

CGWI BOARD Meeting Minutes		
Wednesday 30 August 2018	8.30am	Zema Estate
Attendees	Peter Balnaves (PB) - Chair, Nick Zema (NZ), John Innes (JI), Peter Weinberg (PW), Tony Gleeson (TG), Olivia Nunn (ON), Joy Bowen (JB), Michelle Stehbins (MS), Sally MacLeod (SM),	
Apologies	Bruce Redman (BR), Nick Zema (NZ), John Innes (JI)	
Minutes	Olivia Nunn (ON) Note PMN = Post Meeting Note	

2. Minutes of Previous Meeting

Peter Weinberg (PW) moved and Tony Gleeson (TG) seconded that the Minutes of the meeting held on 1 August 2018 are true and correct. Carried.

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	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. 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. See attached the social media clauses from two organisations and agreed SAWIA's to be modified for our purposes.
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.			
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.	ON	April 2018	
26.04.18	ON to finalise and recirculate to Board and aim to have online by General Meeting.	ON	10 May 2018	Noted this was to be completed and will be incorporated in the uploaded documents with the accompanying member letter. Member Letter to be uploaded along with the Organisational Structure. See attached the proposed version of the chart noting the roles need amending in the terms.
24.05.18	ON to complete in June.			

Date	Action Items	Person	Deadline	Status
20.07.17 28.09.17 22.02.18 22.03.18 & 24.05.18	CGWI advertising Action: ON to review current advertising spend and future opportunities. Ongoing. No further comment. Ongoing	ON	Ongoing	WIP and updates to be provided to Board in EO Report.
29.08.17 26.04.18 24.05.18 27.06.18	Development of a risk management plan for roadshow Action: ON to liaise with Roadshow Committee to develop a risk management plan prior to next Roadshow. Insurance policy to be reviewed and note the liabilities for respective organisations for incidents at roadshow cities. It was noted by ON that the plan is to have a Coonawarra meeting with attending parties to run through the plans for each city prior to region departure – aim for June/July. Noted Noted update to be provided at next meeting. RMP is in process and update provided that insurance for the Roadshow is not in place and much like the situation for the Cup this would need to on the basis of the risk for the venues. Noted for the Cup Insurance is to be reviewed due to catastrophic events such as fire. Chat to MGA's and to look at entire year of event's also.	ON/Roadshow Committee ON ON	April 2018 May 2018 Aug 2018	Aim for June/July. Note considered the risk with the Roadshow and the Finance Committee to review the event in regards to ability to offset the costs. RMP in process. To be removed from this action and reported as part of EO report.
14.12.17 26.04.18 24.05.18 1.08.2018	Unconventional Gas Exploration To be monitored against the Policy Statement monthly. Update to be provided at General Meeting of the outcomes from Liberal Government Moratorium. Stuart Sharman to be issued with the summary of the meeting (the letter following the meeting) Question was raised around CV's support of Troy Bell's support and the lobbyists to enforce legislation of the Moratorium on unconvention gas exploration. Noted we have a position and will revisit next month	ON PB ON	Ongoing May 2018	Created a standing agenda item to report. Noted action closed.
21.11.17 14.12.17 26.04.18 24.05.18 27.06.18	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.	ON	May 2017	Noted that priorities has kept this item from progressing and will be a key focus following Roadshow.
21.11.17 26.04.18 24.05.18	Board to consider Contributors / Icons Action: Board members to consider and discuss in future meeting. BR provided list of Vignerons. Noted to be explored in May.	Board Member		Action completed by BR. Revised due date to July. Action has

