

Gunnedah & District Chamber of Commerce & Industry Inc.  
Committee Meeting Tuesday 8<sup>th</sup> February at 5.30pm  
Rettie & Vickery: 101 Marquis St, Gunnedah  
**Minutes**

Invited: Bill Ashford, Josh Cameron, Initra Larson, Keira Gifford, Michael Broekman, Paul O'Donnell, Andrew Garratt (via Zoom), Benita Anderson (via Zoom), Ben Hennessey, Gail Paddison (via Zoom)

Apologies: Hollie Crawford

Chair: Paul O'Donnell

Meeting open: 5:35pm

Agenda Items:

• **External presentation**

- Keli McDonald - National Rural Women's Coalition and Network have received funding for women in biz event – offer of possible collaboration with Chamber  
NSW Women's Pathway Program - Keli to send information on event (inc. date) – Chamber to assist by sending out to Members (email, FB)

• **Previous minutes**

Brought forward:

- Paul moved previous minutes as true record, Bill seconded
- Flood recovery meeting – also see supplied report
  - One final meeting – end of Feb
  - Small business grants info to members
- Mayor to next meeting or next monthly event that allows opportunity for him to speak

• **President's Update**

- Whitehaven letter of support for stage 3 – based on facts that are known, don't embellish
- More targeted events monthly – educational, speakers etc (sponsorship)
  - Member survey
- Health and education stance – engage counsellors, member survey (ideas – push survey), data to mayor
- President report moved, seconded by Bill

• **Treasurer's Report**

- Approval of payments
  - Jan breakfast event - \$340.30  
Raw Confetti \$1215  
Gunn Times \$60.50
  - Civic hire \$315.30  
\$1931.10 for approval
- Profit and loss
  - \$3500 grant income
  - \$180 1 membership
  - Expense \$994.30
- Closing balance
  - \$43,643.64 bank balance
  - Move by Paul, seconded by Michael

• **Secretary's Report**

- N/A – Hollie absent
- External correspondence to be kept, internal between committee N/A

- **General Business**

- Small business month update – Josh/Keira
  - Collab opening breakfast: Bill volunteered to help setup at 6:30pm Feb 28<sup>th</sup> at Smithurst
  - Event 1 Chamber: Travis Collins - cancelled
  - Event 2 Chamber: Kylie Walsh lunch
    - Update from Ben – suggested topics scaling regional business, define customer experience (ideal customer etc), profitability – analyse profit centres in business, where are you leaking costs etc, recruitment in regional areas  
\$20 per head – Court House, alternate drop lunch.  
Ben/Josh to finalise details with Keira for marketing and co-ordination
  - Event 3 Chamber: Ross Carter morning workshop – winning work for major buyers
    - Ross is locked in, Smithurst is tentatively booked, Keira to finalise details this week
- Member poll – Flood mitigation – counsellors – sub-committee to be formed (determined next meeting)
- Marketing update - Business Strategy/Re-Brand Plan - Keira
- Network event update (Gail)
  - No March networking re; SBM
  - April event, Pensioners Hill – Chaffey’s
- Working group/committee’s – small report each month
  - Crime prevention stopped
  - Roles vacant after new council election? Keira to enquire - Bonnie
- Next meeting – Tues 8th March, Rettie & Vickery

Meeting close: 7:30pm

#### **ACTIONS TO BE TAKEN**

##### **Keira**

- NSW Women’s Pathway Program – send information to members when received from Keli McDonald
- Member communication on flood recovery small business grants
- Assist Hollie as required with letter of support to Whitehaven
- Create and keep correspondence report in conjunction with Secretary
- Finalise booking for Ross Carter workshop
- Follow up Bonnie re; working groups – roles vacant?
- Continue with website/marketing overhaul

##### **Gail**

- Small business grants information to Keira for member communication
- Continue with monthly networking plans

##### **Hollie**

- Invite Mayor (Jamie Chaffey) to next meeting (March) or networking event that allows opportunity to address members
- Letter of support: Whitehaven stage 3
- Keep correspondence report in conjunction with Admin/Publicity Officer
- Draft survey content for networking hosting (moved forward from Jan minutes)

##### **Ben/Josh**

- Confirmation on time for Kylie’s lunch + topics of focus