

CGWI BOARD Meeting Minutes		
Thursday 28 November 2019		Wynns Coonawarra Estate
	8.30am	
Attendees	Peter Balnaves (PB) - Chair, Bruce Redman (BR), Pete Weinberg (PW), Luke Tocaciu (LT), Ben Harris (BH), Olivia James (OJ). Sally Macleod (SM) – until 9:00am & Tony Gleeson (TG) – from 9:00am	
Apologies	John Innes (JI), & Joy Bowen (JB)	
Minutes	Olivia James (OJ) Note PMN = Post Meeting Note	

2. Minutes of Previous Meeting

The emailed minutes of the meeting held on 31 October 2019 were reviewed in the meeting and were moved by SM and seconded by BR.

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 28.11.19	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. it was clarified this is another source of revenue. An example of sponsorship under preparation is the Masterclass for CCC.	OJ	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	Board Member OJ	July 2017	Actions underway and reinstated as Board action as Icons are to be reviewed by Patrons, Media Release drafted (previously issued).

Date	Action Items	Person	Deadline	Status
31.10.19 28.11.19	event involvement. Noted involvement in signage. Noted increase role in events moving forward including CCC 2019 and Cup welcome.			
22.03.18 24.05.18 29.11.18, 20.12.18 & 24.01.19 28.08.19 31.10.19 28.11.19	3.5 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. Not discussed. Noted not progressed. No progress aiming to present at next meeting. Not progressed.	OJ	April 2018	Ongoing. Note delayed due to competing priorities.
27.06.18 30.08.18 27.09.18 25.10.18 29.11.18 24.01.19 28.02.19 28.08.19 26.09.19 31.10.19 28.11.19	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. 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. See status and review progress at Feb Meeting. PB to follow up on Katnook Estate to move ASAP. Agreed wine at Zema Estate to be moved after Vintage and at the same time the museum wines are to be reviewed. Action to review the museum wine register and to discuss the plan for the wines at the March Board Meeting. 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. Four boxes of wine at Katnook Estate and closed out any further action. PB advised he had sourced an option with a container available at \$6k. Dimensions to be sought. PB advised he had sourced an option with a container available at \$6k, however not suitable. Seeking quotes.	OJ & CL PB PB & TG BR OJ & BR OJ PB	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.
1.08.18 27.9.18 25.10.18 24.1.19 27.06.19	3.9 Cabernet Event Brief 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 emailing Margaret River EO and to follow up on return in Feb to advance planning. 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	ON	31.08.18 29.11.18 March 19	No further progress. GFWS presenting an offer. We do not have funds to finance this year.

Date	Action Items	Person	Deadline	Status
28.08.19 26.09.19 31.10.19 & 28.11.19	2019. 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. No further progress. Nil to report.			
1.08.19 27.09.18 24.1.19 27.06.19 28.08.19 26.09.19 31.10.19 28.11.19	3.10 Branding Document 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 provided at General Meeting. To be advanced in March 2019 and reviewed with the Brand Reference Group. Advancing templates with Consultant in part of briefing. We will review in September to advance and close out. No progress. Working on this now with aim to action with members in Feb post Cup and to align with the experience development as part of Mixed Dozen Project.	OJ	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 – Made with Moxie.
01.19 29.11.18 24.1.19 28.2.19 27.06.19 28.08.19 26.09.19 31.10.19 28.11.19	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. 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. 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. Signage is progressing slowly. Three signs were shared for review. Two options respectively and agreed central header, one column and all ok with what was shared. PB to lead finalisation of remaining and stage the install. Sign frames are being galvanised.	OJ & PB	March	Council Briefing to be scheduled by Council. 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.	OJ & Treasurer review	ASAP	Action outstanding and ON and BR to close out. Discussed prior to last Finance Meeting. Closed in Finance Committee

Date	Action Items	Person	Deadline	Status
31.10.19 28.11.19	PMN: OJ has rates and preparing changes for Finance Committee review. Refer to Finance Committee Meeting Minutes for outcome.			Meeting Minutes.
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. Outstanding.	OJ	Ongoing	OJ to follow up and report.
27.06.19 26.09.19 28.11.19	International Strategy deferred discussion at present insufficient budget to lead this. User pay model is at play. OJ noted that masterclass replication is something we can look at.	OJ		Not discussed at this meeting.
27.06.19 26.09.19 31.10.19	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. 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. OJ to confirm May / June preference and aim to have event prepared by January 2020.	OJ J& BR	January 2020	Coonawarra to advise date and work with Langton's event manager. Oj to follow up with Event Manager.
27.06.19 28.08.19 26.09.19 31.10.19	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. 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. Draft Agreement is in progress and PB advised the status of the shed on site and seeking for CV to purchase Shed circa \$2,500 for lessee to	PB		PB and BR progressing.

