



NEW ZEALAND LAVENDER GROWERS' ASSOCIATION INC

Executive Committee Meeting

Skype Call on Sunday 30th September commencing 7pm.

Meeting opened: 7.05pm

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

Apologies: Blake Foster

1. **Minutes of the last Teleconference meeting 8th July 2018** - Recorded as a true and accurate summary.

Moved: Peter, Seconded: Susi

2. **Previous Actions** - no actions from previous meeting.

3. **Matters Arising** – no matters arising.

4. **Correspondence** – TALGA eNews has been received. Plan is to put on the website, so all members are informed of activity. Trish has now picked up the correspondence secretary role. Note that enquires received for dried flowers which Peter has placed on to relevant members. Bear Brothers promoting embroidery.

Action: Peter to upload TALGA eNews.

5. **Financials** – Keith Brown now taken on the role and working through setting up access etc. Current balances of accounts stand at:

Non-Profit Org Account (00)	\$15,878.64		
Achiever Savings (68)	\$ 1,568.91	Term Deposit	\$18,560.83
Conference Account (01)	\$ 253.63		
Oil Awards (02)	\$ 2,802.75		
Total	\$20,503.93		

Bills paid - Refund given to John Bougen \$400 and Pauline Livesey \$300 who were unable to attend the conference due to illness. All conferences fees have been paid.

Action: Pauline/Keith to discuss subscriptions to reconcile members paid.

6. **Membership** – Pauline update everyone on the current memberships. Noting that a further reminder about subscriptions will go out later in the week. To date the following are paid members:

- Full voting members 9 (includes one new member **Alisdair Bennett**)
- Partner Members 3
- Associate Members 4

Action: Pauline to send out reminder.



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7. **Library** – no real change. Peter has been working on the website. Charlotte successfully ordered a book on line.
8. **Website** – Peter mentioned that he has been working on the website. There is now a subscription icon on the page. Working on options for payment facilities. Some new photos have been added along with a video from Susi. Charlotte spoke about the oil awards photo (open bottle) perhaps this could be change. Charlotte to send Peter some options. Peter spoke about the next steps are to consider a new platform which will be discussed at general business.

Action: Charlotte to send through appropriate photo for oil awards.

9. **General Business:** Peter discussed a few options that executive members can get involved in.
 - a. **Refreshing the website** – small sub group to form (**Tracy, Myra, Jason**). Purpose to look at the possibility of refreshing the website. This may require a tender process and a new platform. Not the highest priority. Priority is really getting a specification written that defines requirements. Things like - additional functionality to better integrate members database to link to services and advertising etc., payment options for subscriptions, oil awards, conferences etc., supplier advertising etc., ability for members to add and edit content to their profiles including oil and or dried flowers for sale and much more.

Action: Tracy to organise a meeting.

- b. **NZLGA Logo** – note that our logo has not be trademark. Blake has been working behind the scenes to investigate options to create a multi user trademark. Likely to cost around \$400. Report back at the next meeting but all agreed to proceed.
- c. **Quality assurance standard.** Would be fantastic if we were able to get this of the ground. Many were of the view that this would help increase membership. Tracy mentioned she is investigating with MPI on whether we could certify. Peter asked whom would like to lead (no takers at this stage). Tracy indicated she would be happy to work with the team but not lead.
- d. **Update database for plant varieties and who currently holds these.** This database use to be on the website with pictures and information of the varieties. Unfortunately, hasn't been updated since 2010 and currently in an excel spreadsheet. **Pauline/Susi** to work on this together.
- e. **Oil Bank.** Suggestion to create a separate section on the website to allow members to subscribe oil that is for sale. Members agreed this would be a great idea. Perhaps picked up in the website review.
- f. **Looking at how to recover the plants imported from Bridestowe.** Discussion about the history of the plants sponsored by Bridestowe. Pauline indicated that there was no written evidence of the arrangement. Russell originally did all the activity to bring these plants into NZ (many of which died), now that the property is sold may have moved the plants. Myra to visit and ask the question. Many of the members suggested it was time



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to start a fresh. Susi has contacts to see what options we could consider. Further investigation is required which **Susi to lead.**

- g. **Build a database of lavender growers who are not members** with the view of inviting them to join and enjoy the advantages of access to the oil awards, a quality assurance mark and our library resources. **Peter to lead.**
10. **Meeting closed at 7.50pm.** Probably need to work out a schedule of meetings. Suggest Sunday 11th November 7pm. Then again end of February given the session ramps up.