

CGWI BOARD Meeting Minutes		
Thursday 26 March 2020		8.30am Wynns Coonawarra Estate
Attendees	John Innes (JI) – Vice President, Bruce Redman (BR) – Treasurer & Ben Harris (BH), Sally Macleod (SM), & Tony Gleeson (TG), Luke Tocaciu (LT), Joy Bowen (JB) & Olivia James (OJ)	
Apologies	Peter Balnaves (PB) – President & Chair, Pete Weinberg (PW)	
Minutes	Olivia James (OJ) Note PMN = Post Meeting Note	

2. Minutes of Previous Meeting

The emailed minutes of the meeting held on 27 February 2020 were not reviewed in the meeting given the focus on decisions to address COVID-19 including Roadshow cancellation and the focus on electronic programs for Cellar Dwellers and CCC with no printing and promotion at this stage.

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. Looking into Langton's support of Masterclass.
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). March meeting to agree next steps with this action to close out.

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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 and not urgent. OJ to draft as part of work plan.
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 27.2.19	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. 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. Awaiting another quote.	OJ & CL PB PB & TG BR OJ & BR OJ PB PB OJ	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. Sought a quote from JI contact and awaiting response.
1.08.18 27.9.18 25.10.18 24.1.19	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	ON	31.08.18 29.11.18	No further progress. We do not have funds to finance this year. Will review with Margaret River for forward planning and potential to

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27.06.19	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 2019.		March 19	incorporate with Cabernet Symposium. Note COVID-19 delaying.
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.			
31.10.19 & 28.11.19	Nil to report.			
23.1.19	Discussions continue with Margaret River.		May 20	
27.2.19	Following up.			
1.08.19	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.	OJ	Revised to April 20	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. We now have a template via the Mixed Dozen Project and will adapt this in May.
27.09.18	To be advanced in March 2019 and reviewed with the Brand Reference Group.			
24.1.19	Advancing templates with Consultant in part of briefing.			
27.06.19	We will review in September to advance and close out.			
28.08.19	No progress.			
26.09.19	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.			
31.10.19	On track for 12 Feb.			
28.11.19	Delivered the Cellar Door Manual including Branding elements for events. In developing the Cellar Dwellers & CCC Social content we will expand the initial Coonawarra \ Brand document to demonstrate the application.			
23.1.20				
27.2.19				
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.	OJ & PB	June	Council Briefing to be scheduled by Council. PB suggested whether we join their bus trip – May? Note this is no longer possible due to COVID-19.
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:			Signage to be finalised to deliver as funds have been received.
	<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 removed.			
27.06.19	CV to advance the sign project. Funding received from Wattle Range. PB advised update at next meeting.			
28.08.19	PB presented the update on signs. BR feedback circulated via email during meeting and PB to incorporate.			
	Airport status confirmed see action below.			
26.09.19	Signage is progressing slowly.			
	Three signs were shared for review. Two			

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31.10.19 28.11.19 23.01.19 27.2.19	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. Awaiting further information on install to communicate to members. Updated delivery date to June commensurate with end of year. Note that signage created to date has been paid for.			Member update required in conjunction with install. Await final details to communicate.
20.12.18 24.1.19 28.8.19 23.1.20 27.2.20	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. http://www.bom.gov.au/aviation/taf-review/ TA Review report expected early 2020. Will monitor and have emailed BOM.	OJ	Ongoing	See update. Not discussed in meeting.
27.06.19 26.09.19 28.11.19 23.1.20 & 27.2.20	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. To be considered in 20/21 Budget.	OJ		Not discussed at this meeting given International situation and subject to budget planning. Note also further impacted by COVID-19 eg China Trip to Coonawarra 2021 rather than 2020.
27.06.19 26.09.19 31.10.19 23.1.20 27.2.20	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. Note awaiting meeting with Langton's. Discussed with Langton's on 24.2.20 and agreed to defer to next year given the fundraisers for bushfire relief and impacts of Novel Corona Virus.	OJ J& BR	January 2021	Coonawarra confirmed need to defer to 2021 with options May, June or July 2021. Review the barrel series wines and agree approach.
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	PB	ASAP	PB & OJ to follow up. OJ to verify requirements at the next meeting.

