



Executive Committee Meeting - MINUTES

Date: 9 April 2025

Time/Location: 6.05pm – RSL function room

Attendees

Michelle Feenan – President (via zoom) Christine Hood – Vice President
Ken Waldron – Vice President Belinda Surch
Meagan McLoughlin – Treasurer Trudy Turner
Kate Lievesley Samara Cassidy – Admin Support

Invited Guests

Michael Jensen - SDRC

Apologies

Nicci Goulter – Secretary
Samantha Wantling
Lewis Perkins

MINUTES:

| Item # | Item name | Responsibility |
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| 1. | Welcome Conflicts of Interest: Michelle and Engagement Plus sponsorship | Michelle |
| 2. | Minutes of Previous Meetings: Motion to adopt Moved by: Michelle Seconded by: Meagan | Michelle |
| 3. | Action Register – report on progress <ul style="list-style-type: none">• <u>Insurance renewal</u><ul style="list-style-type: none">○ Met with Josh, from Cav Insure, to go through updated information, including cyber insurance. We received 2 quotes – one for \$4,580 without cyber insurance, and 1 for additional cyber insurance at \$845.○ The risk exposure for members as a result of cyber attack is quite low due to the Chamber not holding financial information of members. Most information held is in the public domain. It was decided it was not a high priority for chamber to pursue cyber insurance. | Michelle |



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| | <ul style="list-style-type: none"> ○ Nicci and Meagan have checked past premiums. This premium has come lower without the cyber insurance. <p>MOTION: To pay the insurance renewal as quoted by Cav Insure without the cyber insurance.</p> <p>Moved: Michelle Second: Ken All in favour.</p> <ul style="list-style-type: none"> • <u>Proposed copyright breach</u> <ul style="list-style-type: none"> ○ We received an email, from Copyright Agent A/S regarding a photo used in a Facebook post circa 2020, citing it was used without permission. ○ Research on said photo bound no watermark or copyright attached to it. ○ There is no payment record as it was prior to Bendigo Bank accounts. We could possibly find it within Heritage Bank statements. ○ Reply to initial email was it would be presented at our next committee meeting. ○ Suggested action going forward is to ignore and let them come forward again and prompt us. If they come forward again then we will take steps to check Heritage Bank records. <p>All agree with suggested action</p> | Michelle | | | | | | | | | | |
| 4. | <p>Presidents Report</p> <p>As per attachment in the agenda pack emailed.</p> | Michelle | | | | | | | | | | |
| 5. | <p>Treasurer's Report</p> <p>Bank accounts:</p> <table data-bbox="320 1585 962 1850"> <tr> <td>Bendigo Working A/C</td> <td>\$17,084.68</td> </tr> <tr> <td>Bendigo Sandhurst Managed Fund</td> <td>\$50,325.03</td> </tr> <tr> <td>Bendigo Card A/C</td> <td>\$ 194.59</td> </tr> <tr> <td>Bendigo Big Thermometer</td> <td>\$13,770.68</td> </tr> <tr> <td>TOTAL</td> <td>\$81,374.75</td> </tr> </table> <p>Discussion Points:</p> | Bendigo Working A/C | \$17,084.68 | Bendigo Sandhurst Managed Fund | \$50,325.03 | Bendigo Card A/C | \$ 194.59 | Bendigo Big Thermometer | \$13,770.68 | TOTAL | \$81,374.75 | Meagan |
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| Bendigo Sandhurst Managed Fund | \$50,325.03 | | | | | | | | | | | |
| Bendigo Card A/C | \$ 194.59 | | | | | | | | | | | |
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| TOTAL | \$81,374.75 | | | | | | | | | | | |



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| | <ul style="list-style-type: none"> • Outs for March include Kent’s Saddlery networking event and Why Leave Town. • Grants are split out: QCWT MOU funds \$12,656, RSL raffle \$390.59, SDRC Community Grant \$14,000. <p>Moved by: Meagan Seconded by: Christine</p> | |
| 6. | <p>Correspondence presented</p> <p>As per agenda pack</p> <p><u>Discussion points:</u></p> <ul style="list-style-type: none"> • <u>Leah’s resignation</u> <ul style="list-style-type: none"> ○ Thank you to Leah for her service to the Chamber and wish her family well. ○ Committee members need to help identify possible candidates, hopefully to fill gaps in representation – education and health. ○ Possible candidates include Justin Kuske, principal SSHS, Teresa Crisp, Granite Belt Support Services. ○ Hold over to May agenda • <u>Engagement Plus Sponsorship</u> <ul style="list-style-type: none"> ○ Michelle circulated an email with the scope of work to be done by Stonefox Media. ○ Ken suggested it is vital that the chamber finds funds beyond June, also adding it is beneficial to be at arm’s length to the work. ○ Mention of possible new chamber members that could take on some of the work. Samara mentioned she is willing to help in this area as part of her role. | <p>Michelle</p> <p>Michelle</p> |
| 7. | <p>Action Register – report on progress</p> <ul style="list-style-type: none"> • <u>Events Sub-Committee</u> <ul style="list-style-type: none"> ○ Business Lunch this Friday, 11th April. 14 registered so far. Michelle will do a sign-up sheet for Trudy. ○ May Business Panel – <ul style="list-style-type: none"> ▪ 4 speakers confirmed – Daniel Nicoletti (Nicoletti Orchards), Josh Cavallaro (Cav Insure), | <p>Trudy</p> |



