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Margaret Wood Hassan
Governor

New Hampshire Liquor Commission

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MAR 16 '15 AM 8:02 DMS

Joseph W. Mollica
Chairman

Michael R. Milligan
Commissioner

March 13, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 4:8 – Gifts to the State, authorize the NH Liquor Commission to accept a donation from the Languedoc Sud de France, in the amount of \$2,750 for hotel accommodations, meals and transfers in Bordeaux, France for one Liquor Commission employee to attend the 2015 Vinexpo Wine Exhibition in Bordeaux, France from June 13-20.

EXPLANATION

Vinexpo is an international event with more than 2,400 presenters from 44 countries and representing every major wine region in the world. During the five days of the event our buyer will have targeted meetings to encourage contacts and collaboration between exhibiting cellars and trade operators to expand business for the NHSLC.

In April 2014, the commission sent its wine buyer on our third trip to Italy for a similar event. Our wine buyer was able to meet with some of the most important people in the Italian Wine industry during these trips. As a result of the 2014 trip, the Commission secured large lots of wines for our “Power Buy” Program at astounding savings for our customers. This was possible only because our buyer dealt in person with the top executives in these wineries. As a result of this trip and our special purchases, we increased Italian wine sales by almost \$1.7 million.

In 2014 our French wine sales had a 1.6% decrease over 2013. We have struggled to obtain Bordeaux wines at the right prices and believe that this trip will open doors to work on direct relationships offering us more deals and better pricing to increase to the sales of French wines.

Respectfully Submitted,
New Hampshire State Liquor Commission

Joseph W. Mollica, Chairman

cc: Doreen Wittenberg, Business Supervisor

Itinerary - Vinexpo - Bordeaux, France 2015

Saturday June –13, 2015

Depart Boston, MA (PM) - Paris, France – transfer to Train – Bordeaux

(Travel Overnight)

Sunday June – 14, 2015

Arrive Paris (appx 9:00 AM, arrive Bordeaux appx 1.00 PM)

(Check in to Hotel)

Monday June – 15, 2015

Fair Day #1 - Area of concentration “Bordeaux Wineries”

Expected appointments every hour from 9:00 am though 6:00 pm

Tuesday June -16, 2015

Fair Day #2 – Area of Concentration “Bordeaux & Burgundy Wineries”

Expected appointments every hour from 9:00 am though 6:00 pm

Wednesday June-17, 2015

Fair Day#3 – Area of Concentration “Burgundy Wineries”

Expected appointments every hour from 9:00 am though 6:00 pm

Thursday June-18, 2015

Depart Bordeaux for Languedoc Region (Travel time 4 ½ hours)

1:00 PM Winery tour and Tasting

3:00 PM Winery Tour and Tasting

Friday June- 19, 2015

10 AM Winery Tour and Tasting

1:00 PM Winery Tour and Tasting

3:00 PM Winery Tour and Tasting

Saturday June – 20, 2015- Depart



New Hampshire Liquor Commission

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POLICY AND PROCEDURE

Policy Number:	M-XXX
Issue/Reissue Date:	April 21, 2015
Topic:	Travel & Reimbursement Guidance for Product Buyers
Amends/Supersedes Policy No/Date:	N/A
Distribution:	NHSLC Marketing Division Product Buyers
Purpose:	Travel & Reimbursement Guidance for Product Buyers

I. Purpose:

To provide guidance to Commission employees engaged in the purchase of wine and spirit products while participating in buying trips for the Commission.

II. Applicability:

To all Commission employees participating in buying trips intended for the purchase of wine and spirit products for the Commission.

III. Policy:

The Commission may accept reasonable donations of accommodations, hotel transfers, travel, and meals that are necessary for completing product buying trips, as long as: such donations are not directly made by any vendor selling or seeking to sell products or services to the Commission; and any such donations are approved as gifts to the state by Governor & Council prior to the trip. This applies to buying trips both within the United States and abroad.

The Commission employee shall be reimbursed in a timely fashion by the State of New Hampshire for any legitimate charge, fee, expense, or other cost for the reasonable expenses of attendance, registration, travel, meals, rental car, conference room rental, or lodging related to an approved product buying trip and incurred personally by the employee.

The Code of Ethics laws and policies, including RSA 15-B and RSA 21-G, shall apply to an executive branch employee on a buying trip.

A post-trip executive summary of the trip will be prepared by the employee taking the buyer trip and made available by the Commission in its annual report. This report will explain why participation in the particular product buying trip was important based on current Commission business conditions and outline what buying decisions were made as a result of the trip. This report will also list all such trips that were offered as a donation to the Commission in the course of the fiscal year, including both those accepted and declined.

Donations for buying trips that do not satisfy the conditions in this policy will not be considered. Any future changes in this policy will be shared with the Governor & Council at the time they are made.

Approved by:



Chairman