

MINUTES OF MANAGEMENT COMMITTEE MEETING

19 December 2008

MEETING OPENED 7.03am by Tony Emery		
1.	ATTENDANCE	
	Chair: Tony Emery John Lamont, Chance Hanlon, Paul Henderson, Harry Ray, Catherine Shields, Murray Mortimer, Doug Symes, Beverley Bloomfield Minutes: Sonya Cochrane	
	APOLOGIES Lynnette Kearney, Greg Fellows	
2.	MINUTES OF PREVIOUS MEETING	
Motion	To accept the minutes of the meeting September 2008 Moved John Lamont Seconded Chance Hanlon	
3.	BUSINESS ARISING FROM MINUTES	
3.1	Requested meeting with Greg Pullen re. Business Awards 2009	Chance & Sonya
3.2	Associate membership package has been finalised and distributed to service groups	
3.3	Shoalhaven Integrated Transport Plan - Murray meeting today with NSW Ministry of Transport Illawarra Regional Coordinator with the President today; he is keen to get involved in the transport infrastructure SBC is moving ahead with.	
3.4	DPI did not get back to Tony re. closure of the Berry office. No further action.	
3.5	IBC SBC. IBC Board meeting passed the agreement unanimously. Terry Wetherill said what we have done is a template for other business chambers.	
3.6	Look at rebates from IBC – the middle category is an extra rebate for us. We may look at our fee structure to correlate with IBC. Telstra will sponsor the BAH in late January for the launch of the Alliance.	Management/ Finance
3.7	Small Business Club Sponsorship – carry over	Exec
3.8	CBD Community Forum. The Mayor is looking at late February for these.	Murray
4.	SUB COMMITTEE REPORTS	
4.1	FINANCE & MANAGEMENT John Lamont	
4.1.1	There are a few things to be refined but the sub committee is happy with the format of the new reports. A summary report presented to the Committee was accepted and the reporting systems established by the Finance Committee approved.	
4.1.2	<i>Balances as 28 November 2008</i> SBC account \$33653.96 NCP account \$55807.55 Voucher \$19607.94	
4.2	MEMBERSHIP Doug Symes	
4.2.1	Shoalhaven Business Chamber Membership Drive Contributions from the Committee as to the benefits of membership need to be made and given to Sonya.	Committee
4.2.2	Chance, Sonya & Garry Wilbraham to meet in regards to targeting Bomaderry. Invite Phil Schafer to discuss his directions in order to plan our strategies together and see who will target who. Our Package must include the covering MOU letter and the two one-page outlines of each Chamber. Member gets member. 30% of new members came through this program with IBC. Get IBC current members on our data base. Sonya to go and see them with Phil. Give new members time to speak at meetings.	Chance, Sonya
4.3	MEETINGS & EVENTS	
4.3.1	January BAH to be sponsored by Telstra Country Wide at the Golf Club.	

4.3.2	February meeting will be held at the Turf Club; a breakfast meeting to see the horses & jockeys training.	
4.3.3	Sunset Meetings at the Uni. Alison Wicks will advise us of events that we can then distribute to our membership.	
4.4	CBD PROMOTIONS Catherine Shields	
4.4.1	Signage. Meeting with SCC engineering dept. RTA will be screening Jane St. bridge. CBD is proposing to insert a sign on each side of the bridge, 6metre x 1.5metres. Proposal to go to SCC.	Catherine, Sonya
4.4.2	CBD Carnivale had over 500 people. A number of shop keepers appreciated something new was happening however not all businesses opened. Christmas Tree vandalized – in the media.	
4.4.3	Associate Membership to Bob Glendinning in thanks for his assistance with Carnivale. Certificate of Appreciation to those who help.	Sonya
4.4.4	Next issue of Magazine will be out in March and will have a focus on the food scene.	
4.5.	POLICY & INFRASTRUCTURE Murray Mortimer	
4.5.1	Princes Highway road restructure at South Nowra.SBC will make a submission.	Murray
4.5.2	DCP 119 – hotel site. Review coming up, Tony & Murray to sit on this committee.	
4.5.3	CBD Masterplan is being developed: how the CBD will be structured – retail sector and link up potentially with the riverfront site.	
4.5.4	South Coast Correctional Facility. The Consultative Committee has met twice and we have not been informed. Murray will attend.	
4.5.6	Draft Crime Prevention Plan. SCC asked if SBC would be interested in having input .	Murray
4.5.7	Developers Forum. SBC will initiate and sponsor this forum. SCC has a new outlook on development. SCC will support the forum from a technical point of view.	
5.	GENERAL BUSINESS	
5.1	Leanne in from the 5 th on her nominated days. Christmas – New Year in lieu, then one weeks holiday, return on 12 th .	
Motion	Sonya to be paid \$1000 wages (less tax) as reimbursement for over time.	
5.2	Revisit Sonya's role. Committee Meeting 19 February will be used to identify the priorities of the Chamber and how we action those with our staffing. At Nowra Chemicals – to confirm availability.	Mangement/ Finance/ All
5.3	Sunset Club – University of Wollongong arrange guest speakers throughout the year for evening presentations. They have offered SBC to co-badge with them if we promote to our members.	
5.4	Small Business Club. What is our relationship? Recent partnership falling out with ITeC. Linda Marquis highlighted to SBC that some Commonwealth funding was available for a Small Business Advisory Service. Murray had approached ITeC (Lynette Kearney) about a collaborative arrangement with SBC to make a submission and seek a grant. Although some initial agreement reached on this, subsequently the Illawarra ITeC Board decided to put in a submission without SBC involvement. Bev Bloomfield asked Murray to provide details of the proposed arrangements. Bev noted she is on the Board of the Illawarra ITeC. Sussex Inlet Business Chamber interest. Hold over until Lynette is present.	
5.5	Careers Expo. SBC to actively encourage more Shoalhaven businesses to get involved. We look at industry type clusters. Eg. Building & construction, landscaping	Tony, Murray, Sonya
5.6	Women's Conference. Are SBC taking a role in the organisation of this event?	Lynette
5.7	ACCI briefing at a general meeting	
MEETING CLOSED 9.00am		
EXECUTIVE MEETING Thursday 15 January 7.00am SBC Office		
NEXT MANAGEMENT COMMITTEE MEETINGS Thursday 22 January 2008 Nowra Chemicals 7am		

ACTION TABLE. FROM EXECUTIVE MEETING 19 DECEMBER 2008

ITEM	ACTION	ACTION BY
3.1	Meet with Greg Pullen re. Business Awards partnership	Chance, Sonya
3.6	Review SBC rates in conjunction with IBC scaling	Policy
3.7	Small Business Club Sponsorship	Exec
3.8	Community Forum meeting dates	Murray
4.2.1	Benefits of membership with SBC suggestions	All Committee
4.2.2	Bomaderry membership. Meet with Garry Wilbraham & Phil	Chance, Sonya
4.4.1	Jane St Overpass submission to SCC	Catherine, Sonya
4.4.3	Associate membership to Bob Glendinning Certificates of Appreciation	Sonya
4.5.1	RTA road development submission	Murray
4.5.6	SCC Draft Crime Prevention Plan feedback	Murray
5.2	Review Sonya's role	Tony, Murray, Sonya
5.5	Careers Expo. Actively encourage business community	Tony, Murray, Sonya
5.7	SBC involvement in Women's Conference	Lynnette