



NEW ZEALAND LAVENDER GROWERS' ASSOCIATION INC

Executive Committee Meeting

Skype Call on Sunday 14th April commencing 7pm.

Meeting opened: 7.08pm

Attendees: Peter Jemmett (Chair), Tracy Voice, Trish Delamore, Susi White, Charlotte and Keith Brown, Pauline Livesey, Myra McLelland, Blake Foster.

Apologies:

1. **Minutes of the last Teleconference meeting 23rd November 2018** - Recorded as a true and accurate summary. Tracy to make one change around the membership numbers. Pauline to confirm this figure. In addition, notes were circulated based on a discussion that was held at the TALGA conference as most Executive members were present. Tracy to update attendee list and remove Myra (double up) and re circulate.

Moved: At next meeting

2. Previous Actions:

Action Point	Action	Responsible	Due	Status
300918 5	Reconcile members paid subscriptions	Pauline/Keith	25/11/2018	WIP
251118 9.a	Organise meeting to refresh website	Tracy	March 19	Done
251118 9.d	Update plant database	Pauline/ Susi	March 19	WIP
251118 9.f	Investigate the recovery of plants imported from Bridestowe	Susi	March 19	WIP
251118 9.g	Build database of lavender growers who are not members	Peter	March 19	WIP

3. Matters Arising – no matters arising.

4. **Correspondence** – Peter confirmed only content has been the TALGA news which has been uploaded onto the website. Trish reported about a couple of enquiries regarding dried lavender, emails went out to members.

5. Financials – Keith Brown as Treasurer took us through the reports as outlined below

For our normal operating accounts, we have since the last meeting received income of **\$2013.76** and expenses of **\$205.20**.

The income has come mostly from subscriptions with a small amount of interest earned. The expenses were from our monthly advertising.



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Statement information is as follows:

	Opening Balance	Closing Balance
Non-Profit Org Account (00)	\$19,176.00	\$20,984.00
Achiever Savings (68)	\$1,568.91	\$1,569.30
Conference Account (01)	\$253.63	\$253.63
Oil Awards Account (02)	\$2,802.93	\$2,802.93
	<hr/> <hr/>	<hr/> <hr/>
	\$23,801.47	\$25,610.03
Operating Accounts		
Opening Balance	<hr/> <hr/>	
	\$23,801.47	
Income	2,013.76	
Expenses	-205.20	
	<hr/> <hr/>	
Closing Balance	\$25,610.03	
	Opening Balance	Closing Balance
Term Deposit	\$18,560.83	\$18,951.37
Interest	390.54	
	<hr/> <hr/>	
Closing Balance	\$18,951.37	
	<hr/> <hr/>	
Total Funds of the Association	\$42,752.95	

Peter commented that he had \$1,000 to transfer out of the Pay Pal account for Oil Award payments.

Tracy asked the question around whether we had the signatory authority sorted for the associated accounts. Keith indicated this has not been sorted after speaking with the Bank. During the meeting Keith was able to sort out appropriate details online.

Finance reports were moved.

Moved: Peter Jemmett Seconded: Susi White



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6. **Membership** – Pauline update everyone on the current memberships. We currently have 33 Full voting members made up of:

• Partner members	18
• Associate members	9
• Life members	3
• Friends	2
• Affiliates	1

Pauline confirmed 6 members have not re-joined partly due to no longer growing lavender.

7. **TALGA** – Open discussion from those Executive members who attended the TALGA conference. All thought the conference was worth attending, conference speakers were great, and many enjoyed the history presented. Question whether we get the presentations. **Peter to follow-up.** Peter led discussion around the notes taken at the conference with NZLGA executives. Myra questioned what it meant by a NZLGA quality standard, many clarified the purpose was to give NZLGA members a tag indicated it was a pure NZ product (tested). Peter indicated early days, further work needs to happen, and he will start thinking about that over the coming months.

Action: Peter to follow-up on presentations from TALGA.

8. **Library** – nothing to report. Pauline did ask Executive whether it was worth investing in a book on Pet care. All agreed. Pauline noted that all books are up to date on the website. It was suggested an email could be sent out to members on the newer books listed.

Action: Pauline/Trish to send out email.

