

BRITISH COLUMBIA AMATEUR WINEMAKERS' ASSOCIATION

Executive meeting, March 1, 2012

Held by telephone conference

Members present by phone: Rick Homer, Joe Kesckes, John Matkovich, Helmut Berner, (*not sure about this member*) Ron Thorne, Maureen Millar, **Regrets:** Shelagh Frith, John Ayris, and Axel Kroitzsch

1. Approval of Agenda which will include participation of clubs in the Provincials, BCAWA News, Hosting of BCAWA and AWA competitions, updating Silver Pin criteria, and updating the constitution. **Approved**

2. Approval of Executive minutes **Approved**

3. Reports:

a) Treasurer: John Matkovich

John reviewed the financials: about \$10 000 in the bank. BCAWA sponsoring May 27th, 2012 Seminar which George Beck and the Nanaimo Winemakers are undertaking. The \$20 registration for the seminar is to pay for lunch. Members reported it is often too difficult to get a lunch for \$20 and ceiling for lunches should be raised. (However we are well looked after at Cheers!)

Cheque had arrived late to BCAWA from Nanaimo Winemakers to recompense for \$ put up front to pay for *Winemaker Magazine* subscriptions.

b) National president for AWA needed. Let club members know this. Is there a BC person who would do this? No physical meetings take place, communication is by emails. Quebec is involved but all correspondence is in English.

c) Past Chief Steward:

d) Chief Steward: John Ayris N/A

e) Guild Master: Sam Hauck N/A

4. Old Business

Silver pin nomination process needs updated rules and procedures, which should include list of past recipients, and the use of email.

5. New Business

a) Hosting Schedule for Provincials needs to be set. **Chilliwack is next.**

b) Guidelines for hosting and set up for provincials available on the BCAWA website.

c) Awards Software for data on judged wines needed. Vern Rogers and others have working systems; check it out with practiced partners.

d) BCAWA News - Quarterly dates for publication of the News were suggested as September, December, March, and June. However this year we will keep to April date for spring quarterly as that date has been published already; Bill Collings, bcollings@shaw.ca will likely contribute an article.

e) Parts of the **BCAWA constitution** should be revisited. Discussion followed. Maureen will present possible reworked statements at the general meeting.

f) Need for competition judges for the large red wine division needs to be addressed to the Judges Guild rather than BCAWA,

BCAWA Council meeting will be held Sunday, March 18th, 2012 at 10:00 am at Cheers Restaurant, 125 E. 2nd Ave, North Vancouver.

Meeting adjourned: 8:35 PM.

BRITISH COLUMBIA AMATEUR WINEMAKERS ASSOCIATION
Council Meeting, Held Sunday, March 18, 2012
At Cheers Restaurant, 125 East 2nd Ave., North Vancouver, BC
Unapproved Minutes

1. Welcome by President, Rick Homer

Clubs represented: Gerrit van Staalduinen, Belcarra, John Ayris, Chilliwack, John McMaster, VAWA, Axel Kroitzsch, Langley, Maureen Millar, Nanaimo, Rick Homer, Saanich, John Matkovich, Vinovan. Total attendance: 12 members

2. Toast by Host Club: Gerrit van Staalduinen, on behalf of the Belcarra Winemakers proposed a toast and welcomed those members present.

3. Approval of Agenda *Approved*

4. Approval of the November Council meeting minutes *Approved*

5. Reports

a) Treasurer's Report: (see attached)

John Matkovich reported that membership has dropped dramatically and thus the revenue is down. No money has been made at the provincial competitions for the last two years.

Moved/seconded *Approved*

b) Provincial Chief Steward's Report

John Ayris reported that the provincial competition will be held May 5. Judging will be done on Saturday followed by the AGM. Hall rental and caterers are in place. Donations for the silent auction would be appreciated! Special rates for those members staying overnight in Chilliwack are being arranged. Details will be posted on the BCAWA web site. Members wishing to purchase tickets please contact John or Fran Ayris at 604 858 9688 or jayris@k12connect.ca There are a limited number of tickets so order early.

c) National Director's Report

Axel Kroitzsch reports that John Star has volunteered to be the interim AWC president. Beer classes have been discontinued in the annual competition. Cider will continue to be included.

