

## MINUTES OF EXECUTIVE MEETING

21 August 2008  
Bomaderry Bowling Club

### MEETING OPENED

7.10am by Garry Wilbraham

Welcome Greg Fellows and Catherine Shields to the committee.

### 1. ATTENDANCE

Chair: Garry Wilbraham

Tony Emery, Lynnette Kearney, Doug Symes, Beverley Bloomfield, Chance Hanlon, Paul Henderson, Murray Mortimer, Harry Ray, Greg Fellows, Catherine Shields

Minutes: Sonya Cochrane

### APOLOGIES

John Lamont

#### Motion

**To accept the apologies**

Moved: Paul Henderson    Seconded: Lynnette Kearney

**Carried**

### 2. MINUTES OF PREVIOUS MEETING

**Motion To accept the minutes of the meeting 24 July**

Moved: Lynnette Kearney    Seconded: Beverley Bloomfield

**Carried**

### 3. BUSINESS ARISING FROM MINUTES

3.1 *Shoalhaven Area Consultative Committee = Regional Development Australia*

Met with a cross-section of the community and business people and ACC staff. Discussed mainly roads, transport and infrastructure. It was agreed we want to retain an office in the Shoalhaven; it works extremely well and we want to retain it. Murray raised the point we may actually benefit from being a part of the Illawarra area office if upgrades and funding are heading to this region.

There was general consensus they will rationalise the ACC groups and there may be more involvement with Council.

### 4. CORRESPONDENCE

4.1 *South Coast Correctional Centre*

Expressions of interest being sought for representatives on the Correctional Centre Community Consultative Committee

#### Motion

**SBC to apply for a position on the Community Consultative Committee for a representative from the Executive Committee.**

Moved: Chance Hanlon    Seconded: Harry Ray

**Carried**

4.2 *IBC Anniversary Dinner*

Complimentary ticket received.

#### Motion

**Ticket to be given to Executive Officer to attend on SBC behalf**

Moved: Chance Hanlon    Seconded: Paul Henderson

**Carried**

#### Motion

**Accept correspondence as read**

Moved: Beverley Bloomfield    Seconded: Paul Henderson

**Carried**

## 5. SUB COMMITTEE REPORTS

### 5.1 FINANCE

#### *Balances*

NCP \$81 599.00

SBC \$26 235.22

Voucher \$34 757.94

#### 5.1.2

#### *Reporting*

Moving in the right direction for reporting but still needs some work.

Copies of financial reports are to be sent to all Executives prior to the meeting.

In future, all contractual agreements are to have their invoices made specifically for the contracted work. Booth Partners invoice for auditing included charges for additional work which affected the clarity of reports.

A policy of accounting procedures and authorisation of unusual costs should be drafted.

Action DS

#### Motion

**Move to approve figures and note they will be distributed to the Executive**

Moved: Doug Symes Seconded: Harry Ray

**Carried**

### 5.2

### MEMBERSHIP

167 members, 82 have not resigned. These have been sent reminder invoices in the mail.

#### Motion

**Accept the Membership report as given.**

Moved: Beverley Bloomfield Seconded: Lynnette Kearney

**Carried**

### 5.3

### MEETINGS AND EVENTS

#### 5.3.1

#### *General Meeting September*

18 September at Albatross, DSRD sponsors

#### *Business After Hours*

30 September, at Boatshed, CBA hosts.

5.30 – 7.00pm. Members only, free to two members, any additional guests pay. Limited to 80 guests.

#### *General Meeting October*

21 October, at Worrigeer House, Go Hire sponsors

#### *Super Dinner November*

18 November at Shoalhaven Entertainment Centre

Christmas Super Dinner & General Meeting, Guest Speaker & SYO arranged to date

#### Motion

**Accept the meeting and events report.**

Moved: Chance Hanlon Seconded: Doug Symes

**Carried**

### 5.4

### SOUTHERN AREA

#### *Rotary Business Awards*

9<sup>th</sup> September at the Civic Centre, 6 for 6.30pm semi formal. SBC complimentary ticket for Executive Officer.

\$500 sponsorship contribution to business. Southern Area Committee have decided to award this to Joe Puglisi will be awarded with this for his involvement in business and tourism promotion.

#### *Membership drive*

More CBD businesses and younger managers/owners are being targeted.

#### *CBD maintenance*

SCC worked on the landscaping in the CBD. After contacting Coles property management, their site has been tidied and they advised there will shortly be some activity on site.

#### *Future Park*

Glenn Rowen working to form a steering committee. The committee requests the Chamber be an auspice for funding applications. This would involve receiving and holding grant funds, until they set up and form a legal entity in their own right.

A few questions and concerns were raised including; is there another body in a position to take on this role; comment that the Chamber was not in a position to contribute to the workload; concern of any impact the Chamber may face in its own grant applications if the Chamber name is put to applications to government departments; should business representatives of the steering committee be members of the Chamber.

