

CGWI BOARD Meeting Minutes		
Thursday 29 November 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), Luke Tocaciu (LT), Joy Bowen (JB) & Olivia Nunn (ON)	
Apologies	Ben Harris (BH)	
Minutes	Olivia Nunn (ON) Note PMN = Post Meeting Note	

## 2. Minutes of Previous Meeting

The Minutes of the meeting held on 25 October 2018 were circulated and reviewed in the course of the meeting with no amendments proposed. Minutes were moved to be accepted by **Insert** and seconded by **Insert**.

## 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	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.			
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.			
25.10.18	Review plan in Nov meeting.			

Date	Action Items	Person	Deadline	Status
29.11.18	Not a current priority.			
21.11.17 26.04.18 24.05.18 25.11.18 29.11.18	<b>Board to consider Contributors / Icons</b> 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.	Board Member   ON	July 2017	Agreed in November meeting that in conjunction with acknowledgement of MS a process is to commence.
24.01.18 22.02.18 26.04.18 24.05.18 27.06.18 25.10.18	<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 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. Report to be shared at the next meeting.
22.03.18 24.05.18 29.11.18	<b>Delegations of Authority</b> Action: ON to develop a delegations of authority document for Board Review. This is being worked on and to be circulated once complete. Note discussed.	ON	April 2018	Ongoing. Priority draft for the November meeting.. Note delayed due to competing priorities.
27.06.18 30.08.18 29.11.18	<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. Org Structure issued, however policies required to complete the issue of all docs.	ON	ASAP	Aim to have finalised ASAP for circulation prior to membership renewal.
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	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.

Date	Action Items	Person	Deadline	Status
29.11.18	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.			
27.06.18  30.08.18 27.09.18 25.10.18   29.11.18	<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. 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	<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.   Arrange a meeting to progress next week.
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  27.09.18 25.10.18  25.11.18	<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. Presented the recommendation of the Cup Committee to proceed with AR using the two logos for content respectively on our story (Now is the time and our Roadshow content)	ON	Sept	Closed out with Board accepting the Cup Committees recommendation.
30.08.18  27.09.18  29.11.18	(Item 3.2) Board training to be followed up. Regional Meeting was held on 27 August 2018. 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. Action closed training on 11 December 2018. Invite to be sent to close out.	ON  Board	Oct Meeting	11 December 2018. Action closed on 29.11.18.
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.

Date	Action Items	Person	Deadline	Status
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	No change.
29.11.18	<b>(Item 4.1) Trophy Cost</b> Trophy cost to be reviewed as it is double the cost of 2018.	ON & TG	ASAP	Closed. BH followed up and invoice to be amended.
29.11.2018	<b>(Item 4.1) Salary Rates</b> Noted that a further review of salary rates is being undertaken and annual reviews are in progress,	ON	ASAP	
29.11.18	<b>(Item 5.1) Project 250 Grant Funding Update</b> Application to be submitted.	ON	6.12.18	PMN: Insufficient information on Biodiversity to close out by 6.12.18 and will aim to have ready for submission by 24.01.19.
29.11.18	<b>(Item 5.2) LCGWC Levy E-vote Email</b> (dated 16 November 2018) – Rates to be included in renewal form.	ON	20.12.18	

#### 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 attended their first Finance Committee Meeting 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** – 27/11/18 Aged Payables, Balance Sheet, Profit and Loss budget analysis and Aged Receivables were circulated and BR provided a verbal update of the meeting – refer to the meeting record for further detail and note the following are being addressed:

- Balance Sheet – Reviewing the car treatment as noted that we may still be carrying the transfer over.
- The Cup wine pricing to determine if additional budget required. To be reviewed at the next meeting as wine list is to be confirmed. Noted that we increased the allowances for sparkling and still wines to \$195 and \$220 respectively. PMN: JC increased to \$200 and \$220 in email out.

**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 aiming to submit Biodiversity Region wide plan project on 6 December, however waiting to hear back from Landcare to submit – PB noted that Parking Bay Part C is an option for planting. Prepared a supporting letter for Coonawarra Hall during the period to support their BBRF application that was submitted mid November. Noted also that EDMG would be followed up further to the initial contact that ON made back at 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 LCWC AGM** – Note Sid Kidman was re-nominated as POC and PB to raise with Sid to confirm if this will be maintained or an alternate person allocated to this role moving forward.

**5.2 Member correspondence & communication** – approach to emailing out Noted that Board were comfortable in Wine being emailed out by Committee Members rather than office as it improves chance of member winery responded to that person, much like VOC updates being issued by Chris Brodie.

**5.3 Coonawarra Discovery Correspondence** – ON provided an update on the feedback received from wineries and that she had called a meeting with Coonawarra Discovery to primarily provide feedback on the Shuttle Bus Service Provision. In this meeting the voucher process was discussed and a role play provided to demonstrate the concerns in place. Coonawarra Discovery were receptive of this feedback however they didn't think they were doing anything inappropriate with their voucher system. It was noted that the Board does need to consider if Coonawarra Discovery's advertising is presenting reputational risk and whether this opportunity would be offered in the future. This is to be considered at advertising renewal.

**5.4 Draft Letter TAF** – Draft attached and PB noted it required finalisation for issue in next week.

**5.5 Halliday Companion Email Out – Wednesday 21 November 2018** Discussed the approach taken by office

which included seeking to discuss with the author and offer the opportunity for a Famil to region. Noted that as a region we could also look at digital content for viticulture messaging. We await a response.

