



The Cardwell Chamber of Commerce Inc.
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Confirmed MINUTES of GENERAL MEETING held on 3 April 2017

Meeting opened: 1.35pm at Cardwell Swimming Pool

Present: Chaired by Mark Sheahan (President), Jenny Green (Minutes Secretary), Kathy Sheahan (Vice President), Gareth Davey (committee member), Phil Gruber (committee member), Christine Ihle (Treasurer), Mandy Jensen, Angelina Brazier [late arrival].

Apologies: Thea Ormonde (committee member), Antonette Milone, Kevin Miller, Sharryn Duncan.

SUMMARY OF MEETING

Members have asked that a summary of what was discussed at each meeting be provided, and that the detail in the meeting minutes be reduced. The summary of this meeting is below.

- Correspondence out and in
- Treasurer's Report
- Business arising from previous meeting on 7 March 2017
 1. Peter Kenyon workshops
 2. Mountain bike tracks
 3. Walking tracks
 4. Street signage
 5. Town clock
 6. 4KZ promotion of Cardwell
 7. Cassowary Coast Economic Development Inc (CCED)
 8. Maps by Townsville Enterprise
 9. UFO Festival – emergency helicopter
 10. Cardwell Jetty
 11. 'Historic Cardwell By The Sea' sign
 12. Town map
 13. Alternating Chamber meetings venues and times
 14. Balliol Street
 15. Welcoming new memberships
- Reports
 1. UFO Festival subcommittee meeting – 11/3/17
 2. Jetty Markets subcommittee meeting – 20/3/17
- Agenda Item
 1. Jetty improvements project
- General Business
 1. Mark Sheahan – Balliol Street
 2. Mark Sheahan – UFO Festival
 3. Mandy Jensen – UFO Festival
 4. Kathy Sheahan – Visitors Information Centre
 5. Gareth Davey – Survey for a new airline service to/from the Cassowary Coast
 6. Christine Ihle – Inscription on Kirrama Range plaque



PREVIOUS MINUTES

Unconfirmed minutes of the previous general meeting held on 7 March 2017 were distributed to members prior to the meeting. Gareth Davey read out some minor amendments which were accepted. The minutes as amended were moved for acceptance.

Moved: Jenny Green **Seconded:** Gareth Davey **Result:** Motion carried.

[Meeting minutes are published on the Chamber's website at www.cardwellchamber.com/documents]

CORRESPONDENCE OUTWARD

- Email sent to CCED notifying them that representatives from CCoC will not be attending the CCED meeting on 14 February – dated 14/2/17.
- Online Customer Request lodged with CCRC Customer Service asking to repair the road in Balliol Street – 8/3/17.
- Letter sent to CCRC's CEO James Gott regarding the condition of the road in Balliol Street – 10/3/17.
- Welcome letter sent to new members Cardwell By The Sea Diner, AirConKleen and North Queensland Newspaper Company, thanking them for joining CCoC – 12/3/17.
- Email sent by Gareth Davey to CCED for CCRC's Boil Water media release to be discussed at next CCED meeting – 13/3/17.
- Emails sent by Gareth Davey to commercial air carriers¹ regarding a new passenger-carrying service for the Cassowary Coast, responses copied to CCED and CCRC's Mayor – between 13/3/17 and 31/3/17.

¹Alliance Airlines, Chartair, Daintree Air, East Air, GSL Aviation, McDermott Aviation, Regional Express, Savannah Aviation, Skytrans/Westwing, Hinterland Aviation.

- Email sent by Gareth Davey to Gspeak at Innisfail to help identify a Chamber brochure – 15/3/17.
- Email sent to Anne Mealing and Noelene Byrnes (75th Coral Sea Committee) providing contact details for Alan Moss at Skydive Townville – 20/3/17.
- Email sent by Gareth Davey to CCED regarding Cardwell's support for Mission Beach safe boating infrastructure – 20/3/17.
- Email sent by Gareth Davey to CCED re: amendments to draft meeting minutes – 22/3/17.
- Email sent to TCT with correct wording for brochure NSC Online – 22/3/17.
- Emails sent by Gareth Davey to government authorities and others¹ seeking new signs for Cardwell's jetty and foreshore similar to the Port Douglas boat ramp – between 22/3/17 and 25/3/17.

¹Great Barrier Reef Marine Park Authority (GBRMPA), Department of Environment & Heritage Protection (DEHP), National Trust of Australia Queensland, Department of Agriculture & Fisheries (DAF), Department of National Parks, Sport & Racing (NPSR), Reef Engineering.

