

**Management Committee Meeting** Tuesday 18<sup>th</sup> May 2010  
Telstra Business Centre, Stockland Mall, Nowra

MEETING 7.04am  
OPENED

PRESENT Catherine Shields, John Lamont, Michelle Miran, Harry Ray, Dave Mitchell, Clive Brooks, Tony Emery, Doug Symes, Warren Seccombe, Linda Marquis

APOLOGIES Vaughan Sansom, Chance Hanlon, Beverley Bloomfield, Lynnette Kearney, David Goodman

1	PREVIOUS MINUTES		
	Motion	Accept the Minutes from meeting 20th April 2010 Moved: Tony Emery Seconded: Clive Brooks	Carried
2	BUSINESS ARISING		
		MANAGEMENT RULES & POLICY Tony & Dave to meet and finalise Policies	Tony
		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	Linda
		MEMBERSHIP Retailers Association Membership needs to be developed	Linda
		SOUTHERN AREA SBC Calendar has been sent to our Southern Area for consideration	
3.	CORRESPONDENCE		
		Clive Brooks requested that the correspondence list to be sent out weekly	Carried
	Motion	Move Correspondence be accepted. Moved: Clive Brooks Seconded: Michelle Miran	
4.	SUB COMMITTEE REPORTS		
		4.1 FINANCE & MANAGEMENT	
		4.1.1 Doug reported that the Chamber's financial position is not as healthy as it should be	
		4.1.2 CBD to review expenditure versus budget, and be careful not to spend funds that we don't have	Carried
		4.1.3 \$ 200.00 per month extra to be allocated to the office maintenance budget	Carried
		4.1.4 Membership/Marketing Packages to be discussed in reference to the break up of income to the correct coding	Carried
	Motion	Move the Finance Report be accepted Moved: Doug Symes Seconded: Harry Ray	Carried
		4.2 MEMBERSHIP	
		4.2.1 Possible Alliance with the NSW Business Chamber. Meeting to take place on the 19.05.10 to discuss	Executive
		4.2.2 Retailers Association Membership package is still in Development stage	
	Motion	Moved the Membership Report be accepted Moved: Harry Ray Seconded: Warren Seccombe	Carried
		4.3 CBD REPORT	
		4.3.1 CBD Magazine to come out in the 1st week in September	
		4.3.2 CBD as part of the SBC should support the Melbourne Cup breakfast	
		4.3.3 CBD Committee are going ahead with the development of a discount voucher book	
	Motion	Moved the CBD Report be accepted Moved: Catherine Shields Seconded: Michelle Miran	Carried

4.4	EVENTS		
4.4.1	Event Manager to be interviewed and successful applicant picked on the 19.05.10		Clive & Michelle
4.4.2	May Business after Hours at Westpac on the 19th of May (Tomorrow night)		
Motion	Move Events Report be accepted Moved: Clive Brooks    Seconded: Michelle Miran		Carried
4.5	SOUTHERN AREA		
	No Report		
4.6	POLICY		
4.6.1	CBD Containers Large one has been sealed, but now has a build up of condensation		
4.6.2	Containers need a good clean out		
4.6.3	Decorations to go out to Culburra if they want them		
4.6.4	Consideration of a working bee to clean up containers		
4.6.5	Storage Unit instead of these Storage Containers may be a consideration		
4.6.6	Committee to look at our top 10 priorities including the wording of them. Wait for the IBC to finalise their Top 10 priorities and make sure we are aligned with them if applicable		
4.6.7	SBC supports the introduction of the Council's new contractor system – BNG Conserve		
Motion	Move the Policy Report be accepted Moved: John Lamont    Seconded: Tony Emery		Carried
4.7	BUSINESS AWARDS		
Motion	Move the Business Awards Report be accepted Moved: Clive Brooks    Seconded: Michelle Miran		Carried
5.	GENERAL BUSINESS		
5.1	Shoalhaven Youth + Shoalhaven Business = Shoalhaven's Future. Find out what outcomes there are and how we can support them.		Linda
5.2	Re-launch Members gets member program Renewal email that gets sent out to be re-worded		
5.3	Meeting to go ahead with the Illawarra Business Chamber on the 19th of May		
5.4	Meeting to go ahead with the NSW Business Chamber on the 19th of May as well Send out invites and agenda for above meetings		Dave
5.5	CBD budget is to be more accurate moving forward		
5.6	Sponsorship Packages – Dave, Michelle & Clive to meet and discuss Chamber policy in regards to financial break up of packages		Dave, Clive & Michelle
5.7	Positions vacant – Process in selecting applicant. Linda & Dave were asked to leave the room whilst this was discussed		
5.8	Truck Crash report in Newspaper – Letter to be written to the Mayor asking when the Sand Track (Bolong Road) will be approved for heavy Vehicle usage during time of Emergencies.		John
5.9	CBD Footpath upgrade – Linda brought up the issue regarding the negative press by River Deli about the upgrades, and said that the Council and a Chamber representative had carried out an extensive Public Relations campaign to make sure the shop owners were well aware of what was going to happen.		

Meeting closed: 8.55am

Next meeting to be held at Nowra Chemicals, on the 15<sup>th</sup> of June 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	MANAGEMENT RULES & POLICY Tony & Dave to meet and finalise Policies	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	Linda
2.3	MEMBERSHIP Retailers Association Membership needs to be developed	Linda
4.4.1	Event Manager to be interviewed and the successful applicant selected on the 19.05.10	Clive & Michelle
	GENERAL BUSINESS	
5.1	Shoalhaven Youth + Shoalhaven Business = Shoalhaven's Future. Find out what outcomes there are and how we can support them.	Linda
5.6	Sponsorship Packages – Discuss Chamber policy regarding financial break up of packages	Dave, Clive & Michelle
5.8	Truck Crash report in Newspaper – Letter to be written to the Mayor asking when the Sand Track (Bolong Road) will be approved for heavy Vehicle usage during time of Emergencies.	John