Date	Action Items	Person	Deadline	Status
28.11.19	manage as part of lease. Lease Agreement to be progressed and presented at the next meeting. Shed will be paid by Friday. All comfortable with PL \$10 million. The Agreement is to be updated to include CV ownership of the shed and the need to maintain site.			
28.08.19	Include EFT automatic payments in the Membership form as an opt in.	OJ	Jan 2020	
28.08.19 31.10.19 & 28.11.19	Await Media Release for Water. No progress. No progress.	PB		
28.09.19 31.10.19 28.11.19	RDA - ON to follow up an update on the RDA Rail Review. PMN: Sought an update from Liz Perkins and note she is on annual leave. Outcomes not to be released until March.	OJ		Action closed. Report on in March.
26.09.19 31.10.19 28.11.19	PB to follow up with BS of SAWIA in regards to pricing further to the ACCC report and discussion at the AGM and General Meeting that it would be a good idea to write a response around our concerns with pricing on value of the fruit and proposed increases. PB to action. OJ to follow up on	PB	ASAP	PB to follow up.
26.09.19	Board to provide comment on Rootstock Trial Draft Contract with Vinehealth and TWE.	Board	4.10.19	
26.09.19	PB to provide contact details for Matthews Petroleum and OJ to follow up.	PB	ASAP	Closed. Note no response re Sponsorship.
26.09.19 31.10.19	Review if the Weather Station reach is sufficient with appropriate density. OJ to send an update to Committee noting that next meeting is 3 December 2019.	SM to raise at VOC OJ	1.10.19	Report in December.
31.10.19	Member Letter incorporating discussion above to be drafted for Finance Committee Review and Approval and sent to members.	OJ	11.11.19	Closed.
31.10.19	OJ to collate the letter and send to PB for review.	OJ	1.11.19	Closed – see attached.
31.10.19	Review the opportunity for EDG to attend the Rootstock Trial Wine tasting.	SM		Closed – advised March.
31.10.19	Review phylloxera controls. Noted if there is no footbath, that booties are required.	OJ		Followed up with Vinehealth. Ongoing. Closed from minutes.
31.10.19	Sponsor proposal email to be sent to Landmark and Australian Frost Fans.	OJ	1.11.19	Closed. Australian Frost Fans Gold Sponsor.
31.10.19 28.11.19	Contact Penola Pennant to discuss editing of articles and citation of names in region. Not progressed as yet. Discussed in the meeting the need to follow up.	OJ	ASAP	
31.10.19 28.11.19	Rootstock Trial Agreement Extension – Meeting was held 15 November and Agreement draft and circulated for Vinehealth and TWE input. CV Inputs provided. Attendance at meeting and draft agreement shared.			Closed in regards to our inputs. Agreement to be finalised for signing.

4. Finance

4.1 Finance Papers & Update – BR provided an update and noted that the Finance Committee minutes are attached further to the Monday meeting and Finance Papers dated 21 November Aged Payables (in order of \$30k), Balance Sheet, Profit and Loss budget analysis and Aged Receivables (\$70k) were circulated and reviewed. The Aged Receivables had a handful of outstanding payments that were likely to be cleared. Office continue to follow up as part of process.

Account sums were low but there is a transfer from ticketing of \$40k and now have \$45k and expected to have sponsor income and SAWIA payments bringing accounts to \$60k by end of the week.

Noted about the economical storage solution for the wine and this is under review with the possible container for storage.

Finance Committee confirmed shed purchase \$2,500 for the Coonawarra Airstrip.

Roadshow letter went out with one positive email response received for the detailed explanation and insight into the decision making.

BR Moved and TG seconded the finance papers and financial report be received.

4.2 Grants Update – SAWIA second invoice submitted for Project 250 funding. Mixed Dozen will share an in-kind register.

5. Correspondence & Communication

5.1 Minister Whetstone – Letter discussed. Update from Pete Balnaves further to meeting with Minister Whetstone – note email response deferring the letter sent to him to Minister Speirs. Correspondence included and noted that some typos to be reviewed more closely. PMN: A further response has been received noting this is under Minister Speirs portfolio. See attached.

