



Executive Committee Meeting - MINUTES

Date: 14th May 2025

Time/Location: 5.56pm – Ridgemill Estate

Attendees

Michelle Feenan – President Christine Hood – Vice President

Ken Waldron – Vice President

Nicci Goulter – Secretary

Samantha Wantling

Trudy Turner

Kate Lievesley

Samara Cassidy – Admin Support

Apologies

Belinda Surch

Meagan McLoughlin – Treasurer

Lewis Perkins

Michael Jensen – SDRC

Gary Warrener - SDRC

MINUTES:

Item #	Item name	Responsibility
1.	Welcome Conflicts of Interest: None	Michelle
2.	Minutes of Previous Meetings: Motion to adopt Moved by: Trudy Seconded by: Ken	Michelle
3.	Action Register – report on progress <ol style="list-style-type: none">1. See Action register OneDrive access - Complete2. Business panel participants confirmed3. Member's informed of new pricing – complete4. New membership pricing update on website – complete5. Promotional campaign for membership drive – commenced 2/5/256. Digital WLT draft letters and EDM – waiting for more information7. Community grant letter to SDRC – not actioned due to new process.	



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4.		
5.	<p>President's Report</p> <p>Tabled</p> <p>Stonefox content calendar for May circulated around the table.</p>	Michelle
6.	<p>Treasurer's Report</p> <p>Tabled</p> <p>Notable payments:</p> <ul style="list-style-type: none"> • Sponsorship from Engagement Plus • Better Local Business Grant received • Stonefox Media Invoice (monthly) • WLT promotional/advertising material • Finance model review payment for QCWT project • Insurance premium <p>Gross profit: \$12,484.61</p> <p>Total expenditure: \$9,350</p> <p>Net Profit April 2025: \$3,134</p> <p>Discussion Points:</p> <ul style="list-style-type: none"> • Aged receivables: <ul style="list-style-type: none"> ○ Queensland Wine Industry Association – h Treasurer to write to QWIA to request payment of outstanding account. Conrad Distillery – consensus no further follow up. Outlaw Food Shack – no further follow up. Wallangarra Fruit Shed –no further follow up. <p>Recommendation is to write off Conrad Distillery, Outlaw Food Shack and Wallangarra Fruit Shed outstanding payments</p> <p>Future Policy: Write to business notifying of outstanding debt, ongoing membership with Chamber will be based upon finalisation of payment of outstanding fees.</p> <p>ACTION: Nicci to draft policy.</p> <p>Trybooking platform will reduce outstanding payments in future.</p> <p>ACTION: Treasurer to invoice QWIA for outstanding payment.</p>	



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	<ul style="list-style-type: none"> • Letter from Office of the Mayor: <ul style="list-style-type: none"> ○ Chamber received \$5,000 personal donation from Mayor Melissa Hamilton. The money was a contribution to the QCWT EOI submission, for the purposes of section 3 of the MOU. Any funds not used are to be returned. <p>Moved by: Christine Seconded by: Ken</p>	
7.	<p>Correspondence Register</p> <p>Business arising:</p> <ol style="list-style-type: none"> 1. Business Chamber QLD – Virtual meeting 19 May Networking opportunity to catch up with other chambers. Anyone interested in attending? Michelle has registered to attend. Nicci to circulate details. 2. Country Universities Centre, Southern Downs (CUCSD) Invitation to participate in the Community Alliance Panel. Nicci to circulate on the information to the committee with date to reply with interest. Michelle would like to see Chamber have a delegate. 	Nicci
8.	<p>Sub Committee Reports</p> <ol style="list-style-type: none"> 1. <u>Events</u> <ul style="list-style-type: none"> • 27th May Business Forum – All participants secured for forum. Michelle to follow up with Q&A questions. • 19th June Breakfast – James Lister will attend & Mayor Hamilton a possible and has offered a proxy if unavailable.. • 18th July Business Lunch – Country Club confirmed. • 26th August Networking evening – Justin Kuskie from Stanthorpe High School are interested in hosting – Gateway to Industry Schools Program. • 18th September Breakfast – Cyber Security – further still to confirm. • Promotion/Advertisement of events – trying to have all details 8 weeks in advance. 2 promotions running at a time. Included in weekly EDM's, social media (event and promotional materials) and website. October/November hoping to have calendar for 2026 outlined to present to committee. 	Trudy



