



Item #	Item name	Responsibility
	<ul style="list-style-type: none"> ● Olga’s invoice is missing details to finalise payment. Lenell Storey to send an email to Olga asking for correct details to be included on the invoice. ● Trice Consulting and Stanthorpe RSL invoices for Business Knowledge Workshops are waiting for some details to be corrected on the invoice. Lenell Storey to pay once correct invoice is sent. <p>NFP review, Lenell Storey to complete and Lodge.</p> <p>Moved by: Lenell Storey Seconded by: Kate Lievesley</p>	
4.	<p>Correspondence to be presented</p> <p><u>Inward Correspondence:</u></p> <ul style="list-style-type: none"> ● Various / 10/09/2024- 16/09/2024 RSVPs September Networking Event. ● Business Chamber/ 12/09/2024 - State Election. ● Go Vita / 12/09/2024 -GB Business Awards. ● SDRC/ 13/09/2024 - ENews Your Southern Downs. ● Various / 13/09/2024- 21/09/2024 Updating details. ● QCWT / 14/09/2024 - Roundtable QCWT. ● Ag Society / 14/09/2024 - Quote. ● Mitre 10 / 16/09/2024 - GB Business Awards. ● Michael Jensen / 16/09/2024 - Holiday notice. ● AWE Media / 18/09/2024 - Website Information. ● AWE Media / 19/09/2024 - Website Information. ● Zoik / 18/09/2024-19/09/2024 - Website Quotes. ● Michael Jensen / 20/09/2024 - Card fee. ● Zoik / 21/09/2024 - Website Migration. ● Rotary / 23/09/2024 - Confusion about breakfast. ● GBART / 23/09/2024 - Reference. ● Don Gaske / 23/09/2024 - ref “Shop Local” Program. ● Teilah Mckelvey / 23/09/204 - RSL bookings for business Knowledge program. 	Rikki-Lee



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	<ul style="list-style-type: none">● Graham Parker / 23/09/2024 - ref Don Gaske.● Ashley Watt / 25/09/2024 - ref Don Gaske.● Trice Consulting / 26/09/2024 - Letter of support request.● Don Gaske / 27/09/2024 - ref "Shop Local" Program.● RSL / 01/10/2024 - Invitation to receive Grant Letter.● GBWT / 01/10/2024 - Famil of Tourism Businesses.● Zoik / 01/10/2024 - Domain Information.● SDRC / 02/10/2024 - Media release.● Graham Parker / 03/10/2024 - ref Don Gaske.● Fiona Patti / 03/10/2024 - CommBank Matilda Promotion.● AWE Media / 04/10/2024 - Domain Information.● Nat McCosker / 09/10/2024 - GB Escape Magazine● Art Gallery / 10/10/2024 - ref October networking.● Country Style Holiday Park / 11/10/2024 - Website.● Artworks / 14/10/2024 - Artworks committee.● Michael Jensen / 15/10/2024 - Acquittal.● Zoik / 16/10/2024 - Website domain● Queensland Government / 23/10/2024 – Annual Return form● Bendigo Bank / 23/10/2024 - Statement <p><u>Outward Correspondence:</u></p> <ul style="list-style-type: none">● Contact List/ 09/09/2024 - September networking Event● Contact List/ 12/09/2024 - GB Excellence Awards extending nomination deadline.● Go Vita / 12/09/2024 - ref GB Business Awards● Mitre 10 / 16/09/2024 - ref GB Business Awards	



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	<ul style="list-style-type: none"> ● All members / 13/09/2024 - Updating details ● Roundtable QCWT / 14/09/2024 - Chamber representatives. ● All Members / 19/09/2024 - Business Knowledge Invitation ● All Members / 02/10/2024 - Famil of Tourism Businesses. ● Country Style Holiday Park - 10/10/2024 - ref website <p><u>Business Arising:</u></p> <ul style="list-style-type: none"> ● Shop Local Promotion and Bendigo Bank – STRICTLY CONFIDENTIAL <ul style="list-style-type: none"> - VP Christine Hood presented an overview of the situation where Don Gaske on behalf of Bendigo Bank voiced concern and strong discontent about the lack of consultation by the Chamber when establishing the agreement with SDRC that has led to the Shop Local Program. - Christine also outlined the further conversations held with Michael Jensen from SDRC about the dilemma and current obligations with the LLER agreement. - Discussion followed about the long-standing partnership both financial and in kind, that the Chamber has had with Bendigo Bank with the Why Leave Town program. - Discussion explored a number of scenarios being mindful of the current LLER Agreement with SDRC. - Discussion also considered what is the mandate of the Chamber and its responsibilities to support the membership and NOT to act in a way that can cause harm to its members. - Motion: Michelle Feenan moved that the Chamber take a position to continue to support the partnership with Bendigo Bank for the Why Leave Town program and begin discussions with the Southern Downs Regional Council to negotiate the terms of the LLER Agreement relating to the Why Leave Town program moving forward. Seconded Ken Waldron. Approved. <p>Action Michelle Feenan to contact SDRC to set up a meeting as soon as possible..</p>	



