

## MINUTES of the Committee Meeting

Tues 18<sup>st</sup> September 2012

**Meeting opened:** 8:00 p.m.

**Present:** Murrey McIntosh, Angelo Logiudice, Steve Catchpole, Gail Byrne, John Attwood, Maggie Daley, Mel Horton, Colin Campbell, Barry Green

**Apologies:** Liz Alford, Peter Gubler, John Small, Nigel Tuia, Kim Visser

**Previous minutes:** Tuesday 21<sup>st</sup> August 2012

- Error in last line of the minutes which stated the AGM was Oct not Sept, however it was noted that the paper advertisements were correct.
- Error in agreed website cost stated as \$2200.00 should have been \$2500.00.

Murrey moved as accepted, John seconded, all in favour, carried.

**Correspondence In:** Mel Horton

- A number of member renewals received and processed.
- Received letter from OBO Walkley Chiropractic Group Bunbury, declining membership but wishing to remain in the directory. Angelo has confirmed OK verbally but letter response required. **Action Mel.**
- WFI Employer Indemnity Insurance cover pack & invoice received.
- OAMP Association Liability Insurance schedule and invoice received.
- Conservation Commission of WA Draft Forest Management Plan 2014-2023 (282 pages plus maps) received, inviting comments by 7<sup>th</sup> Nov. John has attended a meeting in Manjimup on behalf of the Shire and noted that the plan is complex. Any members wishing to review and comment may request the document from Mel Horton or view it online at [www.dec.wa.gov.au/content/view/7111/1827](http://www.dec.wa.gov.au/content/view/7111/1827).

**Correspondence Out:** Gail Byrne

- Letter to Shire supporting skate park along with articles for local papers.
- Notification advertisements placed for today's AGM in Preston News and Donnybrook Mail.

- Treasurers report:** Mel Horton – as per the AGM previously & accepted and carried.
- The bank account current balance stands at 13,721.03
  - Currently membership stands at 44 with 26 members paid up (\$1690.00) and 18 outstanding (\$1170.00). These have been followed up by Angelo.
  - The 2012/13 Directory overall income stands at \$34,344.20 of which \$665.40 remains outstanding and \$407 was incorrectly billed. These to be followed up by Mel & Mel to correct accounts. **Action Mel**
  - An auditor has not yet been engaged.
    - An approach will be made to Malcolm Frost to check costs - **Action Maggie**
    - once the accounts have been checked by Mel – **Action Mel**
    - New Bank mandates to be completed for new committee members – **Action Mel**
  - Mel presented outstanding accounts for payment:
    - Donnybrook News (directory labels & stationery) \$112.13
    - Angelo (Speaker dinner & pizzas) \$ 95.20
    - Rural Press AGM notification ad \$63.53
    - Preston Press Admin Role ad \$30.00
    - WFI Employers Indemnity Insurance \$248.00
    - OAMPS Association Indemnity Insurance \$2565.00

The above payments were approved for payment, moved by Angelo, seconded by Gail, all in favour, carried. Raise cheques - **Action Mel**

**General Business: Skate Park**

This matter is now before the Shire for a final decision.

**Buy Local Signs:**

The square design has been rejected by the Council in favour of a hooped design in keeping with other Shire signage. John has received costs for the new shape which seem expensive at \$3000 plus GST plus installation by comparison to the previous version which was \$850 plus GST all inclusive.

Murrey to follow up the additional cost for the top section of the hoop, along with the “double sided” comment on the quote – **Action Murrey**

**Website:**

Colin summarised the website progress to-date. The Home and Contact Us pages are live along with the committee emails. The structure has been agreed and the Members Portal is ready for testing. **Action Mel**

Colin will soon be requesting information for each of the pages and would like an opening address from the new President – **Action Steve.**

Murrey raised the point of promotion of the website with the members, it was agreed we should revisit this in January. Colin re-iterated the need to include the web address on all documentation from now on – **Action ALL**

## **Xmas Dinner:**

Gail has booked Berry Delightful for 15<sup>th</sup> November. They are requesting \$40-\$50 per head – Gail to check pricing with them – **Action Gail**

We had no offers of speakers, perhaps Andrew Horin (CEO Bunbury Chamber) would reconsider us as he was unable to make the last Chamber dinner (at CU58) – **Action Steve**

## **Constitution Changes:**

The following changes were suggested to the constitution:

- Specifically define the notification medium as website/email. Note that this should be clarified with the office of fair trading and with Kitty Prodonovich of the Regional Chambers Association – **Action Steve**. We also need to check the Associations Act 1984 – **Action Mel**
- Change membership year to run from 1<sup>st</sup> July – 30<sup>th</sup> June
- Adjust the Secretary/Treasurer clause to allow “either/or”

Changes to the constitution requires a Special General meeting to be held giving 14 days’ notice both by email and in the Preston Press – **Action Mel**

Meeting to be held on 20<sup>th</sup> November. Moved by John, seconded by Murrey, all in favour, carried.

## **Links to Bunbury Chamber:**

Steve has felt that we need to become more relevant to our members and instigated a meeting with Andrew Horan, (currently CEO of Bunbury chamber) and Allison Sawyer (Bunbury Membership Manager) to identify the reasons for their success. Angelo, Murrey, and Nigel also attended.

The attendees felt that there could be some leverage to be gained by having closer links as they have 5-6 staff, access to speakers & training and a monthly members’ magazine.

Andrew put forward a proposal that DB Chamber members could become members of the Bunbury chamber by a splitting of the fee between Bunbury Chamber and the DB Chamber, however the cost (at \$265pa) may be prohibitive to our members. We await his proposal for further discussion at both committee and member levels.

Meanwhile perhaps we should consider affiliation with the Regional Chamber, and a regular new section in the Preston Press.

**Next meeting:** 23<sup>rd</sup> October at 6:30pm at Bendigo Bank  
Mel to publish a list of meeting dates for the year – **Action Mel**

**Meeting closed:** 9:35 p.m.