



NEW ZEALAND LAVENDER GROWERS' ASSOCIATION INC

Executive Committee Meeting

Skype Call on Sunday 25th November commencing 7pm.

Meeting opened: 7.12pm

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 30th September 2018** - Recorded as a true and accurate summary.

Moved: Peter Jemmett, Seconded: Susi White

2. Previous Actions:

Action Point	Action	Responsible	Due	Status
300918 4	Upload TALGA eNews	Peter	Asap	Done
300918 5	Reconcile members paid subscriptions	Pauline/Keith	25/11/2018	WIP
300918 6	Reminder notice about subscriptions	Pauline	Asap	Done
300918 7	Update photo on website for oil awards	Peter/Charlotte	25/11/2018	Done
400918 9.a	Organise meeting to refresh website	Tracy	March 19	WIP
400918 9.d	Update plant database	Pauline/ Susi	March 19	WIP
400918 9.f	Investigate the recovery of plants imported from Bridestowe	Susi	March 19	WIP
400918 9.g	Build database of lavender growers who are not members	Peter	March 19	WIP

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

4. **Correspondence** – Trish reported that we have had an enquiry about lavender oil, that has been sent out to members. Nothing else other than receiving a lot of SPAM.

5. **Financials** – Keith Brown spending time getting up to speed as Treasury and took us through the reports as outlined below

For our normal operating accounts, we have an income of **\$3565.07** and expenses of **\$267.60**. The income has come mostly from subscriptions with a small amount of interest earned and the sale of award stickers. The expenses were from our advertising and one bounced subscription cheque. We have also had interest paid on the term deposit account totalling \$390.54.



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Two accounts to be passed for payment.

They are for: Leafy Hollow \$107.43 for Library expenses
 Herbal Visionz \$37.10 for Oil awards posting of certificates

Moved Accounts to pay: Peter/Tracy

Statement information is as follows:

	Opening Balance	Closing Balance
Non-Profit Org Account (00)	\$15,878.64	\$19,176.04
Achiever Savings (68)	\$1,568.91	\$1,568.98
Conference Account (01)	\$253.63	\$253.63
Oil Awards Account (02)	\$2,802.93	\$2,802.93
	\$20,504.11	\$23,801.58

Operating Accounts

Opening Balance	\$20,504.11
Income	3565.07
Expenses	267.6
Closing Balance	\$23,801.58

Term Deposit

	Opening Balance	Closing Balance
Term Deposit	\$18,560.83	\$18,951.37
Interest	390.54	
Closing Balance	\$18,951.37	
Total Funds of the Association	\$42,752.95	

Discussion was held to sort out authorised signatures.

The **Executive Committee moved** that Keith Brown, as the newly elected treasurer, to have signatory authority rights over all the association accounts.

Moved: Peter Jemmett Seconded: Tracy Voice

The Executive Committee moved that the outgoing treasurer Mike Alspach signatory authority be revoked.

Moved: Peter Jemmett Seconded: Tracy Voice



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Given we will not meet during December and January (as busy period for growers) it was agreed that any financial payments required should be done via email. Executive committee should acknowledge these and approve or question if appropriate.

Moved: Executive committee all agreed.

6. Membership – Pauline update everyone on the current memberships. Noting that maybe not everyone is receiving the emails. Suggested that executive members phone as appropriate.

- Full voting members 58 (noting that 20 have rejoined)
- Partner Members 14
- Associate Members 4

Still need to work through reconciliation. Some members are sending through to the wrong account. Also, A Bennett is Rockwood Nursery.

Action: Keith/Pauline to tally up over the next week

7. Library – nothing to report.

8. Website – Peter continues to work on the website maintenance. Need to tidy up the Lavender Trail it appears perhaps not everyone is there i.e. Lavender Hill.

Action: Peter asap.

9. Specific Projects:

- a. **Refreshing the website** – small sub group to form (**Tracy, Myra, Jason**). Purpose to look at the possibility of refreshing the website. This will require a tender process and a new platform. No meeting has occurred yet, but plan to commence in March. Jason has already sent through some thoughts. 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.
- b. **Oil Bank**. Create a separate section on the website to allow members to subscribe oil that is for sale. Picked up in the website review.

Action: Tracy to organise March 2019.

c. **NZLGA Logo and trademark** – Blake has been investigating trademark options and working with an independent. Key notes are:

- Costs are more than \$400 and Blake send through the letter from Rachel Triplow Blake's Solicitor about all the costs.
\$400 for clearance search and registration advice plus
\$500 application to register plus
\$250 for each class to register trademark (need to get clarification of how many classes there could be)



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- copy write \$200 (option)
- Search is optional, but as advised 'it will assist her in drafting any application(s) for registration; provide clarity in relation to the scope of your rights in your mark; and enable her to assess whether the mark will be registered without any objection' which seems relevant
- So, costs could be \$900 to \$1150 depending on number of classes to register trademark in. For example, if there ended being three classes then \$1650(\$400+\$500+\$250+\$250+\$250)

Some of the committee members thought this was a little pricey. Susi offered assistance from her daughter, could be less costs around the copyright and trademark. All agreed for Susie to investigate and report back.

Action: Susi – March 2019.

- d. **Quality assurance standard.** No updated.
- e. **Update database for plant varieties and who currently holds these.** No update at the meeting. But a follow-up email for noting: database was presented at conference in 2013 and there is a copy in the library. Pauline indicated that last update on the computer was 2017.

Action: Pauline/Susi – March 2019.

- f. **Looking at how to recover the plants imported from Bridestowe.** No update
Action: Susi to lead.
- g. **Build a database of lavender growers who are not members.** No update
Action: Peter to lead.

10. Other Business:

- a. **TALGA Conference** – Confirmation of the conference and brochures about to come out. Number of NZ members wanting to attend conference.
- b. **NZ Conference** – Myra mentioned that when accommodation is organised members should pay directly to the accommodation providers to get a GST invoice. Tracy has since investigated, you can still show your conference registration details and indicate inclusive of gst and it is still valid for claiming.

Action: Tracy will update the manual over the Xmas break.

- c. Charlotte wants to book the hall for Oil Judging. All agreed to make this happen. Expected that the AGM will be in Wellington at the end of August 2019.

11. Meeting closed at 7.53pm. Sunday 3rd Marcy 7pm.

Accepted Minutes

Dated

A handwritten signature in blue ink, appearing to read 'Peter Jemmett', is written over the 'Accepted Minutes' text.

22nd Dec 2018

Peter Jemmett
Chairperson