



Executive Committee Meeting - MINUTES

Date: Wednesday 18th March 2026

Time/Location: 5.35pm – Apple & Grape Festival Office

Attendees

Michelle Feenan – President (Chair)	Samantha Wantling
Trudy Turner	Aline Teixeira (Teams)
Bronwyn Armstrong	Nicci Goulter
Anita Hindle (Treasurer)	Samara Cassidy – Admin Support

Apologies

Cecilia Campbell	Christine Hood
Belinda Surch	

Invited Guests

Kerry Grace and Chad Renando – Ready Communities

MINUTES:

Item #	Item name	Responsibility
1.	<p>Welcome</p> <p>Conflicts of Interest: Potential conflict for Michelle – Varias discussion.</p> <p>Michelle introduced Anita Hindle – new committee member and treasurer.</p> <p>Kerry and Chad presented information on Ready Communities – see attachment for more details</p>	Michelle
2.	<p>Minutes of Previous Meetings: Motion to adopt</p> <p>a. Approved with amendments: Action #14: Ongoing uncertainty regarding confirmation from ICN and catering for the proposed 47 25 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> <p>Tradies – Potential membership – Nicci was to follow up with Country Club (complete); Belinda was following up with Dan (broker), Bronwyn was following up with</p>	Michelle



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	<p>Michael Bowman (business banker) Bronwyn, and Nicci was following up with Josh (insurance)</p> <p>Motion: Amend and approve February 2025 minutes. Moved: Michelle Second: Bronwyn</p> <p>b. Clarification of Treasurer’s role: The Treasurer is a core, constitutional office bearer, just like the President. The Constitution states that the committee consists of a president, a treasurer, and up to nine other committee members. That means that the Treasurer’s position is separate from the “up to nine” general committee spots. Appointing a Treasurer does not “take up” a general committee seat.</p> <p>c. Upload February 2025 minutes to the website – endorsed</p> <p>Motion to adopt: Michelle F Second: Trudy</p> <p>d. Michelle also shared information from the planning meeting in January – Lencioni’s model.</p>	<p>Michelle</p> <p>Samara</p>
<p>3.</p>	<p>Action Register – report on progress</p> <p>Action #7: Clarification regarding the Foundation Members policy from Varia’s:</p> <ul style="list-style-type: none"> • Varias has now created a Foundation Members Policy to define: <ul style="list-style-type: none"> ○ What it means to be a foundation member. ○ The privileges and responsibilities attached to that status. • The policy was provided to the Chamber for noting, along with an offer for a Varias board representative to attend a future meeting to explain the policy and answer any questions. <p>Motion: That the committee note the Varias Foundation Member Policy as presented. Moved: Nicci Carried</p> <p>Action #9: Connect with members: to be completed by end of March. Trudy to contact Town & Country, Sam to contact Deb Wilmot.</p> <p>Action #10: Infographic – Samara to send Aline trybooking reports from past events, Michelle to share other relevant information.</p>	<p>Various</p>



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	<p>Business arising:</p> <ul style="list-style-type: none"> • Insurance renewal: current policy will expire at end of the month. <ul style="list-style-type: none"> ○ Michelle had a meeting with CavInsure and received a verbal quote of \$4695. This is a \$200 increase from last policy. No changes have been made to the policy. Exact quote to come. <p>MOTION: Accept verbal quote and arrange continuance of insurance with CavInsure on that basis.</p> <p>Moved: Michelle Second: Bronwyn Carried</p>	Michelle
7.	<p>Sub Committee Reports</p> <p><u>EVENTS:</u></p> <ul style="list-style-type: none"> • Events Calendar: updated. • There will be three (3) x one hour workshops as part of the Small Business Month PD/training linked to the small business grant. Two of the three workshops will be held on 20 May, delivered by Chiara from Nara Consulting • All chamber related activities in one calendar (including training funded by grants and partner projects). Events Calendar to include ALL Chamber event activities and to include a column to indicate who is the lead for each event. <p><u>MEMBERSHIP:</u></p> <ul style="list-style-type: none"> • New application – Bluebird Living – accepted <p><u>ECONOMIC DEVELOPMENT:</u></p> <ul style="list-style-type: none"> • Job and Small Business Expo in May: <ul style="list-style-type: none"> ○ Currently ggetting employers on board as exhibitors. ○ Met with Bunnings – Warwick confirmed; awaiting confirmation for local participation- they are not Chamber members nor do they operate in our locality, we must be cautious not to upset current members such as Mitre 10. ○ Working on a survey for members, GBWT and GBGA to identify skill shortages, feeding into work with Council and regional economic development. 	<p>Nicci</p> <p>Samara/Aline</p> <p>Bronwyn</p>



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	<ul style="list-style-type: none"> ○ Acknowledged this is a large, multi stage project. ○ Jobs Expo is fully funded by Workforce Australia. <p><u>STRATEGIC PARTNERSHIPS:</u></p> <ul style="list-style-type: none"> ● Written report tabled; taken as read. ● GB Alliance: Michelle has been in discussions with Rachael from GBWT with concerns for the effectiveness of the group as raised in late 2025. Next step was to meet with Councilor Harslett. After a suggestion from Samantha Michelle will reach out to other members in the Alliance first. <p><u>WORKING GROUPS</u></p> <p><u>FUNDRAISING:</u></p> <ul style="list-style-type: none"> ● Small Business month events submission – still awaiting outcome. <p><u>BUSINESS EXCELLENCE AWARDS</u></p> <ul style="list-style-type: none"> ● Launch was on the 17th March, well attended ● Budget as attached – needs updating with Social Media marketing details. <p><u>DIGITAL MARKETING</u></p> <ul style="list-style-type: none"> ● No report this month <p><u>SCRIP</u></p> <ul style="list-style-type: none"> ● Constitution update is in the feedback stage. ● Next meeting is 26th March. <p><u>WARWICK CUC</u></p> <ul style="list-style-type: none"> ● Notation: no Chamber representative required. Remove from Agenda. <p><u>ACTION PLAN</u></p> <ul style="list-style-type: none"> ● Moved to April meeting 	<p>Michelle</p> <p>Michelle</p> <p>Nicci/Samara</p> <p>Michelle</p> <p>Michelle / Samantha</p>
8.	<p>New Business</p> <p><u>Item # 1 – 2026 AGM Proposal</u></p> <ul style="list-style-type: none"> ● As per proposal included in agenda pack. <p>MOTION: That the Chamber Committee approves the 7th October as the AGM for 2026.</p> <p>Moved: Michelle Second: Trudy Carried</p> <ul style="list-style-type: none"> ● Samara to book RSL 	Michelle

