



NEW ZEALAND LAVENDER GROWERS' ASSOCIATION INC

Executive Committee Meeting Zoom Call on Sunday 5th December 2021

Meeting opened: 7.30pm

Attendees: Peter Jemmett (Chair), Tracy Voice, Jan and Stuart Abernethy, Pauline Livesey, Charlotte Brown, Susi White

Apologies: Leann Schlepers

1. Minutes of the last Teleconference meeting 31st October 2021 – no issues.

Moved: ALL

2. Matters Arising - Nil.

3. Correspondence

- a) 4 enquiries through the contact us form. BNZ regarding digital setup (ignored). Someone enquiring about planting for her mother so trivial.
- b) Hugo Margo – wanting to gain information to help establish a farm in Uruguay. Charlotte suggested the executive discuss, as this could be a new member e.g., international. All agree that just a standard membership for seeking information, cannot send any library books. Charlotte will respond to offer full membership. Use pay pal method in sending an invoice.
- c) Marilyn from Wayward Winds Lavender (USA) -ok to republish her article on hydrosols in Lavender snippets.
- d) Secretary received correspondence relating to S40 template submission from MPI.
- e) Librarian spoke about selling a grower's book for \$20 to a non-member.

4. Financials – Jan discussed the reports. Since last meeting:

Profit & Loss from 29 October – 30 November shows the movement of income and expenditure since our last meeting.

Profit and Loss

**New Zealand Lavender Growers Association Inc.
For the period 29 October 2021 to 30 November 2021**

29 OCT-30 NOV
2021

Trading Income

| | |
|-----------------------------|-----------------|
| Advertising Income | 10.00 |
| Interest Income | 0.13 |
| Subscriptions Income | 1,265.00 |
| Total Trading Income | 1,275.13 |
| Gross Profit | 1,275.13 |
| Net Profit | 1,275.13 |



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Since our last meeting we have received:

Interest income of \$0.13.

Advertising income of \$10.00 from Richard Ward advertising a boiler for sale.

Subscriptions of \$1,265.00 – Total subs received to date \$6,790.00.

Expenses:

No expenses for this period.

To be approved:

Invoice for courier of trophies to Blake - \$140.14. Jan has paid, to be reimbursed.

Approved: ALL

Profit and Loss from 1 July – 30 November shows income and expenditure to date. This shows us where the accounts are at since the beginning of the financial year.

Profit and Loss

New Zealand Lavender Growers Association Inc. For the 5 months ended 30 November 2021

| JUL-NOV 2021 | |
|---------------------------------|-----------------|
| Trading Income | |
| Advertising Income | 10.00 |
| Conference | 125.00 |
| Interest Income | 4.07 |
| Oil Analysis / Competition | 2,270.00 |
| Subscriptions Income | 6,790.00 |
| Total Trading Income | 9,199.07 |
| Gross Profit | 9,199.07 |
| Operating Expenses | |
| Administration | 55.20 |
| Consulting & Accounting | 155.25 |
| Oil Awards Expenses | 4,272.23 |
| Oil GC Analysis | 234.92 |
| Total Operating Expenses | 4,717.60 |
| Net Profit | 4,481.47 |

Balance sheet shows balances of the bank accounts, term deposit and assets as at 30 November.



NEW ZEALAND LAVENDER GROWERS' ASSOCIATION INC

Balance Sheet

New Zealand Lavender Growers Association Inc.

As at 30 November 2021

30 NOV 2021

Assets

Bank

| | |
|--------------------|-----------|
| Conference Account | 254.20 |
| Main Account | 18,051.30 |
| Oil Awards | 440.45 |
| Savings Account | 1,572.14 |
| Total Bank | 20,318.09 |

Fixed Assets

| | |
|--------------------|----------|
| Office | 668.24 |
| Plant | 9,015.51 |
| Total Fixed Assets | 9,683.75 |

Non-current Assets

| | |
|--------------------------|-----------|
| Library Stock | 970.00 |
| Term Deposit BNZ | 20,253.54 |
| Total Non-current Assets | 21,223.54 |

| | |
|--------------|-----------|
| Total Assets | 51,225.38 |
|--------------|-----------|

| | |
|------------|-----------|
| Net Assets | 51,225.38 |
|------------|-----------|

Equity

| | |
|-----------------------|-----------|
| Current Year Earnings | 4,481.47 |
| Retained Earnings | 46,743.91 |
| Total Equity | 51,225.38 |

Moved: JAN, seconded TRACY

5. **Membership** – No new members at this stage. Jan will give Charlotte a list of non paid members and Charlotte will followup.

| | |
|-----------------------|----|
| • Full Voting Members | 36 |
| • Partner members | 16 |
| • Associate members | 9 |
| • Life members | 5 |

6. **Library** – Nothing to report.

7. **Website** – Nothing further to report.

8. **Oil Awards** – Mike Alspach cup for Best Super. Peter been in touch with Marion and the family have chosen one of the trophies. Oil Award committee will purchase the trophy of choice and appropriate packaging. Jan asked where the packaging came from, Keith will investigate (Pauline thought the boxes were known as road cages). Inscription Peter and Stuart sorting based on other trophies. Executive agreed to proceed.



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9. Specific Projects:

a) **Add manufacturers list to the website** – work in progress.

b) **Food Act Section 40** –Application fee submitted. MPI has laid out the process as follows:
Upon receipt of an application for Industry Developed Food Control Plans, MPI approvals conducts their review and passes it on to the Food and Beverage team to conduct an evaluation. When the evaluation is completed, the application goes through the following steps:

1) **Peer review**

An evaluation report is prepared that needs to be peer reviewed.

2) **Preparing for consultation**

- If the evaluation decision is to refuse the application, the decision and the evaluation report will be sent to the Applicant.
- They can choose to redevelop their FCP template and resubmit the revised template for another evaluation.
- If the Evaluation decision is to accept the application (usually, subject to minor changes) the evaluation report will go to the Applicant to confirm there is no commercially sensitive information contained within. They will have about 5 working days to respond.
- Thereafter the evaluation report and the draft Notice are reviewed by MPI legal, and recommendations made to the Director Food Regulations to proceed to consultation.

3) **Collation of consultation responses**

The evaluator collates consultation responses and incorporates relevant submissions where required.

4) **Final decision**

A memo is then put together for the Director to make a final decision. Legal must review final version of Notice before approval by the Director as the issued s40 FCP template becomes a legal document.

5) **Communicate decision**

The decision is then communicated to the applicant and comprises a cover note enclosing the:

- approval instrument or letter
- Final Template
- Notifications of any conditions
- Process for registration

c) **Molten Silver** – Pauline has contacted the Plant productions again and also spoken to Blake, but unsure whether he has taken any cuttings yet.

10. Other Business:

- **Snippet news** – Pauline will do an article about running her business in the COVID-19 Protection Framework (RED status). Tracy will do a snippet in January on being audited.
- **All have a Merry Xmas.**

Future meeting: Next meeting to be Sunday 13th February 7.30pm.



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Meeting closed at 8.15pm.

Accepted Minutes

Dated

Peter Jemmett
Chairperson