

Gunnedah & District Chamber of Commerce & Industry Inc.
Committee Meeting Tuesday 13th September at 5.30pm
Rettie & Vickery: 101 Marquis St, Gunnedah
Minutes

Invited: Paul O'Donnell, Sam Bath, Michael Broekman, Josh Cameron, Keira Gifford, Tracie Finlay

Apologies: Darren Swain, Initra Larson, Hollie Crawford, Gail Paddison

Chair: Paul O'Donnell

Meeting open: 5:42pm

Agenda Items:

- **Previous minutes**

AGM pushed to Thursday 29th September – Keira to manage
Approved as correct - Sam and seconded by Josh

- **President's Update**

- Invoices sent
- AGM to be rescheduled due to public holiday
- Susan Frater – new to Economic Development – funding available to spend back into Gunnedah events
- Christmas Fair: liaise with Council, market, and promote in supporting partnership – Keira to coordinate with Susan
- Hay and Harvest Festival (October)
- Agquip – publicity, Michael on TV representing Chamber
- Golf Day – going ahead, Paul to supply content to Keira for marketing (lucky door prize etc)
 - \$1500 budget to cater, for executive to choose for food, drinks, prizes, marketing
- Sponsorship (corporate partnerships) – fund executive officer to start
- Admin email to be used most consistently moving forward

- **Treasurer's Report**

- Budget drafted – salary, marketing budgeting, general expenses
- Current committee resolved (Michael), we believed we should be looking to get sponsorship for \$ per week with a function budget of \$10,000(?), networking function at least once a month, committed to doing business awards Oct, tiered sponsorship. Partnership – 3-year commitment, budget, and direction for 3 years. Host an event, tour of workplace – dependent on sponsorship tiers. To continue from October meeting moving forward.
- Sam motion for marketing budget \$400 (AGM), seconded by Michael - approved

- **Secretary's Report**

N/A - absent

- **Membership update**

- Renewals as at today: 52
- Invoices outstanding from previous year members as at today: 69
- Not renewing:
 - Relaxation Massage Gunnedah (cutting costs)
 - Peel Valley Machinery (purchased by Hutcheon and Pearce)
 - Michelle York
 - Gunnedah Lifestyle Centre (not sure of benefits)
 - Wixim Consulting (conflict of interest w/ new Council role)
- General updates FYI:
 - Imperial Hotel changed hands from Mandy Fathers to Craig Meadows - contact for a member update (email/socials)?

- Karen Carter Chemist has had a restructure and is now known as Carter's Pharmacy – contact for a member update (email/socials)? (Keira)

- **Admin/Media Update**

- Website update (Keira)
 - Website - \$1000 budget for Raw Confetti to finalise home page approved - member list, committee members included on page

- **Subcommittees/Chamber Representatives Updates**

- Skills committee this Thursday
- Affordable housing committee – no date yet
- Sister Cities have been active in event notifications
- Email received re; business partner program but notice arrived too late
- All roles to be re-confirmed and notified to Council after appointed at AGM

- **General Business**

- **AGM**

- Via Zoom – No
- Candidates, nominate general, general nominate executive
- Catering – Tracie to handle; budget approved of \$500 to cater for 30 people,

- **Social functions/events update**

- October 20th: Business House Golf Day (approved)
- November 24th: Gunnedah Times event – Keira to confirm with Hollie
- December 22nd: Chamber Christmas Party (more dangerous cocktails)
- January:
- February: Davidson Cameron and Co
- March: Barefoot bowls

- **Executive/Admin Assistant** – Current paid role outcome to be determined after AGM. Current president suggest on location in Rettie & Vickery offices, set days per week if returning President.

- **Bank Signatories** - finalised

- **Committee nominations** – Keira to approach list of possible nominations

- **Tracie to approach non-paying members** – Sam to provide

- **Next meeting: Tuesday 11th October TBA location (following AGM outcome)**

Meeting close: 7:46pm

ACTIONS ARISING

Paul:

- Supply further details of Golf Day to Keira for marketing

Tracie

- Contact outstanding membership renewals ahead of AGM

Keira:

- Approach list of possible committee nominations
- Co-ordinate AGM rescheduling including membership engagement
- Arrange printed 2022 Agenda + event sheet and 2021 Minutes for AGM
- Post August Committee Minutes to website
- Speak with Carter Pharmacy re; handover for a spotlight feature
- Confirm November Gunnedah Times event
- Correspond with Susan Frater re; Christmas Fair
- Provide membership benefits flyer to Tracie
- Continue working on new website homepage