<b>Motion</b>	<b>The Chamber supports the project in principal. Prior to committing, request the Future Park committee present a written report of the proposed project and what they anticipate the Chamber involvement would be.</b>	
	Moved: Greg Fellows    Seconded: Tony Emery	<b>Carried</b>
<b>Motion</b>	<b>To accept the Southern Area report as presented</b>	
	Moved: Greg Fellows    Seconded: Harry Ray	<b>Carried</b>
<b>5.5</b>	<b>ROADS &amp; DEVELOPMENT</b>	
	<i>Federal funding program.</i> Future growth from border to Helensburgh it is anticipated over half will come south of Shellharbour. 10 – 12 projects were put up, and included ongoing support for the development of Port Kembla Harbour, highway upgrades; from Kiama to Jervis Bay turnoff; Picton road; Maldon Dunbarton rail line. Main Road 92 was brought up and south of the Shoalhaven. Aim to get business and state members to work together. Shoalhaven Business Chamber will be asked to represent the Shoalhaven and probably the Southern Highlands Chamber will be invited also. The state government cannot be relied on for funding.	
<b>Motion</b>	<b>Move the Roads &amp; Development report be accepted.</b>	
	Moved: Tony Emery    Seconded: Harry Ray	
<b>5.6</b>	<b>POLICY</b>	
5.6.1	<i>Management policies.</i> Murray proposes creating a document: outlining what the Chamber does and how it operates	Action MM
	<i>IBC</i> Recommend we improve our affiliation with IBC and improve our access to better services by raising our membership to the next level at the cost of \$420. We currently pay \$200.	
<b>Motion</b>	<b>Move upgrade our membership, Tony will work with the IBC to present a draft to the Chamber.</b>	
	Moved: Doug Symes    Seconded: Greg Fellows	<b>Carried</b>
	<i>Defence Forum</i> 10 September, Community consultation on Defence White Paper. Hold a networking evening with defence industry to gather their input on issues they have faced to date.	
<b>Motion</b>	<b>Move \$500 be allocated to hold this meeting</b>	
	Moved: Doug Symes    Seconded: Chance Hanlon	<b>Carried</b>
<b>5.7</b>	<b>NOWRA CBD PROMOTIONS</b>	
5.7.1	<i>Budget</i> A budget of approximately \$155,000 with \$65,000 allocated to administration.	
	<i>Vouchers</i> Recommend phase out the voucher program. There is only one sole purchaser of vouchers; the program does not benefit the entire CBD business community; it is felt the cost of administering the program could be better spent elsewhere.	
5.7.2	<i>Plan</i> One of the major activities will be the creation of a news magazine with subsidised advertising. The value: This glossy magazine will be an enticing promotional tool to build the image of the town and provide a resource for all activities. Propose to use the SCR production, printing and distribution facilities in the Nowra News, maintaining control of presentation and copy. SCR will also help with advertising once businesses have expressed an interest. A print run of 26,000 reaching most households and businesses, plus 2000 run-on's for business counters. The cost is approximately \$28,000 per issue ie.\$1.00 per copy.	
5.7.3	A launch event for the magazine and a key networking opportunity is planned for November. This is seen as an opportunity to build morale and a sense of unity among CBD businesses.	
5.7.4	Christmas late night shopping, signage & outdoor advertising, additional funding are also in the plan.	
5.7.5	Meeting to be held with members of the Executive in setting up the final document.	Action ALL

- Motion**      **Move the CBD Promotions report be accepted.**  
 Moved: Catherine Shields    Seconded: Harry Ray      **Carried**
- 6.                GENERAL BUSINESS**
- 6.1              *Sea-change meeting.*  
 A number of members attended this meeting in Sydney which was to encourage absent rate-payers to move there business to the Shoalhaven. Reported to be an excellent evening.
- Motion**      **Write a letter to council and the editor congratulating the Economic Development Office for the Sea-change meeting in Sydney**      Action SC  
 Moved: Lynnette Kearney    Seconded: Doug Symes      **Carried**
- 6.2              *Workers compensation law and insurances.*  
 Employers cannot provide an absolute safe place of work however the penalties are severe if an accident occurs, putting people out of business. Recommendations to the review have not been accepted by the government. Accepted as a serious matter the Chamber should take on. Suggested we utilise our relationships with IBC and NSW, requesting their assistance and guidance and contact politicians expressing concerns.
- 6.3              Executive meeting to be arranged to review staff resources and direction.      Action ALL  
 Tuesday 2<sup>nd</sup> September 4pm, at the Chamber office meeting room for all members of the Exec. Weekly percentages of allocated time to be provided by Sonya.

**MEETING CLOSED** 9.00am

**NEXT EXEC MEETING** Thursday 18 September 2008, 7.00am. Bomaderry Bowling Club

**OTHER MEETINGS**    Tuesday 2 September; review of staff resources and direction.  
 Tuesday 4 September Finalising Nowra CBD proposal  
 Tuesday 9 September Business Awards Civic Centre Ulladulla  
 Tuesday 16 September, General Meeting  
 Thursday 18 September, Executive Meeting  
 Tuesday 30 September, Business After Hours, Boatshed

**ATTACHMENT** Action table 21 August 2008 Executive meeting