COONAWARRA

Date	Action Items	Person	Deadline	Status
	ON to review the Grapegrower has the list of Members from 1970s.	ON	July 2017	not been considered a priority compared to events.
14.12.17 24.05.18 27.06.18	Grant Summary Grant summary to be updated to include the historic receipt of grants. Yearly and historic to be applied following grant finalisation in June of current grants. See status update.	ON	Mar 2018	Ongoing and will be based on the MYOB historical reporting.
24.01.18 22.02.18 26.04.18 24.05.18 27.06.18	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 Update at next meeting.
22.02.18 26.04.18 24.05.18	Coonawarra Improvement Initiative Action: Create a competition and liaise with schools to activate. Suggested we could work with Wynns existing school relationships. ON to follow up with Sue Hodder.	ON	Ongoing May/June	ON to advance note \$1,000 in budget. Remove from next meeting as being tracked via VOC.
22.03.18 24.05.18	Glass Hire policy development Action: ON to draft a policy of glass hire. Noted included in membership forms as benefit.	ON	April 2018	The Form for hire to be circulated in policy issue.
22.03.18 24.05.18	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.	ON	April 2018	Ongoing.
26.04.18 24.05.18	Mixed Dozen Resourcing & Start Up 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. 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"> ON Rate \$100/hr; and Heidi \$50/hr 	ON	May June	Noted PM recruitment closed on 31 August 2018.
26.04.18 24.05.18	Thank You Letter Action: ON to draft a thank you letter to Kerry. ON to present at next meeting.	ON	May	Ongoing. ON to send PB a copy in writing. PB noted that thanked in person and to

Date	Action Items	Person	Deadline	Status
				revise as complete.
24.05.18	Community Plan PMN: See attached.	ON	July	See attached.
27.06.18	Wattle Range Support of \$2k ON to follow up on \$2k support for the translation of brochure for Vinexpo and locally. ON has followed up with further meeting to discuss funding noting that they will purchase brochures from office however will not be \$2k worth.	ON	Aug	Closed out on 30.8.18
27.06.18 30.08.18	Final Invoicing Report and Invoice to be submitted to PIRSA Invoicing to Walking Trail Participants. ON to review the status of the participant invoicing.	ON	June	Report & Invoice to PIRSA complete.
27.06.18 30.08.18	Member Communication 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	
27.06.18 30.8.18	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	
27.06.18 30.8.18	Social Media Plan ON, HE and JI to work together to build out social media schedule. Noted this is a work in progress.	ON	Aug	
27.06.18 30.08.18	Independent Chair To be sourced. PB has approached Peter Gandolfi and awaiting his response.	PB	Oct	To be actioned by Board approach to potential Chairs.
27.06.18	After Dark – 12 and 13 April 2019 – Review the criteria for CV Event assistance. History of event was discussed. It was noted that there is potential input to ask other members for involvement. Promotion – Investment. Discussed the need to raise the Framework of CV events and how it is conducted. If it is a Vignerons Event we need to stick by the constitution. Protocol to be conducted to be further fleshed out. Noted the need to set out the other strategic benefits. Say minimum 33% involvement or 5 wineries.	ON	Sept	This had not been progressed as yet.
27.06.18 30.8.18	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.	ON & CL	Sept	
27.06.18	Beef Steak Burgundy It was agreed that the CV was not to support the funding of the bus as beyond our scope and two companies offering the service. ON to advise Brian Smibert.	ON	Aug	Completed.
1.08.18	Cabernet Event Brief Brief to be shared with members. Very strong document for the parameters. How does June go?	ON	31.08.18	Discussed last meeting and need to create the brief.
1.08.18 30.8.18	Coolroom Purchase Papers were provided to ON for the Coolroom. Payment has been made and registration undertaken.	TG	14.09.18	Complete

Date	Action Items	Person	Deadline	Status
	New signage sought from Diversity Signs and ON to proceed on spend in order of \$170. Policy for the hire by members with a first come first served arrangement in order of \$150 per usage per day to be created by TG, issued to ON and confirmed at the next meeting.	TG	Sept	
1.08.19	SAWIA Regional Nomination Letter Form completed and returned on 29 August 2018.	PB & ON	30.08.18	Completed 29.08.18
1.08.19 30.8.18	Content Update 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.	ON	General Meeting	
1.08.19	Branding Document Create a Branding Document how to guide for members knowledge of COONAWARRA \	ON	Next Marketing Meeting & General Meeting	
1.08.18 30.8.18	Revel Clarification 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.	ON	Sept	
1.08.18	Multi-Colour ON to review options with Multi-Colour.	ON	Sept	
1.08.18	Penola Show 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.	ON	Sept	
1.08.18	Organisational Structure ON to update the Org Structure.	ON	ASAP	See attached.

