

Gunnedah & District Chamber of Commerce & Industry Inc.
Committee Meeting Tuesday 8th August at 5.30pm
Rettie & Vickery: 101 Marquis St, Gunnedah

Minutes

Present: Paul O'Donnell, Initra Larson, Josh Cameron, Samantha Bath,

Apologies: Hollie Crawford, Tracie Finlay, Michael Broekman, Darren Swain, Gail Paddison

Chair: Paul O'Donnell

Meeting open: 5:30pm

Agenda Items:

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

- **President's Update**

NightQuip and Xmas Fair.

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.

AGM discussion September 2022 – booking needed

Banking Signatories

Membership Invoices

- **Treasurer's Report**, balance in GBS \$35,422.15, Annual membership invoices to be forwarded asap,

Bank Signatories: Julliana McArthur, Benita Anderson & Susan Frater to be removed, on basis they are no longer committee members. Paul O'Donnell to remain. Samantha Bath & Hollie Crawford to be signed up as signatories.

All withdrawals to be signed or approved by two of the three signatories. Sam & Hollie need to meet with GNBS with proof of ID and set up their internet banking profile.

- **Secretary's Report**

- No Report

- **General Business**

- Business Awards – deferred to post AGM committee.

- Discussion regarding executive assistant. General consensus was that the committee should seek business support to fund a fulltime business development manager to be employed by the Chamber. Role and responsibility to be determined. Planning to continue, but final decision will be subsequent to AGM.

- Night quip & the Christmas Fair, are being coordinated by GSC (Maddy & Richard). Subsequent to Night quip a review of this process is recommended: assessing member involvement and suggestions to improve will be key. It would be best to get more upfront involvement from the main street business.

- Sub-committee clarification. We have deferred updating GSC subgroups until after September AGM.

- It was resolved that the AGM will be held on Thursday evening 22 September at the Civic.

- Once membership invoices are issued, invitations to join the committee and attend the AGM should be sent. (Sam to liaise with Keira).
- A suggestion was made that much of Chamber email correspondence is going to “junk”, we need to determine if this is correct and resolve the issue. (Sam with liaise with Keira).
- October Social/Networking Event: Paul to contact the golf club to look at potential for a golf based networking event. Ideally a mid week “charity style” golf day that kicks off (shot gun start) and finishes with BBQ and presentation/auctions in the Golf Club.
- November Social Event – Considering Barefoot bowls.
- December Social Event, will be replaced by the Christmas Fare, however the rest of the spirits could be utilised in a Chamber Xmas Party – if anyone interested.

All of the above will be subject to approval of the post AGM committee.

Meeting close: 7:30pm Next Meeting Tuesday 13th September 2022