Axel thanked John McMaster for his work on the AWC web site which is now up to date.

d) Guild Master's Report N/A

New Business

a) BCAWA Newsletter: It appears the newsletter is not being forwarded to individual members. **ACTION:** To ensure the newsletter is forwarded to all club members Maureen Millar will contact club presidents and create a list of contact persons for each club. The list will be forwarded to the treasurer and secretary.

b) The motion that BCAWA support a rotational calendar among competing provinces for holding the annual AWC competition was presented again. The motion was presented and passed at the November council meeting!

c) Rotation for Provincial competition (not set in stone)

If a club is unable to hold the competition when their turn comes around please contact the BCAWA council. The next 3 year rotations are: 2012 Chilliwack, 2013 Langley, 2014 Saanich, 2015 VAWA. A suggestion was made that Belcarra and Coquitlam join forces to put on the 2016.

ACTION Gerrit will discuss this suggestion at the next Belcarra club meeting.

d) Silver Pin documentation:

Silver pin recognizes members for their work in BCAWA. Please send your nominations to the president or a member of the executive. Nominees will be notified prior to the AGM.

Some changes to the procedures of the silver pin awards will be discussed at the next executive meeting and voted on at the AGM.

IT IS NOW TIME TO THINK ABOUT THE NEW EXECUTIVE FOR 2012/13. BCAWA IS STILL WITHOUT A VICE PRESIDENT. PLEASE GIVE SOME SERIOUS THOUGHT TO THIS ISSUE AT YOUR NEXT CLUB MEETING!

AGM will be held Saturday afternoon, May 5th following the judging.

Meeting Adjourned 12:00 PM

Moved/seconded *Approved*

BRITISH COLUMBIA AMATEUR WINEMAKERS ASSOCIATION
ANNUAL GENERAL MEETING held
May 5th,2012 at
Chilliwack Masonic Hall, 45905 Hocking Ave., Chilliwack, BC
Unapproved Minutes

1. Welcome by President Rick Homer

Club voting members present: Colin Nicholson, Saanich; Riccardo Pellizzari, Italo Vino, John McMaster, VAWA; John Ayris, Chilliwack; Maureen Millar, Nanaimo; Gerrit Van Staalduinen, Belcarra; John Matkovich, Vinovan. Total attendance: 16 members

2. Toast by host club: John Ayris on behalf of the Chilliwack Zymurgy proposed a virtual toast (alcohol was not permitted in the meeting room of the Masonic Hall) and thanked those in attendance for their participation and help with the competition.

3. Approval of Agenda *Moved/seconded* *Approved*

Addition: BCAWA acquiring a software program to standardize competition entries and results.

4. Approval of 2011 AGM minutes: *Moved/seconded* *Approved*

5. Reports

a) Treasurer's report: John Matkovich (see attached)

John reported that BCAWA revenue base is down due to the drop in membership

Moved/seconded *Approved.*

John also presented 2012-2013 budget for approval.

MOTION: that the 2012-2013 budget as presented in the treasurer's report be approved

Moved/seconded *Approved* *John/Maureen* *Unanimously approved.*

b) Chief Steward's Report: John Ayris

John reported approximately 300 wines were entered into the provincial competition this year. A full report and financial statement will be presented at a later date.

c) AWC Report: N/A

d) Guild Master's Report N/A

6. Old Business None

7. New Business

a) 2013 Provincial competition: Langley Fermenters are scheduled to host the 2013 provincial competition. The chief steward is TBA.

b) BCAWA software program: In order to standardize competition entries and results VAWA executive agreed to share their online software program with all BC clubs. John McMaster will modify the program and hold a meeting with BCAWA executive in the fall to demonstrate the system. Thank you John.

Many thanks to John and Fran Ayris and the members of the Chilliwack Zymurgy for a very successful provincial competition!

8. Election of Executive for 2012-2013

President Rick Homer

Vice President Maureen Millar
Secretary
Treasurer John Matkovich
Directors at Large Ron Thorne, Doug Markin

National Director Axel Kroitzsch
Past President Helmut Berner
Guild Master Sam Hauck
BCAWA Web Steward
 Jack Zeibart

BCAWA Archives: Clem Joyce will contact Charles Plant regarding the archive records.

