

Gunnedah and District Chamber of Commerce and Industry Committee meeting

Wednesday 17 February 2016 at Mackellar Motel

Meeting opened at 5.40 pm

Present: Jamie Chaffey (Chair), Ann Luke, Jim Farquar, Wendy Marsh, Lorraine Boyce, Lauren Robertson, George Hoddle, Tim Duffy (arrived 5.42pm)

Minutes: Alysha White

Apologies: Treena Daniells, Michael Broekman, Stacey Thibault, Welington Sardinha

Motion: that the apologies be accepted (Luke/Boyce) CARRIED

Minutes of last meeting - Committee meeting held 20th January 2016

Motion: that the minutes of the meeting be accepted as circulated (Marsh/Luke) CARRIED

Business arising NIL

Correspondence

Incoming

1. North West Family Medical – Flu Vaccinations – Committee happy to have representatives of the clinic attend a committee meeting at the end of April to give flu shots to those of the committee interested. The committee is happy to promote this initiative to other businesses through social media, email correspondence and on the website.
2. Gunnedah Show Society – Best Dressed window competition – Committee happy to be involved again. Discussion that the cost of getting professional graphic designer to do the flyers is too expensive. Ann Luke happy to design a flyer and send as a pdf to the show society to print sufficient numbers for distribution. Committee member, Lauren Robertson, has agreed to represent the Chamber as judge with show society representative Dixie Walker.
3. Business Partner Program 2016 – Conversations had with Council to try and access funding for local businesses to help them grow with the support of the Chamber. Agreed that it is a good direction for the Chamber to take as it encourages discussions with Council and adds value to the membership. Problems associated with the difficulty in accessing the funds through this program and the funds not being able to be used retrospectively, however council has accepted that Chamber could have access to the program if they could provide suitable suggestions on how the business community could benefit from it. George Hoddle made mention that he knew of a start up company advertising at Ag Quip last year whose business model centred around accessing various funding options for the business community. He would like to request information from this company on the types of services they provide and see if they might be useful for the local business community.

Motion: That George Hoddle get in contact with this company to ascertain if their services would help the local business community (Duffy/Robertson). CARRIED.

4. Gunnedah Community College – re Lyne Sheather discussing some of the planned changes in the vocational sector – Agreed it was a good idea and her email address should be added to the membership list for regular communications. It was also discussed that any business activities should only be promoted via the Chamber through general weekly emails. No stand alone promotions.
5. Letter of Correspondence from Kevin Andersons office – Have asked for Chamber representation via the president to attend a conference in Sydney on Wednesday 24 February. Flights to the conference have been costed at \$517 return on the same day.

Motion: That the Chamber fund a travel up to the value of \$600 for the Chamber President, Jamie Chaffey, to attend the conference (Luke/Marsh). CARRIED.

Treasurer's report (Treena Daniells) – Report attached

Gunnedah & District Chamber of Commerce
P.O. Box 176
Gunnedah NSW 2380

Balance Sheet
As of January 2016

12/02/2016
6:31:40 PM

| | |
|----------------------------|-------------|
| Assets | |
| Current Assets | |
| Cash On Hand | |
| Cheque Account Bayona Bank | \$0.00 |
| Cheque Account CBA | \$15,526.84 |
| Total Cash On Hand | \$15,526.84 |
| Total Current Assets | \$15,526.84 |
| Total Assets | \$15,526.84 |
| Liabilities | |
| Current Liabilities | |
| Trade Creditors | \$0.00 |
| GST Liabilities | |
| GST Collected | \$8,097.33 |
| GST Paid | -\$6,939.56 |
| Total GST Liabilities | \$1,097.35 |
| Total Current Liabilities | \$1,097.35 |
| Total Liabilities | \$1,097.35 |
| Net Assets | \$14,429.49 |
| Equity | |
| Member's Equity | |
| Member's Capital | \$16,294.03 |
| Total Member's Equity | \$16,294.03 |
| Retained Earnings | -\$952.70 |
| Current Year Earnings | -\$1,211.75 |
| Total Equity | \$14,429.49 |

