



Executive Committee Meeting - MINUTES

Date: 11th September 2024

Time/Location: 6:00pm / Ridgemill Estate

Attendees –

Michelle Feenan, Christine Hood, Ken Waldron, Lenell Storey, Rikki-Lee Chislett, Kate Lievesley, Leah Moir, Lewis Perkins, Debra Spence, Trudy Turner and Samantha Wantling.

Apologies - NIL

MINUTES:

Item #	Item name	Responsibility
1.	<p><u>Meeting commenced at 6.00pm</u></p> <p>Welcome</p> <p>Conflicts of Interest:- NIL</p>	
2.	<p>Minutes of Previous Meetings: Motion to adopt</p> <ul style="list-style-type: none"> Minutes from Executive committee meeting on 14 August 2024 were reviewed and asked to be accepted. <p>Moved by Lenell Storey Seconded by: Kate Lievesley</p>	
3.	<p>Treasurer's Report</p> <ul style="list-style-type: none"> Presentation of Treasurer's report covering the period 4/08/2024 to 10/09/2024 <p>Bank accounts:</p> <p>Discussion Points:</p> <ul style="list-style-type: none"> Advice of overpayment of ridgemill estate invoice to the value of \$33.74. Arranging for ridgemill estate to pay back the extra funds. Explanation of each of the bank accounts was provided for new members <p>Moved by: Lenell Storey Seconded by: Debra Spence</p>	
4.	<p>Correspondence presented</p>	

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Commented [MF1]: Can you list the balances for each bank account as I have seen in previous minutes)

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	<p><u>Inward Correspondence:</u></p> <ul style="list-style-type: none"> Email / Stanthorpe Today , Preview of article published in the paper. Email / GBART – Thankyou for support letter. Email / Ben White from Ten FM Email / GCWT round table invitation Email / Big Thermometer Plaque's Email / various emails organising supplies for August Networking Event and AGM including RSVP's, Invoices, guest speakers and payments. <p><u>Outward Correspondence:</u></p> <ul style="list-style-type: none"> Email / various emails organising supplies for August Networking Event an AGM, including RSVP's, Invoices, guest speakers and payments. <p><u>Discussion points:</u></p> <p>NIL – to be discussed further down agenda.</p> <p>Moved by: Leah Moir Seconded by: Samantha Wantling</p>	
5.	<p>Action Register – report on progress</p> <p>Granite Belt Business Excellence awards:-</p> <ul style="list-style-type: none"> It was discussed that the nominations should be open some extra time to allow and encourage more entries. The plan to have the nominations open longer will be to encourage more nominations. This will make the event attendance higher. New closing date is Friday 20 September 2024. <p><u>Action:</u></p> <ol style="list-style-type: none"> Send fresh email to members to encourage more nominations. Advise Peter O'Reilly of new close date. Consider need for additional judge to help manage all nominations. 	

Commented [MF2]: Include dates for each item. For the point where there are various items just provide a date range, e.g. received between xx and yy

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	<p>New Website:-</p> <ul style="list-style-type: none"> It was mentioned that the chamber members need to check their details for the website to go live. There is also some work to be done on the welcome, about us, events, join the chamber pages. <p>The August Networking Event.</p> <ul style="list-style-type: none"> This event was held at the showgrounds. It was attended by 50 people. The Chamber ran the bar and organised catering from Lily's Café and Spano's IGA Stanthorpe. The night was well received with Trace Gosney speaking about Snowflakes in Stanthorpe. Justin Kuskie speaking on behalf of the Stanthorpe State High School on school based trainees and work experience. Stephen Tancred from Rotary also presented Graham Parker with the Paul Harris Fellowship. 	
<p>6.4.</p>	<p>New Business</p> <ul style="list-style-type: none"> Item # 1 – September Joint Chamber Networking Event (Tuesday 17/09/24). This will include the launch of the joint Shop Local promotion and The Business knowledge Program that is available for businesses in the SDRC as it is council funded. Detailed information about both programs will be provided. Our chamber will need to follow up with more detailed promotions following the launch. Item # 2 – Warwick Event – Country Spring Fair 5th October .Stanthorpe & Granite Belt Chamber to hold a “teaser” event (budget is \$5,000). The Committee concluded on having an event at Railway Markets (or Piazza as second option) on Saturday 28/09/24 (week before). Approaching Lions and Rotary do burgers and pancakes. <p><u>Action:</u></p> <p>Lenell to approach Lions + Mary about being at Railway Markets (Leah to approach availability of Piazza if needed)</p> <p>Lewis to approach Rotary</p> <p>Flyers to be prepared but Teilah needs to provide artwork – Michelle to talk with Teilah</p> <ul style="list-style-type: none"> Promotions to go to members + Face Book pages 	