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| | <p>Amanda Dempster (Holiday Brands/Milk Creative), and Steph Ingall (Jamworks),</p> <ul style="list-style-type: none"> ▪ 1 other possible –Brendon Kay (Gleasons Mercery) ▪ Suggestions given by the committee – John Cook, Claude Grayling (Netpro), Teresa Crisp (GBSS), Sarah Upton (Tilly & Wilbur). ▪ Suggestion to bring in a diverse cross section of the business community. <ul style="list-style-type: none"> ○ Updated calendar has been circulated. ○ Trudy has started working on the June breakfast. <ul style="list-style-type: none"> • <u>Membership Sub-Committee</u> <ul style="list-style-type: none"> ○ 70 potential members have been identified. Also identified is gap in membership for Health and Education sectors. ○ New pricing structure and definitions (will be circulated) <ul style="list-style-type: none"> ▪ Small business (1-2 employees) - \$175, Not for Profits - \$110, Medium business - \$\$220, Large business - \$440 (all prices inclusive of GST) ▪ Move small business and individuals above NFP on membership document. ▪ Voting rights for students – Michelle suggested they should have voting rights – ACCEPTED ○ 4-month campaign offering membership for \$110 (incl GST) for new members (or have not been a chamber member for the past 5 years) <p>MOTION: Adoption of the new rates</p> <p>Moved: Christine Second: Meagan All in favour</p> <ul style="list-style-type: none"> ○ Terms and Conditions <ul style="list-style-type: none"> ▪ Under category specific terms in the Community-based NFP – local operations – would that exclude the local Salvo’s? Suggestion to remove this line – ACCEPTED ▪ Automation of membership renewals? Can this be done? <p>MOTION: Adopt new terms and conditions</p> | <p>Christine, Belinda, Ken</p> |



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| | <ul style="list-style-type: none"> • <u>Strategic Partnerships</u> <ul style="list-style-type: none"> ○ As per report emailed • <u>SDRC Update – Michael Jensen</u> <ul style="list-style-type: none"> ○ Apology for May GM as I will be overseas. Gary will try to attend in my absence. ○ SDRC still determining new portfolios I believe. ○ Summary of Angry Bull Trails networking meeting provided. ○ Advice to associations who receive council funding to occur very soon. Start preparing submissions for consideration. Will only be for some not all I understand. ○ Recent PALM Event was a great success. ○ Entrance signs to Stanthorpe can be used for marketing, skins can be hung in place for major events. ○ Holden Nationals is occurring on the 6-8th June 2025 in Stanthorpe. Council is supporting event. Further detail to be emailed to GBWT and SGBCC. ○ Final LLER Acquittal due 14/4 to SDRC. | Michael |
| 8. | <p>New Business</p> <ul style="list-style-type: none"> • <u>Item # 1 – Budget position and forecast</u> <ul style="list-style-type: none"> ○ Membership invoicing happened in June 2024 compromising the P/L for 2025/2026. ○ Projected loss of \$5,849.44 for the financial year ○ Financially Chamber is not in dire straits. Changes have been put in place to help improve the financial position, so it does not happen again. ○ Ken outlined the Pillars of Fundraising strategy (emailed 7/4/25). <ul style="list-style-type: none"> ▪ Proposition: For chamber to be effective we cannot rely on membership alone, we need to implement a strategic fundraising approach. | Michelle, Meagan, Ken |



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| | <ul style="list-style-type: none"> ▪ Proposal: Implement a “Fundraising Working Group”. Belinda nominated herself to take the role, stepping down from Membership. • <u>Item # 2 – Community Grants Letter</u> <ul style="list-style-type: none"> ○ Circulated 7/4/25 ○ Request \$15,000 <ul style="list-style-type: none"> ▪ Branded gazebo - \$2,000 – Ken has provided a quote. ▪ Networking events subsidy - \$2,000 ▪ Training and development workshops around event management and budgeting - \$3,000 ▪ Business showcase for May 2026 for Business Month, working with school communities to do a careers expo event for senior students. We would also seek additional funding and sponsorship. Requested value from council \$8,000. <p>MOTION: Support letter as drafted.</p> <p>Moved: Christine Second: Ken All support</p> <ul style="list-style-type: none"> • <u>Strategic Plan and Action Plan</u> <ul style="list-style-type: none"> ○ Michelle has circulated the updated documents. <ul style="list-style-type: none"> ▪ Areas of responsibility link back to the subcommittee structure. ▪ Action plan should be on table at all committee meetings to refer to. | <p>Michelle, Kate</p> <p>Michelle</p> |
| 9. | <p>Close meeting – 7.54pm</p> <p>Next meeting: Wednesday 14th May 2025, 6pm, Stanthorpe RSL</p> | Michelle |