Gunnedah & District Chamber of Commerce
P.O. Box 176
Gunnedah NSW 2380

Reconciliation Report

12/02/2016
6:30:56 PM

Page 1

| | | |
|-------------------------|------------|--------------------|
| Cheque Account: | 1-1111 | Cheque Account CBA |
| Date of Bank Statement: | 31/01/2016 | |

| ID# | Date | Memo/Payee | Deposit | Withdrawal |
|--------------------------------|------------|-----------------------------|------------|------------|
| Reconciled Cheques | | | | |
| 31 | 8/12/2015 | Jamie Chaffey | | \$439.10 |
| 39 | 18/12/2015 | Why Leave Town Promotions | | \$4,500.00 |
| 43 | 18/12/2015 | Perfarmart Army | | \$500.00 |
| 47 | 18/12/2015 | Sign Print & Stitch | | \$771.10 |
| 48 | 4/01/2016 | Commonwealth Bank Gunned | | \$29.30 |
| 51 | 12/01/2016 | IXL at Film | | \$559.50 |
| 52 | 20/01/2016 | Sign Print & Stitch | | \$726.00 |
| 54 | 20/01/2016 | Prime Media Group | | \$729.30 |
| 55 | 20/01/2016 | Australia Post Gunnedah | | \$30.80 |
| 56 | 20/01/2016 | Gunnedah Workshop Enterpris | | \$25.00 |
| 57 | 20/01/2016 | Regional Publishers Pty Ltd | | \$1,220.95 |
| 58 | 20/01/2016 | K & K Creative | | \$181.50 |
| 60 | 20/01/2016 | Wialla Group | | \$155.00 |
| Total: | | | \$0.00 | \$9,914.45 |
| Reconciled Deposits | | | | |
| CR000551 | 1/01/2016 | Commonwealth Bank Gunned | \$0.65 | |
| CR000552 | 5/01/2016 | K Dunstan | \$45.00 | |
| CR000553 | 6/01/2016 | Moogully Min Horse | \$45.00 | |
| CR000549 | 25/01/2016 | Beyond Bank | \$7,265.77 | |
| Total: | | | \$7,376.42 | \$0.00 |
| Outstanding Cheques | | | | |
| 53 | 20/01/2016 | Koodos Ply Ltd | | \$950.00 |
| 59 | 20/01/2016 | ZMO & CGG FM | | \$449.80 |
| Total: | | | \$0.00 | \$1,438.80 |
| Reconciliation | | | | |
| MYOB Balance on 31/01/2016: | | \$15,526.84 | | |
| Add: Outstanding Cheques: | | \$1,438.80 | | |
| Subtotal: | | \$16,965.64 | | |
| Deduct: Outstanding Deposits: | | \$0.00 | | |
| Expected Balance on Statement: | | \$16,965.64 | | |

Profit & Loss [Cash]

July 2015 through January 2016

12/02/2016
6:33:32 PM

| | |
|--------------------------|--------------------|
| Income | |
| Membership | |
| 2015/2016 Mship | \$8,608.85 |
| Events | \$27,799.06 |
| Donations | \$2.72 |
| Interest Received | \$21.31 |
| Giftcard Related Income | \$57.27 |
| Grants | \$3,000.00 |
| Sponsorship | \$1,945.46 |
| Total Income | \$41,035.57 |
| Cost of Sales | |
| Total Cost of Sales | \$0.00 |
| Gross Profit | \$41,035.57 |
| Expenses | |
| Advertising & Marketing | \$13,058.77 |
| Bank Fees | \$208.43 |
| Printing and Stationery | \$3,012.56 |
| Dues & Subscriptions | \$412.50 |
| Gift cards | \$4,090.91 |
| License Fees | \$54.00 |
| Member Events | \$10,365.10 |
| Postage | \$62.12 |
| Admin Contractor | \$10,382.35 |
| Total Expenses | \$42,247.34 |
| Net Profit (Loss) | -\$1,211.77 |

Gunnedah & District Chamber of Commerce and Industry Inc

Meeting 17th February 2016

Accounts to be approved for payment

| | |
|---|-------------|
| Australia Post | \$ 130.80 |
| Ann Luke – reimb for tickets for Aust Day Awards dinner | \$ 60.00 |
| Wialla Group – various admin | \$ 382.50 |
| Mackellar Motel | \$ 150.00 |
| WL – Gift Card Annual Program Fee | \$ 1795.45 |
| | |
| Balance at bank at 31 st January 2016 before the above cheques are drawn | \$15,526.84 |

- Discussion by the committee that even though the bank account is now the lowest it has been since the recommencement of the Chamber in 2013, it was agreed that the funds are being used well and providing effective member benefits.

Motion: The Treasurers report be accepted and the accounts paid (Luke/Duffy). CARRIED.

