

AGM Wednesday 15 July 2009

Bomaderry Bowling Club, Meroo Road, Bomaderry

MEETING OPENED 6.30pm

PRESENT David Goodman, John Lamont, Chance Hanlon, Michelle Miran, Beverley Bloomfield, Murray Mortimer, Tony Emery, Lynnette Kearney, Doug Symes, Sonya Cochrane

APOLOGIES

1 PREVIOUS MINUTES

Motion **Accept minutes from meeting 9 June 2009**
 Moved: Michelle Miran Seconded: Lynnette Kearney **Carried**

2 BUSINESS ARISING

- 2.1 Retailers Association. For the CBD Committee and Membership sub-committees to determine fee structure, and propose an action to Management Committee (MC). Arrange meeting with ARA for September – liaise with new committees Sonya
- 2.2 Management Rules & Policy have been drafted; to be finalised Lynnette, Murray, Tony
- 2.3 President report at AGM. The feedback from the meetings is very positive based on the networking emphasis. The report will highlight key achievements of the year.
- 2.4 SEC Community Hire Rate. SCC recognises it needs to be lower. They have selected a Manager and EOI's for a Management Board will be sent shortly.
- 2.5 Local Business Factor. A report on the progress should be made by the Mayor at the meeting tomorrow night.
- 2.6 Water rates letter. SCC acknowledged they received the letter. Our submission requested that major users of water have the rate increase reduce from 30% to 15%. However they did not take this on board arguing that it was minimal increase to the consumer.
- 2.7 Telstra presented SBC with a standard Telstra agreement which we adapted to meet our outline. It was agreed on the day and invoice sent. Sonya has made contact with Wayne but has had no response. Chance

3. CORRESPONDENCE

- 3.1 Letters to SCC.
 - It was agreed that any direct correspondence to the SCC is to be distributed to the Management Committee prior to delivery. It is to be understood that there are often deadlines for this correspondence so any significant concerns need to be raised quickly.
 - All correspondence must be based on factual evidence with reference to SCC policy or statements where applicable. This is to maintain the professionalism of the Chamber and respect to its opinions.

4. SUB COMMITTEE REPORTS

- 4.1 **FINANCE & MANAGEMENT**
 - 4.1.1 Tony Federici attended meeting to give the auditors report.
 - Record keeping was problematic in particular in regards to BAS returns - the Chamber has been carrying the gst component of the CBD account. However, overall happy with what we have. The balance was accurate for 30 June. Commence the new year with new systems in place. Employ someone else or utilise Booths to maintain accuracy of accounts.

4.1.2 **AUDITED REPORT**

SBC

TOTAL INCOME \$128107; cf \$93155 last year

Material items.

- Up: Membership fees & Super Dinners
- Down: Management Fees – reallocation.
- 07/08 received an income on interest. This was from an investment account which was closed.
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TOTAL EXPENDITURE \$ 113243; cf \$85825 last year

Material items

- Up: Advertising & sponsorship, Function Costs (SoS 2008)
- Down: Wages & salary

OPERATING PROFIT \$14702 cf \$7330 last year

CASH AT BANK \$52467 cf. \$22920 last year

CBD

TOTAL INCOME \$220198; cf \$238722 last year

Material items

- Up: Additional payment from SCC from 07/08, magazine advertising
- Down: Voucher

TOTAL EXPENDITURE \$180838 cf \$239965 last year

Material items.

- Up: Function costs, Magazine printing & design, Subcontractors, Super, Wages (reallocation).
- Down: Advertising & sponsorship, Management fees, Vouchers, Office supplies & equip (reallocation), Entertainment

OPERATING PROFIT \$11149 cf. (\$1243) last year

CASH AT BANK CBD \$79829 cf \$24318 last year

CASH AT BANK Vouchers \$255 cf \$85776 last year

4.1.3 **STRATEGIES FOR 09/10.**

- Better manage the account balance utilising a monthly investment/cash management account. Booths & EO to put this in place
- Tamara & Sonya have restructured the chart of accounts.
- Booths to do a cash flow budget and teach staff how to download reports
- SBC to do weekly reconciliation; Booths to do monthly or quarterly audits.
- The systems in place were too complicated, these will be simplified

Sonya, Tony F

The Executive is fully aware of our responsibilities and thank to Booths for their work.

