stanthorpe & granite belt chamber of commerce

Executive Committee Meeting - MINUTES

Date: 11th June 2025

Time/Location: 6.00pm – Ridgemill Estate

Attendees

Michelle Feenan – President
Ken Waldron – Vice President
Belinda Surch
Kate Lievesley
Samara Cassidy – Admin Support
Christine Hood – Vice President
Nicci Goulter – Secretary
Trudy Turner
Justin Kuskie

Apologies

Meagan McLoughlin – Treasurer
Samantha Wantling
Lewis Perkins
Michael Jensen – SDRC

MINUTES:

Item #	Item name	Responsibility
1.	**Welcome** Conflicts of Interest: None	Michelle
2.	**Minutes of Previous Meetings: Motion to adopt** a. No amendments b. Upload previous minutes to the website • Benefits are transparency and has been done in the past • Classify what is and what is not confidential. • Members can read what the committee are doing, newsletter has low uptake of readers. • Do we adopt quarterly general meetings open to all members to attend? i. Committee meetings should be open to all members. This is in the current constitution. ii. Build into events calendar. First GM could be July – changing the lunch event to an evening event. Events committee to look into it. Could still invite Tahnee (TIQ) as guest speaker. See notes in section about Constitution for final outcome. iii. Could use it to give updates on subcommittee activities.	Michelle Nicci

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	iv. Not open agenda but members need to be able to ask questions or make suggestions. v. Closed committee meeting to follow the general meeting. **MOTION:** Upload minutes of meetings, starting from January 2025. September to December will need to be checked before uploading. Upload the past 2-3 years of archived minutes. **Moved: Nicci** **Seconded: Belinda**	Kate and Samara to upload
3.	**Action Register – report on progress** **TABLED**	
4.	**President's Report** **TABLED**	Michelle
5.	**Treasurer's Report** **TABLED** Questions/comments? a. Will the cash flow just be verbal? b. Is there any help we can give Meagan any support to complete the budget? • Sub-committee and working groups to submit proposed expenditure for next year BY NEXT WEDNESDAY • Look at previous 3 years financials – Kate offered to do. • Michelle to give Kate access to Xero reports. Belinda and Ken will also help complete budget. Will meet in the next 2 weeks to submit draft Budget Plan for July meeting. **Moved by: Michelle** **Seconded by: Ken**	Michelle
6.	**Correspondence Register** **Business arising:** a. Warwick and Stanthorpe High Schools Career expos • Warwick – 15th July, Stanthorpe – 23rd July • Chamber has been asked to have a stall at each. Possible partner with GBWT, GBGA, Cav Insure – Michelle to host the Warwick stall and Belinda to host the Stanthorpe stall. Letter to be sent to GBWT and GB Growers . - Our region offers a lot in horticulture and viticulture that Warwick does not have.	Nicci and Michelle

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	- Ask members to attend for set times? Include in EDM's. • Great to promote industries within the region – connect students with potential employers. • Program for Warwick – 11.00 - 2.00pn students and 3.30 - 4.30pm for school leavers/job seekers. • Program for Stanthorpe – dayone (23rd) is for students, Day 2 (24th)is Year 10 students speed dating with businesses. • **MOTION:** Our Chamber will participate in the Warwick and Stanthorpe High Schools Career Expos and seek assistance with resourcing from our members and fellow industry groups, GBWT and GBGA. Michelle will lead Warwick and Belinda will lead Stanthorpe. **Second: Christine**	

7.	**Sub Committee Reports**
	1. <u>Events</u>
	• May event was very well received.
	• June event is postponed/cancelled due to Mayor and Minister being unavailable.
	• Belinda put hand up to be guest speaker for 18th September breakfast – speaking on cyber security for small business.
	• TryBooking cut off times for catering purposes – 24 hours before event, give notice to venue 1 week before of current ticket sales and how many are potentially predicted.
	• August Networking night at high school – Justin will send details email soon.
	  ○ PALM scheme co-ordinator would like to attend –Invite him but no speaking role at this stage Michelle will link Justin into communications.
	• Christmas markets – 5th December
	  ○ Close off railway street, not main street.
	  ○ Multiple zones with naming rights.
	  ○ Will need helpers – would school kids be a possibility to help? Yrs 10/11 students? They have finished school by early December.
	  ○ More ideas – attend Events subcommittee meeting – Tuesday before CoC meeting.
	2. <u>Membership</u>
	• 7 new members this month
	• Board to approach 5 new members each this month – let Christine know who so no double ups.
		Trudy
		
