

MINUTES of the Committee Meeting

Tues 18th March 2014

Meeting opened: 6:40 p.m.

Present: Angelo Logiudice, Mel Horton, Gail Byrne, John Attwood, John Austin.

Apologies: Andrew Rohrbach, Peter Gubler, Barry Green

Previous minutes: Tuesday 18th February 2014

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

Correspondence In: Mel Horton

- Regional Chamber notifications
 - SBDC Feb Newsletter – **posted**
- Letter of resignation from Steve as President. The committee were unanimous in wishing to thank Steve for his time & work over the last 18 months. Mel to write letter of thanks – **Action Mel**
It was agreed that Angelo will stand in until the AGM.
- Email from June Scott regarding the information bay – dealt with under General items.
- Email reply from Lee Fitzgerald regarding letter to Preston Press

Correspondence Out: Mel Horton

- Letter to Preston Press from President
- Website Feb 18 General Meeting minutes posted
- Meeting agenda 18/3/14 committee notification
- Apple Festival & best shop front trophy posted.
- Personal Properties Securities Register posted.
- SDBC Jan & Feb Newsletters posted.
- Letter to Shire supporting information bay tidy-up
- Directory Ad notification to Preston Press & Dbk-Brd Mail
- Perth Meeting Regional Chamber Operations - excellent base document for the Chamber emailed to committee.
- Revised Constitution lodged with Associations Online
- Directory sections sent to Brian Vanallen for the Shire website
- Chamber logo sent to Regional Chamber for RCCI directory

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

Matters Arising: Angelo

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 has spoken to Emma and is awaiting her business flyer for the post.**

Disabled toilet @ Dentist – Regarding the implementation for the disabled toilet for the dentist, John Attwood confirmed that Dr Armani does not wish to go ahead at present although it will need to be implemented in the future for the Shire to comply with disability rules.

Water issues - Mel is following up on Water issues with Terry Redman's office, Gail noted that we can register online. 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**

Gas Prices

A complaint has been raised about the discrepancy of prices for 45L gas bottles which cost \$122.37 in Bunbury and \$144.50 in Donnybrook from the same gas company.

Steve has rung Wesfarmers/Kleenheat and the Bunbury office do not deliver to Donnybrook at all – they use their agent, which is Donnybrook Farm Service. The price on the attached Kleenheat invoice of \$122.37 per bottle is the pick-up price from Bunbury depot. Otherwise, the price is as per DFS of \$144.50 as it up to them to set their price, presumably taking into consideration competition etc. Other prices for alternate suppliers are as per your handwritten note on the front page of the attachment. So basically it's a free market and up to the purchaser to choose where he obtains his supply.

Road Signs John Attwood has requested info from Main Roads but all other policy documents apart from the Advertising signs are currently stalled. John has requested a copy of the Ad signs policy for the next meeting. Note that the Covert Sundowner is dependent on this.

Action John Attwood

Preston Press The Chamber has had a positive reply from the CRC regarding recent editorials in the Preston Press and we look forward to working more closely with the CRC to the mutual benefit of the community and local businesses.

Treasurers report: Mel Horton

- The bank account current balance stands at \$9661.57
 - Including Income Received:
 - Memberships of \$0
 - Directory income of \$780 (including Amway \$80 cheque with Angelo & not yet banked)
 - Interest of \$17.90
 - Including Payments made:
 - Meeting refreshments - \$50.00
 - Bank Charges - \$0
 - Directory expenses - \$8558.98
 - Income Outstanding:
 - Membership invoices \$65.00
 - Directory income \$2,124
 - Q1 GST refund approx. \$1500
 - Payments Outstanding:
 - Constitution & Name change registration \$46.20
 - Meeting refreshments - \$36.50
 - Secretary work invoice from Mel - \$495
 - Office rental Jan-Mar - \$396
 - Directory Ad notification Dbk-Brd Mail - \$47.00
 - The above would leave us with an actual balance of \$12,329.87
- Currently membership stands at 81 with 80 members paid up (\$5350.00) and 1 outstanding (\$65.00).
- End of year balance
Note that next quarter bills will be approximately \$1230 leaving us with an approximate end of year closing balance of \$11,100.

The Treasurers report, and invoices approved for payment - moved by John Attwood, seconded by John Austin, all in favour, carried.

