



Executive Committee Meeting - MINUTES

Date: 14th January 2025

Time/Location: 5.30pm – Apple & Grape Festival Office

Attendees

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| Michelle Feenan – President (Chair) | Christine Hood |
| Ken Waldron | Belinda Surch |
| Samantha Wantling | Trudy Turner |
| Bronwyn Armstrong | Cecilia Campbell |
| Nicci Goulter | Samara Cassidy – Admin Support |

Apologies

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| Michelle Schlitter (Secretary) | Aline Teixeira |
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MINUTES:

| Item # | Item name | Responsibility |
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| 1. | Welcome Conflicts of Interest: N/A | Michelle |
| 2. | Minutes of Previous Meetings: Motion to adopt a. Approved with amendments to New Business item # 4 about social media reel • Motion: Amend December 2025 minutes. Moved: Ken Second: Bronwyn b. Upload December 2025 minutes to the website – endorsed Motion to adopt: Michelle F Second: Christine | Michelle Samara |
| 3. | Action Register – report on progress Action #10: Social media policy research emailed to Michelle and Chirstine 14/01/26. Suggested to use Business Chamber QLD pro forma for free or they can help write one at a cost. | Various |
| 4. | President’s Report TABLED | Michelle |
| 5. | Treasurer’s Report • No report tabled | Michelle |



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| | <ul style="list-style-type: none"> • No Bank Statements other than Debit Card account available from Bendigo Bank. • Bank balances at 31 December 2025 are: <ul style="list-style-type: none"> • Working a/c - \$1,195.32 • Big Thermometer a/c \$13,770.70 • Debit card a/c - \$72.51 • Sandhurst a/c - \$42,091.38 ○ • Reimbursement to Michelle of JotForm Subscription fee: <ul style="list-style-type: none"> ○ Due to Debit card restrictions Michelle paid for the approved JotForm subscription upgrade. <p>Motion: Reimburse Michelle for JotForm subscription. Moved: Ken Second: Samantha</p> <ul style="list-style-type: none"> ○ Christine to raise invoice, Ken to authorise payment from bank. <ul style="list-style-type: none"> • Credit/Debit Card Options <ul style="list-style-type: none"> ○ Weel account – can have multiple cards connected, however monthly account fees are too expensive (\$134 per month). ○ Pre-paid visa or post office card is a possible option – can be loaded with money as needed. ○ More discussion once a Treasurer is approved. | <p>Christine/Ken</p> <p>Michelle</p> |
| 6. | <p>Correspondence Register</p> <p>Business arising:</p> <ul style="list-style-type: none"> • Letter to Minister Powell – Nature Based Tourism <ul style="list-style-type: none"> ○ The content and purpose of the letter needs more clarity. ○ Michelle offers to work on the letter and get feedback from Ken. <p>MOTION: The committee agrees to sign the letter to Minister Powell subject to wordsmithing and cross checking. Moved: Michelle Second: Christine</p> | Michelle |



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| | <ul style="list-style-type: none"> • Envirodata – Big Thermometer <ul style="list-style-type: none"> ○ The Big Thermometer is overdue for a service. Envirodata has supplied a quote of \$869.00. <p>MOTION: Accept quote from Envirodata to service the Big Thermometer. Moved: Michelle Second: Cecilia</p> | Michelle |
| 7. | <p>Sub Committee Reports</p> <p><u>EVENTS:</u></p> <ul style="list-style-type: none"> • Events Calendar: updated. No summer general meeting, first event 18th Feb. <ul style="list-style-type: none"> ○ Nicci is currently liaising with potential hosts for events. ○ Can committee members identify events they will attend – responses required at February meeting. ○ Add Business Excellence Awards – launch in March (17th), Gala presentation event in August (28th). ○ Check memberships of potential hosts. ○ Suggestion for potential activity in partnership with GBWT: <ul style="list-style-type: none"> ▪ Information session with Joe Smith from Angry Bull Trails in Tenterfield. Thursday May 7th, 3.30 – 5pm, Civic Centre Supper Room. ▪ Topics covered could include what does ABT need from our region? What will the bike trails bring to our region? ▪ Will need promotion materials from ABT. <p>Action: Michelle to liaise with Joe Smith on availability for new date and work with Bronwyn regarding Small Business month activities.</p> <p><u>MEMBERSHIP:</u></p> <ul style="list-style-type: none"> • No committee lead confirmed as yet. • No new memberships <p><u>ECONOMIC DEVELOPMENT:</u></p> <ul style="list-style-type: none"> • Trade and Investment Queensland – Trade Commissioners visit to Toowoomba <ul style="list-style-type: none"> ○ Tuesday 17th March trade expo would be the best option for our region to participate. Bronwyn to confirm interest and seek details from TIQ (Tahnee); ○ Nicci to continue discussions with TIQ re a future presentation to members. ○ Tahnee has provided key information that can be used for promotions, however if available, a | <p>Nicci</p> <p>Michelle</p> <p>Bronwyn</p> <p>Nicci</p> <p>Bronwyn</p> <p>Bronwyn</p> |



