

Chamber of Commerce Committee Meeting

Wednesday 26 August 2015 at Mackellar Motel Gunnedah

Opened: 5.35pm

Present:

Committee – Jamie Chaffey (Chair), Jim Farquhar, Wendy Marsh, Andrew Baker, Treena Daniells, Ann Luke, Wellington Sardinha, Mike Broekman, Stacey Thibault and Amy Perfrement (minutes)

Members – Peter Jones

Apologies - Tim Duffy, John Sandell

Motion: that the apologies be accepted (Daniells/Marsh) CARRIED

Minutes of last meeting

Committee meeting held 13th July 2015

Motion: that the minutes of the meeting be accepted (Luke/Baker) CARRIED

Business arising

Treasurer Treena Daniells advised that the treasurer's report for the meeting on 13/07 had combined both the Beyond Bank and CBA accounts in the figures. Treena has now gone back and amended the reports to show each account separately.

Ordinary meeting held 5 August (cannot confirm minutes until next ordinary meeting)

Business arising

A short general discussion was had regarding the report from the China trip. Andrew Baker presented a summary report to the meeting for consideration by those in attendance.

Motion: that the executive summary submitted by Andrew Baker be adopted as the official report to be displayed on the website (Baker/Chaffey) CARRIED

Correspondence (Secretary Ann Luke)

Invitation to Maules creek opening

Letter to council re extension time for urban strategy - discussed further in general business

Letter out and back from Baiada developers thanks for response

Request for funding from Council re Dong Hong – discussed further in events

Request for Sponsorship – 2015 Christmas Lights Competition – Gdh Shire Council – discussed further in general business.

Invitation to TAFE New England Moree Campus Open Day - Mike Broekman attended and described the day as typical of TAFE with lots of promises regarding the future of TAFE and how it is evolving but little evidence that much will actually change.

Confirmation of receipt of correspondence from Gunnedah Shire Council in relation to Dong Hong Pipe Delegates

Email from Gerry McDonald (Shenhua) Inviting a member from the committee to sit on the Relay for Life committee. (Stacey Thibault has agreed to represent the chamber on this committee)

Letter from RMS thanking the Chamber for its response to the second rail overpass consultation process.

Motion: that the correspondence report be accepted (Luke/Broekman) CARRIED

Treasurer's report (Treena Daniels)

Gunnedah & District Chamber of Commerce P.O. Box 176 Gunnedah NSW 2380	
Balance Sheet	
As of July 2015	
26/08/2015 8:28:47 AM	
<hr/>	
Assets	
Current Assets	
Cash On Hand	
Cheque Account Beyond Bank	\$9,408.78
Cheque Account CBA	\$12,978.60
Total Cash On Hand	\$22,388.38
Total Current Assets	\$22,388.38
Total Assets	\$22,388.38
Liabilities	
Current Liabilities	
Trade Creditors	\$737.56
GST Liabilities	
GST Collected	\$4,718.05
GST Paid	-\$3,797.92
Total GST Liabilities	\$920.13
Total Current Liabilities	\$1,657.69
Total Liabilities	\$1,657.69
Net Assets	\$20,730.69
Equity	
Member's Equity	
Member's Capital	\$16,294.03
Total Member's Equity	\$16,294.03
Retained Earnings	\$663.16
Current Year Earnings	\$5,069.82
Total Equity	\$20,730.69

Gunnedah & District Chamber of Commerce P.O. Box 176 Gunnedah NSW 2380	
Profit & Loss (Cash)	
July 2015	
26/08/2015 8:37:06 AM	
<hr/>	
Income	
Membership	
2015/2016 Mship	\$2,998.91
Events	\$54.54
Interest Received	\$3.60
Citricard Related Income	\$57.27
Grants	\$3,000.00
Sponsorship	\$723.20
Total Income	\$6,842.60
Cost of Sales	\$0.00
Gross Profit	\$6,842.60
Expenses	
Bank Fees	\$15.18
Insurance	\$678.60
Postage	\$208.81
Admin Contractor	\$840.00
Total Expenses	\$1,742.59
Net Profit (Loss)	\$5,099.81

July activity

- Accounts payable
 - o Admin
 - o Australia Post
 - o Fair Trading Annual Return \$54.00

Motion: that the report is accepted and the accounts paid (Daniells/Farquhar) CARRIED

A general discussion was had regarding if the treasurers report should be available as part of the minutes that are then uploaded to the website for viewing by the public. Ann Luke was in favour of this and noted that it was in line with transparency that extended not only to chamber members but the wider community about the financial activity of the chamber.

