



Executive Committee Meeting - MINUTES

Date: Wednesday 19 February 2025

Time/Location: 6pm RSL Boardroom

Attendees

Michelle Feenan – President

Christine Hood – Vice President

Ken Waldron – Vice President (via Zoom)

Leah Moir

Samantha Wantling

Belinda Surch

Trudy Turner

Samara Cassidy – Admin Support

Invited Guests

Michael Jensen - SDRC

Apologies

Kate Lievesley

Lewis Perkins

MINUTES:

Item #	Item name	Responsibility
1.	Welcome Michelle gave a quick welcome and introduced Samara – new administrative support person and Michael Jensen from SDRC. Conflicts of Interest: NIL	Michelle
2.	Minutes of Previous Meetings: Motion to adopt <ul style="list-style-type: none">Minutes of Executive Committee Meeting of 11 December 2024 were reviewed and asked to be accepted. Moved by: Michelle Seconded by: Samantha	Michelle
3.	President's Report <ul style="list-style-type: none">Granite Belt Alliance Meeting<ul style="list-style-type: none">Grant funding – Cr Harslett suggested that funding submissions need to be completed sooner rather than later. Michael confirmed this and suggested Chamber does not wait until next month's meeting. Will discuss in new business.Short term accommodation - providers that offer Airbnb style accommodation – not licenced under council's local laws to be short term accommodation providers. There was an update requested, and Cr Harslett took it on notice that	Michelle



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	<p>she would ask questions and report back to the Alliance.</p> <ul style="list-style-type: none"> - Sam also attended this meeting – speaking about accommodation regarding the festivals and events. Michelle suggested to the Alliance that the industry groups support the intent to encourage people to make sure they book with registered and licenced venues. - PALM Scheme - push for PALM workers to move into other industries, not just agribusiness and growers. Employed in aged care and a range of others. There are programs supporting workers to integrate into the community, connecting in sport faith groups, etc., to give them more connections in the community while they are here for 9 months. <ul style="list-style-type: none"> • Update on QCWT – EOI process is underway and due to be lodged in March. Michelle will provide update to the Committee and CoC Members. • Belinda gave an acknowledgement to Michelle, Ken, Christine and the group working on the efforts for the Wine College. 	
4.	<p>Treasurer’s Report</p> <p>Note there are errors in the current report.</p> <p>Bank accounts:</p> <ul style="list-style-type: none"> • Bendigo Working A/C \$ 9,662.22 • Bendigo Sanhurst Managed Fund \$49,723.12 • Bendigo Card A/C \$ 1,114.83 • Bendigo Big Thermometer \$13,770.46 <p>Discussion Points:</p> <ul style="list-style-type: none"> • The report needs adjusting and shall be completed by the new nominee before the next meeting. • No report adopted until the review has been completed. • Grant from SDRC has been received. <p>Moved by: Seconded by:</p>	Christine
5.	<p>Correspondence Register</p> <p>Will be distributed by Samara once she has access to the secretary emails.</p>	Michelle



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	<p>Moved by: Seconded by:</p>	
<p>6.</p>	<p>Sub committee and Working Groups – Updates</p> <p>Events / Trudy Turner</p> <ul style="list-style-type: none"> • Leah has completed a proposed calendar of events – see handout passed around the table. <ul style="list-style-type: none"> ○ Leah has a flyer for social media to encourage members to host a networking event. ○ Breakfast, lunch and evening networking functions are rotated on a 3 monthly basis. ○ Breakfast – informative sessions for members with possibility of workshop after, pay for own breakfast. Sam mentioned breakfast in winter may not be well attended – too cold to leave home early. ○ Lunch – social networking for businesses – pay for own ○ Evening – networking – business profiling by hosting. ○ Survey to see what businesses might like – someone to speak, Facebook, marketplace, HR topics, cyber security, financial planning. • Relaunch of “Why Leave Town?” <ul style="list-style-type: none"> ○ March 19th dinner, March 20th breakfast. Ticket prices? There is funding to help with this but think there should still be a ticket price. This needs to be done quickly for promotion. Michelle and Trudy to action and liaise with Bendigo Bank who are partners. • Christmas markets <ul style="list-style-type: none"> ○ When? Can it coincide with “Turning on of the Lights?” Don’t want to clash with Carols or the Markets in the Mountains ○ Tentative date selection – Friday 5th December, start at 4pm? <p>Suggestion to keep intended events for next 3 months, send a survey to members for research into events for the following 3 months. If survey is designed by someone, Michelle is happy to put it into survey monkey, Samara can send it out via Mailchimp.</p> <p>Membership / Christine Hood, Ken Waldron, Belinda Surch</p> <ul style="list-style-type: none"> • Website update - change wording to show what Chamber can do for businesses; not what businesses 	<p>Various</p>



