

MINUTES OF MANAGEMENT COMMITTEE MEETING

20 November 2008

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| MEETING OPENED 7.03am by Tony Emery | | |
| 1. | ATTENDANCE Chair: Tony Emery John Lamont, Chance Hanlon, Paul Henderson, Harry Ray, Catherine Shields, Greg Fellows, Murray Mortimer, Doug Symes, Beverley Bloomfield Minutes: Sonya Cochrane | |
| | APOLOGIES Lynnette Kearney | |
| 2. | MINUTES OF PREVIOUS MEETING | |
| Motion | To accept the minutes of the meeting September 2008 Moved John Lamont Seconded Chance Hanlon | |
| 3. | BUSINESS ARISING FROM MINUTES | |
| 3.1 | Business Awards Express our interest in having a greater input. Meet with Greg Pullen to discuss what involvement we can have – promote our strengths and experience. Identified issues Categories & Judging. Southern Area. Partner with SCC for both | Chance & Sonya |
| 4. | SUB COMMITTEE REPORTS | |
| 4.1 | FINANCE & MANAGEMENT | |
| 4.1.1 | Draft reports were presented to attendees. The budget prepared will be smoothed across the year and will be reviewed monthly by the Finance Sub Committee. The summary report will be presented to the Membership Committee at the monthly meeting. | |
| 4.1.2 | Stamp will be placed on each invoice for signatories complete; a usual auditing practice | |
| 4.1.3 | Membership numbers previously reported were in error; problems were identified in the database and reviewed twice by temp staff and was thought to be resolved. Since employing the Administration Officer time was dedicated to reviewing this and the discrepancy was found. Current membership is at 202, the SBC net profit based on budget is still approx. \$30,000 in profit. | |
| 4.1.4 | <i>Balances as 30 October</i> SBC account \$41,888 NCP account \$65,223 Voucher \$28,500 | |
| 4.2 | MEMBERSHIP | |
| 42.1 | Shoalhaven Business Chamber Membership Drive Feedback from all Executive appreciated in particular in regard to sponsors and possible member focus areas. Committee to meet early December to | |
| 4.2.2 | Associate members: send letter to the service clubs & media promoting this | Sonya |
| 4.3 | EVENTS | |
| 4.3.1 | Super Dinner organised. | |
| 4.3.2 | January BAH to be confirmed to launch the IBC affiliation. | |
| 4.3.3 | Nowra Turf Club to be confirmed as first meeting place | |
| 4.3.4 | April Super Dinner arranged Alison Wicks has contacted Tony regarding a Sunset Meeting at the Uni. She will follow up with an email to chance regarding the proposal. | |

ACTION TABLE. FROM EXECUTIVE MEETING 20 NOVEMBER 2008

| ITEM | ACTION | ACTION BY |
|-------------|---|---------------------|
| 3.1 | Meet with Greg Pullen re. Business Awards partnership | Chance, Sonya |
| 4.2.2 | Associate membership – to publicise and letter to all services groups | Sonya |
| 4.5.3 | Letter to SCC re. insurance cover for NCBD events | Sonya |
| 4.6.2 | Speak with local Bus & Coach organisation re. transport plan | Tony |
| 4.6.3 | Draft letter in response to Dept Primary Industries closure | Tony |
| 5.1 | Final review of IBC Affiliation document | Tony, Murray, Sonya |
| 5.1 | Approach Telstra for sponsorship of BAH/IBC affiliation in January | Tony Emery |
| 5.2 | Small Business Club sponsorship meeting with ITeC | Tony, Sonya |
| 5.3 | Community Forum on CBD Development Discuss with Mayor | Tony, Murray |