4. Finance

- 4.1 Finance papers** – 23/08/18 Aged Payables, Balance Sheet, Profit and Loss budget analysis and Aged Receivables were circulated. These were not reviewed in a meeting as the Committee were not available and note BR is overseas. Verified that the Roadshow forecasted loss is looking consistent with actuals currently being totalled (\$49 x 300 \$14,700) at a minimum and that will impact the P&L. A further update will follow Roadshow Review Meeting being held on 20 September.
Noted that a further review of salary rates is required and reviews to be undertaken and this is being progressed by ON.
Aged receivables were highlighted for at least three companies that need to make payments. CV Office to follow up and if necessary notices need to be issued as there is history of two of these members not making payments. No action included as this is a process undertaken ordinarily.

4.2 Grants and Strategy Report – The Trade start international strategy funding is not available and WR Council confirmed their funding streams in the meeting prior to the Board Meeting. Focus on the delivery of the Mixed Dozen and seeking other streams such as those presented by WR.

4.3 SAWIDS Walking trail – Finalising the participant invoicing and encouraging submission for Best Tourism SA Awards that close on 7.8.18. Soft Launch with Participating Wineries was held

4.4 Event P&Ls

Cellar Dwellers – ON recommended that Shirazz Jazz be ceased and that the finances directed into promotion for July encouraging greater attendance of all member events. This was supported by all Board Members and to be included in General Meeting report.

Cabernet Symposium – Shared that the feedback was positive and a favourable financial position with a couple of outstanding payments for Marie Catherine transfer in Euro and Penola Sports Club invoice. These were allowed for in P&L presented. Board suggested putting this money aside for 2021 event. ON noted sometimes the balance is required for overall budget. Finance Committee to consider at the next meeting.

Date	Action Items	Person	Deadline	Status
30.8.18	Finance Committee to review treatment of event surpluses.	Finance Committee	Sept	

5. Correspondence & Communication

5.1 Stand Like Stone – Acknowledgement

6. Marketing Committee

Last meeting was held on 29 August and noted that minutes are yet to be distributed as this was the day before the Board Meeting. It was noted that in this meeting the original suggestion of the Cabernet event had been progressed and status of the event update working with Margaret River was confirmed. Clarified the member wanted it minuted that they thought it better to have all regions Cabernet showcased not just the two regions. Most Marketing Committee Members were supportive of approach taken due to IP, coordination and that this event would be the first of this kind acknowledging that we will have an independent event organisation such as Revel organise it. The event brief is to be created and shared with all members. Board noted that the following could also be advised: Board has concerns of logistics of all regions. IP ownership is important and co-jointly delivering this event with Margaret River is recognised by Wine Australia with track record of masterclass events delivered to date. While there is the existing debate between the two regions this is a way of shaping that dialogue and creating a strategic relationship.

Content Development review has been a key focus and noted that a meeting was organised for Fuller to present to the group and low attendance. Feedback was provided in the Meeting and ON and HE met with Fuller in conjunction with Roadshow for a more comprehensive report. This was share with the Committee and will be shared further in October and set the new actions for CV to take to continue the momentum.

Noted that the meeting does take an operational view and not always strategically focused and this does translate to much substantiation and digression to manage the scope of the Committee.

Date	Action Items	Person	Deadline	Status
30.08.18	JB to outline the scope of Marketing Committee and highlight the need to amend to a Reference Group. The CBAP Reference Group suggesting membership includes a member of each Committee and member of Board.	JB	Next Marketing Meeting	
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.			

7. Viticultural and Oenology Committee (VOC) Report

7.1 Meeting was held prior to the last meeting. Nil to report except the discussion on Peter Magarey. See Item 7.5 below.

7.2 – On hold

7.3 Water – First meeting was held and the process has started. Glen Harrington will be involved and highlighting may need \$1,500 to \$2,000 to address the parameters will fit and they look at science rather than policy.