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	<p>can do for Chamber. Draft of suggested new wording was circulated around the table.</p> <ul style="list-style-type: none"> • Welcome letter – new welcome letter drafted, circulated around the table. This will go to new members with a little care package. • Marketing and socials – <ul style="list-style-type: none"> ○ 2 quotes have been obtained to help facilitate better engagement on socials. Stonefox Media and Createmilk. Both quite expensive. What is our budget? ○ Belinda has been looking into grants from Little Phil Foundation, Gambling Community Fund, McIntyre Wind Farm. ○ There were photo's taken in conjunction with Warwick chamber – we should have these soon. In the meantime, Samantha and Samara will work with Michelle on social media posts. • Membership fee structure <ul style="list-style-type: none"> ○ currently we have 2 rates, Ken has put together a proposal to scale memberships to suit different businesses. ○ Based on a review of chamber's P&L's currently we need 197 memberships to breakeven. ○ Michelle suggested Not for Profits do not change rates. ○ When and how would the new fee structure be applied? 1st April? Suggested that it could become year to date membership, this would create year-round income. Current members would move to new fees at the start of financial year. • Membership email address – now with Samara onboard this should not be a problem. Keep emails central for transparency. <p>Action - Update value proposition on the website. Action - Changes to fee structure – will be emailed for feedback and a flying minute will be conducted to vote on proposed new rates. Action – Introduction of welcome letter – effective immediately Action - Further discussion on the quotes – to be circulated for committee to read.</p> <p>MOTION: Michelle Second: Leah All Support</p>	



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	<p>Economic Growth and Advocacy / Ken</p> <ul style="list-style-type: none"> No report this month <p>Strategic Partnership / Michelle Feenan</p> <ul style="list-style-type: none"> Nothing to officially report 2nd meeting with GBWT and Tenterfield Chamber – key points included co-ordinating training programs so we don't clash, and we will honour with reciprocal pricing. GBWT has second stage of their digital marketing/social media training soon – waiting to hear on new start dates. We have some funding from grants (to be discussed in new business) that could be used for workshops. <p>Constitution Working Group / Ken</p> <p>Ken quickly explained current constitution is not fit for purpose and needs to be updated. There was a paper circulated with the agenda prior to the meeting.</p> <p>MOTION: To use the constitution template from Office of Fair Trading and then subsequently adapt the clauses Chamber needs.</p> <p>Before motion accepted it was asked if we need a special resolution meeting. Ken explained we are not adopting a new constitution, but a template that we will use, and we will ultimately do a general meeting with members when we have the new constitution completed.</p> <p>Motion: Ken Second: Leah All support</p> <p>MOTION: Accept the adoption of proposed Objectives and Duties included in the above for inclusion in the new model rules constitution and as a replacement for those in the current constitution.</p> <p>Motion: Ken Second: Christine All support</p> <p>NOTE: both motions passed UNANIMOUSLY</p> <p>Budget working group / Kate</p> <ul style="list-style-type: none"> Move to next month 	



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	<p>Strategic Plan revision / Michelle</p> <ul style="list-style-type: none"> Michelle to circulate once finalised, along with a flying minute that the amended Strategic Plan be adopted. Proposed plan is to launch the revised Strategic Plan alongside the “Why Leave Town” relaunch. 	
7.	<p>Action Register – report on progress</p> <p>Item #11 - Who will lead the Big Thermometer Plaques in the New year</p> <ul style="list-style-type: none"> 1 person has paid for a plaque to put in the path near the Big Thermometer and another who is interested. Who would like to take the lead to fulfill this and follow up with the interested person? Lenell has provided Kate with files of details of who to contact <p>Leah kindly agreed to take the lead with the Big Thermometer project.</p> <p>Action: Michelle to arrange for Information to be given to Leah.</p>	Leah
8.	<p>New Business</p> <ul style="list-style-type: none"> Item # 1 – Nominations for vacant positions: <p>Treasurer: Meagan McLoughlin from Megadan Consulting Services – Nominated by Christine Seconded: Leah</p> <p>Secretary: Nicci Goulter from 31 The Rocks Nominated by Michelle Seconded: Trudy</p> <p>All support both nominations.</p> <p>Action: Samara to draft letter to Meagan and Nicci offering official invitation to join the Chamber Executive Committee.</p> <p>Action: Michelle to provide hand over between Nicci and Samara</p> <p>Action: Christine to provide handover to Meagan.</p> Item # 2 – SDRC Funding 2024/2025 – variation on purpose of funding <p>See handout re Chamber’s budget request amount with breakdown of proposed uses for funding, noting that this was received in December 2024.</p> <ul style="list-style-type: none"> - Accept \$2,000 towards month networking meetings - \$3,000 for Christmas in July promotion is unnecessary as this is not being planned. 	Samara



