

Management Committee Meeting Tuesday 20 October 2009
Nowra Chemicals, Albatross Road South Nowra

MEETING OPENED 7.06am

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

1 PREVIOUS MINUTES

Motion **Accept the Minutes from meeting 15 September** **Carried**
 Moved: Lynnette Kearney Seconded: Clive Brooks

2 BUSINESS ARISING

- 2.1 **MANAGEMENT RULES & POLICY**
 Still not finalised. Copy of those drafted in 2006 and circulated to Tony, Murray and Lynnette have been sent to David as current Chair of Policy.
- 2.2 **TARGETED MEMBER PACKAGES**
 Events Committee noted only the Management Committee actively participating in Member get Member.
 Discussion resulted in the proposal that a better investment would be to create packages for market segments so SBC can cater to specific needs and promote benefits relevant to these segments eg. defence, retail, sole proprietors.
- 2.3 Enhance members experience at meetings by making introductions. Nominate a greeter for the year or for each meeting. Tomorrow night: Harry & Chance
- 2.4 **NEW CATEGORY**
 Sole Proprietors – should SBC offer a \$100 membership to these?
 Provide list of members in 1-10 category. Dave
- 2.5 **EXTRAORDINARY MEETING**
 Management Committee Meeting to discuss Items: 2.2; 2.3; 4.1.3; 4.4.3. To be held one evening. Date to be set. Chance
- 2.6 **CBD EXPENDITURE**
 Mayor & Finance Manager are happy with how the Chamber is managing the funds.

3. CORRESPONDENCE

- 3.1 Membership – Telstra have joined as Platinum Members, Peoplecare Gold
- Motion** **Move Correspondence be accepted.** **Carried**
 Moved: Lynnette Kearney Seconded: Warren Seccombe

4. SUB COMMITTEE REPORTS

- 4.1 **FINANCE & MANAGEMENT**
- 4.1.1 **BOOTHS**
 Key points addressed: SBC is meeting legal requirements, producing accurate reports, producing reports the Committee can utilise.
 Agreement with Booth's is at an end, they are no longer required for ongoing monthly input; recommend SBC retain their consultancy until end of financial year.
- Motion** **Retain Booths as consultant for this financial year. At end of FY make a decision as to auditing – shall it be done and who will do it.** **Carried**
 Moved: Harry Ray Seconded: Clive Brooks
- 4.1.2 **AUDIT**
 Audit process not a legal requirement, however the Committee may be happier to continue with this process. Identify qualified auditors in the Shoalhaven. Doug

- 4.1.3 **INVOICING PROCEDURE**
See Membership Minutes 2. Add to this an initial phone call advising membership due. This is an opportunity to check details and promote attendance at meetings. Item for Extraordinary meeting. All
- 4.1.4 **REPORTS**
Summary sheet is required for the Exec meeting; detail for the Finance Committee. Notes on Material Items the accountants have provided are not informative. In future Dave to provide succinct statements of why the problem occurred and what is being done to rectify it. Dave
- 4.1.5 **ACCOUNTS**
Voucher account will be cancelled and made a capital expenditure account. Propose allocating \$300 a month Finance
- Motion Move the Finance and Management Report be accepted** **Carried**
Moved: Doug Symes Seconded: Lynette Kearney

4.2 **MEMBERSHIP**

- 4.2.1 **Membership Renewal procedure to be initiated by way of a phone call from office to ascertain whether a member wants to renew or not. Then invoice is raised and sent out.**
- Motion Move the Membership Report be accepted.** **Carried**
Moved: Harry Ray Seconded: Lynette Kearney

4.3 **CBD REPORT**

- 4.3.1 Christmas decorations the main focus of EO and budget negotiations with SCC.
- Motion Move the CBD Report be accepted** **Carried**
Moved Warren Seccombe Seconded: Doug Symes

4.4 **EVENTS**

- 4.4.1 Propose Super Dinner sponsors; Telstra for November; Peoplecare for March. Target speakers who will draw a crowd utilising money from DSRD.
- 4.4.2 **WEB STIE**
Cannot use the infrastructure from any other organisation at the moment. Need in the realms of \$15,000 to get what we require. Should we wait until we can afford this? Add web site to Exec meeting. Invite Sonya to discussions/negotiations with designer.
- Motion Move the Events Report be accepted** **Carried**
Moved: Clive Brooks Seconded: Lynette Kearney

4.5 **SOUTHERN AREA**

- Motion Move the Southern Area Report be accepted**
Moved: Warren Seccombe Seconded: Lynette Kearney

4.6 **POLICY**

- 4.6.1 Consider an additional person for Policy Committee. Contact Murray Mortimer. Chance
- Motion Move the Policy Report be accepted** **Carried**
Moved: Lynette Kearney Seconded: Clive Brooks

5. **GENERAL BUSINESS**

- 5.1 **COMMUNITY DEFENDERS SERVICES**
Promote benefits of this Centre to attendees. Chance offered they present at one of our meetings.
- 5.2 **INSURANCE ADVICE**
- 5.2.1 **COVERAGE**
SBC broker Steve Kavanagh of Insurance Advisernet attended to answer questions and confirm SBC's coverage. SBC has
1. Public Liability - responds to third party,
 2. Association Liability - covers the Executive for professional negligence for seven years in past and future. To be renewed tomorrow

3. Asset insurance

5.2.2 VOLUNTARY WORKERS

Policy committee requested we investigate coverage of Exec when representing SBC at meetings & functions. Question if this is necessary - cost is \$1108.25. Exec to check if they are or are not covered by own businesses workers compensation. Carry over decision to next meeting. Embezzlement – best to manage it in house.

All

5.2.3 EVENTS

Contractual liability - don't sign anything that accepts additional liability. Chamber is only covered for its outlined activities.

Meeting closed: 8.45am

The above minutes are a true representation of this meeting.

PRESIDENT OR REPRESENTATIVE SIGNATURE

DATE

ACTION TABLE

2.4	Provide list of members in 1-10 category.	Dave
2.5	Arrange Extraordinary Meeting	Chance
4.1.2	Identify qualified auditors in the Shoalhaven.	Doug
4.1.4	Provide succinct statements in Financial Reports of why a problem occurred and what is being done to rectify it.	Dave
4.1.5	Determine monthly allocation to capital expenditure account	Finance
4.6.1	Approach Murray Mortimer re. joining Policy Committee	Chance
5.2.2	Committee members to check if they are covered by business workers comp.	All