

Management Committee Meeting Tuesday 16th March 2010
 Nowra Chemicals, Flinders Estate South Nowra

MEETING 7.04am
 OPENED

PRESENT Beverley Bloomfield, Catherine Shields, John Lamont, Michelle Miran, Harry Ray, Linda Marquis, Dave Mitchell, Lynnette Kearney, Clive Brooks, David Goodman, Tony Emery, Chance Hanlon, Vaughan Sansom, Doug Symes

APOLOGIES Warren Seccombe

1 PREVIOUS MINUTES

Motion Accept the Minutes from meeting 16th February 2010 Carried
 Moved: Tony Emery Seconded: Lynnette Kearney

2 BUSINESS ARISING

2.1 MANAGEMENT RULES & POLICY Meeting between Tony, Murray and Dave to be planned before next Month's Management meeting to sort out Management Policies Tony

2.2 SOUTH NOWRA PRINCES HIGHWAY UPGRADE John presented report and minutes from Council. Noted that SCC, SBC and RTA were in agreement with upgrade except for RTA's position on Traffic lights for Park Road intersection

2.3 Linda received the Tourism Marketing Plan from SCC, and it is available from SBC office

2.4 CRIME PREVENTION PLAN Report was given to SBC office and has been posted onto the Website

2.5 SHOALHAVEN BUSINESS AWARDS Refer to General Business

2.6 PROFESSIONALS GROUP Meeting took place on the 15.03.10, and the following came out of the meeting: Tony
 1. Professional Group to become an affiliate member
 2. Possible MOU to be put in place. MOU to be developed and put forth for discussion at next Management Meeting.

3. CORRESPONDENCE

Motion Move Correspondence be accepted. Carried
 Moved: David Goodman Seconded: Lynnette Kearney

4. SUB COMMITTEE REPORTS

4.1 FINANCE & MANAGEMENT

- 4.1.1 There is a need to increase membership in order to increase our income
 4.1.2 We need to monitor and seek approval for expenditure (which exceeds 10%) above what has been endorsed in our Annual Budgets
 4.1.3 All Chamber related purchases are to go through the Chamber Office

Motion Move the Finance Report be accepted Carried
 Moved: Doug Symes Seconded: David Goodman

4.2 MEMBERSHIP

4.2.1	Retailers Association Membership needs to be developed	Linda
4.2.2	Members Newsletter needs to go out. Newsletter can consist of dot point of Management meeting discussions	Linda
4.2.3	Members Booklet needs to be updated. The top ten priorities need to be updated with a one line explanation added to each priority	Dave
4.2.4	Members Survey is to be finalised and sent out	Dave
4.2.5	Membership Application & Renewal is to be amended to include:	Dave
	For statistical purposes please tick which turnover category your Organisation fits into'	
	<input type="checkbox"/> < \$ 500K <input type="checkbox"/> \$ 500K - \$ 1M <input type="checkbox"/> \$ 1M - \$5M <input type="checkbox"/> \$ 5M - \$ 10M <input type="checkbox"/> > \$ 10M	
	And the option to fax or email your form back if paying by direct bank deposit	
Motion	Moved the Membership Report be accepted Moved: Beverley Seconded: John Lamont	Carried
4.3	CBD REPORT	
Motion	Moved the CBD Report be accepted Moved: Clive Brooks Seconded: Lynnette Kearney	Carried
4.4	EVENTS	
	Doug asked for Super Dinner Budget. Clive had already submitted it through the Events Committee	
Motion	Move Events Report be accepted Moved: Clive Brooks Seconded: Michelle Miran	Carried
4.5	SOUTHERN AREA	
4.5.1	Report regarding Southern Area Chamber was presented by Vaughan Sansom. Report to be sent to SBC Office electronically so it can be forwarded onto Management Committee.	Vaughan
Motion	SHOALHAVEN BUSINESS CHAMBER SIGN LOCATED AT LAKE TABOURIE 4 x Companies (1 being the Shoalhaven Business Chamber) to put in \$ 500.00 each to have SBC Sign located at Lake Tabourie upgraded. If there are not 4 companies willing to put forth money Chamber to fully fund upgrade.	Carried
	Moved: Lynnette Kearney Seconded: Beverley Bloomfield	
4.5.2	Meeting between Southern Area & Shoalhaven Business Chamber regarding our proposal to take over the hosting of the Shoalhaven Business awards. Criteria may be used to streamline Ulladulla Businesses attempts to enter into the Shoalhaven Business Awards	Clive, Vaughan & Tony
Motion	Move SA Report be accepted Moved: Vaughan Sansom Seconded: Tony Emery	Carried
4.6	POLICY	
4.6.1	Write letter to SCC regarding the repair of the storage Containers	Dave
4.6.2	Contact Wingecarribee Council requesting their Local Preference Policy	Lynnette
4.6.3	Meeting with Policy Committee at Nowra Chemicals to compare Local Preference policies from other Council	David Goodman John & Tony
Motion	Move the Policy Report be accepted Moved: Tony Emery Seconded: Clive Brooks	Carried