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	<ul style="list-style-type: none"> • <u>Item # 3 – Networking events scheduled for the rest of the year.</u> <ul style="list-style-type: none"> ◦ <u>October 22nd Stanthorpe Regional Art Gallery.</u> ◦ <u>November 23rd GB Business Excellence Awards.</u> ◦ <u>December Australian Bee products, To be confirmed.</u> • <u>Action: put on agenda for next meeting: What does the schedule look like for next year? What dates, what venues, what speakers?-</u> • <u>Item # 4 – Topic for future discussion: Constitution allows for Committee meeting and General Meetings. Want to open up discussion about should we hold General meetings to include our members so that they get to see the chamber at work and have a voice in matters involving their chamber?. These should happen within Networking meetings.</u> <ul style="list-style-type: none"> ◦ <u>Action: Put on Agenda for next meeting.</u> • <u>Item # 5 - Communications Plan. We need to develop a communications plan for the immediate projects now and the also for future operations of the Chamber. Called for a small working party led by Michelle. Kate and Christine advised of their interest.</u> <ul style="list-style-type: none"> ◦ <u>Michelle to meet with Kate and Christine to get discussion and planning started.</u> • <u>Item # 6 - DESBT Round Table discussions to be held on Friday 27th of September regarding direction for the QCWT. We need delegates to act on behalf of the Chamber. Debbie, Samantha and Ken expressed interest to be part of the Roundtable.</u> <ul style="list-style-type: none"> ◦ <u>Michelle to advise DESBT of who the Chamber delegates will be.</u> • <u>Item # 7 -School Olympic Competition closes Friday 13th of September and will need to be finalised and Judged. Trudy volunteered to complete the judging process and arrange presentations at school. Good opportunity for photos and media.</u> 	

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Item #	Item name	Responsibility
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Action: Trudy and Rikki-Lee to get together and arrange footballs and nominations to be given to Trudy to complete the task. • Item # 8 – One music needs to be changed from Graham Parkers name. Michelle volunteered to her name on the license with One Music. <ul style="list-style-type: none"> • Action: Lenell to arrange change of registered name on the license. • Item # 9 – Ben White from Ten FM has asked for free membership to Chamber on behalf of Ten FM in return for free advertising. The Chamber decided this was not something they have done in the past and declined Ben White's offer. Michelle happy to be contact for radio interviews on behalf of chamber. <ul style="list-style-type: none"> • Action: Rikki-Lee to prepare correspondence to Ben White. • Item # 10 – Big Thermometer Plaque's. Someone has placed an order for a plaque that is placed on the edge of the to the footpath to the big thermometer. We need to enquire if there is an interest of more plaque's being purchased. <ul style="list-style-type: none"> • Action: Lenell will follow up with firm that prepares the plaques to determine how many are needed in a batch. • Action: Promotions to follow to seek interest in more plaque's – see Michelle (Comms Plan) • Item # 11 – Leftover funds from DESBT networking grant. • Item # 12 Olga's invoice from May 2024 for subconscious painting. This needs to be finalised with Olga and we need to find out when we can use the service. Suggestion to have Olga run a session at the networking event at the Art Gallery (22/10) to then ebe able to expend the funds and acquit the grant. <ul style="list-style-type: none"> • Action: Lenell to determine if this can happen at Art Gallery (Mary Finlay) and then discuss with Olga. 	
7.5.	Close meeting – 7:58pm Next meeting:23 rd October 2024	

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ACTION REGISTER

Date of meeting	Action	Responsibility
11/09/2024	<ul style="list-style-type: none"> Extend the nominations for the GB Business Excellence Awards. 	Rikki-Lee
11/09/2024	<ul style="list-style-type: none"> New website check with chamber members if their details are correct Produce and finish extra pages needed on the new website 	Rikki-Lee Kate
11/09/2024	<ul style="list-style-type: none"> Chamber Joint Networking Event, everyone should attend. 	Everyone
11/09/2024	<ul style="list-style-type: none"> Country Spring Fair "Teaser" in Stanthorpe Check with Artworks that we can hold it at their markets Check with Lions if they can help with the event Check with Rotary if they can help with the event Check with Teilah for flyers 	Lenell Lenell Lewis Michelle
11/09/2024	<ul style="list-style-type: none"> Stanthorpe Art Gallery Networking Event, check with Mary Findlay this Date is ok. 	Lenell
11/09/2024	<ul style="list-style-type: none"> Communication's Plan. 	Kate and Michelle
11/09/2024	<ul style="list-style-type: none"> DESBT round table. Two people to attend 	Christine and Ken
11/09/2024	<ul style="list-style-type: none"> School Olympic Comp. Needs to be finalised. 	Trudy and Rikki-Lee
11/09/2024	<ul style="list-style-type: none"> Change the One Music Licence from Graham Parker to Michelle Feenan. 	Lenell
11/09/2024	<ul style="list-style-type: none"> Email to Ben White from Ten FM to decline his offer. 	Rikki-Lee
11/09/2024	<ul style="list-style-type: none"> Big Thermometer Plaque's. We need to find out if we can still order, the minimum order, the space available and the cost. 	Lenell



stanthorpe & granite belt
chamber of commerce

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11/09/2024	<ul style="list-style-type: none">Leftover funds from DESBT needs to be followed up	Rikki-Lee
11/09/2024	<ul style="list-style-type: none">Olga's invoice needs to be paid. Mary Findlay needs to be approached about holding Olga's class at the networking held in the art gallery through the October Networking Event. Olga needs to be advised and asked if she would like to still participate.	Lenell