After 7 great years with BCAWA, I have resigned as secretary. Is there anyone willing to volunteer for the position??

9. Motion to Adjourn

Moved/seconded

Executive Meeting - October 18, 2012

Attendees (via Conference call)

Sandy	Bellows	X		Axel	Kroitzsch	X
Helmut	Berner	X		Doug	Markin	X
Sharon	Bierd	X		John	Matkovich	X
Walter	Frith			John	McMaster	X
Sam	Hauck	X		Ron	Thorne	
Rick	Homer	X		Pat	Zawalykut	X

Agenda:

Approval of the Agenda:

Reviewed Agenda

Moved by:	Axel Kroitzsch	Seconded by:	Sandy Bellows	Carried
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Reports

Treasurer – John Matkovich

Current balance: \$8,365.

Items Discussed: The Education Budget is \$1500/annually. The Nanaimo event cost \$1000 for 32 people. Registration of \$20.00 /per person was charged and covered lunch. BCAWA covered the balance. This event seemed to be expensive. Education should be in place for the Club; consider establishing a minimum number of people ex: 60 – 100 for events or charge more for the tickets. Education should be in place and there is 1500 budgeted annually. Sessions could be video taped for distribution to clubs.

Moved by:	Axel Kroitzsch	Seconded by:	Pat Zawalykut	Carried
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National Director – Axel Kroitzsch

Items Discussed:

AWC Competition – generated a very low number of medals; Sherry won Gold 2 medals and there were no other gold Medals; silver and bronze medals were below average. Alberta took the stance of idealist position on a gold medal - to make it almost unobtainable. 90% of the wines going to the Nationals are Gold before they get there.

Discussion about defining Classes better : After Dinner Class – in the East there are entries like Chocolate Port which really distorts the class.

Provincial Competition Chief Steward – Wayne Crossen; reporting Pat Zawalykut

Date: May 3 and 4th , 2012

Location: Coyote Creek Golf Course in Surrey.

May 3rd: Evening Meet and Greet with Wineries for sampling and tasting only, no on-site sales.

May 4th: Whites will be judged and the reds will be judged in the afternoon (or after the Whites)

May 4th: 3:00 pm BCAWA Annual General Meeting

Recommended Accommodation: Sand Man Inn

Additional Information:

- Coffee and Lunch will be provided for the Judges on Saturday
- Wayne has been in touch with Sam H. Re the availability of Judges.
- Club Presidents will be asked to sell tickets.
- A Shuttle between the Hotel and the event may be arranged
- There will be Silent Auction
- The Entries will be stored at the appropriate temperature and opened (especially the reds) for judging at the appropriate time.
- There is a cash bar at the Venue.

There is no outside liquor to the venue. The wine that is judged will be available at the back of the room. People will need to go to the back and fill their glasses. It was suggested that each table have a designated Steward and that they are the only people who can get and pour wine for the table. They should be easy to recognize. Ex: they can wear a banner, a special hat, etc.

The Club's focus is to make this the best event ever!

Guild Master – Sam Hauck

Presentations for the BC Guild of Wine Judges have improvement over the last 2 years.

Web Steward – John McMaster

The Web site is being redeveloped. The budget for the Web Site is \$200/annually.

The Advertising has been removed and if the costs can be contained under the budget, the site can remain ads free.

The National Cumulative Scores since 1978 can be found on the web site. 2012 have not been posted.

Wine Maker's Magazine – Walter Frith is sending out emails and managing the enrollment of club members.

Old Business – none

New Business

On-Line Registration/Competition Management System – Vancouver Club uses one. A test version has been made available to clubs throughout the province and can be put into production with minor changes.

The standardization of the Competition Program will make it easier to use, create flights for competitions and with more people knowing how to use it reduce risk of problems during competitions. Changes can be easily implemented into the handbook to provide clubs with instructions.

Executive Committee changes include:

Welcome to Sandy Bellows (BCAWA VP) and Sharon Bierd (BCAWA Secretary).

BCAWA News Publisher remains vacant. Please solicit members to see if someone is interested.

Standardize Judge Scoring Sheets and Standardize Competitive Comments sheets

Comments sheets that have the circles are not valuable to competitors. Judges need to be writing down comments about what was good about the wine and how the wine maker could improve the wine. New sheets have been developed with room to make comments.