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	<ul style="list-style-type: none"> ● Stanthorpe RSL Grant <ul style="list-style-type: none"> - We Received a Stanthorpe RSL Grant of \$1,500.00 for our Community Christmas promotion. <p>Action –</p> <p>Funds to be considered as part of the event planning for 2024 Christmas Market.</p> ● Community Christmas Promotion (Market) <ul style="list-style-type: none"> - Discussion highlighted the need to start advertising and planning the 2024 Community Christmas Market which will be held on December 19th 2024. <p>Action – Trudy Turner (head of Events Sub-committee) to get in contact with Nat McCosker about advertising</p> <p>It was moved the correspondence register be accepted</p> <p>Moved By Michelle Feenan Seconded Kate Lievesley</p>	
5.	<p>Action Register – report on progress</p> <p>DESBT RoundTable discussions on the future of the QCWT.</p> <ul style="list-style-type: none"> ● Ken Waldron provided an overview of the Roundtable discussions and presented a recommendation that the Chamber initiate a Working Party with key stakeholders to develop a submission to DESBT including a Business model for the future of the College (see attached). ● Michelle Feenan provided an overview of further conversations that were had at the Wine Industry meeting on Thursday 17 October where Roundtable outcomes were discussed. At the Wine Industry meeting it was recommended ● that the Chamber take a lead role to coordinate and facilitate industry bodies to put a submission towards QCWT future model. <p>Motion: The Chamber coordinates and facilitates an industry led engagement of key stakeholders to develop a submission to DESBT that includes suggestions for future business / management models for the QCWT. Seconded by Ken Waldron. Approved.</p>	



Item #	Item name	Responsibility
	<p>Action Michelle Feenan to meet with Peter O'Reilly, CEO of QCWT to begin planning the engagement of industry and report back to Chamber on outcome.</p> <p>Michelle Feenan to write to DESBT advising them of the Chamber's intentions so that it is within government.</p> <p>Communications planning update,</p> <ul style="list-style-type: none"> • Kate Lievesley, Michelle Feenan and Christine Hood have met and discussed future communications planning. Suggested regular newsletters, 4 times a year with the first being created within the next few weeks.. <p>Action Michelle Feenan to prepare first newsletter draft and circulate to the Committee for feedback.</p> <p>Spring Market Breakfast Debrief (LLER Project)</p> <ul style="list-style-type: none"> • Leah Moir, Lewis Perkins, Lenell Storey and Rikki-Lee Chislett attended. Talking with locals, businesses and tourists about The Chamber. Approx. 250 people received breakfast. • Discussion about the concern that there had been no flyers about the Warwick Chamber's Country Spring Fair event to give out at the breakfast. • Concern had also been expressed by other food vendors that offering free breakfast compromised their opportunity to sell food at the market. <p>Action Finalised.</p> <p>Olympic Competition Debrief</p> <ul style="list-style-type: none"> • There were 36 entries with the competition and 13 free pizza vouchers and 4 prizes to school students were given. The prizes were presented at Stanthorpe Swimming Pool along with "Meet Ben" morning. Ben Armbruster signed the students prizes and posed for photos. <p>Action Finalised.</p> <p>Business knowledge Program (LLER project)</p> <ul style="list-style-type: none"> • See attached report on workshop attendances from Teilah McKelvey. • Committee members who attended gave positive feedback about the Workshop content and presenters. 	



