



Executive Committee Meeting - MINUTES

Date: 09th July 2025

Time/Location: 5.00pm – Ridgemill Estate

Attendees

Michelle Feenan – President

Ken Waldron – Vice President

Meagan McLoughlin – Treasurer

Kate Lievesley

Lewis Perkins

Michael Jensen – SDRC

Christine Hood – Vice President

Nicci Goulter – Secretary

Belinda Surch

Justin Kuskie

Samantha Wantling

Samara Cassidy – Admin Support

Apologies

Trudy Turner

MINUTES:

Item #	Item name	Responsibility
1.	Welcome Conflicts of Interest: Samantha – Apple and Grape	Michelle
2.	Minutes of Previous Meetings: Motion to adopt a. Approved with no amendments Second: Ken b. Upload June minutes to the website – permission given	Michelle Samara
3.	Action Register – report on progress TABLED	Michelle
4.	President’s Report TABLED	Michelle
5.	Treasurer’s Report TABLED Points of interest: <ul style="list-style-type: none">Profit for June – \$21,745Year to Date loss - \$1,078 – attributed to new membership structureMeagan to check on \$81 loss in P/L – misallocation? Moved by: Meagan Seconded by: Christine	Michelle



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6.	<p>Correspondence Register</p> <p>Business arising:</p> <ul style="list-style-type: none"> • Flying Minute – Engagement plus sponsoring Stonefox Media for another month. Vote was unanimous no. Vote for Chamber to pay for a month – vote 10-1 in favour. • Stanthorpe and Warwick Careers Expo – Actioned and registered to attend. Michelle has emailed GBGA and GBWT to attend along Chamber. • ATO – Currently Lynell is the administrator; we need to remove her and add Michelle and Meagan. <ul style="list-style-type: none"> ○ Copy of minutes appointing Meagan as treasurer were sent, copy of AGM with Michelle’s appointment sent. This is not enough. ○ Suggested that Office of Fair Trading be updated – Belinda will send information to Nicci and Ken <p>MOTION: Meagan to be recognised as public officer in her role as treasurer for Stanthorpe & Granite Belt Chamber of Commerce. Michelle to be recognised as public officer in her role as president for Stanthorpe & Granite Belt Chamber of Commerce Moved: Belinda Second: Samantha Carried</p>	<p>Nicci and Michelle</p> <p>Michelle</p>
7.	<p>Sub Committee Reports</p> <p>1. <u>Events</u></p> <ul style="list-style-type: none"> • Proposal of 10 annual events – 4 x quarterly general meetings, 2 x business training events, 4 x quarterly business lunches with guest speakers. • Christmas markets – survey for the future of these markets has been sent to members plus 44 stall holders – 15 responses so far, closes 28th July. • Business excellence awards – Kate will be representative for Chamber, GBWT will determine their representative after their meeting Monday. First meeting proposed for early August. <p>2. <u>Membership</u></p> <ul style="list-style-type: none"> • Report as emailed • 27% increase in membership • Flow of onboarding members – currently receive and email from Secretary. Samara to do random monthly register for board to be point of contact for new members. July will be Samantha. • T&C’s have been updated on website. • Categories of membership – align membership categories with the Australian Bureau of Statistics for better data reporting. Ken will report back next meeting. 	<p>Nicci</p> <p>Christine, Ken</p>



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	<ul style="list-style-type: none"> • Postcards – designs are from our pull up banners and display stands, QR code on reverse for membership sign up. Quote from Unique Signs. Do we proceed? (See budget discussion for more). • Corporate businesses – Nicci to develop messaging/communications to go to larger corporations • Former members – Samara to check OneDrive files and Meagan will check Xero. Will reach out to former members to rejoin. <p>3. <u>Economic Development</u></p> <ul style="list-style-type: none"> • Chinese delegation is deferred indefinitely. • Investment Portfolio feedback – 1 week for all board members to provide feedback. • Nature Based Tourism workshop deferred until at least September. <p>4. <u>Strategic Partnerships</u></p> <ul style="list-style-type: none"> • Report tabled <p>5. <u>Fundraising</u></p> <ul style="list-style-type: none"> • Sponsorship Prospectus – three tiers: platinum, gold, and silver, targeting specific businesses. <ul style="list-style-type: none"> ○ Proposal to use in-kind sponsorships and align sponsors with specific events and programs. In-kind sponsorship is for inclusiveness. ○ Naming rights to events – does sponsorship need to be linked to events? ○ Junior Chamber initiative – Belinda has meeting with Dalby Chamber next week. ○ 2 or 3 year contract to ensure long-term funding for events and projects. • Grants – database to support grant applications and the potential use of a grant helper. <ul style="list-style-type: none"> ○ Some to apply for are QCCU Community fund (up to \$20,000) ○ Cyber Security Grant has been applied for the Breakfast in September. <p>6. <u>Constitution Review</u></p> <ul style="list-style-type: none"> • All committee must agree on the new constitution before release to members. • Website is ready to publish with new constitution, reasoning, and survey link. Will be live tonight. • Process of membership applications: <ul style="list-style-type: none"> ○ Committee and Chamber need to approve each member at board meetings. ○ Change wording to Membership Application 	<p>Michelle</p> <p>Nicci</p> <p>Ken</p> <p>Ken</p> <p>Belinda</p>



