

Management Committee Meeting Tuesday 15 September 2009
Telstra Business Centre, Pad Site 1 Stockland Nowra

MEETING OPENED 7.05am

PRESENT Doug Symes, David Goodman, John Lamont, Chance Hanlon, Michelle Miran, Beverley Bloomfield, Tony Emery, Lynnette Kearney, Clive Brooks, Warren Seccombe, Vaughan Sansom, Catherine Shields, Sonya Cochrane

APOLOGIES

1 PREVIOUS MINUTES

- 1.1 Sales person Harry suggested for CBD Magazine Sales not available.
- 1.2 CBD report. Change to IE to IT Health Store

Motion **Accept the Minutes from meeting 18 August** **Carried**
 Moved: John Lamont Seconded: Harry Ray

2 BUSINESS ARISING FROM JULY MINUTES HELD OVER

- 2.1 ARA meeting set for 21 September
- 2.2 Management Rules & Policy to finalise by end of month for review by Policy. Tony
- 2.3 Call for nominations for SEC committee. Request nomination form. Sonya
- 2.5 Local Business Factor
- 2.7 Telstra agreement has gone back for the second time. Awaiting their response.

3. CORRESPONDENCE

- 3.1 *NHS Business Studies Award* Carried
 Moved to sponsor \$50.00
- 3.2 *Crime Prevention Van*
 Thanks to the contributions of local businesses the Van will be on the road before Christmas. Matt Brown advised some funding will be provided before Christmas – no indication of how much. Fundraising for second van for the Southern Area will begin around mid 2010.
- 3.3 *Nowra CBD Liaison Committee.*
 Chair of CBD Committee and Executive Officer to be nominated Sonya
- 3.4 *Co-badging on ITeC IR & HR 'Managing Motivation' Seminar*
 Move to co-badge with Illawarra ITeC on this. SBC role to promote to members. Carried

Motion **Move Correspondence be accepted.** **Carried**
 Moved: Beverley Bloomfield Seconded: Michelle Miran

4. SUB COMMITTEE REPORTS

4.1 FINANCE & MANAGEMENT

- 4.1.1 Format of reports are now in place. Reports include a Financial Summary; monthly cash flow report; monthly P&L (accrual), Cash flow with budget
- 4.1.2 Two major issues to be addressed: Sonya, Dave
 - 1. Debtors report showing \$28,746.64 outstanding 90 days. Some of these are considered multiple invoices and need to be checked. The validity of some of these invoices is in question. Without a staff member since mid June and the entry of data by five different people during this period, each invoice is to be checked individually. Priority for staff to validate supposed debtors and report by 30 September.
 - 2. Revenue raising actions and calendar to be set
- 4.1.3 A number of concerns expressed regarding Booths.
 - 1. The need for accrual reporting is again to be confirmed.

2. The fee of \$1300 is considered by some as very high and not value for money
3. Sonya and Dave were asked if Booths were still required – both agreed for the short term they are.
4. The delay in the membership database being finalised.

EO REPORT ON ISSUES

4.1.4

Accrual System

1. As Myob has been set up under accruals we can only get a summary of invoices sent not invoices paid. Until the new database is finalised which replicates the entries in MYOB a single report can not be provided.

Income in Advance

1. Members who paid from May to June last year (when Booths took over) had their payments placed in an 'income in advance' account on MYOB so it could be allocated to the 09/10 FY.
2. This income detail was not transferred over to the 'New' Myob system so we have no detail of the individual members who paid then – it must be tracked manually in the 'Old' Myob file. Therefore another reason we are unable to do one complete summary of membership.
3. Booths are allocating this income received in advance on an accrual basis each month. This then throws out our cash reports of monthly actuals from the budget prepared.

Debtors

There are systems in place to track outstanding invoices on a monthly basis. Now we have Dave full time, this can be monitored. It has been nearly three months since we have had someone dedicated to accounts during the busiest financial period of the SBC.

General Concerns

Reporting procedures still appear to be determined by Booths beliefs of what we need rather than our requirements.

Doug to speak with Tony Federici regarding concerns.

Doug

Motion

Move the debtors list be verified by 30 September

Moved: Doug Symes Seconded: Michelle Miran

Carried

Motion

Move the Finance and Management Report be accepted

Moved: Doug Symes Seconded: Beverley Bloomfield

Carried

4.2

MEMBERSHIP

4.2.1

Database

Membership database list provided by Booths for July & August, but did not include 08/09 members.

4.2.2

Direct Marketing

Prior to agreeing to utilisation of membership contact details, the Chamber needs to provide the opportunity to members to opt in (rather than opt out) to receive marketing material. Add to application and canvass current members.

Sonya

4.2.3

Fee increase

Propose an increase in fees of \$7.00 for Small and Medium members and \$30.00 for Large. Any proposed increase needs to be sent to IBC for comment.

Tony

4.2.4

Benefits

Ulladulla – networking is not a valid sales point. What do SA members want/get?

Motion

Membership and Events to have a special meeting and review packages, determine benefits and costs.

Moved: Michelle Miran Seconded: John Lamont

Events & Membership
Carried

4.2.3

Membership procedure

Leads go to EO and information sent; a list of these prospective members to be maintained and form a report for Membership Committee. Committee members to then follow up.

Motion

Move the membership report be accepted.