Recommended that Sam work with the Chief Stewards of the competitions and provide the generic comment sheets. Judges will be encouraged to take sheets with them to competitions. Completing Comment Sheets could be a training session during one of the Monthly Training Sessions.

Next General Meeting of BCAWA – December 2, Cheers in Vancouver. 10:00 – 1:00 pm

Please forward Agenda items to Rick Homer.

Suggestions:

Presentation – On-Line Registration/Competition Management System

Meeting Adjourned:

Moved by:	Matkovich	Seconded by:	Sam Hauck	Carried
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Notice of Membership Meeting
Cheers Restaurant, 125 East 2nd Ave. North Vancouver
Sunday, December 2, 2012 @ 10:00 AM

	Rick Homer
Welcome by President	
Toast by Host Club	Mike Leeper
Approval of Agenda	Rick Homer
Approval of AGM Minutes	Rick Homer
Business Arising: See 6. New Business	Adopted Carried Unanimously

Attendees:

Rick Homer	Sharon Bierd	John Matkovich
Maureen Miller	Mike Leeper - VinoVan	Garett Van Staalduinen
		BELCARRA
Axel Kroitzsch	Helmut Berner	Jack Zeibart
Sam Hauck	Jacqueline George – Sunshine Coast	Lisa Axelson – Chilliwack
John McMaster	Ken Watson	Sandy Bellows
Guests: Murray Bierd and James Crawford		

VAWA Competition Program – Demonstration by John McMasters

- Lead Developer: John McMaster

General Notes:

- There are a number of different levels of security: Super Sys Admin; Chief Steward (Administrator) and Wine Maker
- Software is web enabled
- Competitions need to be able to create either a HotSpot or WIFI to use the software for a competition.
- To get Chief Steward admin access to the test environment, register as a wine maker and then send John McMasters an email and ask for Chief Steward Admin Access .
- The web address of the test environment is : thewinecomp.net/Registration

Overall Comments for Improvement:

- The System Menu choices will be put into the order of the process that menu choices will be normally selected.
- Class Information will be reformatted (ex: D4/1 vs D41)

Motion to Adopt the use of the Software by BCAWA

Moved by Axel Kroitzsch Seconded by Lisa Axelson

Detailed Presentation Notes:

Presentation Notes and Recommendations are incorporated into the On Line Competition System Task List

1) Setup Competition

- a. Create new Entry Class table if needed
- b. Competition Details: Dates, Entry Class table to use

Presentation Notes:

- Competition Setup - Each Competition will/ can have a unique entry class table. Demo is for Vancouver 2011 and Last Yrs Provincials
- The Chief Steward will create the competition and establish the classes. The only wine that can be entered into the competitions are the wine classes that have been set up for the competition.

2) Winemaker

- a. Register with online system (first time only)
- b. Enter wines into competition system
- c. Print Registration form and labels, put labels on entries, take entries to drop off point

Presentation Notes:

Wine Maker Registration: profile is required to be set up once. Once the profile is set up, the winemaker will only need to log on. To create a profile:

- Log on and registers name, address and club information (Passwords can be resent to the registrant if required). Passwords are required to be able to access your competition results. Competition Results are private to the Winemaker
- Wine Clubs are selected from a drop down list; the list can be edited at the Provincial Level – Administrator

Once a profile has been created and there is an open competition, Wine Makers can add entries. Entries are limited to three per class. The following is the information required:

- Class: Choose Class (from Drop Down list of Wine Classes available in the particular competition)
- Year: Enter Year (Winemakers cannot enter a date in the future)
- Entry Description: Text Entry field. This information will appear on the label for the wine. The Chief Steward can edit this information.
- Wine Makers can then either save or delete the records.

Once the entries have been added, the Wine Maker can choose Create Entry Form and Bottle Labels and a report will be produced that is for the Wine Maker to Submit with the Entries. The information on the report is:

- Date and time printed
- Entry Information
- Total Fees
- The Wine Maker prepares the labels (print, cut out the label out and glue to cardboard and attach to bottle)and entry form

- Take bottle to drop off point for the club

3) Pre-Bottle Sort

a. Chief Steward:

- i. Periodically review Status Report to help organize judging (#1)
- ii. Edit “Wine Description for Judges” for each entry if necessary (#3) (Entries in wrong class can be caught here and, if possible, moved.)