5. GENERAL BUSINESS

- 5.1 Sussex Inlet Skate Park – Contact Kane and let them know that this is not our core business Dave
- 5.2 Chamber Presidency
Motion Chance is stepping aside for 2 months and John Lamont is stepping in as President
Moved: Beverley Bloomfield Seconded by Lynnette Kearney Carried
- 5.3 PRIME TELEVISION ADVERTISING
1. Southern Area have agreed to go ahead with their Television ad campaign
2. CBD want to run advertising, but in a different format
3. SBC wants to make sure the Television ads brand the chamber in the right and positive manner. Clive Brooks and Catherine Shields to meet regarding progressing our television ad campaign Clive & Catherine
- 5.4 BUDGETS
SOS to include tourism. Tony brought up the need to find more in-kind sponsorship and try and achieve a bottom line of 10% profit.
Motion The Management Committee endorses the SOS Budget
Moved: John Lamont Seconded: Lynnette Kearney Carried
- BUSINESS AWARDS
Still awaiting MOU approval from Council. Once approval has been sort, final budget will be put forth for endorsement
- 5.5 MAYOR'S REPORT
1. Would like Shoalhaven Rewards program to get more promotion, especially through the Southern Area. Greg Pullen would like to have 100 businesses listed on the site before the official launch
2. Highway banners are to come down within the next week
3. Hoping to have MOU for Business Awards & SOS approved within the next week
- 5.6 EVENTS
Doug Made mention of the need for our events to have the "WOW" factor. Refer to Events committee

6. IBC LEADS FOR PHIL SCHAFFER

- 6.1.1 None put forth
- 6.1.2 Clive Brooks asked if we could obtain feedback about leads already given

Meeting closed: 9.03am

Next meeting to be held at Nowra Chemicals Board room, on the 20th of April 2010 at 7.00am

The above minutes are a true representation of this meeting.

PRESIDENT OR REPRESENTATIVE SIGNATURE

DATE

ACTION TABLE

2.1	<p>MANAGEMENT RULES & POLICY Tony, Murray & Dave to meet and finalise Policy before next Management Committee Meeting</p>	Tony
2.6	<p>PROFESSIONALS GROUP MOU between SBC & Professionals Group to be developed and put forth for discussion at next Management Meeting</p>	Tony
	<p>MEMBERSHIP</p>	
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	<p>GENERAL BUSINESS</p>	
5.1	Contact Kane from Sussex Inlet Sustainable Project and let him know that this concept is not part of our core activities	Dave
5.3	<p>PRIME TELEVISION ADVERTISING Southern Area have agreed to go ahead with their Television ad campaign CBD want to run advertising, but in a different format SBC wants to make sure the Television ads brand the chamber in the right and positive manner. Clive Brooks and Catherine Shields to meet regarding progressing our television ad campaign</p>	Clive & Catherine