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28.11.19	response around our concerns with pricing on value of the fruit and proposed increases. PB to action. OJ to follow up.			PMN: No further action required. OJ confirmed with BS in last SAWIA meeting.
26.09.19	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	1.10.19	Note subject to next meeting. HL following up.
31.10.19	To be addressed in next meeting.	OJ		
23.1.20	Second Hand Post coordination of requirements to members and transport. Awaiting transport fee from Coonawarra to Willunga. We had 6 members interested this dropped to 2 with the criteria so once the transport costs are known we will respond to those that are able to look into the next steps to close out. Noted that many members have taken their own approach. We had been working with WGCSA to minimise impacts and follow the approach taken to provide posts in accordance with KI requirements acknowledging they had already received stock that could not be used.	OJ	March	PMN: Closed out. Only one member remained with posts and provided details to send.
27.2.20				
23.1.20	Limestone Coast Future Planning to be reviewed.	OJ	Feb 20	
27.2.20	Reviewed and following up note further conversation required with LCGWC's Chair.			
27.2.20	Smoke Taint Workshop to be scheduled – Update provided and working with Tim Wilson of WRC to confirm a workshop with Farmers and Vignerons on 11, 12 or 13 March. Also requested defer burn off to post Lucindale Field Day rather than two burn days on 16 & 17 March as could be the case. PB to also speak with BH and Allen Jenkins re Radio and discussion of potential legal implications if burn off results in smoke taint.	OJ & JL	Feb 20	Undertaken and went well.
27.2.20	Prepare a Proposal for a Permanent Structure at Penola Racing Club.	OJ	June	
27.2.20	Finalise Made with Moxie Contract for Roadshow Advertising	OJ	March	Meeting agreed not to proceed. PMN: Communicated to Made with Moxie.
27.2.20	Draft Letter	OJ	February	Closed
27.2.20	CV Board to confirm renewal of the Trademark \$400	OJ	February (renewal by 29 March 2020)	Closed
27.2.20	Follow up with Neil Power and Landscape SA.	OJ	March	
27.2.20	CV Office gutters cleaning	SM contact	March	Closed – Note that the tank is to be cleaned circa \$200 for rain water to office

4. Finance

4.1 Finance Papers & Update – OJ & BR provided an update and referenced the Finance Reports dated 19 March 2020 (P&L, Aged Receivables, Aged Payables & Balance Sheet) & Meeting TBC & Budget Update. Noted also the Budget that had been prepared and presented to consider impacts of Roadshow. BR noted the need to monitor the situation and transfers to cover costs and the potential for delays with member payments given the climate. Office to work with Treasurer and Finance Committee.

4.2 Grants Update – Provided an update as follows.

- Mixed Dozen Project is progressing well. The project was due to complete in April and given COVID-19 on top of the bushfires an extension was provided as the marketing is of no value now. Steering Committee will continue and it is subject to approval that LCLGA Tourism will take over the role to maintain the www.limestonecoast.org.au wine trails and that all parties will consider financing contribution. For example Coonawarra Vignerons could contribute for example \$1000 to assist with ongoing operations to ensure long term sustainability for benefit of our 33 brands that can have ATDW listings and develop further bookable experiences to promote. We have incorporated the link onto our website and in our promotional materials due for renewal including the Cellar Dwellers program online. <https://coonawarra.org/event/cellar-dwellers2020/>
- SAWIA Project 250 matched up to \$25k funding – two invoices submitted and paid. We will now close out the final reporting with provision of videos and just working through access to social media templates.
- SAWIA Project 250 next round was scheduled to close on 14 April 2020 and PMN: Extended closure to 24 April 2020 – Draft SAWIDS Application to be presented to Board and discussed in next meeting.
- SATC Grant closes 1 May (extended due to COVID-19) – OJ working on two applications. 1 to extend Cellar Dwellers for visitation \$5k for Hero Wine and Fire Event and seeking Grapes of Mirth assistance with additional application circa \$10-\$15k for promotion of Comedy extension from Friday to Sunday, prior to Saturday's Comedy and Wine in Coonawarra and enabling Sunday for Cellar Door visitation creating a Comedy & Wine Festival (3 day affair) in conjunction with the Cup on the Thursday.
- GWC – Seeking inbound knowledge exchange bursary to assist with International Speaker/s for Cabernet Symposium in July/November 2021. PMN: Potential impacts based on COVID-19 and inability to plan until Jan 2021. OJ also raises concern regarding financial ability for wine industry to support conferences so soon after the pandemic.
- Landscape SA (former SENRM Board) potential to apply for funds noting focus on drought resilience
- PIRSA Drought Resilience – Potential if Cabernet Symposium has a climate control component. Reviewing.

5. Correspondence & Communication

- 5.1 COVID-19 Updates – situation evolving was discussed throughout the meeting and a key to the decision item relating to Roadshow.
- 5.2 Pregnancy Label Warning – Positive initial outcome (For Information)
- 5.3 Minister Whetstone Letter in response to Pregnancy Label Warning (For Information)
- 5.4 Minister Ridgway export assistance (For Information)

6. Brand Reference Committee (formerly Marketing Committee)

- 6.1 Update We met on 4 March 2020. Minutes attached. Additional involvement of Brand's Laira Coonawarra and Marketing arm of Wynns Coonawarra Estate is welcomed.