Presentation Notes:

- Menu Choice: Create Description for Judges – this is where the Wine Makers entries are edited to remove information that would not be appropriate for a Judge to see: ex: Won Gold Medal in 2010. This is the Flight Detail Report and would be available to the judges if it was not removed.

- iii. Assign entries to flights (#5)

Presentation Notes:

- Menu Choice: Wine Competition Administration- Assign Flights before the bottle sort; bottle numbers will be randomized by the system.
- Menu Choice: Judges Comments Sheets. This is produced for each entry in the flight. This Sheet will contain the information on the Bottle ID, Class, Flight #1, Class, and Description that the wine maker entered. This sheet will be completed by the Flight Steward. Chief Stewards can ensure that all entries get Comment Sheets by reviewing the data entry.

b. Registrar:

- i. Print Competition Bottle Labels (#7) – bring to bottle sort
- ii. Print Post Judging Bottle Labels (#19)
- iii. Print Flight Detail Report (#6)
- iv. Print Flight Recap Sheet (#13)
- v. Print Judges’ Comment Sheets for each flight (#21)
- vi. Print Entry Detail by Winemaker Name Report (#10)
- vii. Print Flight Box Labels (#8) – colour code paper and glue them to empty boxes
- viii. Assemble Flight Packets (include ii,iii,iv,v)

Presentation Notes:

- Menu Choice: Status Reports – This report is used to track volume of entries by class that have been rec’d. There are two pieces of information that are tracked – the on-line registration and the receipt of the bottle. Experience shows that 99% of the bottles show up. The default on # Received is set to received and when checking the bottles rec’d any bottles not rec’d will be “unselected” .
- Chief Stewards will have the ability to review the entries and if the wine maker made an error, ex: Entered as a D2 and it was Zinfandel
- Box labels are printed and attached to the box. It is suggested to print the box labels on colored paper to help identify the time when the boxes are going to be judged. Ex: All Blue Labels are going to be judged in the morning.

Comments for Improvements:

- Add handling comments to the Box Label sheets so that the Competition Stewards will be better prepared to properly handle the wines at the competition.

- Would it be possible to add the Judging Sheet to the menu choices?

4) At Bottle Sort

- a. Organize entries by class – ensure all entries are accounted for. May need to “unreceive” entry (#4)
- b. Assemble flights:
 - i. Get one set (one flight) of Competition Labels from Registrar
 - ii. Match label to bottle by bottle number; attach Competition Labels; remove tags
 - iii. Tell Registrar of any mismatches: bottle or label seems to be missing-
 - iv. Put entries into appropriate Flight Box

Presentation Notes:

After the flight assignment has been done, the bottle labels will be printed (Avery 5267)
Gather bottles, 4-5 people are best, try to introduce someone new to the process to learn

- Find the Bottle
- There are three Bottle Number Labels, remove and put the two of the labels on the bottle – different sides. The third label is not used
- The Wine Makers name label is prepared and put on the back of the tag (that the wine maker prepared when they entered the wine).
- Remove the Tag from the bottle and retain.
- Chief Stewards will have the ability to review the entries and if the wine maker made an error, ex: Entered as a D2 and it was Zinfandel

Comments for Improvements:

- Add the Grape Information to the Bottle Label which will make the information easily available to the judges.

5) During Competition

- a. Enter Wine Scores (Once flight is judged, Stewards take completed comment sheets and completed flight recap reports to score entry station.)
- b. Manage “taste-offs” for multi-flight classes and for “Best in Class”, etc.