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| | <p>short promotional reel to support marketing of the Trade Expo to members</p> <ul style="list-style-type: none"> • Job and Small Business Expo in May (proposed date 20th May): <ul style="list-style-type: none"> ○ Event will hopefully involve GBWT, , GB Growers Association, and local employment providers. ○ Skills shortage survey under development; This was also raised in a recent meeting with SDRC and Chamber presidents. ○ Short-term goal: May event; long-term goal: job creation and addressing regional skill shortages. ○ Bronwyn to update committee with timeline and program at February meeting. • Industry Capabilities Network <ul style="list-style-type: none"> ○ Bronwyn outlined the Industry Capability Network (ICN) “boarding pass” platform, through which suppliers register to become preferred suppliers to the Queensland Government, with current focus on goods and services for the Olympics. ○ Bronwyn to make contact and ask if an ICN representative is willing to visit Stanthorpe to present to local businesses about opportunities and registration. ○ Propose change 25th March networking event to a dinner for ICN representative - BBQ, beer and wine at the Showgrounds Ring Master Café? • Nature Based Tourism <ul style="list-style-type: none"> ○ Last workshop notes available in the Meeting pack. Next meeting Monday 19th January at Warwick. <p><u>STRATEGIC PARTNERSHIPS:</u></p> <ul style="list-style-type: none"> • Report Tabled <p><u>WORKING GROUPS</u></p> <p><u>FUNDRAISING:</u></p> <ul style="list-style-type: none"> • Ken advised he is developing a comprehensive, multi-year fundraising strategy to present at the next meeting (Feb). • Emphasised that: <ul style="list-style-type: none"> ○ The Chamber is competing for limited local sponsorship funds with many other groups. | <p>Bronwyn</p> <p>Bronwyn/Nicci Michelle</p> <p>Michelle</p> <p>Ken</p> <p>Michelle</p> <p>Michelle</p> |



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| | <ul style="list-style-type: none"> ○ Samara to create tags in Mailchimp current member, non-member to differentiate who is opening which emails. ○ Could create an opportunity to anyone to subscribe to e-newsletters. Samara to set up on website <p><u>SCRIP</u></p> <ul style="list-style-type: none"> ● Meeting about model rules that's coming up on the 29th of January. <p><u>WARWICK CUC – Reference Panel</u></p> <ul style="list-style-type: none"> ● Michelle will check with Alyce about what is involved. And check with Justin if he is continuing to be a Reference Panel member. <p><u>SDRC</u></p> <ul style="list-style-type: none"> ● Meeting recently with Sonja Johnson and Warwick Chamber president and will provide a detailed report next month. <ul style="list-style-type: none"> ○ Chamber has not yet received instructions on how to invoice for funding of \$15,000 that was given earlier in the financial year. ○ Council is moving to multiyear funding – agreement should be received this week. ○ Council is developing toolkits for businesses and building resilience in the disaster space. ○ Tourism strategy brief for consultants is about to be released. Target March completion of first draft. ○ Community grants of up to \$2,000 available. ● The SDRC website is currently displaying AirBnB listings and other potentially unlicensed accommodation providers. Michelle and Rachael from GBWT have raised this concern with a Council representative, who acknowledged the issue and confirmed it will be reviewed and adjusted | <p>Michelle</p> <p>Michelle</p> <p>Michelle</p> |
| 8. | <p>New Business</p> <p><u>Item # 1 – COMMITTEE WORKSHOP</u></p> <ul style="list-style-type: none"> ● 2nd February, 3pm at Jamworks. ● Topics will include how we work best together as a team appreciating that members have different ways of working and work commitments and setting priorities for the year. | Michelle |



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| | <ul style="list-style-type: none">Possible contacts: Power Tynan, Danny from Appletree, and a third accountant Ken knows.The Treasurer must have the skills and capability for compliance; Ken confirms he has held this role elsewhere. | |
| 9. | Close meeting – 7.33pm Next meeting: 11 th February – 5.30pm – Apple & Grape Office | Samara |