Reports/Projects

1. Gift Card – Ann Luke

Not much action this month. Much effort has been concentrated on assessing which gift card redeeming businesses are currently unfinancial in their membership and neaten that up. There is a reimbursement of approximately \$350 to a gift card purchaser whose card has expired, yet to be processed. Discussion was made that the Why Leave Town people have suggested that businesses should load up card with petty cash that could be used at participating stores. It was agreed this was a good idea. Currently the butchers and liquor shops have the best track record with the gift cards.

2. Sponsorship Funding Group – Mike Broekman

No report this month. Sponsorship packages are being put together at the moment and once we have something to sell to businesses we will proceed with the next stage of the project.

3. Gunnedah Open for Business – Jamie Chaffey

No report this month. Awaiting formal responses.

4. Sustainability Sub-Committee – Jamie Chaffey

No report. Committee in recess.

Upcoming Events

- Strong Mother, Strong Baby – Alysha to follow up with Stacey as to whether she has heard any more in relation to upcoming talks.
- Networking Event – Guest speaker Eric Groth will speak about the local preference policy followed by a regular networking event at the Namoi Valley Brickworks from 5.30pm on March 1st 2016. Currently only 2 councils have local preference policies and Gunnedah is one of them.
- Business Chambers Regional Council Meeting – Chamber president, Jamie Chaffey, encouraged all committee members to get actively involved with any issues they wish to raise with council. Those in the broader membership community can utilise committee members to feed their own concerns and issues through to council at these meetings.

General Business

- The Anti Coal action group presentation at the Gunnedah Golf Club at which 15 people attended was considered a respectful discussion with 4 speakers. There was mixed response from the attending committee members in relation to the content but all agreed that the venue worked well and it was a big step forward for Chamber providing a forum for both groups to express their opinions and/or concerns in the current climate. Generally very positive.
- RAC meeting due to be held on the 1st March prior to the 5.30pm networking event at the Namoi Valley Brickworks.
- The first networking meeting for the year, held at the Courthouse Hotel on the 2nd February was poorly attended probably due to short notice.
- Discussion re networking events, need a co-ordinator to make them more successful. We need to encourage our members to provide feedback on what they want from these events and how they could be made more attractive to businesses to attend. Suggestion made that emails regarding networking events should be disseminated through a receptionist in each business who can forward to the appropriate people. At the moment we aren't capturing the new executives coming up from the young pool of people. Networking

events could become part of the calendar of events whereby business owners are encouraged to take a proactive role in promoting the benefits of their own businesses. Some of the committee members would like to give more thought to how this process can be improved and will provide possible solutions at the next committee meeting in March.

- Committee member Wendy Marsh mentioned the weeks of speed in March. She will email Alysha the program to be put on the website.
- The Disability Access Committee of council no longer operational due to lack of interest.

New members/Membership Update (Report Attached)

Membership report: Ann Luke 17 Feb 16

- I addressed the unfinancial members during the last week.
- Our current membership stands at 110 fully paid members
- We have one new member – Gunnible to endorse tonight (takes us to 110)
- We had 28 unfinancial members prior to my round of calls and emails
- Following this I expect renewals of approx 10-14 business
- 10 in doubt and 3 which I advise that membership be terminated

Remove from database including email list

Office Biz

Gunnedah Sunday Sessions

George Truman

Recommendation re annual membership cycle

Feb committee meeting: determine fees for following year

June (2nd week)

- send out membership renewals to all current members with prepopulated membership renewal form
- send out invitations to join to targeted businesses (names suggested by committee members)

July (2nd week) sent out tax invoices

Early August – telephone call contact by a Admin manager

Late August – telephone contact by committee member

October – advise membership terminated

Motion: That the membership cycle outlined in the report be adopted and that the following businesses including Office Biz, Gunnedah Sunday Sessions, George Truman be removed from the current membership list and any other members who are currently unfinancial be contacted about renewing their membership and be removed if payment hasn't been received by 10th March 2016 (Luke/Marsh). CARRIED.

Motion: That Chamber raise the membership fee for next year (2016/17) to \$180. (Duffy/Hoddle). CARRIED.

New Members

Gunnible Pastoral Company Pty Ltd

Motion: That Gunnible Pastoral Company Pty Ltd be added as a new member (Luke/Marsh). CARRIED.

Next meeting: Wednesday 16 March 2016 at 5.30pm

Meeting Close: 7.05pm