taken to seek member participation to hold as a regional event with the aim to break even and not have a cost to the CV. Board to be updated at the next meeting on steps required.
- 9.3 REX Airlines Advertising** – In accordance with strategy Board agreed not to proceed, however to discuss with WR the content to be incorporated as wineries are rate payers. ON to follow up with RB.
- 9.4 Recommendation to include Cellar Door Event Committee, Roadshow Committee and Cup Committee** updates as specific headings within CV Executive Officer Report – Board comfortable with this approach.
- 9.5 Cup Presenting Partner** – Noted that the 36° South Presenting Partner was introduced at the General Meeting the brand alignment was discussed and the Board was presented with the recommendation of Cup Committee to accept the partnership which was proposed much like many other national events to list the Cup as the 36° South Coonawarra Vignerons Cup. PB shared the concerns of JB noting the rights of CV and seeking discussion on the Penola Racing Club being ok with the change. TG noted no associated concerns with the support, much like other sponsors confirmed to date. LT considered there to be brand alignment. SM proposed the support of the partnership and seconded by PW. Carried.

**10. Welfare, Health and Safety (WHS)**

- 10.1 Update** – Board advised that we are working our way through resourcing and planning for leave. ON will be taking leave from 25 Jan to and during Feb for her wedding on 2 Feb 2019, returning to the office on 25 February. Maternity Leave to be confirmed with HE and discussed at the next meeting. Noted 1 incident and report to be tabled.
- 10.2 Risk Planning** – Cup Risk Plan to be discussed in November. Quote to be tabled.

**11. Membership**

- 11.1 Membership update** – Noted 12 Grapegrower members versus 11 reported to date. Total members 46.

**12. New Business**

- 12.1 AGM Minutes Drafted** – see attached
- 12.2 Deputy Chair** – TBC
- 12.3 Cup Tickets** - Two tickets for the hydrogeologist – allowance

**Meeting Closed 10.30am**

**Next Meeting** – TBC noted that 22 November was not possible for some  
PMN: **Thursday 29 November 2018, 8.30am, Wynns Coonawarra Estate**

DRAFT