

CGWI BOARD Meeting Minutes		
Thursday 24 January 2018		8.30am Wynns Coonawarra Estate
Attendees	Peter Balnaves (PB) - Chair, John Innes (JI), Tony Gleeson (TG), Sally Macleod (SM), Joy Bowen (JB) Ben Harris (BH), Luke Tocaciu (LT), Pete Weinberg (PW), Olivia Nunn (ON), and Eliza Young – Work Experience	
Apologies	Bruce Redman (BR)	
Minutes	Olivia Nunn (ON) Note PMN = Post Meeting Note	

## 2. Minutes of Previous Meeting

The Minutes of the meeting held on 20 December 2018 were moved by JB and seconded by TG.

## 3. Outstanding Actions from previous minutes

Date	Action Items	Person	Deadline	Status
17.11.16	<b>3.1 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	To be uploaded on 24.01.19 and to be removed from minutes
29.11.18	Policies re-issued with Board Pack for review and Board feedback required to finalise. Policies were finalised in the Board Meeting and to be re-read and updated to the members website. Comms to be considered.	ON	24 January 2019	
21.11.17	<b>3.2 Draft Coonawarra Vignerons Project</b>	ON	May 2017	
14.12.17	Partnership Update deferred to Feb due to competing priorities			Outstanding. Note: Competing

Date	Action Items	Person	Deadline	Status
26.04.18 24.05.18 27.06.18 25.10.18 29.11.18 20.12.18	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.			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 24.1.19	<b>3.3 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. Agreed in November meeting that in conjunction with acknowledgement of MS a process is to commence. Outcomes of patron in camera meeting were shared and as such background and speech prepared by PB to induct two new patrons at Cup. Cup Article, read more here: <a href="#">Results are in and the 36° South Coonawarra Vignerons Cup is a winner</a> incorporated induction and a further media release has been prepared see attached. Doug Balnaves to assist with bios on Patrons to inform the office scoping.	Board Member    ON	    July 2017	Actions underway and reinstated as Board action as Icons are to be reviewed by Patrons, Media Release to be drafted and social media roll out to follow.
24.01.18 22.02.18  26.04.18 24.05.18 27.06.18 25.10.18	<b>3.4 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	Not discussed on 29.11.18 nor 20.12.2018. Report to be shared on 25.01.18 – deferred. See list below and note MYOB does not have this record. We propose to introduce a line item for accounting tracking and a register. Support to date has included: 1.Arts Festival 2.Movember 3.Cancer Council 4.Penola Coonawarra Arts Festival 5.Prostate Cancer Foundation 6.Stand Like Stone

Date	Action Items	Person	Deadline	Status
22.03.18	<b>3.5 Delegations of Authority</b> Action: ON to develop a delegations of authority document for Board Review.	ON	April 2018	Ongoing.
24.05.18	This is being worked on and to be circulated once complete.			Note delayed due to competing priorities and need to finalise policies first.
29.11.18, 20.12.18 & 24.01.19	Not discussed.			
27.06.18	<b>3.6 Members Welcome Pack</b> Welcome to members and upload of docs to website.	ON	ASAP	Aim to have finalised ASAP for circulation prior to membership renewal.
30.08.18	Noted that this has been delayed by the need to update the Org Structure document.			Aim membership form to be circulated and returned by 15 February 2019 with welcome pack to follow in March.
29.11.18	Organisational Structure to be uploaded and General Meeting Update.			
20.12.18	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.			
27.06.18	<b>3.7 Independent Chair</b> To be sourced.	PB	Oct	Ongoing.
30.08.18	PB has approached Peter Gandolfi and awaiting his response.			
27.09.18	To be actioned by Board approaching potential chairs.			
25.10.18	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.			
29.11.18	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.			
20.12.18 & 24.1.19	Not discussed. PMN: Governance Survey issued and results to be tabled in the meeting on 28 February 2019.			
27.06.18	<b>3.8 Storage of Wine</b> Need a stocktake and provide status of stock. Shelving system may be required and supported by NZ.	ON & CL	Katnook Estate wine to be prioritised if not moved already	Jl to assist with move of wine from Katnook Estate.
30.08.18	PMN: Noted that there is stock to be collected from Katnook Estate.			Zema wine to be moved after the Cup.
27.09.18	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.		Revised to post vintage (Sept)	Noted that insured museum wines need to be reviewed.
25.10.18	TG confirmed that the Wetherall Property is available and lockable and agreed time for PB, TG and ON to review next week.			
29.11.18	Stock to be moved to the new location. TG provided keys to ON. Jl to review the wine at Katnook and if of no use to advise PB for disposal.			

