

Management Committee Meeting Tuesday 15th December 2009
 Nowra Chemicals, Flinders Estate South Nowra

MEETING OPENED 7.08am

PRESENT Chance Hanlon, Doug Symes, Beverley Bloomfield, Warren Seccombe, Catherine Shields, John Lamont, Michelle Miran, Harry Ray, Linda Marquis, Dave Mitchell

APOLOGIES Lynnette Kearney, Clive Brooks, David Goodman, Tony Emery, Vaughan Sansom

1 PREVIOUS MINUTES

Motion Accept the Minutes from meeting 20 November Carried
 Moved: Warren Seccombe Seconded: Harry Ray

2 BUSINESS ARISING

- 2.1 MANAGEMENT RULES & POLICY
 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 amended. Dave
- 2.2 Meeting on the 30th of January 2010 to discuss Membership options to be held at the Telstra Business Centre. Cost \$ 15.00 per head. Linda to sort out catering All Linda
- 2.5 Voluntary Workers Insurance to be taken up with existing insurer Dave
- 4.4.2 Ian Strath to be approach for final answer regarding BAH February in no luck there, lan Henry from Nowra Toyota is to approached Michelle & Linda

3. CORRESPONDENCE

- 3.1 \$ 1000.00 to go towards Women's Conference Speaker Carried
- 3.2 John Lamont requested that the Draft Letter regarding the BTU Road upgrade be expanded before it goes to the RTA & Shoalhaven City Council John & Linda
- Motion Move Correspondence be accepted. Carried
 Moved: Chance Hanlon Seconded: Harry Ray

4. SUB COMMITTEE REPORTS

- 4.1 FINANCE & MANAGEMENT
 - 4.1.1 DEBTORS. Committee to approach River Deli and request payment of their \$ 395.00 bill. Letter has been sent to the Tea Club regarding their Debt of \$ 395.00 Chance
 - Motion Move the Finance Report be accepted Carried
 Moved: Doug Symes Seconded: Michelle Miran
- 4.2 MEMBERSHIP
 - 4.2.1 Go Ahead with the Australian Retail Association Joint Membership. Carried
 - 4.2.2 Southern Area to be rewarded by way of a \$ 2000.00 sponsorship for a Speaker for a Super Dinner Carried
 - 4.2.3 Member Survey to go out in February 2010. Incentive to return surveys to be put in place – 2 tickets to our March Super Dinner Carried
 - Motion Move the Membership Report be accepted. Carried
 Moved: Beverley Bloomfield Seconded: John Lamont

4.3 CBD REPORT

4.3.1 CBD Decorations and Banners have been a huge task, but well worth the effort.

4.3.2 CBD Christmas decorations and Banners on the Highway have been installed. Investment has been worth it.

4.3.3 Next CBD Magazine is due to be out for Easter 2010

Motion Move the CBD Report be accepted Carried
Moved Catherine Shields Seconded: Beverley Bloomfield

4.4 EVENTS

Motion Move Events Report be accepted
Moved: Clive Brooks Seconded: Michelle Miran

4.5 SOUTHERN AREA

Motion Move No SA Report
Moved: N/A Seconded: N/A

4.6 POLICY

4.6.1 Meeting to take place between Tony Emery, Murray Mortimer, Linda Marquis and Dave Mitchell to sort out the Management Policies

Motion Move the Policy Report be accepted Carried
Moved: John Lamont Seconded: Doug Symes

GENERAL BUSINESS

5.1 AUSTRALIAN RETAILERS ASSOCIATION MEMBERSHIP PROPOSAL TO BE ADOPTED Carried

5.2 Southern Area to get \$ 2000.00 from DSRD Funding to go towards a Guest Speaker at a Super Dinner Carried

5.3 Member Surveys have shown the need for Dinner meetings. Committee discussed the option of Dinner Meetings and are happy with the current format.

5.4 Committee to provide 1 lead business for Phil Schafer at the Monthly Executive Meeting All

5.5 Dave to become a signatory on the Chamber cheque accounts Carried

5.6 Nominations for the CBD Liaison Committee are Catherine Shields, David Goodman & Linda Marquis

5.7 Voluntary Workers Insurance to be put in place. Insurance policy to be taken out with existing Broker Carried

5.8 Christmas Drinks are on at the Bomaderry Bowling Club 15th of December 09

5.9 Shoalhaven Business Awards – SBC to team up with Council to run awards night. Draft letter to be written up for approval, and then sent to the Mayor regarding this proposal. Linda

At 8.15am the President of the Chamber Chance Hanlon requested Linda Marquis & Dave Mitchell leave the meeting room so the Executive Committee could discuss Staffing options.

The Executive Committee had a discussion in regard to making the Executive Officer's role redundant and creating a new part time position that would cover Promotion, Marketing and Membership for the Shoalhaven Business Chamber.

A vote was taken and the decision was unanimous that the Executive Officer's position would be made redundant and a new part time position for Promotion, Marketing and Membership would be created.

Meeting closed: 9.05am Next meeting to be held at Nowra Chemicals on the 16th of February 2010 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 Still not finalised. Copy of those drafted in 2006 to be circulated electronically to executive committee for comment	Dave
2.2	Meeting on the 30 th of January 2010 to discuss Membership options. Please mark in Diaries. To be held at the Telstra Business Centre if available , and will be catered at cost of \$ 15.00 per head.	All Linda
2.5	Voluntary Workers Insurance to be taken up with existing insurer	Dave
3.2	John Lamont requested that the Draft Letter regarding the BTU Road upgrade be expanded before it goes to the RTA & Shoalhaven City Council	John & Linda
4.1.1	DEBTORS. Committee to approach River Deli and request payment of their \$ 395.00 bill. Letter has been sent to the Tea Club regarding their Debt of \$ 395.00	Chance
4.4.2	Ian Strath to be approach for final answer regarding BAH February if no luck there, Ian Henry from Nowra Toyota is to be approached	Linda & Michelle
5.4	Committee to provide 1 lead business for Phil Schafer at the Monthly Executive Meeting	All
5.9	Draft Letter regarding the SBC partnering with Shoalhaven City Council to run the Shoalhaven Business Awards to be written up for approval before being sent onto the Mayor.	Linda