

**Management Committee Meeting** Tuesday 20<sup>th</sup> April 2010  
 Nowra Chemicals, Flinders Estate South Nowra

MEETING 7.04am  
 OPENED

PRESENT Catherine Shields, John Lamont, Michelle Miran, Harry Ray, Dave Mitchell, Lynnette Kearney, Clive Brooks, David Goodman, Tony Emery, Doug Symes, Warren Seccombe

APOLOGIES Vaughan Sansom, Chance Hanlon, Linda Marquis, Beverley Bloomfield

1	PREVIOUS MINUTES		
	Motion	Accept the Minutes from meeting 16th March 2010 Moved: Michelle Miran Seconded: Lynnette Kearney	Carried
2	BUSINESS ARISING		
	2.1	MANAGEMENT RULES & POLICY Tony, Murray & Dave to meet and finalise Policy before next Management Committee Meeting	Tony
	2.2	PROFESSIONALS GROUP MOU between SBC & Shoalhaven Professionals Groups to be developed and put forth for discussion at next Management Meeting. Other Professional Groups to be considered for Membership. Letter to be done by Linda	Refer to Membership
	2.3	MEMBERSHIP Retailers Association Membership needs to be developed	Linda
	2.4	Membership Surveys to be sent out to Exec for comment and have them ready for our April BAH	Dave
	2.5	SOUTHERN AREA 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
	2.6	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	Clive & Catherine
3.	CORRESPONDENCE		
	Motion	Move Correspondence be accepted. Moved: Lynnette Kearney Seconded: Clive Brooks	Carried
4.	SUB COMMITTEE REPORTS		
	4.1	FINANCE & MANAGEMENT	
	4.1.1	Clive Brooks concerned about Events Committee Result. Clive to meet with Dave to discuss	Dave
	Motion	Move the Finance Report be accepted Moved: Doug Symes Seconded: Harry Ray	Carried
	4.2	MEMBERSHIP	
	4.2.1	Survey to go out to Committee for comment	Dave
	4.2.2	Survey to be available at our April Business after Hours	Dave
	4.2.3	Newsletter to be available at our April Business after Hours	Dave
	Motion	Moved the Membership Report be accepted Moved: Harry Ray Seconded: Warren Seccombe	Carried

4.3	CBD REPORT		
4.3.1	2010/2011 Budget is being refined		
Motion	Moved the CBD Report be accepted Moved: Catherine Shields Seconded: Clive Brooks		Carried
4.4	EVENTS		
4.4.1	May BAH is going to be on the 26th of May		
4.4.2	July Super Dinner is going to be on the 14th of July		
Motion:	Clive Brooks to re-vamp current membership Packages to make them more attractive and easier to Market Moved: David Goodman Seconded: Michelle Miran		Carried
Motion	Move Events Report be accepted Moved: Clive Brooks Seconded: David Goodman		Carried
4.5	SOUTHERN AREA		
4.5.1	Southern Area AGM Clive, Michelle, Harry, Lynnette, David and John or Chance to attend		
4.5.2	Letter to be sent through to Southern Area Committee to commend the committee on the great work they have done over the past 12 months.		John
4.5.3	Procedures relating to committee positions to be sent through to Vaughan		Michelle
4.5.4	Shoalhaven Marina is to be located at Greenwell Point, Jervis bay or Ulladulla. John Lamont to locate feasibility studies and send to Vaughan Sansom		John
Motion	Move SA Report be accepted Moved: John Lamont Seconded: Lynnette Kearney		Carried
4.6	POLICY		
Motion	Move the Policy Report be accepted Moved: David Goodman Seconded: Tony Emery		Carried
5.	GENERAL BUSINESS		
5.1	Economic Gardening - Defer		
5.2	Membership		
Motion	Membership fees to increase by 10% as of the 1st of June 2010  Moved: Tony Emery Seconded by: Harry Ray		Carried
5.3	Meeting Dates Event dates to be discussed and determine which Wednesday best suits both the Northern and Southern Chambers. Flexibility is needed from both sides		Clive & Vaughan
5.4	DEFENSE Luncheon to be held on the 30th of April. Informal meeting		
Motion	Shoalhaven Business Chamber to sponsor Luncheon (\$250.00) on the 30th of April Moved: Warren Seccombe Seconded: Harry Ray		Carried
5.5	Doug requested that the Chamber holds a Candidates Breakfast Doug requested the Chamber develops a policy relating to Press Releases including: Timing, Conflict of Interest and is it a Chamber responsibility		Refer to Policy Committee
5.6	BUSINESS AWARDS MOU has been approved - \$ 30,000+GST Awards Sub Committee – Clive, Chance, Michelle, Tony and Warren Draft Event Manager Advert – Once approved it is to be put in Shoalhaven & Nowra News, South Coast Register and posted on the Internet Also MOU includes the Sponsorship of the Shoalhaven on Show		
5.7	CBD Contract Council is happy with the current expenditure Greg Pullen will be recommending SBC to administer the CBD for a further 2 year period		