Motion: that the profit and loss and balance sheet at the end of the month be recorded in the minutes and loaded on the website (Daniells/Sardinha) CARRIED

Banking arrangements:

Motion: That the Beyond bank account be closed as soon as practical to be carried out by Ann Luke (Daniells/Sardinha) CARRIED

Motion: that the President (Jamie Chaffey) Vice President (Welington Sardinha) Treasurer (Treena Daniels) and Secretary (Ann Luke) be signatories on the bank accounts with any two to sign (Daniells/Marsh) CARRIED

Motion: that the electronic access to the activity only of our CBA account be given to the administration manager the President (Jamie Chaffey) Vice President (Welington Sardinha) Treasurer (Treena Daniels) and Secretary (Ann Luke) (Daniells/Luke) CARRIED

Motion: that the Electronic access including payment of accounts be given to any two of President (Jamie Chaffey) Vice President (Welington Sardinha) Treasurer (Treena Daniels) and Secretary (Ann Luke) (Daniells/Marsh) CARRIED

Reports

Service Awards

Pre ticket sales have commenced with a very good response. Approximately 80 tickets sold and the number available between 200 (minimum) and 240 (maximum). Tickets are \$65 per head for a 2 course meal and entertainment. Certificates will be presented during the meal with the major award winners announced after the plates are cleared. Kel Walls will be the MC on the night and the entertainment is still being confirmed (music). Sponsors will be acknowledged prior to the evening through newspaper and radio as well as mentions on the evening. Facebook and the website will also be used to thank sponsors and announce nominations. There are 2 sponsorship levels, \$500 and \$100. There are two sponsors in the higher category, one will sponsor the certificates for all nominees and the other will be for the major prize. The minor sponsors will be for category trophies and contribution to entertainment.

Sustainability Committee

No meetings for the month

Gunnedah Gift Card

Approximately half the cards have been sold so an order for new cards will need to be placed prior to Christmas. Whitehaven have agreed to sponsor the next order of cards which will enable the \$3.00 cost of the card to continue to be waived for the purchaser.

Motion: that the committee endorse the sponsorship of the next lot of gift cards and the associated promotion linkages that come from that (Luke/Broekman) CARRIED

A general discussion was then had in relation to future sponsors for the cards and the possibility of more than one business sponsoring to spread the cost and make it more affordable for smaller businesses to be involved. Stacey Thibault suggested 3 sponsors each contributing \$1k.

Media report

*Ann Luke represented the chamber on the SBS Insight program that aired on the 25/08/15. Very little of the original recording of the show that related to Gunnedah was aired. Regardless it was encouraging to be invited to represent the chamber and have a voice relating to the issue.

*Prime News did a pre-recorded story on the chamber and the new executive that is yet to air.

*An ad promoting the industrial relations workshop was placed in the NVI

*Small story and photo was in the NVI in relation to the Come on shopping information evening

General Business:

- 1 Address from Jamie Chaffey to the new committee on his direction and commitment to the position

Address to the Chamber New Executive - Direction and commitment to the position.

At the AGM, there were 11 candidates vying for the 8 positions on the Chamber committee, of which you were the successful 8 to be elected.

You put yourselves forward, as you are all passionate about being involved in the Chamber and as a group, we have the ability to shape the direction of the Chamber over the next 12 months.

What the Chamber needs, is a clear direction for this 12 months and individuals commitment to targeted areas within the 12 months. Everybody has a role to play.

My direction for activities over the next 12 months.

The direction I would like to see the Chamber focus on for the next 12 months:

- *To develop a program to connect large and small businesses within the Gunnedah region*
- *Encourage new business and industry to the Gunnedah Region*
- *Further develop a working relationship between local government, state government departments and federal support to assist in our focus to encourage new business to town.*
- *Develop meaningful networking events that are targeted to support local businesses in areas identified as weakness.*
- *I would like to initiate quarterly, day and a half seminars that focus on bringing experts in key areas to support local businesses in areas identified by Chamber members as weakness.*
- *Continually survey our members on key issues and publically voice the majority view in line with our media policies.*
- *Encourage growth in membership through all of the above.*

- 2 2015 membership stickers for distribution – there are about 50 of these that need to be delivered to businesses.
Each committee member present took a number of stickers to deliver and noted this on a spreadsheet.

