

**Management Committee Meeting Tuesday 17<sup>th</sup> November 2009  
Telstra Business Centre Stocklands Nowra**

**MEETING  
OPENED** 7.08am

**PRESENT** Chance Hanlon, Doug Symes, Clive Brooks, Warren Seccombe, Catherine Shields, David Goodman, John Lamont, Tony Emery, Vaughan Sansom, Michelle Miran, Harry Ray, Linda Marquis, Dave Mitchell

**APOLOGIE  
S** Lynnette Kearney, Beverley Bloomfield

**1 PREVIOUS MINUTES**

**Motion** **Accept the Minutes from meeting 20 November** **Carried**  
Moved: Clive Brooks Seconded: Doug Symes

**2 BUSINESS ARISING**

- |     |   |       |
|-----|---|-------|
| 2.1 | MANAGEMENT RULES & POLICY<br>Still not finalised. Copy of those drafted in 2006 to be circulated electronically to executive committee for comment. Adopt these rules and policies until the current ones are looked at by committee and amended by Tony Emery by February 2010 | John  |
| 2.2 | Meeting on the 30 <sup>th</sup> of January 2010 to discuss Membership options   | All   |
| 2.3 | Voucher Account to be re-named as a Sinking Funds and \$ 250.00 to be deposited on a Monthly basis  | Dave  |
| 2.4 | A list of Financial Auditors in the Shoalhaven still to be looked into  | Doug  |
| 2.5 | Shoalhaven Business Chamber to contact the Illawarra Business Chamber to see what sort of Voluntary Workers Insurance they have and adopt if appropriate  | Linda |

**3. CORRESPONDENCE**

**Motion** **Move Correspondence be accepted.** **Carried**  
Moved: John Lamont Seconded: Michelle Miran

**4. SUB COMMITTEE REPORTS**

**4.1 FINANCE & MANAGEMENT**

- |               |   |                |
|---------------|---|----------------|
| 4.1.1         | Change Voucher account and re-name to Sinking Fund  | Dave           |
| 4.1.2         | Approached Council to pay September quarter bill, ongoing issues with Christmas Decorations with the Mayors Office. SBC has requested that council pay their 4 quarterly instalments in full, and then SBC will pay any Council invoices immediately. SBC has sent Council the invoice for the December quarter in a hope that we will get payment on time. |                |
| 4.1.3         | Financial Report to be sent out to committee with minutes from the finance meeting  | Carried        |
| <b>Motion</b> | <b>Move the Finance Report be accepted</b>  | <b>Carried</b> |
|               | Moved: Doug Symes Seconded: David Goodman   |                |

