

Chamber of Commerce Committee Meeting Minutes

12th September 2017 Tuesday 5.30pm @ Walker Beer Solicitors + Conveyancers, 227 Conadilly Street, Gunnedah

Open: 5:36pm

Present: Gerry McDonald, Jodi Dolbel (Retail precinct), Stacey Cooke, Michael Broekman, Wendy Marsh, Tove Sparkes, Tammy White.

Apologies: Wellington Sardinia, Kate Gunn, George Hoddle, Treena Daniells

Moved/seconded: Marsh/McDonald

Minutes previous meeting held Tuesday 8th August 2017

Motion: that the minutes be accepted as true and correct...Cooke/Marsh

Business Arising

Correspondence Report

- **Issued by Treena Daniells** – to be provided once returns from overseas.

- **REDS for Lower North West**

- **Cotton grower's grant** –We will chase this up with Kate Gunn.

Motion: That the correspondence report be accepted... Cooke/Marsh

Treasurer's Report

- **Issued by Treena Daniells** - to be provided once the Treasurer returns from overseas.

Motion: That the report be accepted and the accounts paid...

Reports/Projects

- Skills Shortage Meeting

o Cluster – Skills Shortage

- A meeting took place with Council. Michael Broekman, Stacey Cooke, Ann Luke, Jamie Chaffey, Charlotte Hoddle and Andrew Johns attended – Susan Sims was absent.
 - The aim of this is to develop a cluster. Susan Sims has advised that we need 5 members, a public officer, 3 out of 5 members to be executive members.
 - From the NSW Business Chamber and the Gunnedah Chamber of Commerce, \$3000 has been raised for this initiative.
 - We discussed applying for the Business Partner Program funding for next year / Derek Tink may be able to assist us with this (will provide a few hours).
 - We will have to consider;
 - What we are trying to achieve realistically? – quantifying the skills shortage e.g. retail and trade. Draw up a table of apprenticeship/ traineeship and put a goal for an increase e.g. 10% in 2 years (KPI).
 - How do we encourage employees to use traineeships? BEST employment are very eager to become involved.
 - Discussed organising an open meeting for skills shortage cluster at Smithhurst Theatre and get all employment agencies involved. Ask Susan to organise a get-together and to look at terms of reference document supplied by Gunnedah Shire Council.
 - Next cluster meeting will be held at the Council Chambers on 21st September.
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- o **Regional Business Awards –**
 - We were successful in the local Chamber category. Congratulations to all. We will write to Joe Townsend and say how great the night was but that we would hope in the future it is more local preference focused.
 - 17 Nov is the state chamber awards, Stacey Cooke will go to represent the Chamber. We need to encourage any members or committee members wanting to go.

- **Why Leave Town**

- Nat attended the Retail Precinct Meeting and gave an update in regards to moving forward and advertising the gift cards. The Retail Precinct Meeting will take over this now so we will remove it from the projects list on the meeting.
- A package is to be created to give to redeeming businesses. Non-members are to pay \$150 to become involved and for members of the chamber it will include a \$50 start-up fee and no other fees.
- We discussed how the left over funds on the cards are distributed by way of 25% to the card provider and 75% back to the administrator, being the chamber. In most other towns this is how the admin fee of \$1800 is recouped every year, through the unused funds on the cards issued.
- The Chamber needs to approach council through the Business Partner Program and request funds for the administration fees on the gift cards.
- Explain that;
 - We can put the council logo on it.
 - It will support a wide variety of Gunnedah businesses – not just particular ones.
 - We will contribute the \$1800 administration fee and council pays the admin fee associated with cards
- We are to speak to Jodi to follow up for that application.

- **Bridging the Gap** – Treena to report next meeting.

- **Retail Precinct Committee** – Jodie

- Was held on the 11th September at the Civic gallery. We discussed the Christmas Fair predominately – Jodi, Tracey Finlay and Jenny Matthews are heading that committee.
- Ben Hennessy is going to be the major sponsor. Ben has stipulated that MyGunnedah is to advertise him as the main sponsor – he will be paying MyGunnedah.
- Edward Hoddle has nominated himself to approach big businesses for further sponsorship. The sponsorship of these events will bring in some great funds e.g. Bank Gallery Tug of War etc. They are going to approach Council for funding or sponsorship.
- Everything is on track for getting in all the application forms to close the street. Lots of events are being discussed.

- The Chamber committee members are to be available on the night to help with the running of the event given the retailers will be in their shops patrolling and selling goods there.
 - The retail Precinct committee will be preparing a running sheet and roster for committee members for the night – both blocks to be equally entertained.
 - Debra Hilton from Council is looking after Council requirements for street trading and street closures etc.
- o **The NSW Department of Industry providing “Specialist Services in Digital Readiness to NSW workshops**
 - We will be discussing this with Council at the next executive council meeting.

Motion: That the reports be accepted. Moved and accepted... White/Marsh

General Business

Upcoming Events

AGM – October 31 – contact Ann to help with getting that organised. Wayne or John Campbell attend to the duties of the ‘public officer’. Stacey to contact 2MO and organise announcements – Stacey to speak to Ann first. Put out for tender who wants to host AGM.

State Business Awards – Stacey and Michael attending.

NSW Business Chamber – Wendy Marsh is our representation and she will be attending the World Congress of Chambers which is only held over 2 years and this year is in Sydney and 3 members from this region will be attending. Wendy will report on this at the next chamber meeting.

Wendy Marsh is also the representation for Chamber to be on the committee for the Week of Speed.

Moved by Broekman and seconded by McDonald.

Membership

New Members

Motion: That the new members be accepted.

Next Meeting -- Tuesday 10th October 2017 - Walker Beer Offices

Michael to provide a presidents report for the next meeting that will be presented at the AGM – Stacey to contact Ann and organise meeting with Treena/Michael/Stacey and Ann to discuss presidents report, AGM and Newsletter for Chamber.

Meeting Closed: 6:35pm.