- 3 Membership refund for SR Group Glenise Anderson, paid twice (April when joined and July).
In theory the chamber owes her \$130.00 seeking approval from committee for refund.

Moved: that the chamber refund the amount of \$130.00 to SR Group for overpayment of membership (Luke/Sardinha) CARRIED

- 4 Administration Position – Amy has given notice, discussion regarding replacement.

Motion: that Jamie Chaffey and Ann Luke seek a replacement administration person (Luke/Broekman) CARRIED

- 5 Christmas Lights Competition - A general discussion was had in relation to the request from council to sponsor the Christmas lights competition again for 2015.

Motion: that the chamber supports the Christmas light competition to the value of \$350.00 worth of gift cards (Broekman/Farquhar) CARRIED

- 6 Urban land use strategy submissions to council – Mike Broekman advised the committee that he had submitted a response on behalf of his business Namoi Valley Bricks Pty Ltd. He noted that the response raised concerns about proposed rezoning of land that would lead to industrial and residential properties being in close proximity to each other. He noted negatives to “residential creep” into industrial areas, both historical examples and potential future issues were highlighted. Mike discussed traffic issues in relation to roads that were through the industrial areas having increased throughput as they would be used to access residential areas. The response provided by NVB Pty Ltd in their written submission was lengthy and detailed.

Motion: that a submission be made to the Draft urban Land Use strategy highlighting the need to protect into the future the integrity of current industrial areas and ensure effective access and linkage between the various sectors of the Gunnedah business community (Luke/Marsh) CARRIED

- 7 Dong Hong Visit – Jamie Chaffey provided information to the committee in relation to the Dong Hong Pip Companies visit to Gunnedah in early September. The delegation is visiting to determine if there may be potential for the company to operate a pipe manufacturing business in Gunnedah. A draft schedule and budget for the delegation has been prepared by a small working group that includes Chaffey, Farquhar and Luke from chamber and Lisa Davis from Council. The schedule includes meetings with officials and dignitaries, visits to saleyards, mine sites and farms as well as some cultural activities. As such wonderful hospitality was provided to the delegation that travelled to China in July from Gunnedah, it is the intention of the working group to be able to reciprocate the hospitality shown. The delegates from China will have costs of their stay in Gunnedah covered by support and sponsorship from Council, Mackellar Motel, Stripes and Tesa, as well as ticket sales to various dinners and events over the duration of their stay. Costs associated include meals, entertainment and accommodation. The potential benefit from this trip is significant and cannot be underestimated.

Motion: that the chamber adopt and underwrite the visit of the Dong Hong Delegation in September and contribute \$2,400.00 (Farquhar/Sardinha) CARRIED

Motion: that the chamber access funds up to \$3,000.00 through BHP Billiton to support the Dong Hong visit (Luke/Farquhar) CARRIED

Events

AGM

Held on the 05/08/15 with good attendance it was agreed it was the format worked well (Nibbles and some drinks included).

Networking Events

1st September at Community College in Chandos Street - notification has gone out to members. The October event will be held at Bitter Suite

Industrial Relations Workshop

3rd September at Gunnedah Services and Bowling Club. Run in conjunction with NSW Industrial relations. Cost to the chamber is \$450.00 plus basic catering approx \$100.00. With 9 businesses already registered a profit should be made.

Dong Hong Visit

Commencing on the 5th September with various activities planned that showcase aspects of Gunnedah. Further details appear in general business.

New members/Membership Update

78 out of 130 (60%) members have paid for 15/16 membership (figures current 31st July 2015)

Koodos Pty Ltd (My Gunnedah)

Yoga Rox

Walker Beer Solicitors and Conveyancers

Motion: that the new members be accepted (Luke/Baker) CARRIED

Next meeting to be held on Wednesday 16th September commencing at 5.30pm Mackellar Motel.
Ongoing committee meetings will be held on the second Wednesday of the month.

Meeting Close: 7.50pm