		Christine
		
		Belinda

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	• Belinda walked the main street and spoke to businesses about becoming a member.
	• Will use Trybooking data from previous events to approach some new potential members.
	• Social media – committee needs to be liking and sharing all posts to community groups and friends.
	• Local print media and radio – Belinda to reach out to local radio station to potentially do an interview and promote membership drive and upcoming events.
	• Feedback from Tracey Sheen workshop – BRILLIANT!
	  ○ Can we do more educational, business development/knowledge programs? Events committee happy to add them but need budget.
	  ○ Highly suggest that we have Tracey back again – technology changing all the time.
	3. <u>Economic Development</u>
	• Report tabled
	• Waiting on results of grant submission to SDRC.
	• Investment Portfolio – Sam Noon is waiting for feedback from Committee.
	• Angry Bulls meeting in Tenterfield on at the same time as a follow up AI workshop with Tracey – Belinda will attend.
	• Chinese Regional Delegation
	  ○ Great opportunity for Chamber and to partner with GBWT.
	  ○ Ken to email GBWT – Chris Nolan and Steph Ingall – advising that Chamber support the request from the Chinese delegation and keen to take the next steps to plan the visit.
	  ○ Michelle to write to the CEO TIQ, possibly Dept. Small Business and Economic Development, and QWIA to advise that this is happening and ask if they would like to participate.
	MOTION: The Chamber support, as primary hosts, the Chinese Regional Delegation.
	Second: Chirstine **All support**.
	4. <u>Strategic Partnerships</u>
	• **Report tabled**
	  ○ Nature Based Tourism – meeting 8th July hosted by GBSAN. Michelle met CEO Noosa Tourism and invited to contribute to workshop conversations. Belinda to attend and Michelle to advise Rick Humphries
		All committee
		
		Ken
		
		Michelle
		
		Michelle

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	5. <u>Fundraising</u>
	• Belinda and Michelle to meet next Wednesday, 18 June, 11.30am
	6. <u>Constitution Review</u>
	• First Draft is ready for committee to give feedback:
	  ○ See Ken's handout for main notes.
	  ○ Change committee size to an odd number.
	  ○ Tenure – do we add this in?
	  ○ Secretary role – committee appoints secretary – not voted in. Allows committee to function if no-one voted to the role.
	• Timeline – we need to comply with notice period current constitution (28 days). Possible timeline could be:
	  ○ Feedback to Ken - 23rd June – Nicci to circulate OneDrive link – use tracked changes to make notes and comments.
	  ○ Changes made – 30th June
	  ○ Materials to members (including draft and reasoning behind the changes).
	  ○ Add information to EDM, and SM posts.
	  ○ Proposed General meeting to adopt new constitution – 30th July. This will necessitate a change to planned July Business Lunch. Events Committee to note and advise Tahnee with a view that she still be guest speaker.	

8.	**New Business**
	• Item # 1 – Website
	  ○ Calendar – do we use this for members events? Examples of potential events: Market in the Mountains, CBA, Schools, GB Support Services, GBSan, GB Artworks, Art Gallery.
	  Benefits – supporting members, planning around other events, helps people find what is happening in the region.
	MOTION: Start advertising members events on website calendar.
	Second: Trudy
	ACTION: Set up a proforma for members to fill out with details
	  ○ Milestone and Goals Page – what content do we add to this page?
	  Kate and whoever is interested in this area to meet to work out the next phase of additions and content for the website.
	  Possible "Member spotlight" for new members on the webpage?
	  Any ideas – send to Kate.
		Nicci
		
		Nicci

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	• Item # 2 – Strategic Plan Implementation
	  ○ Distributed at April meeting – relevant subcommittee's have been nominated.
	  ○ Committee members to bring to meetings so that Action Plan is kept live and relevant
	  ○ Strategic Plan to be transformed into a designed version suitable for sharing with members and public and placing on website. Refer to Stonefox Media to action.
		Michelle

	• Item # 3 – Letter from Minister for Customer Service and Open Data and Minister for Small and Family Business Grant application for security for businesses.
	  ○ Application needs to come from Council, closes 11th July.
	  ○ 26 CCTV camera's in the main street already.
	  ○ Some ideas – business watch (similar to community watch), security signage (e.g. height signs).
	  ○ Survey members for future ideas? Discuss with Council's Eco Dev team.
		Michelle

	• Item # 4 – QCWT Future Directions Announcement
	  ○ The Collective won the EOI – interim name 'The Precinct'
	  ○ What next – redefining roles of The Collective, moving into implementation phase.
	  ○ Interim committee have role of establishing the 'new entity' will consist of individual volunteers, not industry representatives however intention is to have industry representatives on Advisory Group to the Interim Committee and in time to the Board..
	  ○ Interim Committee will recruit Project Manager who will be responsible for establishing the governance structure and recruit the Board for new entity. It will take 4+ months to establish new Board.
	  ○ Is Chamber's role in the project complete – YES.
	  ▪ Committee decided we need distinct separation now.
	  ▪ Step back and be supporters
	  ○ Committee thanked Michelle for her role in the EOI stage.
		Samantha
		
		Michelle

	MOTION: Write a media release to clarify Chamber's role and support for the future Board of "The Precinct". Ask Samantha to write it and Michelle will approve before release.	Michelle
	• Item # 5 – Need for Debit Card ○ We have now identified need for a debit card. We have the account but need a name for the card.	

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	MOTION: Check if Meagan is happy to have it in her name, if not identify a second nominee??
	
	• Item # 6 – Design for Pull Up Banner and Display Stand
	  ○ Photo of Quart Pot Creek or Town Centre (Post Office)?
	  ○ All agree Town Centre picture.
	  ○ Display stand has slices of different photo's that represent the different industries in region was accepted.
	
	• Item # 7 – Best way to get input and feedback from Committee?
	  ○ Responses to emails are very lacking from committee.
	  ○ What's App group/text group to ask for feedback was suggested? Who manages this?
	  ○ Concluded that Emails – mark urgent, "For Action" in subject line to highlight the need.
	  ○ Part of Constitution that committee members actively participate.
		Michelle
		
		Nicci

9.	**Close meeting – 8.45pm** Next meeting: 9th July – Ridgemill Estate	