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	<p>Action</p> <p>Invoices to be finalised and acquittal report to be prepared.</p> <p>Granite Belt Business Excellence Awards.</p> <ul style="list-style-type: none"> • Preparations are moving along. Nominations are closed and currently being judged. Sponsorship needs to be pushed along with tickets to go on sale. • Discussion about budget proposals showing six different scenarios based on different ticket prices and different attendance numbers – see attached. • Meeting discussed the need to encourage businesses to be sponsors for the awards on this occasion and also shared ideas on how to structure sponsorship for future events. • All scenarios showed a deficit in funding. • Meeting discussed a previous decision that the Chamber would make a contribution of funds (\$2,000) and that GBWT would honour matching funding for Chamber’s final contribution. • Michelle Feenan advised on the decision to register with Try Booking to manage ticket sales for this event and all future events. • Rikki-Lee Chislett moved tickets to be sold for \$90. Seconded Lenell.Storey <p>Action</p> <p>Rikki-Lee Chislett to finalise the Try booking tickets to go live and be used in EDM’s, social media and on the website..</p> <p>Lenell Storey and Rikki-Lee Chislett to continue making calls and dropping into businesses to push sponsorship.</p> <p>Website</p> <ul style="list-style-type: none"> • Original website was not WordPress site as was first thought., A WordPress site was made for us using the existing information on the current website. The Domain name had to be changed to stanthorpecoc.au, due to an old email address for existing domain that no one has access to. <p>Action</p>	



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	<p>Repeat reminders and advertising of the new domain to be prepared – Michelle to include in newsletter but will also feature in future social media..</p> <p>Rikki-Lee Chislett to update on all outgoing correspondence.</p> <p>Michelle Feenan to check with Zoik about Office 365 and finalisation of the new email accounts.</p> <p>Big Thermometer Plaques.</p> <ul style="list-style-type: none"> • Lenell Storey provided an overview of how plaques had been made and installed in the past • (See attached). Two people are interested in ordering, with 1 having already paid. • Motion: Lenell Storey moved we do a run of plaques in the new year and to revisit who will run it in January.2025. Seconded Rikki-Lee Chislett. Approved. <p>Action</p> <p>Lenell Storey to send an email with an update to the 2 interested customers.</p> <p>Executive Committee to follow up with who will run the program in January 2025.</p>	
6.	<p>New Business</p> <ul style="list-style-type: none"> • Item # 1 - Sub-Committees and Working Groups. • Michelle Feenan gave an overview of a suggested framework for Chamber Sub-committees (enduring) and Working Groups (project and time specific) – see attachment <ul style="list-style-type: none"> ○ Sub – Committees <ul style="list-style-type: none"> 1 – Membership – Christine Hood, Lewis Perkins and Samantha Wantling (post meeting discussions). 2 – Events – Trudy Turner, Rikki-Lee Chislett and Leah Moir (to be confirmed). 3 – Economic Growth / Advocacy – Ken Waldron and Debra Spence. 4 – Strategic Partnerships – Michelle Feenan and Samantha Wantling (post meeting discussion). 	



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	<ul style="list-style-type: none"> ○ Working Groups <ul style="list-style-type: none"> 1 – Budget Planning – Kate Lievesley and Lenell Storey. 2 – Communications Planning / Website – Kate Lievesley, Christine Hood and Michelle Feenan. 3 – Constitution Review – Debra Spence and Ken Waldron. ○ Lewis Perkins mentioned that the Chamber should have a representative at Granite Belt Community Reference panel. <p>Action Rikki-Lee Chislett to email the President of Granite Belt Community Reference Panel (Nathan Baronio) to advise of new Chamber Executive Committee and request the Chamber be added on to their mailing list</p> <ul style="list-style-type: none"> ● Item # 2,- Australia Day Awards <ul style="list-style-type: none"> ○ Lewis Perkins spoke to a proposal from Deb Wilmot that the Chamber consider petitioning the SDRC about proceeding with Australia Day Awards in Stanthorpe. ○ Discussion at the meeting noted that this was a matter that is not within the responsibility of the chamber and so will not be acting further. The Meeting thanked Lewis for bringing the proposal from our member to the Committee. <p>Action NIL</p> <ul style="list-style-type: none"> ● Item#3 - Support from the Chamber with Deb Spence’s MBA Study. <ul style="list-style-type: none"> ○ (See Attached) Debra Spence would like to ask the Chamber’s members to fill out surveys to support her research study into Inclusive and Accessible Tourism. ○ Motion: Debra Spence moved she be allowed to send information to Rikki-Lee Chislett to forward to our Membership list. Seconded Kate Lievesley. Approved 	