7. Viticultural and Oenology Committee (VOC) Report

7.1 VOC Update – Hans Loder of Penley Estate has taken over as the Chair of Committee. Provided an update on salinity and WAP further to meeting by OJ and PB with Neil Power of DEW. Neil Power to respond with details on salinity analysis from Adelaide including the process that we can share with members and to provide an update on the steps being taken to prepare for the WAP review in 2023. Noted need to follow up with Landscape SA's Kerry DeGaris for further discussion relating to Obswell Data and needs. SM to follow up with Cath Kidman on the needs for us to communicate to Neil Power.

7.3 Water – Member update to follow given the license letters sent out. Note this is outstanding. Update provided in conjunction with above.

7.4 Fracking – No further information.

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. No need to follow up on the ACCC Report. Noted final invoice to be submitted following receipt of report. The bush fire preparedness focus and that this was workshopped in the 2 March SAWIA meeting with SA counterparts. Note focus directed to COVID-19 and attached to the Meeting Invite were two updates from December and February as received from Kirsty Balnaves our representative.
- Wine Australia – A china visit deferred to May has now been postponed due to Novel Coronavirus – probably 2021. PMN: They are working on basis of China trip in Sept and all other trips to region in 2021.
- Tourism Mount Gambier – Maintaining contact through Mixed Dozen Project. Note the Conference is cancelled.
- RDA – Rail review followed up. Outcomes not to be communicated until March 2020. Note the Priorities document was followed up by OJ.
- Australian Grape & Wine – Teleconference held and minutes are being uploaded to website. Good discussion of current issues and like all attention redirected to support to alleviate COVID-19 impacts.
- WGCSA – Liaised for Second Hand Post donations. Ecovineyards continuing with \$3k commitment to trial sites in

Coonawarra and workshop to be held in May was deferred due to COVID-19.

9. CV Executive Officer Activity Report

9.1 EO Verbal Update provided in conjunction with Board reporting.

9.2 Cellar Door Event Committee Met on 3 March 2020. Focus on Cellar Dwellers and CCC Programmes and event listings and we are now awaiting to upload Cellar Dwellers program and will monitor and act accordingly – no promotion until greater certainty access to region permitted. CCC likewise to be electronic until time we can promote.

9.3 Cup Committee. Luke Trotter is the new Chair of Cup Committee. Office was due to send out renewals for Cup Sponsorship note with COVID-19 it seems inappropriate to be planning this far ahead also it raises whether there will be financial support to host this event in January 2021. Sponsorship is such a significant contribution along with travel to region. HE to take the lead from CV Office in OJ's maternity leave and note that HE will be on site for continuity with Grand Events and in particular the set up of tables and chairs.

9.4 Roadshow Committee – All agree the motion presented. To not proceed with Roadshow in 2020 and hold over deposits for 2021 with current venues as set out in the paper presented to Board and the targeted P&L based on 2020 planning. Motion was moved by BR and seconded by SM and supported by all Board Members including those that were unable to be present including PB and PW.

9.5 Resourcing – OJ's maternity leave of 12 months. Noted no response from further candidate that we liaised with. Monitoring situation and PMN: OJ will present a plan at next meeting given the COVID-19 situation.

10. Welfare, Health and Safety (WHS)

10.1 Update – COVID-19 Response: Currently OJ is working from home. HE and CL working from office from Tuesday to Thursday. CL has reduced to two days utilising TIL for a couple of weeks, however will maintain TIL for shoulder operation. OJ monitoring and will present the current status of entitlements for next meeting with Finance Committee for consideration and impacts if long term events are cancelled. Noted the office was closed to public and members and open to staff for working conditions consistent with COVID-19 regulations. Both staff members have limited community interaction.

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

11. Membership

11.1 Membership update – As per finance minute of last meeting new member approved by Board. Noted that Membership Form to consider the proposed treatment of those without vines. To be addressed at AGM. Member will join from July 2020 in alignment with financial year.

12. New Business

12.1 General Meeting 5 May 2020 – CV to consider the timing and whether we will proceed via Zoom?

12.2 Rail Project Status Raised – note no change subject to RDA review in March.

12.3 Brand's Laira Coonawarra Cellar Door and Leconfield due to Launch. Both are on hold due to COVID-19 and Cellar Door closures.

Meeting Closed 9:45am

Next Meeting – Thursday 23 April 2020, 8.30am, ZOOM