**4.2 MEMBERSHIP**

**Motion** **Move the Membership Report be accepted.** **Carried**  
Moved: Harry Ray Seconded: John Lamont

<b>4.3</b>	<b>CBD REPORT</b>	
4.3.1	CBD Christmas decorations and Banners on the Highway have been handed over to Council due to Liability issues. The Mayor Paul Green requested \$ 25,000.00 from the CBD funds and a further \$ 10,000.00 from Council to go towards making this happen. Tom Phillips from Council is in charge of carrying out this project	
4.3.2	CBD Magazine goes to print on Wednesday the 18 <sup>th</sup> of November. Approximately \$ 11,500.00 was sold in advertising, budget was \$ 9000.00, and we spent \$ 2,763.00 on wages for Salespeople. Good result	
<b>Motion</b>	<b>Move the CBD Report be accepted</b> Moved Catherine Shields    Seconded: Clive Brooks	<b>Carried</b>
<b>4.4</b>	<b>EVENTS</b>	
4.4.1	Super Dinner on the 18 <sup>th</sup> of November. Ticket price is \$ 65.00 per head; cost per head is \$ 30.00. We anticipate making a profit of approx. \$ 4500.00 on the night.	
<b>Motion</b>	<b>Move that there be no BAH in January</b> Moved: Chance Hanlon    Seconded: John Lamont	<b>Carried</b>
4.4.2	<b>Ian Strathie from Wray Owen Funerals to be approach about hosting BAH in February 2010</b>	Dave
<b>Motion</b>	<b>Move Events Report be accepted</b> Moved: Clive Brooks    Seconded: Michelle Miran	
<b>4.5</b>	<b>SOUTHERN AREA</b>	
4.5.1	<b>Flags in the main street have come to a stale mate with Rotary. Vaughan has asked if anybody has ideas in how to move this project forward.</b>	
4.5.2	<b>Ulladulla Fireworks - Southern Area Committee have raised \$25,000.00 in 10 days to make sure the Fireworks go ahead. Any excess funds raised for this project will be held over and used for next years fireworks. Lions Club have been approached to assist with this years project</b>	
4.5.3	<b>Breakfast Meetings – held first one with 3 members and 1 prospective member in attendance. Even though not many it gave Vaughan a great chance to just sit down and have a chat.</b>	
4.5.4	<b>Met with Ulladulla Forum and both presented an idea to clean up Ulladulla. The chamber is happy to pass this over and have the Forum look after it.</b>	
4.5.5	<b>Had 4 new members join in the last 2 – 3 weeks</b>	
4.5.6	<b>SA Christmas Party will be at Cupits Winery on Wednesday the 9<sup>th</sup> of December and welcome everybody to attend. Cost is \$ 30.00 per head</b>	
<b>Motion</b>	<b>Move SA Report be accepted</b> Moved: Vaughan Sansom    Seconded: Doug Symes	
<b>4.6</b>	<b>POLICY</b>	
4.6.1	<b>See if the SBC chamber can tap into the IBC's Website</b>	Linda
4.6.2	<b>Tony Emery to represent the Chamber in regards to Roads Policy</b>	Carried
<b>Motion</b>	<b>Move the Policy Report be accepted</b> Moved: David Goodman    Seconded: John Lamont	<b>Carried</b>

## GENERAL BUSINESS

- 5.1 VICE PRESIDENT'S REPORT FROM JOHN LAMONT
- 5.2 BOMADERRY SHOPPING CENTRE & RAILWAY PRECINCT WORKING PARTY |  
Chance reported that the Mayor said that Chance will be on this committee
- 5.3 Butter Factory are able to accommodate 120 people in one room
- 5.4 Wray Owen Funerals are interested in hosting a BAH. Clive is to approach them Clive or Dave  
regarding taking on February 2010
- 5.5 South Coast Correctional Centre
- 5.6 New database to be put in place for events called the Prospective Members List. Dave  
Invites to our events will be forwarded onto these businesses as a marketing tool for  
new memberships
- 5.7 Pay for events before they happen. It will be a Chamber objective to move to a  
policy where Chamber events are paid for in advance.
- 5.8 No Business after Hours to be held in January
- 5.9 CDB – Linda to include in the Newsletter a Christmas window dressing Linda  
competition that the Mayor will be the judge and hand out prizes. Contact  
South Coast Register to see if they can run a good news story about this.

Meeting closed: 9.05am Next meeting to be held at Nowra Chemicals on the 14<sup>th</sup> of December at 7.00am

The above minutes are a true representation of this meeting.

-----  
PRESIDENT OR REPRESENTATIVE SIGNATURE

-----  
DATE

## ACTION TABLE

- 2.1 MANAGEMENT RULES & POLICY John  
Still not finalised. Copy of those drafted in 2006 to be circulated electronically to  
executive committee for comment
- 2.2 Meeting on the 30<sup>th</sup> of January 2010 to discuss Membership options. Please mark All  
in Diaries
- 2.3 Voucher Account to be re-named as a Sinking Funds and \$ 250.00 to be deposited Dave  
on a Monthly basis
- 2.4 A list of Financial Auditors in the Shoalhaven still to be looked into Doug
- 2.5 Shoalhaven Business Chamber to contact the Illawarra Business Chamber to see Linda  
what sort of Voluntary Workers Insurance they have and adopt if appropriate
- 4.1.1 Change Voucher account and re-name to Sinking Fund Dave
- 4.4.2 **Ian Strathie from Wray Owen Funerals to be approach about hosting BAH Dave  
in February 2010**
- 4.6.1 **See if the SBC chamber can tap into the IBC's Website Linda**
- 5.6 New Database called prospective members list to be set up Dave
- 5.9 CDB – Linda to include in the Newsletter a Christmas window dressing Linda  
competition that the Mayor will be the judge and hand out prizes. Contact  
South Coast Register about a story