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	<p>Action – Rikki-Lee Chislett to forward Debra Spences surveys to the members.</p> <ul style="list-style-type: none"> • Item#4 – Calendar for Executive meetings and Networking events. <ul style="list-style-type: none"> ○ Chamber executive meetings to be held on the 2nd Wednesday of each month. ○ Members need to be asked to express interest if they would like to host an event and/or be a guest speaker or nominate speakers for the future at an event in 2025 <p>Action</p> <p>Rikki-Lee Chislett to book RSL for future Executive committee Meeting Dates.</p> <p>Rikki-Lee Chislett to draft a letter for members to express interest in Networking events and send to Michelle Feenan for review before distribution..</p> <ul style="list-style-type: none"> • Item#5 - Committee group Photo, <p>Action</p> <p>Unable to proceed as not all the committee was present. To be postponed for next Executive committee meeting.</p>	
7.	<p>Close meeting 9.07pm</p> <p>Next meeting:13th Nov to be confirmed</p>	

ACTION REGISTER

Date of meeting	Action	Responsibility
	<ul style="list-style-type: none"> • Michelle Feenan to contact SDRC to set up a meeting as soon as possible. 	Michelle
	<ul style="list-style-type: none"> • Trudy Turner (head of Events Sub-Committee) to get in touch with Nat McCosker about advertising 	Trudy



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	<ul style="list-style-type: none"> Funds from the Stanthorpe RSL grant to be considered as part of the event planning for the 2024 Christmas Market 	Trudy
	<ul style="list-style-type: none"> Michelle Feenan to meet with Peter O'Reilly, CEO of QCWT to begin planning the engagement of industry and report back to Chamber an outcome Michelle Feenan to write to DESBT advising them of the Chamber's intentions so that is in within government. 	Michelle Michelle
	<ul style="list-style-type: none"> Michelle Feenan to prepare first newsletter draft and circulate to the Committee for feedback. 	Michelle
	<ul style="list-style-type: none"> Reversal in xero of outstanding unpaid membership fees. Lenell Storey to organise reversal. Reversal of Networking Invoice in xero for Sabo's. Lenell Storey to organise reversal. Olga's invoice is missing details to finalise payment. Lenell Storey to send an email to Olga asking for correct details to be included on the invoice. Trice Consulting and Stanthorpe RSL invoices for Business Knowledge Workshops are waiting for some details to be corrected on the invoice. Lenell Storey to pay once correct invoice is sent. NFP review, Lenell Storey to complete and Lodge Business Knowledge Program – invoices to be finalised from above for RSL and Trice Consulting and acquittal report to be prepared. 	Lenell Lenell Lenell Michelle Lenell Lenell Lenell
	<ul style="list-style-type: none"> Spring Market Breakfast – Finalised 	Finalised
	<ul style="list-style-type: none"> Olympic Competition – Finalised 	Finalised
	<ul style="list-style-type: none"> Rikki-Lee Chislett to finalise the Try booking tickets to go live and be used in EDM's, social media and on the website. Lenell Storey and Rikki-Lee Chislett to continue making calls and dropping into businesses to push sponsorship, 	Rikki-Lee Lenell Rikki-Lee
	<ul style="list-style-type: none"> Repeat reminder and advertising of the new domain to be prepared – Michelle Feenan to include in newsletter but will also feature in future social media. 	Rikki-Lee Michelle



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	<ul style="list-style-type: none"> • Rikki-Lee Chislett to update on all outgoing correspondence. • Michelle Feenan to check with Zoik about Office 365 and finalisation of the new email accounts. 	Rikki-Lee Michelle
	<ul style="list-style-type: none"> • 	
	<ul style="list-style-type: none"> • Lenell Storey to send an email with an update to the 2 interested customers. • Executive committee to follow up with who will run the program in January 2025 	Lenell Executive committee
	<ul style="list-style-type: none"> • Rikki-Lee Chislett to email the President of Granite Belt Community Reference Panel (Nathan Baronio) to advise new Chamber Executive Committee and request the Chamber be added on to their mailing list. 	Rikki-Lee
	<ul style="list-style-type: none"> • Rikki-Lee Chislett to forward Debra Spences surveys to the members. 	Rikki-Lee
	<ul style="list-style-type: none"> • Rikki-Lee Chislett to book RSL for future Executive Committee Meetings • Rikki-Lee Chislett to draft letter to Members to express interest in Networking events and send to Michelle Feenan for review before distribution. 	Rikki-Lee
	<ul style="list-style-type: none"> • Unable to proceed as not all the committee was present. To be postponed for next Executive committee meeting 	Executive Committee