

CGWI BOARD Meeting Minutes		
Thursday 26 September 2019		8.30am
		Wynns Coonawarra Estate
Attendees	Peter Balnaves (PB) - Chair, Tony Gleeson (TG), Bruce Redman (BR), Ben Harris (BH), Sally Macleod (SM) & Olivia Nunn (ON)	
Apologies	John Innes (JI), & Joy Bowen (JB), Pete Weinberg (PW) & Luke Tocaciu (LT)	
Minutes	Olivia Nunn (ON) Note PMN = Post Meeting Note	

2. Minutes of Previous Meeting

The Emailed Minutes of the meeting held on 28 August 2019 were reviewed in the meeting and were moved by BR and seconded by TG.

3. Outstanding Actions from previous minutes

Date	Action Items	Person	Deadline	Status
21.11.17 14.12.17 26.04.18 24.05.18 27.06.18 25.10.18 29.11.18 20.12.18 2.05.19	3.2 Draft Coonawarra Vignerons Sponsorship Partnership Update deferred to Feb due to competing priorities Noted more attention to be provided to this now. Greater focus to be applied from June. See Status. Review plan in Nov meeting. Not a current priority. Not discussed. Renamed to Sponsorship	ON	May 2017	Outstanding. Note: Competing priorities has kept this action item from progressing.
21.11.17 26.04.18 24.05.18 25.11.18 29.11.18 20.12.18 24.1.19 28.2.19 02.5.19 28.08.19	3.3 Board to consider Contributors / Icons Action: Board members to consider and discuss in future meeting. BR provided list of Vignerons. Action completed by BR. Revised due date to July. Noted to be explored in May. ON to review the Grapegrower has the list of Members from 1970s. Acton to be addressed in November with a plan for acknowledgement. Discussed acknowledgement in conjunction with discussion regarding MS. A Meeting is to be called by JB and attended by PB with Patrons to discuss Patron role. Ideas of a gift for MS to be costed and presented at next meeting noting that MS is moving to Geelong early to mid 2019. 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: Results are in and the 36° South Coonawarra Vignerons Cup is a winner 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. See attached draft media release and noted that we would not advance any advertorial or sharing until May following vintage. Increased role in activities moving forward. Invites to be sent to patrons for upcoming event involvement. Noted involvement in signage.	Board Member ON	 July 2017	Actions underway and reinstated as Board action as Icons are to be reviewed by Patrons, Media Release drafted (previously issued). Noted increase role in events moving forward including CCC 2019 and Cup welcome.

Date	Action Items	Person	Deadline	Status
22.03.18	3.5 Delegations of Authority 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.
29.11.18, 20.12.18 & 24.01.19 28.08.19	Not discussed. Noted not progressed.			
27.06.18	3.7 Independent Chair & Governance To be sourced.	PB	Oct 2019	To be closed out in the first meeting following our next election. Closing from these minutes.
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.			
29.11.18	ON has presented Governance training by SAWIA that was approved by Finance Committee. This training has been arranged to address a greater awareness of governance and independence. Board discussed the role and that there is currently not an appropriate person to fulfil the desired outcomes. Board to continue to monitor the need for an Independent Chair and in the interim ensure that the policies adequately address the requirements. Board will be better placed to consider if the role is required following an independent SAWIA training session on 11 Dec.			
20.12.18 & 24.1.19	Not discussed.			
28.2.19	Governance Survey results actions discussed and see attached the results for Board review. We will revisit any questions in March following implementation of finance actions.			
2.05.19	Vice Chair required.			
27.06.19	Discussed and Ben Harris to be confirmed at next meeting.			
28.08.19	Noted Ben Harris not present to discuss. Next meeting to discuss roles. Ongoing – to be resolved by 3 October 2019 AGM.			