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	<ul style="list-style-type: none"> • To add to Events agenda – nominations for working group for Business Excellence Awards. 3 delegates from Chamber and 3 delegates from GBWT. <p>May Business Forum: 22 tickets sold Digital Tools & AI training: 13 tickets sold June Breakfast: 0 tickets sold</p> <p>Email to committee dates and links for all to register for events and forward to networks.</p> <p>2. <u>Membership</u></p> <ul style="list-style-type: none"> • Socials pushed for membership drive – 4-month campaign ends at the end of August. • Need each committee member to select 5 potential businesses to approach for new membership. • Samara to send current membership list to committee. • Proposal: Paid Google ad for member drive – Stonefox can do this for us. All approve • Proposal: Stonefox to prepare a postcard with QR code linked to membership join up website page. All approve • Offer from Ben, TenFM, spot for membership drive – Membership subcommittee to discuss. Could use the “Community Diary” to advertise – free to advertise – send media releases. • Tracy Sheen Digital Tools & AI Interactive Training Workshop – 2hrs face to face, 3 x 1hr virtual sessions for those that attend the f2f. Suggestion to invite Yr11/12 students from the high schools. Standalone EDM will be forwarded to schools and industry groups. • Ken to circulate membership category information that align with census. Simplify to major categories that align with ABS. Make mandatory field in the application. • Update any changes on Website <p>3. <u>Economic Development</u></p> <ul style="list-style-type: none"> • Report circulated 	



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	<ul style="list-style-type: none"> • Squadron Energy Development: Divisive for the region. What is Chamber's role? As an industry representative body along with GBWT, GB Growers Association, SDRC – need to align and discuss views then engage with Squadron energy. Proactive role to continue conversation to represent members. Have requested Squadron share key messages they receive for us to review and discuss with our members. Kate offered to put together questions for Squadron to answer. <p><u>Action 1:</u> Write to Squadron Energy – Thanking them for opportunity to participate in open day, unfortunate we couldn't settle on date and time to meet individually with them as a committee.</p> <p><u>Action 2:</u> Write to fellow industry groups and SDRC – Given the significance of the Squadron Energy Project, emotional impact in the region, we come together to discuss our views and how to take an advocacy stance with respect to the issues that our communities are raising.</p> <ul style="list-style-type: none"> • WLT digital cards – contract is signed Post for Friday that it is coming – no launch date as yet. <p>4. <u>Strategic Partnerships</u></p> <ul style="list-style-type: none"> • GBWT - Social media training workshops will continue in August, negotiations happening now. Unlicensed short term accommodation: No response to request to meet to date.. Chris Nolan followed up and awaiting a response. Respective events – Networking night next Wednesday launching Member Jungle CRM. Ken will speak on behalf of Chamber. • Warwick Careers Expo - July 15th Warwick, July 16th Stanthorpe Chamber, GBWT and Growers might like to have a stall. High interest among Warwick students around tourism, hospitality and agriculture. Do we hold a stall? Need to understand what Stanthorpe is doing, Michelle to talk to Justin Kuskie. 	



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	<ul style="list-style-type: none"> • CRP meeting at Parliament house in 2 weeks – Sam will be attending. Water security has dropped off the SDRC and Parliament agendas. <p>5. <u>Fundraising</u></p> <ul style="list-style-type: none"> • No date set yet for meeting. Suggested that Meagan get involved with subcommittee. Suggested story for next EDM: Are you a member – get involved with sub committee’s Sam to think on who to approach. • Ken to represent Chamber to present proposal for funding to SDRC for 2025/2026. Will need to draft a report to go with presentation. <p>6. <u>SDRC</u></p> <ul style="list-style-type: none"> • Draft Planning Scheme Council arranging consultations with public on associated issues. <p>Action: Write to planning department of Council, Tonya Collier, to request a meeting to discuss. (Can be in conjunction with Growers, GBWT)</p>	
9.	<p>New Business</p> <ul style="list-style-type: none"> • Item # 1 – Squadron Energy – See Economic Development • Item # 2 – Big Thermometer plaques 2 plaques have been paid for – Graham and another woman. Graham paid cash to Mick Spiller (M&D Auto). Michelle now has the contact for the company that makes the plaques, Peter Ingall, and the concreter. Need Graham’s full details to continue. Drive to collect scrap product to Brisbane company – helps keep costs down. Possible fundraising idea. <p>Action: Michelle will follow up with supplier to prepare plaques and honour both to be created and installed.</p> <ul style="list-style-type: none"> • Item # 3 – PO Box Michelle has paid the account and is seeking reimbursement of \$181 – All approve No current record of who looks after the account. 	



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	<p>Motion for Letter of Authority to prove position on Committee. Suggested that Michelle use AGM minutes.</p> <ul style="list-style-type: none"> • Item # 4 – Debit Card It has not been used since previous secretary. Do we need to keep it? If so, whose name does it go into? Christine suggested petty cash or reimbursement would work. Delegation of Authority Policy –Nicci to draft policy <p>Motion: cancel debit card. Moved: Michelle Second: Kate All agree</p> <ul style="list-style-type: none"> • Item # 5 – Nominee for Committee Vacancy Michelle has proposed Justin Kuskie, Principal Stanthorpe State High School and Justin is agreeable. <p>Motion: Approach Justin formally to be a committee member Moved: Michelle Second: Sam</p> <ul style="list-style-type: none"> • Item # 6 – National Summit for Regional Representatives Ken proposes Chamber supports President, Michelle, to attend. Cost - \$740 if registered before 19th June. All agree great opportunity to network for our region. <p>Action – Circulate information to the Committee for review to make a decision.</p>	
10.	<p>Close meeting – 7.39pm</p> <p>Next meeting: 11th June – Ridgemill Estate</p>	