7.4 Fracking – Review our position and we continue to be comfortable with our position and the Moratorium in place without the need of legislation. If any sign of fracking comes into play we will respond.

7.5 Peter Magarey Information Session and Proposal – SM provided a summary of the Peter Magarey Presentation held on 23 August attended by approximately 25 people with the opportunity for CV to get involved and fund one to three service provisions.

Service 1 was discussed and SM recommended the Association fund the Monitoring Service which is in the order of

\$1,300 (13 weather stations reliance) \$100 per weather stations for notifications per year via mobile device subject to Peter's approval of this approach and noted the legalities and access that need to be confirmed.

Service 2 is the \$500-600 per issue Newsletter which it was unclear on how many may be per annum. Requiring further questioning and not viewed favourably by all. SM to make further enquiries and noted that service 1 is the first step and other services to be looked at following the success of service 1 if feasible.

Service 3 was in the order of \$20k to set up spraying and go through different applications etc. This too was not deemed to be something that could be done as an Association.

SM moved the motion of the service provision in order of \$1,300 spend and propose the newsletter is clarified in regards to costs for future consideration. This motion was seconded by MS.

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 next focus a WSET Masterclass in Adelaide with Cath Kidman and Emma Bowen presenting. Exporter Update attended on 23 August. ON is preparing a letter to Wine Australia acknowledging the progress. Also noted the dual WFA meeting and good to be represented noting that some regions had their Chair/President and the EO of the Association. In some cases the Marketing Manager was also in attendance.
- WR Council – Ben Gower and Roger Babolka attended the beginning of the meeting commencing at 8:30am – 9:15am to present the following funding available:
 1. Coonawarra Signage \$15k – funding to be provided.
 2. Coonawarra Siding Picnic Furniture to not impact the aesthetics – design to be shared.
 3. Instagram sites such as the Coonawarra Siding – update to be provided.
 4. New Cultural Events or extensions to events – apply as necessary and Council will advise.
 5. Media Campaign \$35k allocated to promote the region – ON asked about content for TV and they will assess when provided.
 6. Other: CV raised the initiative around Chinese education that would be explored with Board as a source of funding and this was in principle an initiative that could be successful

Discussion of the following also took place:

- The relationship with UNISA the recent visit by students that met with ON at the CV Office for a briefing to explore sustainable urban development and opportunities for the community including the Rail Trail.
- It was noted additional Rail Trail optioneering was being explored including mechanical engineering students looking at the rail line for modified vehicles to utilise the current structure.
- The opportunity to undertake a wine exchange with the sister city created in China.
- PB suggested we attend a Council Meeting to provide a general update and this was well received by BG and RB and mutually suggested post elections possibly Dec/Jan – meeting dates to be shared by Council.
- Brand South Australia and PIRSA – No change on the itinerary for AGM trip to be planned and noted this is a knowledge sharing exercise and required funding in our budget. Confirmed with GWC \$1,000 contribution and this was processed by SAWIA and paid. Best of Wine Tourism Awards close 7 September and Coonawarra had one entry in 2018 and no entries in 2017. Focus on encouraging entries.
- SATC – Greater focus on collaboration further to their attendance at the Wine Tourism funding briefing. Coonawarra Cabernet Celebrations funding approved. Signed agreement on 22 August 2018 in Adelaide. Following up on the survey and seeking attendance to events. ON to send details to SATC.
- Tourism Mt Gambier – Ongoing discussions to work together and ON to focus more attention in coming months to gain further traction.
- SAWIA – Board training to be followed up. Regional Meeting was held on 27 August 2018. ON attended via teleconference.
- Local Member, Minister for Primary Industries, Minister for Tourism & Investment and Premier – Minister Ridgeway was in region and met with him on 24 August at Patrick of Coonawarra further to an invite from Wattle Range Council.
- Margaret Review – Noted meeting in Adelaide on 22 & 23 August and now focusing on the Cabernet Event Brief for clarity of objectives.