9. **Website** – Peter commented on acquiring free software (jot form) to create online forms. New contact form now created. Lavender Trail information is still being worked on. Peter has focused on preventing SPAM. New email addresses are now NZLGA-Chairperson, NZLGA-Secretary and others will be changed on Monday to NZLGA-Secretary, NZLGA-Membership.

10. **Specific Projects:**

- **Refreshing the website** – Tracy updated that the 1st meeting was held last Sunday evening with subcommittee (**Jason, Myra, Peter, Tracy**). Outcomes from the meeting to draft up specifications, review analytics (what pages are being used the most), consider potential suppliers that could help using standard content management software, review of the information architecture on the site. Likely an email will go out to members on ideas of new requirements. Early days. Regular meetings monthly will now happen.
- **AGM** – Peter indicated that the AGM is to be scheduled in Wellington at the Brentwood Hotel. Two dates were suggested, Executive members agreed to **Saturday 31st August** 9am – 3pm, AGM, potential speaker then Oil Awards. It was suggested that we could offer Skype as a mechanism for members who can't travel to. Trish to book and investigate skype.

Action: Trish book Brentwood Hotel for 31st August, check out skype



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Action: Peter to send out email to members

- **2020 Conference.** Peter spoke about organising the next conference, destination Nelson. He has been corresponding with Cate Bacon. Venues being investigated, but not a lot of choice and likely to be central. Peter will email options. Agreed date being the **August Friday 28th- Sunday 30th 2020**. Would be good to organise a working committee (members from the south and Executive participants).

Action: Peter to email members.

- **2019 Oil Award Judging** – Discussion held on the oil award judging. At present likely date being the 2nd – 4th August, Susi offered Lavender Creek to host workshop. Charlotte indicated that the entry form is being prepared which then can be communicated to members and loaded on the website. Judges at present are six.

Action: Charlotte to complete form

Action: Peter to email members.

- **NZLGA Logo and trademark** – Susi confirmed that Vicki (her daughter) happy to organise a trademark.

Action: Susi thru Vicki – when?

- **Bridestowe Plants.** Confirmation that an email has gone to Robert/copied to Clive about the ownership of the plants currently planted in NZ. Clive prepared to write a letter to outline the use in New Zealand as NZLGA members. Charlotte/Susi confirmed that the new owner would release plants once they received a letter. Executive agreed for further correspondence with Clive/Robert to get a letter written. It was agreed these could be propagated for NZLGA members only, need to find a location to propagate. Susi offered Lavender Creek given she was originally involved in acquiring the Bridestowe Plants, all agreed on the condition that appropriate certification of use/ownership is written this time.

Action: Susi /Peter correspondence with Bridestowe Robert/Clive.

11. Round up of Season:

- **Auckland Region** – Good season and in some cases early, some site very wet, therefore plants losses.
- **Wellington/Wairarapa Region** – Much better season, yield up from previous years.
- **Kaikoura** – Late season, yield ok.
- **Canterbury** – Good season. Some issues with dried lavender going mouldy

12. Other Business:

- **TALGA Conference 2021** – Likely to be held at Blue Mountains.
- **GC Analysis** – Presently too expensive, members not really using. Question was raised whether we look for another lab or acquire a device. Susi suggested Hebe Botanicals, so will investigate what the charge is likely to be. Peter knows of a machine which means NZLGA purchase, likely cost \$6k it would require special conditions. Discuss further at the next meeting.

Action: Susi investigate Hebe Botanicals.



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- **Life Membership** – It was raised we have not awarded for a long time and people have left the association. Asked of the executive of any suggestions. Two were:
 - i. Elsie
 - ii. Mike Alspach
- Suggested we need to consider some criteria for example:
- Contributed to association in a significant way i.e. Chairperson, History of Lavender, Startups (Oil Awards, Conferences etc).

All agreed that Elsie fits the criteria. Could be awards in August at the AGM/Oil Awards.

13. **Meeting closed at 8.47pm.** Next meeting 26th May 7pm, suggested Agenda:

- National Health and Products Bill
- Culinary Lavender (novel foods)

Accepted Minutes Dated

Peter Jemmett
Chairperson