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	<ul style="list-style-type: none"> ○ Future action – membership criteria ● Minimum commitment as a board member is 2 years, maximum of 6 years. ● Future action: What is the expectation of the board? <p>MOTION: Endorse the new draft constitution to take to members for a minimum of 10 days consultation. Moved: Ken Second: Christine Carried</p> <p>7. <u>SDCR</u></p> <ul style="list-style-type: none"> ● Interviews for the two vacant General Manager roles have been conducted I believe, appointments not advised as yet ● Interview for Directors role that will manage Comms & Media, Ec Dev and Community Engagement will be conducted later this month ● Accommodation Permits/Licensing issue is under notice with SDRC Senior Managers after discussions with GBWT and SGBCC Presidents. ● Next ABT Networking meeting to be advised soon. Sent email to ABT 8/7 to follow up. Will advise soon. ● Funding for community groups and events to be advised very soon by letter, funding still managed by Ec Dev ● Budget has been adopted and Operational Plan to be implemented now ● Upcoming Draft SDRC Planning Scheme consultation to occur very soon. ● Unlicenced accommodation providers – ongoing – question to Micheal – why are council not putting the same standards on unlicenced accommodation providers that they are on housing standards? Current review is in place. 	
8.	<p>New Business</p> <ul style="list-style-type: none"> ● <u>Item # 1 – Budget Planning</u> <ul style="list-style-type: none"> ○ As per email – 7/7/25 ○ Structure of budget is the focus ○ Review and adopt budget forecast – next meeting <p>MOTION: Adopt the structure of the budget as presented. Moved: Ken Second: Belinda Carried</p> <ul style="list-style-type: none"> ○ Continuance of marketing? Chamber is paying Stonefox Media for July marketing. How do we continue? Question - Are we happy with supplier? Yes, but expensive have not met some expectations – templates, low SM engagement, no marketing reports. Suggested we open an expression of interest/tenders. 	



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	<ul style="list-style-type: none"> - 6-month contract - 3 quotes - Set expectations – flying minute - Monthly reporting – KPI's - Price? Quotes will dictate - Justin, Michelle and Chat GPT to write tender requirements. <ul style="list-style-type: none"> • <u>Item # 2 – Weathermation</u> <ul style="list-style-type: none"> ○ Quote emailed with agenda pack. <p>MOTION: Accept quote Moved: Michelle Second: Meagan</p> <ul style="list-style-type: none"> • <u>Item # 3 –Apple and Grape Ambassador Sponsorship</u> <ul style="list-style-type: none"> ○ Riley Vedalago has signed on for 2026 festival. ○ Expectations from Chamber as a sponsor? \$200 fee which will be added to her fundraising amount, float in parade. Need definite boundaries of what Chamber will and will not provide. ○ Riley to make presentation to Christine, Lewis and Justin Saturday 4pm, Jamworks before decision made. ○ Window decorating competition – Firm no from all board members. • <u>Item # 4 – Stanthorpe VIC meeting</u> <ul style="list-style-type: none"> ○ 31st July – Belinda and Samantha to attend as Chamber representatives. • <u>Item # 5 – Big Thermometer</u> <ul style="list-style-type: none"> ○ Unresolved plaques are being organised – Alloy donated; 12 more people would like one. <p>MOTION</p> <ol style="list-style-type: none"> 1. Finalise the 3 outstanding first - \$30 each. 2. Fresh promotion for new plaques. 3. Support for Mick Spiller – landscaping around the thermometer. <p>Moved: Michelle Second: Meagan</p> <ul style="list-style-type: none"> • <u>Item # 6 – SDRC Planning</u> <ul style="list-style-type: none"> ○ Consultations will start soon, Chamber have requested a meeting. • <u>Item # 7 – Career Expo Toowoomba</u> <ul style="list-style-type: none"> ○ Skills and Jobs expo in Toowoomba in September. Suggestion we have a stall to showcase Stanthorpe and Granite Belt job vacancies. ○ Meagan and Belinda to attend. • <u>Item #8 – Postcards</u> 	



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	○ Quote from Unique Graphics – all agree to order 250 cards for \$165.	
9.	Close meeting – 8.45pm Next meeting: 13 th August – 5pm - Ridgemill Estate	