Presentation Notes:

Enter Scores by Class/Flight Number –
Choose Class/Flight and enter:

- When points are entered, the Medal won appears, Distinctions ex: Best in Class Will appear. If there are multiple best in class, ensure the judges choose the Best In Class. The System will allow multiple Best in Class and comment on it.
- Flawed - tick box
- Out of Class – tick box
 - There will be no score for Flawed or Out of Class

Comments for Improvements:

- A column will be added for Faulty

6) At End of Judging

- a. Produce Grand Champions Report (#15)
- b. Print Round Medal Labels (#20)
- c. Print Certificates (#16)
- d. Print Presentation Script (#17)
- e. Print Competition Statistics (#14)

f. Produce Results for Webpage and email to Webmaster) (#22)

g. Organize Award Presentation by Entry Class

- i. Get medals and stick round label on back
- ii. Get certificates signed
- iii. Put medals and certificates in class envelope for presenter

Presentation Notes:

- Print Name Labels after the wine has been judged (Avery 5260). These get applied after the wine has been judged.
- Hold off on putting these labels on the bottles till after the final judging (in the event that there is a taste off if there are multiple flights for the class).
- Menu Choice: Wine Competition Flight Judging Recap – The Chief Steward will complete this for a high level summary of the competition.
- Avery 5293 is the label size for the medals
- Publish Web Results – creates an HTML file which can be cut and pasted into the BCAWA web site. This report will increase the speed of publishing the competition reports.

Comments for Improvements:

- Flawed Faulty Wines – suggest to either put down drain or use red labels
- This is going to be used for Saanich Sommeliers Competition

Presentation Notes on Other Reports Available:

- Wine Maker of the Year Award – calculations are based on 2009 VAWA rules; Name is taken as Wine Maker of the Year and Published
- Wine Competition – Presentation Order - Used to call out the medal winners. Discussion: Clubs call out names in different orders some call out Gold First through to Bronze while others call out Bronze first through to Gold.
- Entry Count by Class by Club – Good summary information of the competition.

Reports

Treasurer John Matkovich

- Nanaimo Club has not paid dues
- Club Membership: 365 members
- Estimated to have \$9000 in bank at end of year
- Club Contact List was circulated at meeting to obtain updates

Moved by: Axel Kroitzsch Secoded by: Sandy Bellows

Provincial Chief Steward Wayne Crossen

Delivered by Alex

- Location is secured, club members are gathering gifts for the Silent Auction
- Everything is in hand

Moved by: Sam Hauck Secoded by: Mike Leeper

National Director Axel Kroitzsch

- There has been considerable correspondence regarding the National Competition held in AB
- National Standards for competitions is being worked – target is January. A Flight of 5-6 wines will be created for the Member Provinces to judge to create a standard
- Comment Sheets were not prepared for the entrants which was problematic
- The National Competition Handbook is very old and out of date
- There were a few different rules that were not known: A National Standard is that a wine maker can only enter one wine per class at the National Level
- BCAWA will send a copy of the Competition Handbook to Member Provinces

Moved by: Lisa Axelson Secoded by: John McMaster

Guild Master Sam Hauck

- A Welcome Message has been added to the web site to help increase awareness of what the Guild does.
- For competitions is recommend to the clubs that non-red wines should be judged first in the morning whenever possible, reds judged after and opened and poured with as much advance notice as possible. This will help ensure that wines are given the opportunity to be judged at their best.

- The Standardized comments sheet in the system provides the opportunity to write comments for the Entrant.
- A sample of comments sheets has been developed to help Judges come to understand what (for example) a score sheet for a wine that received 13 points looks like.

Motion: Adopt Standardized Comment Sheet for Judges at Provincial Competitions.

Moved by: Sam Hauck Secoded by: Axel Kroitzsch

Web Steward John McMaster

- Updated Contact List
- Competition History has been re-organized
- Rick will provide John with the Rotation List for the Competitions

Moved by: Lisa Axelson Secoded by: John McMaster

New Business

BCAWA Newsletter

- There is no BCAWA Newsletter Editor
- Club Activity reports are really good to know what has happened in the last year. Maybe once a year would be a good option.
- Club Reps are asked to:
 - Is there interest in having a BCAWA Newsletter and clubs are asked to survey members for volunteers.
 - Determine if there is interest for a spot on the BCAWA site for clubs to put information in a Blog spot.

AWC

BCAWA to be put on a rotation list to host the AWC – our turn will be 2013 – This is a reminder.
VinoVan is hosting in September 2013

Host for Jan/Feb Council Meeting

Proposed Date: March 3rdth (Day after Nanaimo's competition) Rick will contact Nanaimo to ask.

Hand Book Revisions

The handbook has been revised and distributed. Comments are appreciated.

Motion to Adjourn

Moved by: Axel Kroitzsch Seconded by: John McMaster