Date	Action Items	Person	Deadline	Status
27.06.18	3.8 Storage of Wine Need a stocktake and provide status of stock. Shelving system required supported by NZ. PMN: Noted that there is stock to be collected from Katnook Estate.	ON & CL	Wine stored currently at Zema Estate is to be moved after vintage. Originally was targeting Sept 2018.	Possibility of collocation at the office. Look into storage options.
30.08.18	Cross checking availability of Wetherall			
27.09.18	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.			
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. JI to review the wine at Katnook and if of no use to advise PB for disposal.			
24.01.19	See status and review progress at Feb Meeting.	PB		
28.02.19	PB to follow up on Katnook Estate to move ASAP.	PB & TG		
	Agreed wine at Zema Estate to be moved after Vintage and at the same time the museum wines are to be reviewed.	BR		
	Action to review the museum wine register and to discuss the plan for the wines at the March Board Meeting.	ON & BR		
28.08.19	Langton's returned the valuation that was shared with Board for 1 August meeting and awaiting a meeting time to discuss approach.	ON		
26.09.19	Storage options for wine to be stored in CV shed moving forward. Four boxes of wine at Katnook Estate and closed out any further action.			
1.08.18	3.9 Cabernet Event Brief Brief to be shared with members. Very strong document for the parameters. How does June go?	ON	31.08.18	No further progress. GFWS presenting an offer. We do not have funds to finance this year.
27.9.18	Discussed last meeting and need to create the brief with assistance from JI.			
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	
24.1.19	ON emailing Margaret River EO and to follow up on return in Feb to advance planning.			
27.06.19	Exploring options for International Cabernet Day. Met with Margaret River EO in June in Melbourne and August in Adelaide. Insufficient funding and time to activate for 30 August 2019.		March 19	
28.08.19	Confirmed that GFWS expressed interest in providing a proposal further to the Revel brief that was secured some time ago. Looking into 2020 and funding opportunities.			
26.09.19	No further progress.			
1.08.19	3.10 Branding Document 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 2018 for 2019 roll out and that has been delayed and exploring as part of what is being developed with consultant.
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 advanced in March 2019 and reviewed with the Brand Reference Group.			
27.06.19	Advancing templates with Consultant in part of briefing.			
28.08.19	We will review in September to advance and close out.			
26.09.19	No progress.			

Date	Action Items	Person	Deadline	Status
01.19	3.11 Wattle Range Council Actions CV to provide a general update to WR in January post-election and this was well received by BG and RB.	ON & PB	March	Council Briefing to be scheduled by Council. Signage to be finalised to deliver as funds have been received.
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.			
28.2.19	PB provided an update and noted it was alleged that the Siding Design had been budgeted, however no budget allocation has been made for Interpretive Signage as historical markers. Discussed the priority needs of Coonawarra and suggested we request:			
	<ul style="list-style-type: none"> \$15k Historical Signage \$10 Resurfacing of Siding 			
	ON to confirm a meeting with Wattle Range representatives for scope and budget positioning.			
27.06.19	Noted whether the brown State signs that no longer have cellar doors need to be taken down.			
28.08.19	CV to advance the sign project. Funding received from Wattle Range. PB advised update at next meeting.			
	PB presented the update on signs. BR feedback circulated via email during meeting and PB to incorporate.	ON & Treasurer review	ASAP	Action outstanding and ON and BR to close out. Discussed prior to last Finance Meeting.
26.09.19	Airport status confirmed see action below. Signage is progressing slowly.			
29.11.18	3.13 (Former minute item 4.1) Salary Rates Noted that a further review of salary rates is being undertaken for permanent part time transition.	ON	Ongoing	OJ to follow up.
27.06.19	Annual reviews have been undertaken and rates sourced from SAWIA to review. BR and ON to review as rates only come out on 1 July 2019.			
20.12.18	3.14 Monitor TAF correspondence (Former minute item 5.2).	ON	12 Apr 2019	Note this has not been uploaded to website.
24.1.19	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.	ON	26.07.19	Not discussed at this meeting.
28.8.19	PMN: Member for MacKillop provided letter dated 10.01.19 and support TAF. ON contacted Nick McBride's office on 28.02.19 and they are awaiting local discussion to then progress accordingly. CV to be kept informed. See response outlining BOM undertaking a review. ON to follow up.			
	ON to follow up.	ON	26.07.19	Not discussed at this meeting.
5.04.19	ON to draft position statement for website and member notification as follows: The Coonawarra Vignerons agree that 110kmph zone is a high risk and support an 80 to 90 kmph rezoning. This is a long held position and has lobbied to decrease the speed limit as the interaction with tourist and vintage traffic is a dangerous mix.			
	It was also noted if questioned re the bypass, the position is as follows: The bypass has gone through due process with landholders compensated for what they have lost.	ON	26.07.19	Not discussed at this meeting.
28.08.19	To be uploaded to website to close out.			
27.06.19	International Strategy deferred for discussion at next board meeting.	ON	26.07.19	Not discussed at this meeting.
26.09.19				