- Email sent by Gareth Davey to CCRC's Andrew Portelli re: Cardwell's Community Disaster Plan is unfinished with Cyclone Debbie pending – 24/3/17.
- Emails sent by Gareth Davey to Liddles Aerial Spraying re: status and info on Cardwell/Dallachy Aerodrome for their itinerant cropdusting activity – 30/3/17.
- Email sent by Gareth Davey to PSBA/QGAir re: status and info on landing sites in Cardwell for emergency use – 2/4/17.



CORRESPONDENCE INWARD

- Email from 4KZ's Chrysta McCarthy re: two more competition boxes required – dated 9/3/17.
- Emails received regarding expressions of interest for a new passenger-carrying air service for the Cassowary Coast – from Regional Express on 14/3/17, Skytrans on 14/3/17, East Air on 14/3/17.
- Email from Skydive Townsville's Alan Moss re: availability to conduct drops in Cardwell on 3 June – 14/3/17.
- Email from CCRC's Kath Barnett re: Acquittal for the Christmas Carol funding – 15/3/17.
- Emails from CCMC's President Jeff Coward re: bike trails and participants – 14/3/17 & 16/3/17.
- Emails from CCED re: minutes and notices of meetings, letters of support for Mission Beach safe boating infrastructure, members' responses, Jobs Queensland Forums – 15/3/17, 16/3/17, 18/3/17, 20/3/17, 22/3/17, 23/3/17, 24/3/17, 29/3/17, 30/3/17.
- Email from Kathy Sheahan regarding the Defence Force's "take leave" publication with the "100 words" article – 16/3/17.
- Email from Kathy Sheahan re: Townsville North Queensland Insider's Guide tourism brochure produced by Townsville Enterprise Ltd with no mention of Cardwell – 16/3/17.
- Email from CCRC's Richard Blanchett re: signage for Visitor Information Centre (VIC) parking – 17/3/17.
- Emails received regarding new signs for Cardwell's jetty and foreshore similar to the Port Douglas boat ramp – from National Trust of Australia Queensland on 22/3/17, NPSR/DEHP on 22/3/17 & 23/3/17, DAF on 23/3/17 & 27/3/17 & 30/3/17, QLD Steel & Equipment on 27/3/17 & 3/4/17, Reef Engineering on 28/3/17, GBRMPA on 31/3/17.
- Emails received regarding Cardwell's Community Disaster Plan and Cyclone Debbie – from CCRC's Andrew Portelli on 24/3/17, QPS's Sgt Steve Gillinder on 24/3/17 & 26/3/17.
- Email received from Hinchinbrook Electorate News re: Out and About in Hinchinbrook – 31/3/17.
- Webform email received from Ramah Manning re: lack of designated taxi parking in Cardwell – 3/4/17.
- Email received from GGWTI's Bev Stephens re: Chamber's use of land at GGTWI for events – 3/4/17.

TREASURER'S REPORT

Balance of BBL account as at 3 April 2017	\$6,670.01
Balance of BBL Market account as at 3 April 2017	\$ 200.00
Balance of BBL UFO account as at 3 April 2017	not stated
No incoming receipts	
Income from foreshore "viewer"	\$ 332.00

BUSINESS ARISING FROM CORRESPONDENCE RECEIVED

1. *Webmail from Ramah Manning 3/4/17 – designated taxi parking in Cardwell*

After a brief discussion, it was decided that this was more an issue for Council to deal with. The Chamber will contact Ramah in reply. **[Action item MS]**
Status: Closed.



BUSINESS ARISING FROM PREVIOUS MEETING on 7 March 2017

1. Peter Kenyon workshops

- *First raised at 11/10/16 meeting:* Chamber contacted Tropical Coast Tourism (TCT) regarding the outcome of the Peter Kenyon community workshop "Why Is Your Place So Special" which was held in Cardwell in September 2016. The information will be collated and distributed.
- *Raised at subsequent Chamber meetings:* 8/11/16, 6/12/16, 7/2/17, 7/3/17.

Update

TCT have not held a meeting as at 3 April. **[Action item KS]**

Status: Ongoing.

2. Mountain Bike Tracks

- *First raised at 12/8/16 meeting:* Ask Bendigo Bank for funding for the bike trails in the forest behind Cardwell. Kathy Sheahan or Mark Sheahan will speak to Peter Toppin from Bendigo Bank. Jeff Coward from CCMC mentioned how successful the bike trails in Atherton are and it could be the same in Cardwell. Letter to Cardwell Lions Club requesting a donation to assist with our current project of developing Cardwell as a world class biking destination.
- *Raised at subsequent Chamber meetings:* 9/9/16, 11/10/16, 8/11/16, 6/12/16, 7/2/17, 7/3/17.