Date	Action Items	Person	Deadline	Status
24.01.19	See status and review progress at Feb Meeting.			
1.08.18	<b>3.9 Cabernet Event Brief</b> Brief to be shared with members. Very strong document for the parameters. How does June go?	ON	31.08.18	Noted that CV staff is at capacity hence the delay.
27.9.18	Discussed last meeting and need to create the brief with assistance from JI.			Board all supportive of the event.
25.10.18	Noted that we need to progress this with assistance given capacity of CV staff. Brief to be tabled at Nov Meeting.		29.11.18	Arrange a meeting to progress and nominated JI to assist with the brief.
24.1.19	ON emailing Margaret River EO and to follow up on return in Feb to advance planning.			
1.08.19	<b>3.10 Branding Document</b> Create a Branding Document how to guide for members knowledge of COONAWARRA \.	ON	Revised to March.	Noted that the plan was to complete by end of the year for 2019 roll out and that has been delayed.
27.09.18	Targeting for the Brand Reference Group meeting mid October. Sourcing relevant industry comparisons. Noted sought example from SATC. Update provided at General Meeting.			
24.1.19	To be advance in March 2019.			
01.19	<b>3.11 Wattle Range Council Actions</b> CV to provide a general update to WR in January post-election and this was well received by BG and RB.	ON & PB	March	ON to confirm reschedule preference to hold in March when new Council is in place.
29.11.18	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.			
24.1.19	PB & ON following up.			
25.10.18	<b>3.12 Membership Renewal – Renewal</b> including change of fee commensurate with the LCGWC increase to be sent out in Jan.	ON	Jan	PMN: Closed on 27.01.19.
29.11.18	<b>3.13 (Former minute item 4.1) Salary Rates</b> Noted that a further review of salary rates is being undertaken for permanent part time transition. Annual reviews have been undertaken.	ON & Treasurer to approve	ASAP	
29.11.18	<b>3.13 (Former minute item 4.3) Project 250 Grant Funding Update</b> Application to be submitted.	ON	6.12.18	Insufficient information on Biodiversity to close out by 6.12.18
20.12.18	Aim to have ready for submission by 24.01.19.		18.02.19	PMN: Closed submission.
20.12.18	<b>3.14 Monitor TAF correspondence (Former minute item 5.2).</b> Noted Minister Ridgway responded on 24.12.18 citing Minister Knoll portfolio. Re-provided letter on 22.01.18 when CV met with Minister Ridgway. PMN: Member for MacKillop provided letter dated 10.01.19 and support TAF. See attachment. Await response from Minister Knoll and to follow up.	ON	Ongoing	
24.1.19				

#### 4. Finance

**4.1 Finance Papers & Update** – JI provided an update in BR's absence and noted that the Finance Committee met on Wednesday with PW, LT, JI and ON in attendance. 22/01/19 Aged Payables, Balance Sheet, Profit and Loss budget analysis and Aged Receivables were circulated. The Aged Receivables and Payables are of no concern and a few calls to be made further to a similar timing of payments as per some previous quarters. Receivables are in good shape with Payables mostly regarding the Cup. P&L in December was in good shape.

JI moved that the Finance update be accepted and LT seconded.

**4.2 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 and ON to confirm with BR prior to leave. EMDG 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. Action tracked in outstanding action items.

## 5. Correspondence & Communication

**5.1 Minister Ridgway Meeting** – See Agenda shared attached and the [Coonawarra Innovates Pack](#) that is available on our website.

## 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 and ON will confirm at the next meeting.

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

**7.1** Ben Harris led discussion on Coonawarra Innovation Session held on 16 January 2019. Both SM and JI were very encouraged of the content and the need to continually improve engagement within and outside of the region.

Chris Brodie and Cath Kidman lead the session on 16 January 2019 from 3:00pm to 5:00pm for guests attending the Cup.

