



Item #	Item name	Responsibility
	<p><u>Action #9:</u> The committee noted ongoing concerns regarding the lack of clear information from Ready Communities (specific in-kind requirements, dates and commitments, and evidence of economic benefit), as well as stakeholder feedback about the tone of recent engagements. It was resolved that Action 9 be placed on hold.</p> <p><u>Action #12:</u> The proposed Joe Smith presentation (mid-afternoon session aligned with the May small business / jobs expo) remains pending, with a new date yet to be confirmed. The committee agreed to leave the item open and await further information before rescheduling.</p> <p><u>Action #14:</u> Ongoing uncertainty regarding confirmation from ICN and catering for the proposed 17 March trade event with TIQ/Tahnee. Given the need for at least six weeks' lead time to promote effectively and achieve the target attendance, it was agreed that if key details (speaker and catering) are not confirmed by the end of next week, the event should be rescheduled to later in the year.</p>	
4.	<p>President's Report</p> <p>TABLED – Taken as read</p>	Christine
5.	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • No report tabled • Bank Statements tabled and taken as read 	Christine
6.	<p>Correspondence Register</p> <p>Business arising:</p> <ul style="list-style-type: none"> • Varias Founding Members <ul style="list-style-type: none"> ○ The Committee discussed the outlined benefits, including discounted room hire and four complimentary hours per year. It was considered that the complimentary hours are insufficient given the Chamber's prior \$5,000 contribution. ○ It was noted there is no cost to be recognised as a founding member; however, Varias membership to be checked to see if current active member. ○ The Committee agreed to seek clarification on the Chamber's founding member status and to 	Samara



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	<p>communicate feedback to Varias, including the expectation of reciprocal Chamber membership and consideration of improved access/benefits.</p> <ul style="list-style-type: none"> • SDRC Funding Agreement: <ul style="list-style-type: none"> ○ The Committee reviewed the draft funding agreement for skills development, business expo support, engagement and advocacy activities. ○ The agreement was supported in principle; however, concern was noted regarding the limited timeframe to 30 June. ○ It was agreed to accept the agreement in principle and seek clarification from Council regarding contract dates and potential prepayment or rollover of unspent funds. 	
7.	<p>Sub Committee Reports</p> <p><u>EVENTS:</u></p> <ul style="list-style-type: none"> • Cost and Revenue added to events calendar. • Small business Expo will be on the 6th May. • Host ideas – Festival committees, NFP (eg. GBSS), Central Hotel and Country Club (both under new ownership). • <u>Business Excellence Awards:</u> <ul style="list-style-type: none"> ○ Awards are proceeding in concept; however, significant sponsorship and budget risks remain. A draft budget has been prepared with best- and worst-case scenarios, though several income and expense lines remain estimates. ○ Sponsorship was identified as the primary risk. Major corporate sponsors are being targeted at approximately \$4,500 per sponsor. It was noted that ticket sales alone (approx. \$6,000 projected) will not cover event costs. Without sufficient corporate sponsorship, the event may need to be scaled back or restructured to avoid financial burden or unrealistic expectations. ○ The Committee agreed that local sponsorship should not compete with existing Chamber sponsorship packages. ○ A launch event is planned to promote nominations, explain the process and increase participation. Launch timing has been delayed pending confirmation of branding and 	<p>Nicci</p> <p>Nicci/Belinda</p>



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	<p>sponsorship support. A draft website is prepared and ready to activate once finalised.</p> <ul style="list-style-type: none"> ○ Nomination fees will apply this year, with each nomination including one event ticket, to strengthen commitment and offset costs. ○ Sponsor letters are drafted and will be issued on Awards-branded letterhead once graphics and logos are finalised. ○ The Committee noted the need for confirmed sponsor commitments prior to launch and agreed a contingency plan (scale, format or timing adjustments) will be required should sponsorship fall short. <p><u>MEMBERSHIP:</u></p> <ul style="list-style-type: none"> • <u>Understand Current Members:</u> <ul style="list-style-type: none"> ○ A recurring theme was that there's a disconnect between members and the chamber: ○ Many members don't clearly understand what the chamber offers. ○ Event attendance is low; people don't always know about dinners/breakfasts/cheers & chats or don't see the value. • <u>Member Call Project</u> <ul style="list-style-type: none"> ○ Speak directly with every member (about 118 in total) to understand needs and expectations. ○ Each committee member gets a list of ~10–13 members. ○ Calls to be completed over 2–3 weeks. ○ Common script (3–5 questions) agreed in principle: <ol style="list-style-type: none"> 1. Why did you become a chamber member? (What attracted you?) 2. What is one thing the chamber could do in the next six months that would make a real difference to your business? 3. Are you aware that we run events (dinners, breakfasts, cheese & chats)? <p>If yes: How do you usually hear about them? If no: what's your preferred way to be informed?</p> 	<p>Aline</p> <p>All</p>



