

MINUTES OF EXECUTIVE MEETING

**23 October 2008
NOWRA CHEMICALS**

MEETING OPENED

7.03am by Tony Emery

1. ATTENDANCE

Chair: Tony Emery
Lynnette Kearney, John Lamont, Chance Hanlon, Paul Henderson, Harry Ray,
Catherine Shields
Minutes: Sonya Cochrane

APOLOGIES

Beverley Bloomfield, Greg Fellows, Doug Symes, Murray Mortimer

Motion

To accept the apologies

Moved: Paul Henderson Seconded: Harry Ray

Carried

2. MINUTES OF PREVIOUS MEETING

Motion To accept the minutes of the meeting September 2008

Moved: John Lamont Seconded: Chance Hanlon

Carried

3. BUSINESS ARISING FROM MINUTES

3.1

Blueprint

No official correspondence received regarding sponsorship. SBC has written and wished them well.

3.2

IBC

Tony Emery expresses his conflict of interest when voting on matters concerning the IBC. The Exec approves his participation in discussions but no voting right will be given.

3.3

The affiliation proposal received the unanimous support of the IBC Board. Murray Mortimer is drafting a final document with preamble. This will be presented to the Executive and then sent to SBC members.

3.4

Business & Marketing Plans & Strategies

Discussion took place regarding the need for these documents in the immediate future. Finance & Management Committee & Murray Mortimer to discuss this and present conclusions at the December Exec meeting. The most important job at present is to establish the new employee in her role and streamline office procedures.

Action JL, DS,
HR, TE, TF

4. SUB COMMITTEE REPORTS

4.1

Balances as 30 September

SBC account	\$51,105.46
NCP account	\$70720.2
Voucher	\$19142.94

4.2 EVENTS

4.2.1

Propose two Dinner meetings and two BAH per quarter. Develop a more informal dinner meeting. All agreed this worked well Tuesday night.

Sponsors. Find two sponsors for the BAH.

Speakers. A public interest speaker each dinner meeting max. 10minutes.

One minute for new members

One minute for any business with news.

Action. CH, LK
& SC

4.2.2

Shoalhaven on Show

Meet with Linda regarding her employment.

Action CH, LK
& SC

4.2.3 *Business Awards*
Pursue the option of a partnership with SCC in hosting the Business Awards. Interest from the Mayor and Greg Pullen. Arrange meeting with Greg Pullen early next year. Action SC, CH, LK

4.3 **CBD PROMOTIONS**

4.3.1 Agreed to register the name of the magazine. \$146.00 & Trademark logo. Through John Lamont Allan Mulley has offered to proof read the magazine. Ernie Panucci has agreed to join the Committee. Greg Pullen's office will be sending a representative to the meetings. Reimbursement to Catherine Shields for work contributed to the magazine was agreed to. This was budgeted for outsourcing but no satisfactory proposals were received. LK

MOTION Catherine to present a proposal of payment for design work contributed to the magazine which needs to be approved by Management & Finance Committee.

Move: Chance Hanlon Seconded: John Lamont

CARRIED

POLICY

Murray Mortimer as Chair of Policy has nominated to liaise with the media in promoting the 10 priority points. Any formal MR is to be sent out to the Exec 24 hours prior for consensus and to keep Exec informed.

5. **COMMITTEES**

Finance

Tony Emery, John Lamont, Doug Symes. Tony Federici has agreed to come on this Committee; he will not sit on the Executive

Policy

Murray Mortimer, Harry Ray

Membership

Beverley Bloomfield, Paul Henderson, Doug Symes

Events

Chance Hanlon, Lynnette Kearney

NCP

Catherine Shields, Nadine Cove, Gary Kearney, Ernie Panucci, and a rep from SCC Economic Development Office.

MOTION Move the listed changes to the sub-committees be accepted:

Moved: Paul Henderson Seconded: John Lamont

CARRIED

Vacancy on the Committee.

Confirm the announcement made to members that sub-committees identify where the greatest need is to be filled.

6 **GENERAL BUSINESS**

6.1 *Sonya to attend the IBC Business Awards.*

MOTION As Sonya is volunteering her time, move that we pay for two tickets for Sonya and her husband.

Moved John Lamont Seconded: Paul Henderson

CARRIED

6.2 *New Insurer*

Endorse the new representative. Better service and advice and in the case of an incident we have the backing of the state business chamber.

Moved: Harry Ray Seconded: John Lamont

6.3 *Politician interaction*

Letter to Matt Brown, Shelley Hancock & Jo Gash informing of next meetings. Meet with each and present the Top 10, then invite them to an Exec meeting to talk through. ACTION SC

MOTION Move that the President, EO and head of Policy be empowered to attend meetings with the Mayor and MP's; when matters associated with other sub-committees are to be discussed the Chair of relevant committee is also to attend.

Move: John Lamont Second: Chance Hanlon

CARRIED

MEETING CLOSED 8.30am

NEXT EXEC MEETING Thursday 20 November 2008, 7.00am. Nowra Chemicals

NEXT MEMBERS MEETING Thursday 27 November, 6.00pm. Worrigeer House

ATTACHMENT Action table 23 October 2008 Executive meeting

ACTION TABLE. FROM EXECUTIVE MEETING 23 OCTOBER 2008

ITEM	MATTER	ACTION
3.4	Business plan and marketing direction of the SBC for December meeting	John Lamont, Doug Symes, Tony Emery, Tony Federici
4.2.1	BAH sponsors	Chance Hanlon, Lynnette Kearney, Sonya Cochrane
4.2.2	Linda Marquis role with Shoalhaven on Show	Chance Hanlon, Lynnette Kearney, Sonya Cochrane
4.2.3	Business Awards; arrange discussion with Greg Pullen	Sonya Cochrane
4.3.1	Register the name of the magazine. \$146.00 & Trademark logo	Lynnette Kearney
6.3	Letters to politicians: 1. advise of upcoming meetings, inform of Top 10 and arrange attendance at Exec meeting	Sonya Cochrane