Update

Mark Sheahan reported 50% of the bike tracks have now been mapped using GPS and also marked. Once plans have been drawn up they will be ready for further grant applications. Girimay people and the group supporting the Mahogany Glider Recovery Team have approved the bike trails. The first ride by the CMCC has been postponed to 22 April.

Status: Ongoing.

Gareth Davey put forward a promotional idea for the tracks: record continuous video of an entire track from a camera mounted on a bike, as well as from a drone overhead following the bike, with the video from both cameras replayed side-by-side. The technique could also be used to promote other activities in Cardwell, such as the foreshore path and the spa pool.

3. Walking tracks

- *First raised at 6/12/16 meeting:* Thea Ormonde suggested that walking tracks could link creeks and swimming pools. This would encourage bushwalkers to the area. Mark Sheahan will discuss with John Bennett from NQ Plantations and Christine Ihle.
- *Raised at subsequent Chamber meetings:* 7/2/17, 7/3/17.

Update

This will be put on hold. QLD Parks will meet with the Chamber in the future regarding the track.

Status: Closed.

4. Street signage

- *First raised at 9/9/16 meeting:* Gareth Davey asked if signs could be erected directing people to parking in Balliol Street for the new Visitor Information Centre (VIC). Cr Glenn Raleigh will take this to the Traffic Consultative Committee as anything involving the Bruce Highway is a Main Roads issue.
- *Raised at subsequent Chamber meetings:* 11/10/16, 8/11/16, 6/12/16, 7/2/17, 7/3/17.



BUSINESS ARISING FROM PREVIOUS MEETING on 7 March 2017 cont'd

Update

An *i* sign has been temporarily attached to the bench seat on the footpath outside the VIC and also on a pole at the Bush Telegraph. Christine Ihle said it should be on the opposite side of the pole so as not to block the linesman figure and this was agreed. Gareth Davey said the signs will need frames or supports to withstand the weather if they are to become permanent.
Status: Ongoing.

5. Town clock

- *First raised at 11/10/16 meeting:* Thea Ormonde would like some information about the clock on the foreshore which is not working. Cr Glenn Raleigh responded that the clock will be maintained by CCRC and are waiting for batteries to arrive and be installed.
- *Raised at subsequent Chamber meetings:* 8/11/16, 6/12/16, 7/2/17, 7/3/17.

Update

Kathy Sheahan has sent an email to Council's CEO, awaiting a reply.
Status: Ongoing.

6. 4KZ promotion Cardwell

- *First raised at 7/2/17 meeting:* Chrysta McCarthy from 4KZ has sent a flyer to the Chamber offering each business a spot to advertise on 4KZ. There is a cost involved and will run from March/April/May. The Chamber will email businesses in Cardwell this information.
- *Raised at subsequent Chamber meeting:* 7/3/17.

Update

There was discussion about why we as volunteers are doing 4KZ's work for them, and also to non-members of the Chamber. It was decided that 4KZ should provide the competition boxes and forms to non-Chamber members. (This followed another volunteer workload task from Feast of The Senses in Innisfail.) **[Action item KS]**
Status: Closed.

7. Cassowary Coast Economic Development Inc (CCED)

- *First raised at 7/2/17 meeting:* Report to Chamber members by Gareth Davey and Christine Ihle on our membership and attendance of CCED meetings in Tully over the past 6 months – what CCED set out to achieve and what it has been able to achieve. Mark Sheahan to write to CCED's President reiterating earlier discussions on what CCED was set up to achieve.
- *Raised at subsequent Chamber meeting:* 7/3/17.

Update

Gareth Davey reported that he advised the CCED meeting held in March that Cardwell will no longer attend monthly meetings due to the time and costs involved. The Chamber can continue to remotely support CCED, e.g. Hinchinbrook Chamber attends by audioconference. Mark Sheahan intends to attend the next CCED meeting in person which has been rescheduled to Wednesday 17 May. **[Action item MS]**
Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 7 March 2017 cont'd

8. *Maps by Townsville Enterprise*

- *First raised at 7/2/17 meeting:* Gareth Davey recently visited the Visitor Information Centre on Flinders Street in Townsville. They display two large maps (one inside, one outside) neither showing any Cassowary Coast towns apart from Mission Beach. Staff in the VIC advised Gareth that Townsville Enterprise run the office and are the entity responsible for the maps.
- *Raised at subsequent Chamber meeting: 7/3/17.*

Update

TCT have not held a meeting as at 3 April. **[Action item KS]**

Status: Ongoing.

