

CGWI BOARD Meeting Minutes		
Thursday 23 January 2020	8.30am	Wynns Coonawarra Estate
Attendees	Peter Balnaves (PB) – President & Chair, Pete Weinberg (PW), Ben Harris (BH), Olivia James (OJ). Sally Macleod (SM), John Innes (JI) – Vice President & Tony Gleeson (TG)	
Apologies	Luke Tocaciu (LT), Bruce Redman (BR) & 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 28 November 2019 were reviewed in the meeting and were moved by PW and seconded by SM.

## 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	<b>3.2 Draft Coonawarra Vignerons Sponsorship</b> 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	<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. 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	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	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	<b>3.5 Delegations of Authority</b> 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 and not urgent.
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  23.01.19	<b>3.8 Storage of Wine</b> 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. Quoted on site and circa \$14k to purpose build. Noted alternatives were much more affordable and we will seek some additional options for review more aligned to \$6k.	OJ & CL          PB PB & TG  BR OJ & BR  OJ   PB  PB	Wine stored currently at Zema Estate is to be moved after vintage. Originally was targeting Sept 2018.	Possibility of collocation at the office. Looking into storage options. Quotes being sourced.
1.08.18  27.9.18 25.10.18 24.1.19 27.06.19	<b>3.9 Cabernet Event Brief</b> 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	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. Will review with Margaret River for forward planning.

Date	Action Items	Person	Deadline	Status
28.08.19  26.09.19 31.10.19 & 28.11.19 23.1.19	Day. Met with Margaret River EO in June in Melbourne and August in Adelaide. Insufficient funding and time to activate for 30 August 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.  Discussions continue with Margaret River.		May 20	
1.08.19  27.09.18  24.1.19 27.06.19 28.08.19 26.09.19 31.10.19 28.11.19 23.1.20	<b>3.10 Branding Document</b> 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. On track for 12 Feb.	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.          Workshop 12 Feb
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 23.01.19	<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. 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"> <li>\$15k Historical Signage</li> <li>\$10 Resurfacing of Siding</li> </ul> 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 removed. 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. Six printed and to be installed. Negotiating where to be located.	OJ & PB	March	Council Briefing to be scheduled by Council.  Signage to be finalised to deliver as funds have been received.                      Member update required in conjunction with install.

Date	Action Items	Person	Deadline	Status
20.12.18 24.1.19       28.8.19 23.1.20	<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. 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. PMN: <a href="http://www.bom.gov.au/aviation/taf-review/">http://www.bom.gov.au/aviation/taf-review/</a> TA Review report expected early 2020.	OJ	Ongoing	See update.
27.06.19 26.09.19 28.11.19  23.1.20	<b>International Strategy</b> 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. To be considered in 20/21 Budget.	OJ		Not discussed at this meeting.
27.06.19   26.09.19   31.10.19  23.1.20	<b>Museum Wines.</b> 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. Note awaiting meeting with Langton's.	OJ J& BR	January 2020	Coonawarra to advise date and work with Langton's event manager. Awaiting Langton's meeting.
27.06.19   28.08.19  26.09.19   31.10.19	<b>Coonawarra Airstrip</b> 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		Agreement signed. Action closed.

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.			
23.01.19	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. Cory Air to be sited as point of contact. Council and Cory Air directly liaising also.			
28.08.19	Include EFT automatic payments in the Membership form as an opt in.	OJ	Jan 2020	Action closed in Dec 2019.
28.08.19 31.10.19 & 28.11.19 23.1.20	Await Media Release for Water. No progress. No progress. Finalised and Stakeholder update to be circulated for Member update.	PB		Member update to follow on 28.1.20. Closing this action.
26.09.19 31.10.19	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	ASAP	PB & OJ to follow up.
28.11.19	PB to action. OJ to follow up.			
26.09.19	Board to provide comment on Rootstock Trial Draft Contract with Vinehealth and TWE.	Board	4.10.19	Board action complete. Awaiting inputs from Vinehealth to finalise.
26.09.19	Review if the Weather Station reach is sufficient with appropriate density.	SM to raise at VOC	1.10.19	Note subject to next meeting.
31.10.19	OJ to send an update to Committee noting that next meeting is 3 December 2019.	OJ		
23.1.20	To be addressed in next meeting.			
31.10.19	Contact Penola Pennant to discuss editing of articles and citation of names in region.	OJ	ASAP	Ongoing. Did provide this feedback closing the action.
28.11.19	Not progressed as yet. Discussed in the meeting the need to follow up.			
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	Actioned with VOC. Closed for Board reporting.
23.1.20	Acton with VOC.			
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	Noted in Landscape SA and to be followed up. Closed for Board reporting.
	To be reviewed at VOC. Action with VOC.			

