

MINUTES of the Committee Meeting

Tues 26th November 2013

Meeting opened: 6:30 p.m.

Present: Steve Catchpole, Angelo Logiudice, Mel Horton,
John Attwood, John Austin, Barry Green.

Apologies: Peter Gubler, Maggie Daley, Andrew Rohrbach, Gail Byrne, Sarah
Moody.

Previous minutes: Tuesday 22nd October 2013

John Attwood moved that the minutes be accepted,
John Austin seconded, all in favour, carried.

Correspondence In: Mel Horton

- Regional Chamber notifications
 - Small Business Development Newsletter
- Donnybrook High School request to attend Graduation Ceremony and one assumes a donation. Donation \$100 agreed and Angelo to attend.

Correspondence Out: Mel Horton

- Website Oct 26 General Meeting minutes posted
- Meeting agenda 26/11/13 members notification
- Marilyn Hickman letter of support for Apple Festival
- Reply to Geraldine Wilson SWDC regarding date of Chamber AGM
 - Mel to ask SWDC what they could be doing for Chambers –
Action Mel.
- Shire invite to afternoon tea 4/12/13 for Disability Inclusion – Mel has replied that both John Attwood and Angelo will be in attendance.

John Austin moved that the correspondence be accepted,
John Attwood seconded, all in favour, carried.

Matters Arising: Steve Catchpole

Disability info from Emma – Mel will post shortly as Disability week starts on 4th Dec. **Action Mel**

Water issues - Mel is following up on Water issues with Terry Redman's office, Gail noted that we can register online. **Action Mel**
John passed details regarding the future water main & routes and to Mel. **Mel to post**

Business Spotlight on the website has been updated to Boronia Farm. We need to update more regularly and it was recommended that the website accept nominations. **Action Mel**

Xmas lights – Lights have been purchased within the budget set at the last meeting and the majority have been handed out to a very welcome reception from our retailer members. All recipients have agreed to display the lights in their windows which will hopefully give a much better Christmas display this year.

The Chamber is pleased to report that the 30 sets were purchased locally at Donnybrook Hardware. Mel has invoiced the Shire for their donation.

Xmas dinner – 24 attendees – not enough but a great evening. A number of people consistently can't attend due to other commitments – it might be useful to vary the evening of the week. It was agreed that smaller tables encouraged attendees to either move around or turn around and chat to neighbouring tables.

All other items with matters arising are covered under agenda items.

Treasurers report: Mel Horton

- The bank account current balance stands at \$4930.37
 - Including Income Received:
 - Memberships of \$585
 - Directory income of \$2991
 - GST Q1 Refund \$488.00
 - Interest of \$1.97
 - Including Payments made:
 - Directory flyer printing Donnybrook News - \$420.00
 - Meeting refreshments - \$29.35
 - Xmas decorations - \$922.36
 - Income Outstanding:
 - membership invoices \$1235.00
 - directory income \$10,924.00
 - Shire Xmas decs donation \$500
 - Payments Outstanding:
 - Bendigo Bank Rental \$390.00 (not invoiced!)
 - Preston Press 3K insertions - \$115
 - Constitution & Name change registration \$46.20
 - Meeting refreshments - \$37.90
 - Preston Press buy local 1/4 page - \$45.00 or \$90 for 1/2 page.
 - The above would leave us with an actual balance of \$16,955.61.
- Currently membership stands at 77 with 58 members paid up (\$5025.00) and 19 outstanding (\$1235.00).
- New memberships this month are as follows:
 - Donnybrook Greenwaste
 - Donnybrook Motel
 - Fusion Home Furnishings
 - Storage Barn
 - SJ Boilermaking Services
 - The Packing Shed
 - Auto Pro
 - Trade Hire
 - Bendigo Bank

The Treasurers report, invoices approved for payment & new memberships agreed - moved by Angelo seconded by Barry, all in favour, carried.

General Business: Remuneration/Workload/Costings

The cost of the Bendigo bank office rental was raised as the current cost is \$360 for storage and 2 meetings per quarter. Mel offered to store the files and Angelo was requested to review the cost for holding meetings only. **Action Angelo**

Barry has contacted the community centres for costings and found that the Library Crèche is available on 3rd Tuesdays for \$5.00 per hour.

The next meeting is at the Kirup Tavern and it was agreed that we should make a decision then for the February & future meetings.

Sadly Sarah has had to move to Mandurah for work reasons. This raises the issue of the workload on Mel who expressed the need for assistance. While she is happy to oversee an assistant, she is unable to continue to put in the time due to her own business needs. It was agreed that the committee members should consider possible suitable assistants or we should advertise. **Action ALL**

Directory Progress

Mel has visited Donnybrook & Balingup main streets and all cover ad businesses and requested Police and Shire updates. Mel has not heard back from Landgate and needs to chase them up, or find an alternative source.