**5.6 Prowine Advice** – Refer to correspondence.

**5.7 Kim West's passing was shared with Board.** Kim West was a long time regional friend having attended region and it was agreed that we would send flowers with details to be supplied by JB to coordinate ASAP. PMN: Flowers were sent on Thursday afternoon closing out the action.

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

6.1 Update by ON provided, acknowledging that the first meeting was held with Penley Estate's Erin joining as a member. Productive session held to review brand considerations and assisted with support of the Biodiversity project, testing the AR that is being conducted as part of the Cup on 17.01.19 and considered the CBAP. Noted minutes to be circulated.

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

7.1 **Last meeting was held 15 November** See General Meeting Report for comprehensive update. SM noted next meeting is mid-January and provided an update as follows:

- Wine Australia are funding the remote sensing project for next 6 years which will include wireless system for the probes and weekly recordings and site expanded for block of Shiraz at Katnook Estate. Trials are being replicated for robustness. Cath Kidman's report has been submitted to NRM Board and PIRSA and PIRSA looking into application for other plantings.
- Berry Shrivel continues to have \$5k support – PB requested that the tasting outcomes and results to be sourced and uploaded to our website.
- Rootstock Trial continues and they will replicate wines this season. AWRI funding and matching with EDG support. EDG happy to be a financial contributor.
- Coonawarra Improvement Project – Biodiversity is being explored.
- Peter Magarey Forecasting Tool – Severe lack of contact due to illness and not off ground this year. PB noted that Dr Richard Hamilton is also familiar with this reason provides a crop watch service in Adelaide Hills and could assist.
- Engagement for regional sessions was raised and noted some sessions will not proceed with attendance (at least 10) not warranting demand.
- Cath Kidman is transitioning into the Chair role.

**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 end of December.

**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.

**7.6 Vine Health / Biosecurity SA** – There has been an incursion. Machine brought in from another region without paperwork and there has been an audit to review the biosecurity risk. Warning letter to be sent to the individual. Plant Quarantine Standards review with region to be held before June 2019. Aiming for early 2019.

**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 well received and in particular it was highlighted that the viticulture discussion by Cath Kidman was well received. Sue Hodder and ON meet monthly via teleconference.
- WA Exporter Workshop deep dive sessions are being held on 4 and 5 December at Chardonnay Lodge and ON attending. Noted that it was challenging to get sufficient engagement to proceed. 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 Board were supportive of seeking Council Funding. PMN: Successful in \$2k. Update to be provided at the next meeting. Note that a winery is interested in the Shakespeare in the Vines which could be a source of funds.
  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 as noted that this funding remained.
- Brand South Australia and PIRSA – Brand SA what's on listing is separate to ATDW and we now include details to be listed. PIRSA opportunities clarified - unlikely any funding besides the SAWIA managed Project 250 funds.
- SATC – Report on CCC 2018 is due by January and will be submitted in December to lighten the January load.
- Tourism Mt Gambier – Ongoing discussions to work together and ON met with Donna Foster to advance an

activation in the Civic Centre. Note will continue to see point of contact at Steering Committee.

- SAWIA – Ongoing dialogue. Organised Governance Training for Board and general membership on 11 December 2018. See attached report from Meeting held on Monday.
- Local Member, Minister for Primary Industries, Minister for Tourism & Investment and Premier – Maintaining contact and inviting to Cup.
- Regions, Margaret Review – Cabernet Event Brief to be advanced for clarity of objectives and noted that ON reached out and awaiting availability as Margaret River are moving office. Good relationships across Clare and Adelaide Hills and these relationships continue to assist benchmarking our position. PMN: meeting with Adelaide Hills EO on 14.12.18 in Adelaide.

## 9. CV Executive Officer Activity Report

- 9.1 **EO Update** – Refer to SAWIA report and verbal update provided.
- 9.2 **Acknowledgement of Michelle Stehbens and ideas relating to iconic projects** – discussed and agree to a Patron Meeting to be organised by JB with attendance of patrons and PB. ON to review acknowledgement gifts and confirm quote to share and agree appropriate option at our next meeting. Noted that Cellar Door Events Committee to have a dinner with Michelle in New Year when Michelle is available. Target March 2019.
- 9.3 **Grapes of Mirth New Proposal** – Proceeding with all logistics confirmed and in discussion with Veolia for waste management. Board were satisfied that all requirements had been addressed and the event would go ahead.
- 9.4 **Cellar Door Event Committee, Roadshow Committee and Cup Committee** updates provided.
- 9.5 **Resourcing** – ON Confirmed that she and HE will be going on leave from January 25. ON returning to office on 26 February as she is in Adelaide for work meetings on 25 February 2019. HE will look at 6 months maternity leave. Board advised that we are working our way through resourcing and planning for these leave arrangements..

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

- 10.1 **Noted 1 incident** – Reported to PB and file records kept and relevant information is on file confirming suitability to continue working. PB explained the incident and action taken.
- 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 including 34 P&E members.

## 12. New Business

- 12.1 **Nil new business**

Meeting Closed 10.30am

Next Meeting – ~~Thursday 13 December 2018, 8.30am Wynns Coonawarra Estate~~

PMN: **Thursday 20 December 2018, 8.30am, Wynns Coonawarra Estate amended date**  
(Note apologies of SM and PW)