

Gunnedah & District Chamber of Commerce & Industry Inc.  
Committee Meeting Tuesday 12<sup>th</sup> July at 5.30pm  
Rettie & Vickery: 101 Marquis St, Gunnedah  
**Minutes**

Invited: Paul O'Donnell, Initra Larson, Hollie Crawford, Tracie Finlay, Michael Broekman, Darren Swain, Gail Paddison

Apologies: Josh Cameron, Samantha Bath, Bill Ashford

Chair: Paul O'Donnell

Meeting open: 5:36pm

Agenda Items:

- **Previous minutes – moved by Paul O'Donnell, seconded by Darren Swain**

Brought forward:

- May Networking event (19<sup>th</sup> this month) – sponsored by Whitehaven and Rettie & Vickery – finalising numbers and agenda + collateral/promo materials = 25 attend

- **President's Update**

- Gunnedah Shire Council received grant for \$10k – to delegate funding to support events like NightQuip and Xmas Fair. Action list to arise.
  - Discussion about whether to create sub-committee for nightquip/xmas fair for main street events. Focus September networking event to inviting main street to discuss main street xmas fair to encourage engagement. Strategy needed.
- September social functions – drafted idea to target main street engagement
- Administration assistant – discussion regarding position description. Funding discussion regarding desired budget. System workflow/policy/procedure to be designed and integrated.
- NSW Regional Resources - DPE rejuvenation fund webinar – Paul O'Donnell and Darren Swain attended the zoom. Discussion points included planning for life after mining industry. Panel to be created (possibly paid positions) to delegate funds. 5-10 members ideally, application forms are available, to be followed up by Darren and Paul. To be further discussed.
- AGM discussion 25<sup>th</sup> Aug 2022 – booking needed – suggested location Arts Gunnedah board room
- Priority for XERO access to send invoices for member subscriptions
- Invoice payments
- Follow up on Samantha returning to AUS
- Xero access?

- **Treasurer's Report**

- CBA account closed and funds transferred to Greater Account
- Bank Balance \$35477.15
  - Accept report - Moved by Paul. Seconded by Initra - Carried

- **Secretary's Report**

- Attend Economic Development Meeting: minute wrap up
  - Laptop error
  - Bill Ashford resignation
- moved Paul O'Donnell seconded Mike Broekman

- **General Business**

- Business Awards – discussion: idea for events coordinator (contractor) to facilitate the entire process of business awards.
- Discussion of executive assistant – job description needed and role expectations – motion moved by Paul O'Donnell to contact Susan Fraiter Sims to create job descriptions and assist with bid-writing as strategy to pay the new role. Business Awards Co-ordinator – Mentions from the Committee of Jacinta Cipolla, Em Wilson as potentials

- Christmas Fair – planning to commence – section 64 needs to be drafted – discussion of main street sub committee to continue for next board.
- Sub-committee clarification with GSC positions needed by chamber members.
- Michael received invitation for new working group for council – housing working group – by Deb Hilton – representative assigned to Michael, moved by Darren, seconded by Paul – carried.
- Next meeting – Small Business Month November 2022

Action list to be sent Thursday 14<sup>th</sup> July

Meeting close: 7:30pm Next Meeting 9<sup>th</sup> August 2022