Discussion followed on ideas for CV to advance greater awareness through our existing networks, ideas that arose are grouped below in order for an action plan to be created by the office for tracking – note that the next VOC Meeting is April and this plan can be presented at this time:

- BH suggested third party endorsement to assist with promotion and reach at events or meetings. Topics that could be discussed included: What has changed over the last 20 years? Proposed that each member could share five bullet points that we as an Association can collate.
- Webinars and transferable nature of the outcomes and ASVO.
- Wine Show and judges are across all the positive stuff that we are doing.
- Winemaking and journalists to be briefed. Personal calls from within the region.
- Board to profile the patrons, brainstorm contributors or icon bios example Distinguished Coonawarra Identity – Allen Jenkins.

**7.2 Draft Coonawarra Vignerons Project Partnership Update** – On hold, but noted that we need to reactivate partnerships.

**7.3 Water** – PB noted next week looking at the risk assessment and may not achieve the dates. Nominated Nikki Harrington and Glenn Harrington are heavily involved and further to discussion during attendance in region that further involvement would be sought to increase the dialogue with Ministerial level on the water allocation plan. Further information to follow.

**7.4 Fracking** – Nil to update. Position statement remains unchanged. CSIRO contracted by Government to interview Stuart Sharman, Pete Bissell and Pete Balnaves re fracking. Further update to be provided at next meeting as standing item.

## 8. Industry Engagement

**8.1** ON provided an update on industry relationships and noted given pending leave that further engagement would follow on return (SAWIA, PIRSA, SATC, RDALC, Wattle Range Council, Tourism Mount Gambier, Brand SA and other Regions).

## 9. CV Executive Officer Activity Report

**9.1 EO Verbal Update** provided focusing on the resourcing as minuted in Item 9.3.

**9.2 Cellar Door Event Committee** to focus on the Coonawarra Visit and Bus Policy and then progress to Board if in agreement. Manual is also to be finalised for reissue. All events have called for member participation and registration for response end of Feb for materials to be prepared and printed in March. **Roadshow Committee** dates are finalised and communicated to Members with additional uploads to website in advance of dates to be communicated publicly with announcements in March. Note maintained participation fee and yet to invite Tour Operators to participate. We do need to review position for 2019. **Cup Committee** debriefing at Kidman Wines on 25 January 2019 and noted need to review the provision of AC as per outsourcing of the marquee installation. Noted that feedback also provided by Grand Events and Surveys are out for Member and Sponsor feedback.

### 9.3 Resourcing

Confirmed ON is on leave from COB 25 January 2019 and returning 25 February and in Adelaide for SAWIA and EMDG meeting and returning to the office on 26 February 2019. HE taking 6 months Maternity Leave from COB 25 January 2019 with intention to return in August 2019. Work Experience student Eliza Young was in attendance and concludes her three weeks with the CV Office tomorrow 25 January 2019. As per the discussion at the beginning of the meeting social media will be outsourced during Heidi's maternity leave. Social Media AOK Consulting (Account Manager Tamara Caire

[tamara@socialmediaaok.com.au](mailto:tamara@socialmediaaok.com.au) is to be appointed further to their role in CCC 2018 and Heidi and Olivia will review and approve content on Wednesday 30 January 2019 for commencement on 1 Feb.

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

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

**10.2 Risk Planning** – Board received the Cup RMP after the Cup site meeting on the Wednesday prior to the Cup. Noted that it is necessary to review outsourcing air-conditioning as well as Marquee installation due to the number of resources available to pack down.

**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 for renewal by end of Feb. Membership Renewal forms were flagged to go out on Wednesday. They will go out for return where possible in alignment with the event listings 15 February 2019.

PMN: Form is here [Coonawarra Vignerons Membership Renewal Form](#) reflecting the change from LCGWC AGM of increase from \$0.77 to \$2.00.

**12. New Business**

**12.1** No further business was raised.

**Meeting Closed 10.12am**

**Next Meeting – Thursday 28 February 2019, 8.30am, Wynns Coonawarra Estate (PMN: Confirmed Wynns Large Conference Meeting Room with Maria Weinberg at 12:35pm 27 February 2019)**