

CGWI BOARD Meeting Minutes		
Thursday 28 August 2019		8.30am Wynns Coonawarra Estate
Attendees	Peter Balnaves (PB) - Chair, Gleeson (TG), Luke Tocaciu (LT), Bruce Redman (BR), Pete Weinberg (PW) & Olivia Nunn (ON)	
Apologies	John Innes (JI), Ben Harris (BH), Sally Macleod (SM) & Joy Bowen (JB)	
Minutes	Olivia Nunn (ON) Note PMN = Post Meeting Note	

2. Minutes of Previous Meeting

The Emailed Minutes of the meeting held on 27 June 2019 were reviewed in the meeting and were moved by LT and seconded by PW. Minutes were not recorded at the meeting of 1 August 2019 in agreement due to upcoming Roadshow taking precedence.

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. Action 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 2018	Ongoing – to be resolved by 3 October 2019 AGM.
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.			
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.			

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	Katnook Estate wine to be prioritised if not moved already	TG and PB to collect .
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. Stock to be moved to the new location. TG provided keys to ON.		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.
29.11.18	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.			
28.02.19	PB to follow up on Katnook Estate to move ASAP.	PB		
	Agreed wine at Zema Estate to be moved after Vintage and at the same time the museum wines are to be reviewed.	PB & TG		
	Action to review the museum wine register and to discuss the plan for the wines at the March Board Meeting.	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. Storage options for wine to be stored in CV shed moving forward.	ON & BR		
		ON		
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	Progressing. GFWS presenting an offer. Noted 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.			
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.			
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 & awaiting a response to enquiry into
29.11.18	PB acknowledged that January is a full load and to look at alternative time when ON returns			

Date	Action Items	Person	Deadline	Status
24.1.19 28.2.19 27.06.19 28.08.19	from leave and aim at March. ON to confirm with Roger Babolka. PB & ON following up. 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. Noted whether the brown State signs that no longer have cellar doors need to be taken down. 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. Airport status confirmed see action below.			insurance to confirm position for airstrip. Noted two insurance quotes \$1.5k and \$10k and endeavouring to finalise understanding. Signage to be finalised to deliver as funds have been received.
29.11.18 27.06.19	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. 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.	ON & Treasurer review	ASAP	Action outstanding and ON and BR to close out.
20.12.18 24.1.19 28.8.19	3.14 Monitor TAF correspondence (Former minute item 5.2). 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. 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	Ongoing	On to follow up.
5.04.19	PB and ON to draft a James Halliday response addressing the bullet points and circulate to the Board.	PB & ON	2 May 2019	Monitor the publication and remove from here with recent David Sly visit.
5.04.19	Budget to consider PR requirements and present at the next Board Meeting	ON	2 May 2019	
5.04.19 28.08.19	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. To be uploaded to website to close out.	ON	12 Apr 2019	Note this has not been uploaded to website.

Date	Action Items	Person	Deadline	Status
5.04.19	Cellar Door Event Committee – Cellar Door Tour Guide Code of Conduct (Board Pack Reference 9.3 May Meeting) Further to the Cellar Door Events Committee drafting the Code of Conduct and on the basis of members accepting this code the Board were supportive of endorsing for implementation. It was noted that for completeness a few remaining wineries yet to respond would be contacted to implement region wide. Refer to the Code of Conduct in the Board Pack for further information. ON to implement.	ON	ASAP	
27.06.19	Letter to be sent to outstanding member.	ON	ASAP	Actioned.
27.06.19	Coolroom to be included on balance sheet.	ON	ASAP	Actioned.
27.06.19	International Strategy to be discussed at next board meeting.	ON	26.07.19	Not discussed at this meeting.
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		
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. 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.	PB		
27.06.19	Member Post Survey Follow Up Sought by 1 July 2019. ON to consolidate and return.	ON	ASAP	Closed in July.
27.06.19	Schedule the October AGM.	ON	ASAP	Scheduled in July.
27.06.19	ON to follow up with SAWIA.	ON		Action outstanding.
27.06.19	ON to email out the current contact list.	ON		Finalised in conjunction with the meeting held on 1 August.
27.06.19	PB to respond that this insurance would need to be negotiated with each member.	PB		Closed following last meeting.

4. Finance

- 4.1 Finance Papers & Update** – BR provided an update and noted that the Finance Committee did not meet due to Roadshow and Finance Papers dated 21/08/19 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. The Board discussed including the option for payment by automatic EFT to assist with account management that continues to require office time.
BR moved that the Finance update be accepted and LT seconded.

Date	Action Items	Person	Deadline	Status
28.08.19	Include EFT automatic payments in the Membership form as an opt in.	ON	Jan 2020	

- 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 to be raised to cover the remaining \$25k works start in September and close out early November.
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.
Clarified that SATC \$15k committed per year for three years and in place for CCC 2019 and CCC 2020.