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	<p>- \$5,000 towards Christmas markets and shop local promotion pass on this one as event was fully planned</p> <p>- \$5,000 for 3 workshops on changing digital landscape for business – very useful.</p> <p>Michelle suggests seeking formal permission from SDRC to repurpose some of the funds towards an “Investment Prospectus”. An Investment Prospectus will help promote the region to potential new businesses and new investors. Will show areas of abundance for potential buyers. It becomes a document that can be used to promote the region through QLD Chamber Association and at state and possibly national levels.</p> <p>Need to obtain quotes to have Investment Prospectus completed.</p> <p>Michael to check if SDRC have one completed. Can we encourage council to do this? Michelle advised that Gary Warrener was working on a Tourism Prospectus. Only issue will be for whole Southern Downs Region, not just Stanthorpe and Granite Belt.</p> <p>MOTION: Obtain quotes to have Investment Prospectus completed to assist in decision making on this matter.</p> <p>Motion: Michelle Second: Samantha All support</p> <ul style="list-style-type: none"> • Item # 3 – Micheal Jensen – SDRC update <ul style="list-style-type: none"> ○ Southern Downs & Granite Belt App is live – Michael gave stickers with a QR code on them to pass on to members. App includes Strangebird Trail, trip planners, calendar of events and much more. ○ Harvest Trials funding – SDRC know the issues caused for harvest workers and potential employers when funding ceased in July last year. Michael proposed that Chamber write a letter to David Littleproud’s Office considering reinvesting in harvest trailers or a similar program. This has also been suggested to GBWT and GBGrowers. SDRC would like to add value to or create a letter from council as well. ○ Short term accommodation permits – 350-360 short term accommodation properties in the region, with around 200 registered. Local laws are being reviewed and have some ideas around educating people first before “waving the big stick”. Waiting on senior management to decide where to go from here. ○ Angry Bull Bike Trails, Tenterfield – have received \$12.4 million in funding for 174km of bike trails in Tenterfield. 	<p>Michelle</p> <p>Michael</p> <p>Michelle</p>



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9.	Close meeting – 8.07pm Next meeting: 12 th March 2025, 6:00pm at Stanthorpe RSL	

ACTION REGISTER

Date of meeting	Action	Responsibility
19/02/2025	Treasurer's reports #1 Action – Meagan to be briefed and then tasked with reviewing draft Treasurer reports for December and January so that they can be circulated to the Executive Committee Correspondence Register #2 – Action – Samara to email updated correspondence	Samara
19/02/2025	Sub-committee / Membership #3 - Action - Update value proposition on the website.	Christine and Belinda
19/02/2025	#4 - Action - Changes to fee structure – will be emailed for feedback and a flying minute will be conducted.	
19/02/2025	#5 - Action – Introduction of welcome letter – effective immediately	
19/02/2025	#6 - Action - Further discussion on the quotes – to be circulated for committee to read.	
19/02/2025	New business #7 Action - Samara to draft letter to Megan McLaughlin and Nicci Goulter offering official invitation to join the Chamber Executive Committee. #8 Action - Obtain quotes to have Investment Prospectus completed. #9 Action - Committee to send emails with ideas by end of next week. A flying minute will go out about which ideas to put forward	Samara Michelle Committee ??



Date of meeting	Action	Responsibility
	#10 Action - Chamber send a letter of support to Stanthorpe Community Reference Panel to advocate for Minister Leahy to visit the region. Due 1 st March.	