Due to Steve's resignation we need make the following changes to the Bendigo Bank Accounts:

- The second original bank account to be closed
 - Steve Catchpole to be deleted as a signatory and token representative.
 - Angelo Loguidice to become a second Bendigo account token representative and to be enabled for internet access with a daily limit of \$5000.00.
 - That the daily limit for Melinda Horton be reduced to \$5000.00.
- The above changes were agreed and moved by Gail seconded by Mel, all in favour, carried.

General Business: Directory Distribution:

Mel has personally distributed directories to businesses in Mullalyup and Balingup and most residents seem to have collected them from the outlets. In addition an ad will be appearing in the Donnybrook Bridgetown Mail this week to advise its availability from local outlets.

It was agreed that we need to do more to distribute the directories to residents & businesses in Donnybrook. Directories will be posted to all advertising businesses. Mel to create labels and John Austin to organise postage. John Austin advised that the Scouts would be keen to deliver directories for a donation to the scout's fund. A sum of .50 per book was agreed – John to follow up them. **Action Mel & John**

Mel will post out copies to the few still owing with reminders to pay ASAP. **Action Mel**

Secretary Role:

Mel has formally resigned as secretary and notified the Chamber that will not be standing at the next AGM for either Secretary or Treasurer Roles due to their pending move to Mandurah.

As Andrew is unavailable for the role at present it was agreed that we should advertise in both the Preston Press & Bridgetown Mail. Mel tabled a 2015 budget and suggested ad for discussion. Angelo has spoken to a possible candidate and will forward the details to Mel.

Action Angelo

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

True Grit Preparation - Mel

We have 3 obstacles to highlight, a 3m x 3m promotion tent area, and up to 5 free challenge entries to use at our discretion – local high school perhaps. Mel to check if there is an age limit for entries. **Action Mel**

Gail advised the meeting that the Smallwater Estate banners were approximately \$3K for 2 which is too much cost for the Chamber. It was agreed that we should offer the Chamber spots to Chamber business members for \$300 each. John Austin requested to take one for Trade Hire and Angelo requested one for the Bendigo Bank (to be confirmed), Gail suggested GJ Freight for the other spot and will contact them. **Action Gail & Angelo**

Buy Local - Balingup signs

Our proposal to the Balingup Townscape Committee was discussed at their February meeting. While they support the signs they don't feel that the townscape committee should contribute.

It was agreed that a request should be made to the Tourist committee. Angelo to call Jan George to see if they have any funds. If so Mel to write a formal letter or request. **Action Angelo**

Next Sundowner – Bendigo Bank

The Bendigo Bank would like to host the next Sundowner however the date will have to be delayed to Wednesday 14th May due. It will be held at the Apple Tree Inn with the Bendigo sponsoring the food and first drink. Angelo to notify Mel with regards to speakers so she can put out a post. **Action Angelo**

Donnybrook – information bay

An email has been received from June Scott with further information regarding the information bay and her comments have been noted.

The Shire has agreed to erect a “No Dumping Sign”.

John Attwood will follow up with Earthmac. **Action - John Attwood.**

Other Business:

Strategic Plans for Future – Shire 20 year plan

The Shire are looking to review the strategic plans for the next 20 years. Topics include Business Districts & Small Business Innovation Plan – what would the Chamber like to see?

What should the Shire support?

- 10 events/year?
- What brings in money and what takes out?
- What criteria for selection?
- Citizens panel/business panel?
- Government/Business/Residential Surveys?

Suggestions to next meeting please. **Action ALL**

John Attwood to bring the plan to the next meeting. **Action - John Attwood.**

Next meeting: 15th April 2014 at Bendigo Bank

Meeting closed: 9:10 pm

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 Donnybrook
	15/04/14	Committee meeting in Donnybrook
	20/05/14	Committee meeting in Donnybrook
	18/06/14	Committee meeting in Donnybrook
	15/07/14	Committee meeting in Donnybrook
	19/08/14	Committee meeting in Donnybrook
	16/09/14	AGM in Kirup
<u>Sundowners</u>	May	Bendigo Bank Sundowner at Apple Tree Inn
	June	Winter Dinner at Apple Tree Inn? - TBC
	August	Covert Signs Sundowner - TBC
	November	Xmas dinner - TBC