

Ontario Wine Appellation Authority NEWS & TIPS MARCH 2021

RENEW YOUR MEMBERSHIP

It's been a long, challenging year and now time to renew your VQA membership. Thank you for making the wines that build and sustain our appellation system. We will continue supporting our consumers with label integrity and your brands with the standards and testing that are the basis for authenticity and trust.

Please login to VQA Services, at <https://office.vqaontario.ca/vqaservices> to renew for the upcoming year. Once the renewal is complete, find your invoice on the Invoices page and either pay online or send us a cheque. Please make sure you follow up with an emailed copy of your current manufacturer's licence. **Your online renewal must be completed by March 31** or your membership will automatically expire. Fee payment can be deferred to as late as June 30 as long as you notify us.

Please remember to renew all your memberships if you are a winery operating with more than one AGCO manufacturer's license.

UPDATE YOUR ONLINE PROFILE – PERSONNEL

When renewing your membership, please take some time to update your online profile and ensure that your personnel information is up-to-date with correct names and contact info (email addresses AND phone numbers). This is also a good a time to review your permission settings (i.e. who can pay an invoice, who receives primary VQA communications, etc.) If you have any questions about this please contact [Susan Piovesan](mailto:Susan.Piovesan@vqaontario.ca), or access the User Guide online within the document library, found on the VQA Services website.

STAFF CHANGES AT THE APPELLATION AUTHORITY

We are sad to announce that Kaitlin Wilson is leaving the position of Wine Approvals Coordinator and moving on to further her education. We wish Kaitlin all the best in her future endeavours! Many of you worked closely with Kaitlin and know she was a key member of our team. Should you wish to send her a note, you can send it to Kaitlin.wilson@vqaontario.ca until March 31 and we'll pass it along to her.

NOW HIRING A WINE TESTING COORDINATOR/ADMINISTRATIVE ASSISTANT

The successful candidate will coordinate and execute VQA wine evaluation and winery membership processes, work with wineries to assist them in understanding the requirements of the VQA Act, verify compliance, and provide day-to-day office management and administrative support. If you are a detail-oriented professional, have exceptional relationship skills and are happy in a fast-paced small team environment, this may be the right job for you. To view the full posting please visit our news page at <https://www.vqaontario.ca/AboutVQA/News>.

ICEWINE GRAPE REGISTRATION – ENTER YOUR HARVEST INFORMATION

Don't forget to record all of your harvest data when you harvest grapes for Icewine and late harvest and enter this information into VQA Services online Icewine registration system at <https://office.vqaontario.ca/vqaservices>. For each harvest batch, you will need to record the date, time, ambient temperature at harvest, actual (weighed) tonnes and the volume of juice. You will also need the brix reading as tested by McKibbin and Associates. More information can be found at <http://www.vqaontario.ca/Regulations/Processes> under the Late Harvest/Icewine tab.

YEAR END – PLEASE PAY YOUR OUTSTANDING INVOICES AND CLEAN UP YOUR APPROVALS

Please review the status of your invoices. As we prepare for our financial year-end, we ask you bring your reports and accounts up to date.

Remember to report and upload your monthly sales reports to the secure VQA Services website each month, even if you have no sales. These reports are due on the 10th of the month (and gladly accepted up to the 20th). After that, you are overdue! For those wineries with small volumes of sales, payment can be consolidated every few months, but you must submit the reports monthly. Please pay any balances up to and including the March sales report by April 15.

Several hundred approval applications remain open where testing has been completed but no labels and/or no payment have been received. Please complete your applications. You may also wish to take this opportunity to make sure you are not inadvertently selling any wines that have not completed the approval process. Passing the tasting and lab is not enough – you must see the green checkmark in the approval status column.

We will be contacting any winery with invoices or reports past due by 30 days or more in early April.

NEW FEATURE! WINE APPROVALS “SEARCH” FUNCTION

You can now search your wine applications using your own criteria – Brand, Wine Category, Vintage, Variety (1st only) and Appellation.

For example, I want to see all my Sauvignon Blanc table wines applications only. Or I want to see all Chardonnay wines submitted for the 2018 vintage. The possibilities are endless!

Please try out this new feature (Wine Approval Search link), located on the Wine Approvals page under the Filter by Application Status box. You can even export your search results to Excel using the “Export to Excel (CSV)” button located at the bottom of the results grid. For help using this new feature, please contact susan.piovesan@vqaontario.ca