Move: Beverley Bloomfield Seconded: Harry Ray

4.3

CBD REPORT

4.3.1

Catherine & Sonya met with the Mayor twice in the last week to discuss:

1. Christmas decorations. CBD has allocated \$10,000. Requested SCC provide funding and assistance. Mayor is making a request to SCC in coming weeks to support this.
2. Banners. Red tape is the biggest issue; asked SCC to help navigate these

- problems. Southern Area looking at the same idea through funding from businesses and Rotary.
3. Budget. A positive response. Emphasised we are working to be more accountable to the CBD contributors and every project we look at has to be of direct benefit to them.

CBD Committee nominations.

Provide names of potential members to Catherine.

All

Move the CBD Report be accepted

Moved Catherine Shileds Seconded: John Lamont

Carried

4.4 EVENTS

4.4.1 *Meeting styles*

Propose to cancel general meetings and host 3 Super Dinners, AGM & BAH

4.4.2 *Revenue source*

Raffle to be held at each meeting as revenue raiser.

4.4.3 *Member get Member*

Propose this be set aside as it is not working. Tony disagreed with this suggesting more emphasis should be placed on it with reminders to members.

Events

4.4.4 *Events*

Calendar is in place for the next 12 months ensuring current members with venues are utilised.

Motion

Move the Events Report be accepted

Moved: Clive Brooks Seconded: Lynnette Kearney

Carried

4.5 SOUTHERN AREA

4.5.1 *Membership*

Difficulty chasing members due to membership list not being current. Louise is now looking after membership.

4.5.2 *Business Awards*

A very successful event with a number of winners of the awards being on the Committee. This has resulted in approaches from other businesses interested in joining the Chamber.

4.5.3 *Direction*

Meeting every fortnight and identifying the direction. Would like to offer local businesses more in areas of training, particularly during the current slow period.

4.5.4 *Money received*

Suggested bank deposit book be provided for SA. Bank payment details appear on membership forms. Encourage all payments to be made this way or by cheque.

Motion

Move the Southern Area Report be accepted

Moved: Vaughan Sansom Seconded: Harry Ray

Carried

4.6 POLICY

4.6.1 *SCC Tender Policy*

Policy tender for SCC starts at \$150,000. Propose Policy Committee meet with Gareth to start this at \$50,000 and relate to general purposes not just tenders. Some Councillors would support it. Wingecarribee reflects what we want to do – trying to get hold of a copy.

David

4.6.2 *Reclassification of Bridge Road land*

SCC propose reclassifying land from Community Title to Operational. Recommend SCC maintain ownership of this land. Unanimous that the land remain for future civic use. Letter to be written to SCC with this recommendation.

Sonya

Motion

Move the Policy Report be accepted

Moved: David Goodman Seconded: Tony Emery

Carried

5. GENERAL BUSINESS

Motion

Move that Linda Marquis be employed as a sub-contractor \$38/hr, three days a week while Sonya is on maternity leave. Linda will commence 23 October.

Moved: Beverley Bloomfield Seconded: Lynnette Kearney

Carried

- 5.2 *CBD Expenses.*
 SCC Economic Development Office has asked questions regarding the expense and time allocation of staff from CBD funds. Half CBD budget goes in to wages and administration, but an estimate of 20% of time is allocated to CBD. Currently spending \$70,000. Harry advised 4 years ago, \$60,000 was spent on the same but there were concerns from SCC that the person was not accountable hence the bringing it under SBC.
 CBD is accountable to the rate payers and the Committee want to ensure that the money is spent in their best interest, not to subsidise the Chamber.
 Catherine understands the split should be 50% running costs and 40% of staff time recognising benefits of the alliance with SBC.
 Catherine is concerned that some of the key stakeholders would not be happy with allocation of time.
 Like the SBC Management Committee, the CBD Committee are professional business people who volunteer their time. Chance also advised that SBC committee members dedicate time for the CBD businesses.
 Chance and John will discuss Ec Dev Office concerns with the Mayor at their next meeting. Chance
- Motion **Move Dave Mitchell be authorised to use internet banking** **Carried****
 Moved: John Lamont Seconded: John Lamont
- 5.3 Target Membership Marketing
 Once we have the list of current members and IBC members Committee will provide 10 potential members at each meeting.
- Motion **Move the Chamber offer NGO's and registered charities full membership at Associate Member rates as an opportunity for them to join the Chamber network and promotional opportunities for a very small cost.** **Carried****
 Moved: John Lamont Seconded: Clive Brooks
- 5.4 Update Committee Member list to include Linda Marquis & Dave Mitchell. Dave
- 5.5 *Shoalhaven Business Awards Feedback*
 Recognise the work put in by SCC. General feedback from the business community includes: Venue and meal good; but event not overly successful; not enjoyable; too long, would like transparency in the judging process. Past judges & Sonya have concerns with lack of procedures and processes in the judging and recommend the Chamber not involve itself more closely unless this is addressed.

Meeting closed: 9.40am

The above minutes are a true representation of this meeting.

 PRESIDENT OR REPRESENTATIVE SIGNATURE

 DATE

ACTION TABLE

2.2	Management Rules & Policies to Policy by 30 Sept	Tony
2.4	SEC Advisory Committee nomination form	Sonya
3.3	Nowra CBD Liaison Committee nominees sent to SCC	Sonya
4.1.2	Validate debtors list by 30 September	Sonya, Dave
4.1.4	Discuss accounting concerns with Booths	Doug
4.2.2	Opt in option – membership application and to current members	Sonya
4.4.3	Member get Member discarded or time allocated to it	Events
4.6.1	SCC Tender Policy proposal	David
4.6.2	Reclassification of SCC land letter to SCC	Sonya
5.2	Economic Dev Office concerns with CBD share of Admin expenditure - Mayor	Chance
5.4	Update Committee contact list	Dave