Date	Action Items	Person	Deadline	Status
27.06.19	Museum Wines. BR moved the motion to sell the museum wines seconded by LT. All were in favour and to be reported on at the next meeting in regards to Langton's recommendations. we are awaiting a return call from Langton's to confirm the selling strategy.	ON & BR		Coonawarra to advise date and work with Langton's event manager.
26.09.19	Provided an update following telephone discussion on 25.09 and need to choose month and proposed a dinner with live and on line auction. Noted this is a separate PR opportunity for Coonawarra and potential to break into two sales. Coonawarra to confirm timeframe such as May.			
27.06.19	Coonawarra Airstrip All members generally comfortable with Joe Cory acquiring the lease subject to appropriate insurance provisions. CFS to maintain access. Noted this was raised at the General Meeting for any interest of members to advise. No interest raised.	PB		No progress. PB and BR to draft email.
28.08.19	JB moved and PW seconded that subject to a peppercorn lease being presented the Board agrees to a 5 year term with right of renewal to be presented to Joe Cory. Follow up with Council, seek legal advice if required and advise Joe Cory.			
26.09.19	Insurance reviewed and believe to be sufficient. No response from Wattle Range Council re Insurance enquiry and seeking dispensation on rates for management. Noted also shed owned by Council. Awaiting a response to enquiry into insurance to confirm position for airstrip. Noted two insurance quotes \$1.5k and \$10k and endeavouring to finalise understanding. An email to be prepared by PB and BR and sent to Wattle Range setting out a way forward with the Airstrip.			
27.06.19	ON to follow up with SAWIA on Labour Hire and send a reminder to members on the contractual obligations and risk associated with contractors.	ON		Action outstanding.
28.08.19	Include EFT automatic payments in the Membership form as an opt in.	ON	Jan 2020	
28.08.19	Await Media Release for Water.	PB		
28.09.19	RDA - ON to follow up an update on the RDA Rail Review.	OJ		

4. Finance

4.1 Finance Papers & Update – BR provided an update and noted that the Finance Committee minutes are attached and Finance Papers dated 17/09/19 and 25/09/2019 Aged Payables, Balance Sheet, Profit and Loss budget analysis and Aged Receivables were circulated and reviewed. The Aged Receivables and Payables demonstrated some members that continue to not adhere to the timing of payments and payments had been made by two members.

Financial Statements – Noted that we made a surplus of \$4k in a predicted deficit of \$8k.

BR moved that the Finance update be accepted and seconded BH. Financial Statements were signed by BR and PB in role of Treasurer and President respectively.

4.2 Grants Update – Tracking well on Mixed Dozen Project and SAWIA funding of \$25k for the current project we are working with Made with Moxie. First half of SAWIA complete and noted this achieved the results set out to met Roadshow targets and to increase engagement. Reports to follow and SAWIA first invoice raised to cover the remaining \$25k works start in September and close out early December.
EMDG meeting held with Stuart Mitchell on 25 February 2019 – note there is potential to claim for Vinexpo. Action tracked in outstanding action items and ON needs to touch base and close out. No change.

COONAWARRA

Clarified that SATC \$15k committed per year for three years and in place for CCC 2019 and CCC 2020. Grant and Sponsorship separated for knowledge of income and OJ to circulate to Board for Treasurer to present on 3 October 2019.

Date	Action Items	Person	Deadline	Status
26.09.19	ON to circulate Sponsorship and Grants to demonstrate income streams noting: Grants Tracking \$15,000 SATC \$25,000 SAWIA via PIRSA Project 250 Sponsorship \$26,000 Cup \$15,000 EDG \$79,000 Total \$3,750 Austereo CCC Golf Promotion In Kind \$1,000 Grapes of Mirth TBC \$4,750	PB	ASAP	

5. Correspondence & Communication

5.1 Beach Energy and Arts Festival – PB circulated the letter proposed based on water issues and our support of \$5k.

Round table discussion regarding the letter (Confidential) and all members were supportive and noted if sponsorship did proceed that we would not be in a position to continue our support. Noted that PW, JB and JI responded by email and all in favour.

BR moved and SM seconded that the letter is presented to Arts Festival and if Beach Energy sponsorship is accepted that Coonawarra would request that our name is removed and sponsorship foregone.

Date	Action Items	Person	Deadline	Status
26.09.19	ON to transfer email to letterhead.	ON	27.09.19	Closed

5.2 ACCC Report – Reflection from 2014 data. PB suggested contacting SAWIA for position statement and sought Board's approval to support an overlay of Coonawarra's position to this statement. Noted the subjective request for voluntary categorisation of fruit earlier than currently undertaken and this is different for premium regions.

Date	Action Items	Person	Deadline	Status
26.09.19	PB to follow up with BS of SAWIA.	PB	ASAP	

5.3 Genetic Modification stance of Coonawarra Vignerons – Shadow Minister for Industry and Training Claire Scribbon in region Friday seeking a time to discuss.

