

MINUTES OF MANAGEMENT COMMITTEE MEETING

22 January 2009

MEETING OPENED 7.10am by Chance Hanlon		
1.	ATTENDANCE Chair: Chance Hanlon Lynnette Kearney, Chance Hanlon, Paul Henderson, Catherine Shields, Murray Mortimer, Doug Symes. Minutes: Sonya Cochrane	
	APOLOGIES Tony Emery, John Lamont, Beverley Bloomfield, Harry Ray, Greg Fellows	
2.	MINUTES OF PREVIOUS MEETING	
Motion	To accept the minutes of the meeting 19 December 2008 Moved Murray Mortimer Seconded Doug Symes	Carried
3.	BUSINESS ARISING FROM MINUTES	
3.1	Requested meeting with Greg Pullen re. Business Awards 2009	Chance/ Sonya
3.2	SBC rates will not be reviewed at this time to reflect the IBC scaling system. IBC initiated the member fee reimbursement to SBC which favours SBC.	
3.3	Small Business Club. Received funding from DSRD and in kind from SCC alleviating the need to seek further funding from SBC. It was agreed a letter of support from the SBC supporting the Small Business Club be submitted acknowledging the benefits it provides in assisting the small business community to grow etc	Sonya
3.4	Membership Booklet. There was consensus on the concept. Committee to review and offer feedback to Sonya asap. Membership committee to meet prior to the next meeting to sign off on it. Note: Add business phone numbers to the contacts list.	Committee
3.5	Bomaderry membership. Arrange meeting with Garry Wilbraham, Phil Schafer (IBC), Tony & Sonya – plan for 29 January 10am.	Sonya
MOTION	Move that in recompense for the assistance given to the CBD Committee by Bob Glendinning in organising the Christmas Carnivale, that \$300 be given to the Shoalhaven Triathlon of which he is one of the senior organisers. Moved Catherine Shields Seconded Paul Henderson	Sonya CARRIED
3.6	Discuss the priorities of the Chamber and allocation of staff time. Start to formalise time allocation in particular to Membership development. Saturday 31 January, Illawarra ITeC, Shop 2, 4 Nowra Lane, Nowra 7am	Committee
3.7	Careers Expo. Encourage business community. Benefit to members: Sow the seeds in kids minds that there are careers here. Businesses need to focus on workforce development. If you want to expand, we need to get the trained population here.	
3.8	Shoalhaven Women’s Conference. 6 May 2009. As agreed in June 2008 SBC will partner with Illawarra ITeC in hosting this event. Lynnette and Beverley are on the committee representing SBC. At this stage the Committee are not requesting any financial support from the SBC; but are looking for ideas of likely sponsors.	
3.9	Sussex Inlet businesses membership interest; Sonya to follow up.	Lynnette/Sonya
4.	SUB COMMITTEE REPORTS	
4.1	FINANCE & MANAGEMENT	
4.1.1	Concern expressed that the reports do not give an indication of an upcoming shortfall or windfall. Committee to look again at providing a chart, revising ledger to include FY income received in June and a monthly budget P&L report. Meeting: Thursday next week meeting.	Finance
4.2	MEMBERSHIP	
4.2.1	Committee need to sign off on the booklet and review member gets member and membership prices. As sponsorship is so keenly sought and these budgets relatively small, it was agreed that SBC would adopt Membership packages which provide additional benefits, offered at premium prices.	Membership