#### 4. Finance

- 4.1 Finance Papers & Update** – BR provided an update via email that OJ shared noting that sufficient funds to cover payables. Ticketing funds to be in account by 24.1.20 along with Imperial Auction proceeds. A meeting is to be held prior to 8 Feb or following 20 Feb as Bruce is away during this period. We did not seek endorsement of papers presented and will do so at the next meeting along with a final P&L from the Cup which was attached and demonstrated a favourable position albeit was noted that the Cup Committee was to De-Brief today and alerted to the fact that the price per member for the Cup Tickets is well under the total expenditure per ticket and that sponsorship offsets the costs currently.
- 4.2 Grants Update** – SAWIA final invoice will follow the receipt of the final report and our BAU plan with the estimate to be provided by Made with Moxie for scope of works discussed. Noted that the Limestone Coast Mixed Dozen Project launched at Cup and to be finalised Feb/March. Will look for funding for Website potential expenditure. Noted that Tourism funding is likely to re-emerge given bushfire impacts.

#### 5. Correspondence & Communication

- 5.1 Federal Senator Rex Patrick** - Pete Balnaves met with Senator to discuss regional issues.
- 5.2 Second Hand Posts** – Coordination by CV further to the stand of posts to be provided by Ben Harris and also email sought from Blaze Aid to direct Membership to the opportunity.

Date	Action Items	Person	Deadline	Status
23.1.20	Second Hand Post coordination of requirements to members and transport.	OJ		

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

**6.1 Update** Emailed seeking attendance to 12 Feb – noted clash with a chardonnay tasting. However we have SATC attending this session and reluctant to move the time.

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

**7.1 VOC Update** – To follow the next meeting. Also looking at time for Member General Meeting to update on progress. Noted the Rootstock Trial Workshop on 13 February 2020. Sally noted her inability to attend.

**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** – Member update to follow given the license letters sent out.

**7.4 Fracking** – Noted that the relevant Minister was in region and the Lobbyists of Region were photographed out front of Beach Energy. PMN: Dennis Vice phoned the office on 23.1.20 providing and update including the provision of the Limestone Coast Future Planning document that is without mention of wine industry, solar or wind power and no mention of climate change measures. There was also mention of signage to maintain Penola presence from Bypass.

Date	Action Items	Person	Deadline	Status
23.1.20	Limestone Coast Future Planning to be reviewed.	OJ	Feb 20	

## 8. 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. Noted final invoice to be submitted following receipt of report.
- Wine Australia – A china visit proposed in February was deferred and likely in May – no further information is available at the moment. Noted that BAU in region if visits needed to be redirected. WA Strategy under preparation.
- Tourism Mount Gambier – Maintaining contact through Mixed Dozen Project. No further to report.
- RDA – Rail review followed up. Outcomes not to be communicated until March 2020. Note the Priorities document is being followed up by OJ. Action above.
- Australian Grape & Wine – Teleconference held and minutes to be uploaded on website. Noted the bush fire preparedness focus and that this will be workshopped in next March SAWIA meeting with SA counterparts.
- WGCSA – Nil to report. Ecovineyards continuing with \$3k commitment to trial sites in Coonawarra.

## 9. CV Executive Officer Activity Report

**9.1 EO Verbal Update** provided in conjunction with Board reporting.

**9.2 Cellar Door Event Committee** Focus on Cellar Dwellers and CCC Programmes and event listings requested next week to workshop with Cellar Door Events and then provide feedback on 12 Feb along with region wide approach ahead for events across the year.

Grapes of Mirth Comedy in Coonawarra – Successfully held again and De-Brief on 4 Feb. Noted the genuine buy in of GOM in Coonawarra.

**9.3 Cup Committee.** Draft P&L attached. Noted that some elements of set up and pack down can be improved however reducing the manual labour and time with Grand Events involvement. Final Report to follow in Feb. Noted that Tim Bailey stands down as Chair and new Chair to be appointed in De Brief on 23.1.20. Board wished for it to be noted and acknowledged that the Cup was fantastic. The steak was excellent. PB also shared that 36° South are very happy and looking at ways to work together on Roadshow etc. This will be shared at De-Brief later on 23.1.20.

**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. Looking at deferring launch but advising members of dates and confirming participation next week.

**9.5 Resourcing** – Vice President appointment was confirmed as JI until next election to support PB. Noted that the approach to OJ's maternity leave of 12 months is to await the response from sought candidate and Position Description OJ updating to be circulated to Board along with remuneration for 4 days per week. All agreed to seek successful maternity leave applicant to commence 1 day per week mid May and if health permits OJ expressed interest in working through to Queen's Birthday weekend with last day in office Thursday 13 June 2020.

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

**10.1 Update** – Nil issues.

**10.2 Risk Planning** – Board Insurance WIP as minuted in action list. No issues raised from Cup or Comedy however Fire Extinguisher raised for inclusion for the Marquee in both instances.

## 11. Membership

**11.1 Membership update** – Nil to report with exception to note as per last meeting that member access to Cup tickets to be monitored for fair and equitable access.

## 12. New Business

**12.1 Nil new business raised for discussion.**

Meeting Closed 10:11am

Next Meeting – Thursday 27 February 2020, 8.30am, Wynns Coonawarra Estate