9. *UFO Festival Report – emergency helicopter alternative landing area*

- *First raised at 7/3/17 meeting:* A minimum space of 50m radius (plus downwind drift area) needs to be allocated to allow for an emergency helicopter to land if one is needed while the sportsground is occupied. Mark Sheahan suggested the practice fairway on the golf course could be used as an alternate landing area. Gareth Davey will research further and write to the Cardwell Golf Club asking if their grounds could be used for this.

Update

Gareth Davey has checked on the optimum location on the golf course and conversed with PSBA/QGAir in Cairns about it. Christine Ihle asked why we are spending time on this activity when the emergency services have it under control. Gareth Davey explained it's part of the UFO Festival's risk management process and that it should have been done years ago. Gareth has spoken directly with the Cairns-based PSBA/QGAir pilot who knows Cardwell well, and he and his boss are grateful for our assistance. **[Action item GD]**

Status: Ongoing.

10. *Chamber of Commerce goals since 2011 – Cardwell Jetty improvements*

- *Raised at 8/11/16 meeting:* Cardwell Jetty fishing info: Chris [Stoter] put an idea to the Chamber about having installed at the end of the Jetty an information board about what fish can be caught in the area. The members present agreed that this was a great idea. Chris will now design the information board and report back. Another idea would be to have mentioned on the board information about Vic McCristal who was a local renowned fishing writer. Chris would like also to see seating and a shade sail installed on the jetty. Cr Glenn Raleigh responded that the seating and shade sail is a CCRC capital expense and could be included in the next budget. He suggested that the Chamber on behalf of the community and businesses could write to CCRC with regards to allocating funds for the above items in the next budget. Chamber will also encourage Cardwell businesses and community organisations to write to Council as well.
- *Raised at prior and subsequent Chamber meetings: 17/3/15, 21/4/15, 5/5/15, 7/3/17.*

Update

Kathy Sheahan organised an informal meeting on 21/3/17 with several Committee members along with Chris Stoter to pursue this. Gareth Davey has obtained information about the signs located at Port Douglas and Cairns boat ramps – refer to Correspondence in/out. **[Action item GD]**

Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 7 March 2017 cont'd

11. 'Historic CARDWELL by the sea' sign

- *First raised at 7/3/17 meeting:* Angelina Brazier suggested that the display area on the southern approach to Cardwell on the Bruce Highway should be upgraded. Could lighting be installed? This could be another Main Roads issue but Mark Sheahan will speak to Mick Flynn from CCRC's Parks and Gardens about it.

Update

The sign is maintained by CCRC. The Chamber will contact CCRC's Vince O'Brien and to ask if CCoC can do some maintenance on the sign and install some solar-powered lights. [Action item MS]

Status: Ongoing.

12. Town Map

- *First raised at 5/5/16 meeting:* Janet Arnold thought that the current map of town should be updated. Christine Ihle asked Thea Ormonde to follow this up.
- *Raised at subsequent Chamber meetings:* 9/9/16, 11/10/16, 8/11/16, 7/3/17.

Update

Kathy Sheahan had not seen Bev Stephens as at the time of this meeting. Some of the info on the map will come from the Jetty improvement project (Item 10 above). After the Easter Markets, CCoC will provide photos and information to CCRC who are funding it. [Action item KS GD]

Status: Ongoing.

13. Alternating Chamber meeting venues and times

- *First raised at 7/3/17 meeting:* There was general discussion on alternating meeting venues and times so that working members have more opportunity to attend meetings. The Chamber's website, Facebook page and noticeboards will be updated with the new information.

Update

The next Chamber meeting will be at the Library in the early evening.

Mandy Jensen asked if a summary of each meeting's topics could be prepared after each meeting, and for the meeting minutes to be leaner. Gareth Davey said it would involve more work for those who prepare the minutes. Texting members with meeting reminders was also requested (where their mobile number is on file). [Action item JG GD]

Status: Closed.

14. Balliol Street

- *Raised at 12/8/16 meeting:* Letter to be sent to CCRC regarding the upkeep/resealing of Balliol Street especially as the VIC is now at the Bush Telegraph and J C Hubinger Museum. The road is a mess during the rainy season and very dusty and dirty during the dry season.
- *Raised at prior and subsequent Chamber meetings:* 17/3/15, 9/9/16, 7/3/17.

