

MINUTES of the Committee Meeting

Tues 17th December 2013

Meeting opened: 6:30 p.m.

Present: Steve Catchpole, Mel Horton, Peter Gubler, Maggie Daley, Andrew Rohrbach, Gail Byrne, John Attwood, John Austin, Barry Green, Angelo Logiudice (arrived late due to attending the High School Presentations on behalf of the Chamber.)

Apologies: Sarah Moody.

Previous minutes: Tuesday 26th November 2013

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

Correspondence In: Mel Horton

- Regional Chamber notifications
 - Survey regarding Small Business Awards – **Mel to reply.**
- True Grit next meeting notification Feb/Mar and Agreement for Chamber president to sign – **Action Steve.**

Correspondence Out: Mel Horton

- Website Nov 26 General Meeting minutes posted
- Meeting agenda 12/12/13 committee notification
- Notification to True Grit regarding \$3K contribution.
- Buy Local copy and blackboard to Preston Press.

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

Matters Arising: Steve Catchpole

Disability info from Emma & Shire invite to afternoon tea 4/12/13 for Disability Inclusion. The event was very useful for networking and it was agreed that a more formal community is needed. – **Mel will post.**

Disabled toilet @ Dentist – Gail asked if there was a date for the implementation for the disabled toilet for the dentist. John Attwood confirmed that it will be done this financial year. **Action John Attwood**

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 – A number of lights have been displayed and the high streets are looking more inviting this year.

Gail raised the possibility of a spender's prize next year for shoppers who spend greater than say \$50 get entered into a draw for prize money or vouchers.

True Grit – Dealt with under correspondence.

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

Treasurers report: Mel Horton

- The bank account current balance stands at \$22,320.28
 - Including Income Received:
 - Memberships of \$455
 - Directory income of \$13,575
 - Interest of \$2.86
 - Cheques awaiting deposit \$1138.00
 - Including Payments made:
 - Buy Local flyer printing Donnybrook News - \$25.85
 - Meeting refreshments - \$37.30
 - Bank Charges - \$2.80
 - Dbk High School - \$100
 - Preston Press buy local 1/4 page - \$45.00
 - Income Outstanding:
 - membership invoices \$715.00
 - directory income \$15,418.00
 - Payments Outstanding:
 - Bendigo Bank Rental \$390.00 (not invoiced!)
 - Preston Press 3K insertions - \$115
 - Constitution & Name change registration \$46.20
 - Meeting refreshments - \$30.00
 - The above would leave us with an actual balance of \$37,872.08.
- Currently membership stands at 82 with 71 members paid up (\$5350.00) and 11 outstanding (\$715.00).
- New memberships this month are as follows:
 - Quilter's Needle & Cubby House Cafe
 - Pickers & Packers
 - Pizza Pizzicato (was Eagle Boys)
 - Preston Power Equipment
 - A&R Engineering
 - Greg Mader Earthworks
 - Allens Sand Supplies
 - Blackwood River Clinic

The Treasurers report, invoices approved for payment & new memberships agreed - moved by Barry seconded by John Austin, 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.

Apparently the Donnybrook Tourism Office still has some Chamber paperwork. Angelo to review it and collect it. **Action Angelo**

Secretary Role:

Some approaches have been made but as yet no takers. Angelo has a possibility in mind to follow up. If no-one is found by the February meeting then it was agreed to advertise.

Action ALL

Directory Progress

Mel has visited Donnybrook & Balingup main streets and all cover ad businesses and rung all remaining advertisers. Police and SES updates have been received and we await the Shire updates. Mel has followed up Landgate and is awaiting a response.

To-date approximately \$34,500 has been invoiced and believes that we are 99% through the business advertising listings.

All Residential requests are up to date along with the easy business ads. A large number of business ads are yet to be updated.

Mel has spoken to Anna at the printers regarding the missing 10 links and a fonts. Anna was able to supply some of the pieces and stated that the remainder were not needed.

Angelo has obtained a first pass quotes for printing as follows: \$16,500 (incl. GST) for 3000 copies and \$17,140 (incl. GST) for 3500 copies.

Mel to follow up A&L Printers, Dynamic (Gavin Humble), & Christie Johnson. **Peter and Andrew to email contact details to Mel.**

It was agreed that all advertisers should have directories delivered/posted (cost to be considered) and perhaps to get Scouts or similar to deliver to households as a fund raising exercise – again cost to be considered.

The committee all agreed to assist with proof reading – 10 pages each. John Attwood will check the Shire pages and maps. **Action ALL**

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. Mel tabled a letter which was accepted and which she will email to John as discussed. **Action Mel**

Next Sundowner – Bendigo Bank

The Bendigo Bank would like to host the first Sundowner next year, the date of Wednesday 12th March was set. It will probably be held at the Apple Tree Inn. **Action Angelo**

Donnybrook – information bay

Further to the last meeting all have visited the site and all agreed that it was a bit of a mess.

A formal request was made to remove the “Information Bay” sign and perhaps to replace it with just a P-Parking sign. **Action John Attwood**

John Austin remarked on that the river area close by was also being used as a rubbish dump. **Action John Attwood**

Other Business: **High School donation** Angelo attended the high school graduation and congratulated Matthew Goff who won the Chamber award. The school thanked the Chamber for their continued support.

Next meeting: **18th February 2014** at Bendigo Bank

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
<u>Sundowners</u>	April	Covert Signs Sundowner (depends on Shire) - TBC
	June	Winter Dinner at Apple Tree Inn - TBC
	August	Westcountry Web Sundowner - TBC
	November	Xmas dinner