8.2 Fracking – Previously noted that Troy Bell is moving for legislation and the position of the Vignerons has been asked verbally. It was confirmed that our current position has been communicated and the dialogue with the current Premier had acknowledged that they had put in place the Moratorium. At this point in time (30.8.2018) the Board reaffirmed it was comfortable with the communication and will continue to review this position at the next meeting.

9. CV Executive Officer Activity Report

9.1 EO report – ON provided an update further to the circulated SAWIA report. Roadshow – It was anticipated and flagged that the financial impact will be negative by $300 \times \$49 = \$14,700$. Currently finalising P&L to review with Roadshow Committee in Sept and will report back to the Board at the next meeting on the outcomes.

10. Welfare, Health and Safety (WHS)

10.1 Update – Board advised that we were excited to share the Heidi is expecting her second baby. We will advise of

resourcing considerations at the next meeting. It is understood that Heidi will return following maternity leave TBC and that the baby is due mid February. It was noted that this news should not be communicated externally by the Board as it is for Heidi to share as she wishes. Further to this news it was highlighted for resourcing that Olivia will be taking leave end of Jan and during Feb for her wedding on 2 Feb 2019.

10.2 Risk Planning – Noted that Roadshow is difficult to brief with attending arriving 20 to 15 minutes prior to start. This is to be reviewed as part of the Roadshow Review and Committee to be increasing involved in on the group logistics and briefing for common behaviours to be modelled. Cabernet Celebration under preparation.

11. Membership

11.1 Membership update – No changes to current membership.

12. New Business

12.1 Board Resource Planning – Discussed and noted papers to go out and recommendations to be made

12.2 AGM & General Meeting – See updated versions

12.3 Education Proposal in China – PB introduced the Education proposal seeking \$5k to deliver exclusive Coonawarra Course 1 Education in China. Olivia provided a brief further to the discussion with Rod Geddes the day earlier. ON advised seeking if Rob Geddes can attend Coonawarra during Cabernet Celebrations.

Date	Action Items	Person	Deadline	Status
30.8.18	On to seek WR can fund. ON to seek legal review and discuss further with RG.	ON	Sept	

Meeting Closed 11.00am

Next Meeting – Thursday 27 September 2018, 8.30am, Zema Estate



NOTICE

NOTICE IS HEREBY GIVEN THAT THE 2018 ANNUAL GENERAL MEETING OF COONAWARRA GRAPE & WINE INCORPORATED WILL BE HELD AT THE COONAWARRA HALL 3.00 PM ON THURSDAY 18 OCTOBER.

AGENDA

1. President Welcome and Report
2. Attendance / apologies
3. Confirmation of minutes of Annual General Meeting held 19 October 2017
4. Consider and adopt the accounts and reports of the Board and Auditors
 - 4.1 President's Report
 - 4.2 Treasurer's Report including ratification of annual subscription
 - 4.3 Executive Officer's Report
 - 4.4 SAWIA Board Regional Representative Report – Kirsty Balnaves
5. Election of Directors
6. Appointment of Auditors
7. Any other business (notice of which has been given to at least 7 days prior to the AGM)
8. Meeting Close.



GENERAL MEETING

3.30pm - 5.00pm on 18 October 2018, Coonawarra Hall

Agenda

Time	Topic	Speaker
3.30pm	Welcome Last Meeting 10 May 2018 Meeting Purpose & Apologies	TBC – President
3.35pm	Wine Australia Update	Ali Lockwood – Manager Stakeholder Engagement
3.55pm	Questions	ALL
4.00pm	Executive Officer Update & Marketing Committee	Olivia Nunn – Executive Officer
4.10pm	Questions	ALL
4.15pm	Cellar Door Events & Roadshow Committee	TBC
4.25pm	Questions	ALL
4.30pm	Cup Committee	Tim Bailey – Chair
4.35pm	Questions	ALL
4.40pm	VOC	Chris Brodie – Chair Cath Kidman – Cabernet Symposium & Project Update
4.50pm	Questions	ALL
5.00pm	Meeting Close	ALL
5.00pm	Cellar Door Get Together - Parker Coonawarra Estate	ALL