5. Correspondence & Communication

5.1 Stand Like Stone – Dancing with Stars Thank You Letter – No action required.

5.2 Multi industry press release on water resource to be released – 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.

5.3 Labour Hire – Reminder to members of the contractual obligations and risk associated with contractors.

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

6.1 Update No real progress to communicate.

7. Viticultural and Oenology Committee (VOC) Report

7.1 VOC Update provided by email from SM along with a draft contract. See attachment.

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.

Date	Action Items	Person	Deadline	Status
28.08.19	Await Media Release.	PB		

7.4 Fracking – Position statement remains unchanged.

8. Industry Engagement

8.1 ON & PB 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.
- Wine Australia – Regional update held on 7 August ON attended this session and exporter update on 8 August 2019. Noted that they are undertaking a strategic review and these documents are available here:
<https://www.wineaustralia.com/about-us/strategy-and-planning>
- Tourism Mount Gambier – Maintaining contact through Mixed Dozen Project.
- RDA – Sue Hodder attended the RDA consultation session and ON to follow up an update on the RDA Rail Review.
- Australian Grape & Wine - noted the Strategy Plan document that was discussed in Adelaide in conjunction with the Wine Australia session.
- WGCSA – Nil to report.
- Skilled Migration Meeting attended by PB – Noted any tractor driving etc not classified as skilled and need to categorise.
- Labour Hire Act – Share an update with members for obligations reminder.

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. Working well generally.

9.3 Roadshow Committee – See draft financial report attached. Provided verbal update that we achieved our targets providing much reference material to plan 2020 and that may mean some changes to maintain crowd audience at a level that enables engagement. This could present option to hold two events rather than grow beyond 700. Noted that Perth venue was small and that we will receive some negative press. St Hugo did not attend in Melbourne and Brand & Sons not present in Perth when listed on events. All in all a good roadshow. BR acknowledged the achievement.

9.4 Cup Committee Shared that the Presenting Partner re-secured and 70% of sponsors. Aiming to be more organised this year and to launch around 1 October 2019. Working with Presenting Partner for the Launch.

10. Welfare, Health and Safety (WHS)

10.1 Update – Nil issues.

10.2 Risk Planning – Insurance details as minuted in action list.

11. Membership

11.1 Membership update – Nil to report.

12. New Business

12.1 Bypass DPTI Bypass Consultation noted and they did a door knock.

Meeting Closed 9.42am

Next Meeting – Thursday 26 September 2019, 8.30am, Wynns Coonawarra Estate

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

NOTES FOR CV MEETING – AUGUST 28TH 2019

VOC report

- **Coonawarra Heritage Cabernet Selection Project** – Potential for this work to be planned with the help of Libby Tassie and Prue Henscke. Aim of project is to preserve heritage Cabernet and maybe Shiraz in Coonawarra. Protocol needs to be prepared. Initial steps will be to write a letter to grower members asking to identify blocks that are greater than 35 years old of unknown clonal origin. Potential then to use these blocks to source planting material, before they are potentially removed.
 - **Irrigation Optimization Project** – Vinay Pajay is currently writing a report on 2019 results. Interesting results surrounding the heat wave on 24th January whereby vines took 3-4 days to recover. Plans for 2020 underway. CAS tasting in September. Suggestion that Vinay present a brief summary of results at the general meeting after the AGM on October 3rd – needs confirming.
 - **SENRM Board Update** - Grant available. 'Agricultural Industries Adapting to Variable Climates and Markets' grants. Contact Nicola turner 0438726 315.
 - **Coonawarra Biodiversity Enhancement Project** - A working group involving 3-4 CV members to be formed to formulate a strategy going forward. The Coonawarra siding could be a potential site along with sites at Katnook and Penley so need to liase with WR council. Sites at Penley and Katnook to be planted in September. TWE may also have a site? Opportunity to plant native species along new bypass corridor also discussed.
 - **Berry Shrive Project** – Wines to be tasted in September – Vinay could also discuss the results from this project at general meeting?
 - **Coonawarra Cabernet Symposium** – scheduled for 2021. Need to start thinking about international guests – all ideas welcome.
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- **Rootstock Trail** - See below for a draft contract for this trial for the next 10 years. The agreement has expired and needs renewing by December 2019. Suggestion that the involved parties - CV, TWE and Vinehealth Australia meet to discuss and review the contract. **CV Board needs to review this contract prior to meeting, as monetary input will be required going forward.**
 - # TWE happy to have trail for another 5 years with right of renewal.
 - # Things that may need changing going forward are irrigation regimes and how often wine is made. Suggestion that this be every 4 years.
 - # Funding: Suggestion to put an annual amount in a “rootstock trial fund”.

Will need \$20,000 for wine making every 4 years. **CV commit to providing \$2500/year along with VHA to cover this.** Suggestion that a professional be paid to write up the project.

Please note below is a draft.