



NEW ZEALAND LAVENDER GROWERS' ASSOCIATION INC

Executive Committee Meeting

Zoom Call on Sunday 8th May 2022

Meeting opened: 7.30pm

Attendees: Peter Jemmett (Chair), Tracy Voice, Jan and Stuart Abernethy, Charlotte and Keith Brown, Pauline Livesey, Leann Schlepers

Apologies: Susi White

1. **Minutes of the last Teleconference meeting 27th March** – modify with Keith Brown.

Moved: ALL

2. **Matters Arising** - Nil.

3. **Correspondence**

8 enquires through the Contact Us form, most requesting information about setting up a new farm. 1 forwarded to Charlotte – Enquiry from Czech Republic for plants, all a little concerned about exporting plants, Elsie doing it with Thumbelina. Several enquires picked up by Tracy. Cate Bacon – requesting permission to Use Oil Awards judging form which Peter responded to.

4. **Financials** – Jan discussed the reports.

Profit & Loss from 1 July 2021 – 6 May 2022 shows income and expenditure to date, from beginning of financial year.

Profit and Loss

New Zealand Lavender Growers Association Inc.

For the period 1 July 2021 to 6 May 2022

1 JUL 2021-6 MAY
2022

Trading Income	
Advertising Income	10.00
Books & Library Income	100.00
Conference	125.00
Interest Income	8.79
Oil Analysis / Competition	2,461.10
Subscriptions Income	8,358.10
Total Trading Income	11,062.99
Gross Profit	
11,062.99	
Operating Expenses	
Administration	166.75
Bank Fees	16.60
Consulting & Accounting	155.25
Oil Awards Expenses	4,808.43
Oil GC Analysys	234.92
Website Expense	553.38
Total Operating Expenses	5,935.33
Net Profit	5,127.66



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Profit & Loss from 26 Mar – 8 May 2022 shows the movement of income and expenditure since our last meeting.

Profit and Loss

**New Zealand Lavender Growers Association Inc.
For the period 26 March 2022 to 6 May 2022**

26 MAR-6 MAY 2022

Trading Income	
Interest Income	0.26
Total Trading Income	0.26
Gross Profit	
	0.26
Operating Expenses	
Website Expense	553.38
Total Operating Expenses	553.38
Net Profit	(553.12)

Balance sheet shows balances of the bank accounts, term deposit and assets as of 8 May 2022.

Balance Sheet

**New Zealand Lavender Growers Association Inc.
As at 6 May 2022**

6 MAY 2022

Assets	
Bank	
Conference Account	254.26
Main Account	18,889.66
Oil Awards	247.76
Savings Account	1,572.60
Total Bank	20,964.28
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	51,871.57
Net Assets	51,871.57
Equity	
Current Year Earnings	5,127.66
Retained Earnings	46,743.91
Total Equity	51,871.57



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Since our last meeting (25th March) we have received:

Income:

Interest income of \$.26

No new subscriptions - subs received to date \$8,358.10

Expenses:

EDIY – Email address fees 29/3/22 – 29/3/23 \$69.00

EDIY – Website hosting fees 29/3/22 – 29/3/23 \$484.38

Repayment to Oil Awards account:

Refund for purchase of Alspach trophy box (\$129.71) repaid by S&J 6/5/22 – AliExpress could not supply the box, so Stu is trying to locate another one.

To be approved:

NIL

Approved: ALL

Moved: Jan, seconded Peter

5. **Membership** – Received one new member since last meeting. Membership certificate all committee members okay. Tracy requiring signatures from Peter and Jan, and then will send instructions through to Charlotte to start using for the new financial year.

Members paid to date

- Full members: 46
- Partner members: 19
- Associate members: 12
- Life members: 4
- Friends: 3

6. **Library** – Nothing to report. Pauline has not purchased any new books etc. Tracy mentioned the Sage and Willow magazine, you can get digital formats. Could be worth investigating for members and have accessible via the website.

7. **Website** – Minor changes relating to individual updates, hopefully can be resolved.

8. **Oil Awards** – Dates selected 5th – 7th August will be held in Carterton again this year. Lost Lynro and Myra (will not be returning as judges). Two extra judges are in Wellington, Noel's timing for training will be key, may be able to do the day beforehand some training. Peter mentioned for GC testing this year, plan on doing some headspace testing / evaluation alongside the normal analysis. Tracy mentioned that Eric is available to assist. Information about oil awards will be circulated via facebook, website and snippets.

9. **Specific Projects:**

- a) **Food Act Section 40** – Tracy updated everyone that the consultation for NZLGA is now on the MPI website [NZ Lavender Growers Association Template Food Control Plan application under section 40 | NZ Government \(mpi.govt.nz\)](#), noting that an evaluation report will be finalised at the end of the consultation period. All responses received from consultation will be reviewed and a summary of submissions report prepared if needed. Tracy is working with



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Simon Holst on any concerns with the template and we expect to get a marked-up version in a couple of weeks to resolve. Overall, looking good.

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

10. Other Business:

- a) **Calendar** – Jan has suggested a 'lavender annual' on key things that need to be done. Will be work in progress over a period of time. If everyone can send through activity to start forming.
- b) **Conference/Field Day** – Open discussion about the conference, the fact you need to find speakers and appropriate venue, sub committee is also required. Suggestion that we could consider organising Field Days (South Island and North Island) where members attend a farm and go through their operation to learn what they are doing. Suggestion to put the idea in the Snippet. All committee members felt this is a great idea.
- c) **Where the Association is heading** – Peter suggested we think about 'how you market your products', the association assist members. We could employ a consultant to help us pull all the information together. Tracy suggested that NZ Trade and Enterprises maybe be able to help us, or even Ministry for Business, Innovation and Employment. Committee members thought this could be useful and would only be available for association members.
- d) Lavender Snippets to mention Oil Awards, Committee members and Field Days.

Future meeting: Next meeting to be Sunday 19th June 7.30pm.

Meeting closed at 8.40pm.

Accepted Minutes

Dated

Peter Jemmett
Chairperson