4.2.2	IBC/SBC. Sonya & Phil to determine communication mechanisms of; new joint members; unsuccessful joint members who may be SBC leads	Sonya
4.3	MEETINGS & EVENTS	
4.3.1	January BAH to be sponsored by Telstra Countrywide at the Golf Club.	
4.3.2	17 February breakfast meeting will be held at the Turf Club. Try for RTA key note speaker and Paul Green	Murray
4.3.3	March meeting: Considering University of Wollongong Shoalhaven Campus. Riversdale is unavailable in March or April.	
4.3.4	Change of member meeting dates. Due to SCC meetings being held every Tuesday, the Executive suggests changing member meetings to the third Wednesday of the month. Committee concurred. Suggest the Committee meeting be moved to the second Thursday of the month. Sonya to draft a calendar of meeting dates.	Sonya
4.3.5	Shoalhaven on Show Saturday 19 September. This coincides with Small Business Month; Lynnette suggests registering the event and utilising DSRD promotion. Linda Marquis will be running the event. The agreement as discussed with Chance is that she will cover her costs to SBC and make a profit for the Chamber.	
4.4	SOUTHERN AREA	
4.4.1	10 February next meeting. Guest speaker Tony Pratt from Woolworths.	
4.5.	CBD PROMOTIONS	
4.5.1	Variety Club Bash 30 May. Promoting this as a sales day for businesses.	
4.5.2	Magazine. Next issue underway; will be out in March. Will promote Sunday traders in the magazine.	
4.5.3	Looking at festival ideas for Nowra that will appeal to a wide range of people, promote the CBD and encourage spending in town. Eg. NSW Town Band event.	
4.5.4	Sunday trade. Suggest members have a coffee on a Sunday to help local trades. Story for the SCR.	
4.5.5	Christmas Tree Insurance claim. See attachment for background to insurance claim. Awaiting legal advice from SCC legal office who deal with vandalism on a regular basis. Worst case scenario we will have to pay \$3550 to the hire company. Propose we offer to pay \$2500 and request this be sent on Gary Lees letterhead.	Sonya
4.5.6	Ramifications for future CBD events. Insurance advisor has agreed to come to speak with relevant representatives to give us comprehensive advice on our insurance cover.	Sonya
4.6	POLICY & INFRASTRUCTURE	
4.6.1	Princes Highway upgrade South Nowra. Serious concerns to the plans to be submitted	Murray
4.6.2	DCP 119 – Nowra Hotel site. Meeting next Thursday talking about a new plan.	Tony, Murray
4.6.3	CBD Masterplan. Determine a suitable date for CBD Forum after seeing Mayor today	Murray
4.6.4	SBC/Mayor topics of discussion: IDAC; Shaolin Temple; proposed caravan parking in O'Keefe Ave; unemployment downturn – impact on business; SEC Manager; Stockland: Shellharbour to incorporate a Myer & Vincentia going ahead; ramifications for Nowra Stockland which was also passed but with no commencement date.	
5.	GENERAL BUSINESS	
5.1 MOTION	New Committee Members Send email to Management Committee to vote on applicants for position. Committee can vote for one or all three nominees. Moved: Murray Mortimer Seconded: Paul Henderson	Sonya
5.2	Web site. Registered the domain name www.shoalhavenbusiness.com.au This was done to 1. Prevent another company taking a name so similar to SBC 2. Provide a business chamber email address for the administration officer 3. An additional name improves the Chamber rating on google searches 4. It offers a far simpler yet still recognisable email and web address. Cost \$99. Minimal charge from web host to redirect new web address to existing one.	
MEETING CLOSED 9.00am		
NEXT MANAGEMENT COMMITTEE MEETINGS Saturday 31 January		

ACTION TABLE. FROM EXECUTIVE MEETING 22 JANUARY 2009

ITEM	ACTION	ACTION BY
3.1	Meet with Greg Pullen re. Business Awards partnership	Chance, Sonya
3.3	Letter of support for Small Business Club	Sonya
3.4	Membership booklet feedback to Sonya	Committee
3.5	Bomaderry Membership meeting with Tony, Garry, Chance, Phil, Sonya	Sonya
3.6	SBC priorities and staff time allocation. Saturday 31 January, 7am Illawarra ITeC	Committee
3.9	Sussex Inlet membership leads	Sonya
4.1.1	Finance meeting: Thursday 29 January	Finance
4.2.1	Membership meeting before next Committee Meeting	Doug, Sonya
4.2.2	SBC/IBC communication plan	Sonya
4.3.2	February meeting; request speaker from RTA	Murray
4.3.4	Calendar of meeting to members	Sonya
4.5.5	Christmas Tree insurance – SCC response then letter from G Lees	Sonya
4.5.6	Arrange meeting with insurance advisor re. event insurance	Sonya
4.6.1	Princes Highway upgrade submission	Murray Mortimer
4.6.2	Nowra Hotels review	Tony, Murray
4.6.3	SCC CBD walk around date	Murray
5.1	Voting form for Committee member	Sonya

APPENDIX 1

4.5.5 Christmas Tree Insurance Claim

Despite assurances from the tree hire company Commercial Christmas, local police, SCC security company and other regional councils, the tree was irreparably vandalized. Advice from the insurance advisor at onset of hire, stated it would be unlikely that the tree would be covered by our insurance as vandalism is not negligence on our part. However the hire clause in the contract stated we were responsible for the tree whilst it was in our possession or on our premises. The insurance advisor advised as neither of these scenarios applied, an email should be sent to the hire company saying we did not accept responsibility for the tree; this was done.

A letter of demand was received from the hire company for full replacement, totaling \$3550. Legal advice was sought and indicated we are liable. However, one week prior to the completion of contract, we advised the company the tree should be removed as some vandalism had occurred; decorations had been removed, limbs bent and we had repaired a break in the lights – it was not irreparable damage. The company did not remove it. It was following this advice that the worst of the damage was done. Propose we offer to pay \$2500