To-date approximately \$13,800 has been invoiced which means we are probably 1/3 of the way through the business listings.

Sarah has updated all Residential requests, however Angelo handed a new stack of forms to Mel for processing.

We are missing 10 links and a number of fonts. Mel needs to speak to Anna at the printers – Angelo to furnish Mel with her number. **Action Angelo**

Mel has yet to update the business listings.

It was agreed that a specific “Events Calendar” page would be a good addition to the directory. It was noted that the Donnybrook Food & Wine Festival event date has been moved from February to November 29th 2014.

Buy Local - Balingup signs

John Attwood requested funding from Balingup Townscape Committee, however they are reluctant to allocate the budget. It was agreed that we should write to the BTC to confirm that all our members are in favour of the signs, copying the BPA (Balingup Progress Association) and to notify our Balingup members to lend any pressure they can to the BTC. The Buy Local campaign is already on the front page of the website. **Action Mel**

Buy Local - Xmas campaign – The posters have been printed and handed out to all members. Once again the campaign has been welcomed by all businesses and the majority are already up in windows. Mel tabled Carolyn Austin's suggestion of adding some backup copy in the Preston Press. We could do a ¼ page for \$45. It was felt that a ½ page would be preferable with some copy beside the poster – up to \$90 was agreed. Moved by Barry, seconded by Mel, all in favour, carried. **Action Mel**

True Grit Race meeting – We have received a request for funds assistance for the True Grit Race of \$3K. Angelo spoke to both the tourism offices but regrettably they refused to assist financially. They will assist with promotion on their websites.

The following points were raised:

Maggie (via email)

- 1 I believe some of their money earned goes to Charity
- 2 Would be good for the Shire of Donnybrook Balingup
 - a. Advertises the area (still a well kept secret)
 - b. Helps promote trade for all vendors
 - c. Could motivate locals in becoming more active and social
- 3 Promote tourism

The issue of setting precedence was raised, but felt that all requests should be decided on merit.

Assisting the event to get off the ground in the first year was important to enable it to become a regular annual event.

It was noted that commercial events have to make a profit so need to be successful and are therefore more likely to attain longevity.

It was agreed that the Chamber will provide up to \$3,000 in either cash or kind, or in a combination to assist with the first event. Motion moved by John Austin, seconded Barry, all in favour, carried.

It was agreed that the committee would like to meet with the True Grit (TG) organisers, probably in conjunction with the Shire to discuss the needs that the Chamber can fulfill. Mel to notify Gary McCorkel and to confirm the next visit by the TG team. **Action Mel**

Donnybrook Balingup Chamber of Commerce Inc.



Other Business: Notification that the Donnybrook Townscape committee is working on updating the high street rubbish bins with painted designs.

John Austin raised the issue of the Donnybrook "Information Bay" at the town entrance which is poorly maintained and doesn't provide information making it a poor entrance to the town which is a shame.

A suggestion was made to remove the "Information Bay" sign as town information is provided at the Visitors Centre and to rename it as a Park.

It was agreed that committee members should each look at the site prior to the next meeting to enable further discussion as to how it could be improved. **Action ALL**

Next meeting: 17th December at Kirup Tavern

Meeting closed: 8:35pm

Signature: _____

DIARY OF EVENTS

<u>October 2013</u>	22/10/13	Chamber committee meeting 6:30pm Bendigo Bank Office Donnybrook
<u>November 2013</u>	1/11/13	Buy Local signs and Xmas lights distributions.
	14/11/13	Xmas dinner at Smallwater
	19/11/13	Chamber committee meeting 6:30pm Bendigo Bank Office Donnybrook
<u>December 2013</u>	17/12/13	Chamber committee meeting 6:30pm Kirup Tavern Donnybrook
<u>2014 Committees</u>	18/02/14	Committee meeting in Donnybrook
	18/03/14	Committee meeting in Kirup
	15/04/14	Committee meeting in Donnybrook
	20/05/14	Committee meeting in Donnybrook
	18/06/14	Committee meeting in Kirup
	15/07/14	Committee meeting in Donnybrook
	19/08/14	Committee meeting in Donnybrook
	16/09/14	AGM in Kirup
Sundowners	April	Covert Signs Sundowner (depends on Shire) - TBC
	June	Winter Dinner at Apple Tree Inn - TBC
	August	Westcountry Web Sundowner - TBC