Date	Action Items	Person	Deadline	Status
26.09.19	Request for Ben Harris to review current stance and provide either availability or position to return.	BH	27.09.19	

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

6.1 Update No real progress to communicate given no meetings since last meeting.

7. Viticultural and Oenology Committee (VOC) Report

7.1 VOC Update provided by email from SM and reminder to review the draft contract of the Rootstock Trial to finalise with Vinehealth Australia shortly. Any inputs sought ASAP.

Date	Action Items	Person	Deadline	Status
26.09.19	Board to provide comment on Rootstock Trial Draft Contract with Vinehealth and TWE.	Board	4.10.19	

7.2 Draft Coonawarra Vignerons Project Sponsorship Update – Not discussed noting it is on hold and looking at reactivating partnerships as we roll out the 2019/20 Budget.

7.3 Water – Discussed the need to maintain pressure in this area and budget allocation to continue to provide the science. Noted that Board will have a change of President of NRM Board and Kerry DeGaris will be the interim. PB Meeting with Minister Speirs on 16th October 2019.

Noted the proposed changes to the Board and potential to lose knowledge.

There is an attempt to move out of the water allocation plan by forestry. Peer review at the end looks at 3A and NRM Board will recommend cuts be held and will not have answer shared until Ministerial signoff.

7.4 Fracking – Position statement remains unchanged. Noted connection to letter with Arts Festival.

7.5 Weather Station – Sensor rectified.

Date	Action Items	Person	Deadline	Status
26.09.19	Review if the Weather Station reach is sufficient with appropriate density.	SM to raise at VOC		

8. Industry Engagement

8.1 ON provided an update on industry (SAWIA, PIRSA, SATC, RDALC, Wattle Range Council, Tourism Mount Gambier and other Regions):

- SAWIA – Need to follow up regarding the Board Insurance, Labour Hire and ACCC Report. Noted that Kirsty Balnaves continues as our representative, and appointed as Deputy Chair with Bruce Redman the second point of contact if required.
- Wine Australia – Growing Wine Tourism held and OJ attended and note that we had two members with 3 representatives and 6 attendees total.
- Tourism Mount Gambier – Maintaining contact through Mixed Dozen Project. Noted Donna Foster ceases her role on 27.09.19.
- RDA – Nil to report. Training for Social Media in region on 9 October 2019.
- Australian Grape & Wine – Teleconference deferred to October.
- WGCSA – Nil to report.

9. CV Executive Officer Activity Report

9.1 EO Verbal Update provided in conjunction with Board reporting.

9.2 Cellar Door Event Committee Focus is CCC 2019 preparations and looking at Pop Up events including Limestone Coast event on Leigh or Peel Street in Nov. CV Board clarified and sought that if Limestone Coast events proceed they are coordinated via LCGWC.

9.3 Cup Committee. Working with Presenting Partner for the Launch back on 7 November 2019 due to availability and clashes with Penola Show at the end of October. Trying to secure further sponsors and sought if Board knew of any to put these forward.

Date	Action Items	Person	Deadline	Status
26.09.19	PB to provide contact details for Matthews Petroleum and OJ to follow up.	PB	ASAP	

9.4 Roadshow Committee – Provided verbal update that there is profit. Breaking out the social media costs to proportion accurately with advertising spend \$4,243.54 and Monthly fee \$7,600 August and half of July say \$3,000 to be proportioned. All in all a good roadshow. BR acknowledged the achievement.

BR noted two things – perceive demographic 50 + and noted there is interest from younger demographics and that there is female interest. We noted that social platforms does have a higher female usage and that Made with Moxie did find higher proportion of 50 + and male interest in our events.

9.5 Resourcing – Noted Heidi back initially two days this will resume 3 days from week commencing 30 September. We will need to review the structure of social media provision when Made With Moxie provide quote.

10. Welfare, Health and Safety (WHS)

10.1 Update – Nil issues.

10.2 Risk Planning – Board Insurance WIP as minuted in action list.

11. Membership

11.1 Membership update – Nil to report.

12. New Business

12.1 AGM and General Meeting Preparation – Reports to be generated and noted that VOC unavailable to attend General Meeting and ideas sought on content to share.

Date	Action Items	Person	Deadline	Status
26.09.19	ON to source Weather outlook from ABARES.	ON	27.09.19	Closed

Meeting Closed 10:20am

Next Meeting – Thursday 31 October 2019, 8.30am, Wynns Coonawarra Estate

AGM Date Confirmed 3 October 2019. Please send in Nomination Forms for Board.