5.2 Board Member request for extended leave from Board due to illness. PB advised the Board that Joy Bowen has requested extended leave due to illness. All Board members were comfortable with the extended leave as per circumstances that have given rise to similar situations in the past. JB to continue to be copied into Board correspondence.

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. No change. Seeking meeting time.

7. Viticultural and Oenology Committee (VOC) Report

7.1 VOC Update. Next VOC meeting is 3 December 2019. PB reiterated that the salinity levels have risen. Can this be reviewed with the VOC Committee? Pete previously identified in 2017 there was 800ml rainfall and questioned if this had impacted the levels. BH raised about the PHD review process. Both will be addressed at the next VOC meeting. Rootstock Trial Agreement discussed separately and to be closed through the review process. Agreement was attached to the Board Pack.

Date	Action Items	Person	Deadline	Status
28.11.19	PHD Review – We are interested in the PHD Student messaging and that we have an ability to understand the findings. What is the process for review? We need to understand what is being communicated. To be reviewed at VOC.	SM	19.12.19	
28.11.19	Salinity has been queried. Potential that we are reverting to 05 and 09 increase. Discussed the salinity service that should be provided for water testing. To be reviewed at VOC.	SM	19.12.19	

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. See also Previous Meeting Minute Action Item 1.

7.3 Water – No change. Continue 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 is the interim.

7.4 Fracking – Position statement remains unchanged.

Industry Engagement

8.1 OJ 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. PB to follow up re: ACCC Report. Meeting on 2.12.19.
- Wine Australia – IMW Tasting occurring in Adelaide with four wines including Balnaves of Coonawarra, Penley Estate, Rymill Coonawarra and Wynns Coonawarra Estate presented by Cath Kidman & OJ delivered wines to Adelaide.. A china visit is proposed in February. Further progress in November for Itinerary Planning. Chengdu Masterclass opportunity. In correspondence and no response to the user pay email.
- Tourism Mount Gambier – Maintaining contact through Mixed Dozen Project. No further to report.
- RDA – Rail review followed up and outcomes not to be communicated until March 2020.
- Australian Grape & Wine – Teleconference held and minutes on the Members website.
- WGCSA – Nil to report. Noted Ecovineyards workshop occurring today and this is part of our \$3k commitment to trial sites in Coonawarra.

8. CV Executive Officer Activity Report

9.1 EO Verbal Update provided in conjunction with Board reporting.

9.2 Cellar Door Event Committee CCC wrap up in progress – noted that surveys were down and we will re activate our push on this in 2020. We surveyed members for feedback and no real surprises in response. Drafted the final report for \$5k from SATC. This will be submitted week commencing 2 December 2019. Leigh Street held on 22 November led by HE and over 700 in attendance member fee to participate finalised at \$292 note cost lower due to no liquor license charge.

Grapes of Mirth Comedy in Coonawarra – Launch tickets from 2 December 2019.

9.3 Cup Committee. Australian Frost Fans joined as a Gold Sponsor and we have started the cup tour of region and will start rolling out further social media from 2 December. All on track at present.

9.4 Roadshow Committee – Venues are being confirmed and awaiting a Made with Moxie quote and looking at ticketing platforms for synchronise optimisation with ticketing. Look to launch post Cup.

9.5 Resourcing – Resource is currently back to normal operation. Leave will be taken over Christmas Break from 20 December to 6 January 2020. Vice President appointment was discussed at length and noted that the Board leadership does require discussion given it is PB's last year as President. All were to consider this further and come back prepared to appoint a Vice President and look at Board options for 2020/21.

9. Welfare, Health and Safety (WHS)

9.1 Update – Nil issues.

9.2 Risk Planning – Board Insurance WIP as minuted in action list. Leigh St RMP went well and Cup RMP drafted for on site review. Note this was also used for the Liquor License Application by PRC.

10. Membership

10.1 Membership update – Nil to report with exception to note that member access to Cup tickets to be monitored for fair and equitable access.

11. New Business

11.1 Museum Wines Proposed Approach to Sell – A member raised that they were against the museum wines to be sold and they should be kept for CV purposes. The Board discussed this enquiry and noted this had been carefully considered when reaching the position to have the wine valued and a selling strategy formalised to focus on Brand Coonawarra. It was also noted that this was discussed at the June General Meeting when no members raised any discussion relating against the Board position.

Meeting Closed 9:57am

Next Meeting – Thursday 19 December 2019, 8.30am, Wynns Coonawarra Estate