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	<p>4. What would you like to see at our events that would make you more likely to attend? (e.g. type of speakers, topics, format)</p> <p>5. Optional open question: "Is there anything else you'd like the chamber to know?"</p> <ul style="list-style-type: none"> ○ Samara to divide current members between committee (less to Nicci and Samantha). ○ Responses to Samara to collate, Aline to supply template. ○ Cecilia has created QR code to display at Cheers & Chats. 1 code links to membership page on website, second code links to some survey questions. <ul style="list-style-type: none"> • <u>Goals Achieved by Chamber:</u> <ul style="list-style-type: none"> ○ Aline to produce a 1-page infographic outlining Chambers current achievements – committee to provide data. ○ Samara to upload to website. • <u>Tradies – potential memberships</u> <ul style="list-style-type: none"> ○ Agreed that the 27 May Cheese & Chats will be held at the Country Club with a tradie /construction focus. ○ Committee members are to each invite at least one non-member tradie to attend. ○ Event to leverage the Country Club's existing BBQ/sausage sizzle; Belinda to approach Dan (?) regarding covering BBQ costs and possibly first-round drinks (attendees otherwise pay for own drinks). ○ Proposed speakers/partners include Dan (broker), Michael Bowman (business banker) Bronwyn, and potentially Josh (insurance), focusing on practical topics such as finance, insurance, apprenticeships/traineeships and available funding for tradies. ○ Purpose is to increase engagement and membership from the tradie/construction sector by providing immediate, tangible value. <p><u>ECONOMIC DEVELOPMENT:</u></p> <ul style="list-style-type: none"> • <u>Economic Development Plan - Job and Small Business Expo in May:</u> <ul style="list-style-type: none"> ○ Progress on the Jobs and Small Business Expo, being developed in partnership with Southern Downs 	<p>All</p> <p>Belinda</p> <p>Nicci</p> <p>Bronwyn</p>



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	<p>Regional Council and Workforce Australia. Expo will bring together job providers, apprenticeship centres, group training organisations, RTOs, TAFE, small business support (Speaker 2), brokers, and other small businesses, with a linked series of information sessions covering:</p> <ul style="list-style-type: none"> ▪ Small business start up support and micro finance ▪ Training options and funding (RTOS/TAFE) ▪ Employment funding and wage subsidies ▪ Apprenticeships and traineeships <ul style="list-style-type: none"> ○ A skills needs survey will be sent to GBWT and chamber members to identify local skill shortages and inform training and funding priorities. ○ Workforce Australia will fund and lead the event; council is closely involved. The chamber's role is to advocate, promote to members, participate on the day, and supply data/insights, rather than own or manage the project. ○ Short promotional reels will be requested from key speakers for use on socials and in marketing the expo. ○ Longer term, survey and expo outcomes will be used to: ○ Inform RTOS' funding bids and course scope, and ○ Encourage employers to offer work experience, traineeships and apprenticeships aligned with identified gaps <p><u>STRATEGIC PARTNERSHIPS:</u></p> <ul style="list-style-type: none"> ○ Report Tabled – Taken as read <p><u>WORKING GROUPS</u></p> <p><u>FUNDRAISING:</u></p> <ul style="list-style-type: none"> ○ Ken had completed significant groundwork on fundraising prior to his resignation, including a PowerPoint presentation outlining options and a sensible fundraising plan with small, practical steps to increase revenue. ○ The committee acknowledged the quality of this work; some members had viewed the PowerPoint, others will need it re sent due to access issues. ○ It was agreed that Ken's plan now forms the baseline framework for fundraising going forward, with further 	



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	<p>detail and implementation to be picked up by the remaining committee.</p> <p><u>SCRIP</u></p> <ul style="list-style-type: none"> • Next month 	
<p>8.</p>	<p>New Business</p> <p><u>Item # 1 – NEW MEMBERSHIP APPLICATIONS</u></p> <ul style="list-style-type: none"> ○ Nutrien Hardcourts (Tenterfield) – Belinda to contact and welcome. ○ Hindle Cattle Company – Trudy to contact and welcome. ○ Logger’s Rest B&B – Nicci to contact and welcome. <p><u>Item # 2 –SOCIAL MEDIA POLICY</u></p> <ul style="list-style-type: none"> ○ The committee reviewed two draft social media policies. ○ It was agreed to adopt Version 2, which provides clearer purpose, scope, definitions and advocacy provisions. <p>MOTION: Adopt Social Media Policy – Version 2 as the official chamber policy.</p> <p>Moved: Samantha Second: Nicci All in favour</p> <ul style="list-style-type: none"> ○ Develop supporting procedures separately (e.g. how posts, complaints and breaches are handled). ○ Implementation points noted: ○ The policy is to be included in the committee induction manual, yet to be adopted. Samara to circulate for review at the March meeting. ○ All committee members will be asked to sign an acknowledgement of the policy. ○ Any external social media/marketing contractors (e.g. Cam and Tilly) must also sign an agreement confirming they will operate in line with this policy. <p><u>Item # 3 –PROPOSAL OF NEW TREASURER</u></p> <ul style="list-style-type: none"> ○ Anita Hindle, from Hindle Cattle Company has agreed to become the treasurer for the chamber. <p>MOTION: Approve Anita Hindle as the treasurer.</p> <p>Moved: Christine Second: Cecilia All in Favour</p> <ul style="list-style-type: none"> ○ It was noted that the treasurer role is a two year position and that the treasurer must be a financial member, but does not necessarily have to sit on the committee, however with Ken’s resignation there is now a vacancy. 	<p>Samara</p> <p>Belinda/Nicci/Trudy</p> <p>Belinda</p> <p>Samara</p> <p>Michelle</p>