- 5.8 GAOL VISIT  
Kiama MP Matt Brown has invited Chamber members to on a Gaol tour. Tour will take place on the 6th of May at 7.00am. 2 people per business will be able to register, and the first 100 to register will get to go.
- 5.9 MELBOURNE CUP  
13th of October.  
Shoalhaven Business Chamber has been asked to co-ordinate a breakfast at the Shoalhaven Turf Club  
CBD Event – Shop owners will have the opportunity to have a window dressing competition  
CBD Shops will have to cover the cost to dress up their own Shops
- 6.0 LINEAR ACCELERATOR  
SSC has given the SBC a copy of the funding application which has been approved by the Federal Government
- 6.1 RETAIL WORKSHOPS  
Industry & Investment are keen to run more workshops in conjunction with SOS
- 6.2 Sonya Cochrane has opted to accept the Chamber's Redundancy package
- 6.3 Catherine Shields has been appointed to the Shoalhaven Tourism Board
- 6.4 Albatross Theatre Company raised \$ 8500.00 for Camp Quality
- 6.5 IBC ALLIANCE  
Phil Schafer to attend next Membership Meeting
- 6.6 POST BUDGET LUNCH  
Luncheon will take place on the 12th of May at Worrigeer House  
Invites to be sent out as soon as they are approved
- 6.7 NEW MEMBERS  
New Members are to be announced, but not asked to introduce them selves

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6. IBC LEADS FOR PHIL SCHAFFER

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Vinod Palmer – CPE  
Ocean & Earth

Meeting closed: 9.00am

Next meeting to be held at Telstra Business Centre, on the 18<sup>th</sup> of May 2010 at 7.00am

The above minutes are a true representation of this meeting.

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PRESIDENT OR REPRESENTATIVE SIGNATURE

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DATE

## ACTION TABLE

2.1	<p><b>MANAGEMENT RULES &amp; POLICY</b>            Tony &amp; Dave to meet and finalise Policy before next Management Committee Meeting</p>	Tony
2.2	<p><b>PROFESSIONALS GROUP</b>            MOU between SBC &amp; Shoalhaven Professionals Groups to be developed and put forth for discussion at next Management Meeting. Other Professional Groups to be considered for Membership. Letter to be done by Linda</p>	Refer to Membership committee
2.3	<p><b>MEMBERSHIP</b>            Retailers Association Membership needs to be developed</p>	Linda
2.4	<p>Membership Surveys to be sent out to Exec for comment and have them ready for our April BAH</p>	Dave
2.5	<p><b>SOUTHERN AREA</b>            Meeting between Southern Area &amp; Shoalhaven Business Chamber the Shoalhaven Business awards. Criteria may be used to streamline Ulladulla Businesses attempts to enter into the Shoalhaven Business Awards</p>	Clive, Vaughan & Tony
2.6	<p><b>PRIME TELEVISION ADVERTISING</b>            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
4.1.1	<p><b>FINANCE</b>            Clive to meet with Dave and go over Events financial results</p>	Clive & Dave
4.2.1	<p><b>MEMBERSHIP</b>            Survey to go out to Committee for comment</p>	Dave
4.2.2	<p>Survey to be available at our April Business after Hours</p>	Dave
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4.5.2	<p><b>SOUTHERN AREA</b>            Letter to be sent through to Southern Area Committee to commend the committee on the great work they have done over the past 12 months.</p>	John
4.5.3	<p>Procedures relating to committee positions to be sent through to Vaughan</p>	Michelle
4.5.4	<p>Shoalhaven Marina is to be located at Greenwell Point, Jervis bay or Ulladulla.            John Lamont to locate feasibility studies and send to Vaughan Sansom</p>	John
5.3	<p><b>GENERAL BUSINESS</b>  <b>Meeting Dates</b>            Event dates to be discussed and determine which Wednesday best suits both the Northern and Southern Chambers. Flexibility is needed from both sides</p>	Clive & Vaughan
5.4	<p><b>DEFENSE</b>            SBC to host Luncheon on the 30th of April. Approx. \$ 250.00 budget for food and drinks</p>	Warren
5.5	<p><b>POLICY</b>            Doug requested the Chamber develops a policy relating to Press Releases including:            Timing, Conflict of Interest and is it a Chamber responsibility</p>	Refer to Policy Committee