4.1.4 **FINANCE MANAGEMENT PROPOSAL**

Utilise Booths from 1 July, for the next three months to get the structure up and running. At the end of the three months reassess. Booths to do weekly reconciliation and prepare reports. Approx \$1400 a month regardless of hours worked. Booths to put this offer in writing.

Tony offered to attend the Management & Finance Committee meeting for the first months. Meetings to be held at Booths.

Motion **Move the Chamber offer Booths complimentary membership for the next year in recognition and thanks for their work.**

Moved John Lamont Seconded Doug Symes

Carried

Motion **Move the Finance and Management Report be accepted**

Moved Doug Symes Seconded John Lamont

Carried

4.2 **MEMBERSHIP** Doug Symes

4.2.1 No membership meeting held or report provided.

4.2.2 70 renewals for the year to date; Beverley has done a ring around to those due end June. Approximately 190 members

4.2.3 IBC Joint Membership is under way

4.2.4 Updating membership database

4.2.5 Potential Gold Members: Peoplecare and WIN TV

Motion **Move the Membership Report be accepted** **Carried**
Moved: Doug Symes Seconded: Lynnette Kearney

- 4.3** **EVENTS** Chance Hanlon
4.3.1 Shoalhaven on Show. Main part of auditorium full, NAB confirmed as a sponsor.
4.3.2 Looking for a high profile person to open the Expo. Asked DSRD if we could get a Minister.
4.3.3 Would like to change October to a BAH from a dinner. UOW have agreed to host a BAH. Contact them to ask. Sonya
4.3.4 Funding from DSRD is for sponsoring guest speaker so this is very important that the Events Committee address this.

Motion **Move the Events Report be accepted** **Carried**
Moved: Chance Hanlon Seconded: Lynnette Kearney

- 4.4** **SOUTHERN AREA** Tony Emery
4.4.1 Tony, Murray & Sonya attended AGM. A full committee was elected. Vaughan will step up to the Chair once Greg Fellows leaves or Queensland.
4.4.2 Due to workload in the office Sonya need not attend this month.
4.4.3 Write to the new Committee welcoming them. A second letter to be sent with the Sub-committee delegation of authority, how to utilise the Chamber to their benefit and expectations of all sub-committees. To be sent after the first structure review being held following the AGM. Sonya

- 4.5** **CBD** Sonya Cochrane
4.5.1 Tony suggests major sponsors receive some sort of stand to display the Magazine
4.5.2 In future send a magazine to all members. Utilise sponsors to pay for postage and use the opportunity to send events/newsletter/sponsors promos. Sonya
Chance will sponsor the first mail out.

- 4.6** **POLICY** Murray Mortimer
4.6.1 CBD Christmas Decorations. The Mayor is keen to get involved. They may work with the CBD Committee or form an additional one.
4.6.2 Bomaderry shopping centre review. SCC will be seeking nominations for a Committee. This is being presented tonight to SCC
4.6.3 Egans Lane car park. EOI to go out to developers in the near future.
4.6.4 Application for funding of the Crime Prevention Van from the Minister of Police was refused. SBC writing to request they reconsider Murray/Michelle
IDAC – Jobs Growth Committee. Items for agenda to be sent to Murray.
4.6.5 Murray not standing as a Committee member but happy to be co-opted.
4.6.6 President extends thanks to Murray; enormous research and work he has put in particularly with the Rules and correspondence regarding key issues.

Motion **Move the Policy Report be accepted** **Carried**
Moved: Doug Symes Seconded: Lynnette Kearney

5. GENERAL BUSINESS

- 5.1 Thanks extended to Tony for his contribution during his time as President
How to move forward in the short and medium term. EO departed room.
5.2 Green Jobs Illawarra project – feasibility study. Any one interested to contact Beverley
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Meeting closed: 9.40am

These are a true representation of this meeting.

PRESIDENT OR REPRESENTATIVE SIGNATURE

DATE

ACTION TABLE

2.1	Retailers Association meeting. After new sub committees formed set the meeting for September.	Sonya
2.4	Management Rules & Policies	Tony, Murray, Lynnette
2.7	Telstra sponsorship	Chance
4.1.3	investment/cash management account	Sonya, Tony F
4.3.3	UOW as BAH host October	Sonya
4.4.3	Letter to SA with delegation of sub-committee and utilising SBC for their benefit	Sonya
4.6.3	Letter requesting Minister of Police reconsider funding the Crime Prevention Van	Murray/ Michelle