Update

Jenny Green has arranged for the large potholes to be filled in but has no response yet from CCRC to the Chamber's letter that was sent on 10/3/17. [Action item JG]

Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 7 March 2017 cont'd

15. New memberships

- o *Raised at 7/3/17 meeting:* Jenny Green will send a welcome letter to Kaylea Chard-Tilles of Cardwell By The Sea Diner. On renewing next financial year, this membership is eligible for the prorata discount agreed to at the 2016 AGM. The Chamber's website, membership database and noticeboards will be updated.

Update

A welcome letter was sent to Cardwell By The Sea Diner on 22/3/17. The Chamber's website, Facebook page, membership database and noticeboards have been updated.

Status: Closed.

REPORTS

1. **From Thea Ormonde** – *UFO Festival planning meeting 11/3/17*
2. **From Kathy Sheahan** – *Jetty (and UFO/Easter) Markets planning meeting 20/3/17*

Both reports can be found at the end of the meeting minutes in Appendices 1 and 2.

AGENDA ITEMS

1. **Christine Ihle** – *Cardwell Jetty Subcommittee*

This year is the 50th anniversary of the Australian National Sportfishing Association (ANSA) that was founded by Cardwell locals Vic McCrystal and Eric Muller who is a life member. With approximately 100 clubs throughout Australia including the Cardwell Sportfishing Club, they left an incredible legacy, which also includes putting Cardwell on the sportfishing map and attracting thousands of anglers over the last 50 years. A plaque is to be placed on the Cardwell Jetty which will be funded 50% by the Cardwell Sportfishing Club and 50% by ANSA. Cardwell Sportfishing Club will maintain the plaque. The wording and photos have been done and now require approval from CCRC.

Chris Stoter from QLD Steel & Equipment has designed a sunshade structure to go over the stage area on the foreshore. The shape will be a dome and perhaps have crab features. The Chamber will raise funds by holding raffles with prizes from Ryan Moody (a fishing charter), Beachcomber (a dinner for 2), and Beachfront Motel (accommodation). IGA will donate sausages for a sausage sizzle. **[Action item PG]**

Status: Ongoing.

GENERAL BUSINESS

1. **Mark Sheahan** – *Balliol Street*

At the last Chamber meeting on 7 March 2017, the Balliol Street Steering Committee presented the Cultural Precinct Concept Plan. Chamber agreed that the Plan was very impressive. Although this Plan was well accepted, the Chamber agreed that before this can be implemented Bowen Street should be repaired which would then have a flow-on effect to Balliol Street.



GENERAL BUSINESS cont'd

The CCRC presented a plan for Bowen Street last year before the Council elections, and as there is now a new Council, Cardwell Chamber will gather information and meet with CCRC to see if there is an updated plan. Mark Sheahan will make an appointment with the mayor John Kremastos. **[Action item MS]**
Status: Ongoing.

2. Mark Sheahan – UFO Festival

The UFO Festival needs to present a business plan to the Chamber. Gareth Davey asked if it's a business plan or a budget? Mark Sheahan said a budget is required. Is there a budget in place? A meeting will be organised with Thea Ormonde (event coordinator) and Jan Everitt (event treasurer). **[Action item MS TO]**
Status: Ongoing.

3. Mandy Jensen – UFO Festival

Mandy, proprietor of Cardwell Traders/True Value Hardware, has organised with Thea Ormonde to have two satellite dishes installed on the roof of the building depicting spaceships for the UFO Festival. **[Action item MJ TO]**
Status: Ongoing.

4. Kathy Sheahan – Visitor Information Centre (VIC)

Kathy has been approached by volunteer Stephanie Berger asking if the Chamber could put together a business package. This was discussed and the Chamber decided that, as Cardwell is a small town and businesses are quite easy to find, a business package was not needed.
Status: Closed.

5. Gareth Davey – Airline survey

On behalf of Cassowary Coast Economic Development (CCED), Gareth will be doing a survey to see if the community would use a new airline service flying from Tully to Cairns or Townsville. The basic ticket cost could start from \$99.00. **[Action item GD]**
Status: Ongoing.

6. Christine Ihle – Kirrama Range plaque

Christine reported that the plaque at the beginning of Kirrama Range is incorrect. She will be writing on behalf of the Kirrama Range Support Group to have the inscription corrected. **[Action item CI]**
Status: Ongoing.

Meeting closed: 2.35pm
 Next Meeting: Tuesday, 2 May 2017, 6.30pm [later changed to 9 May]
 Venue: Cardwell Library Meeting Rooms



APPENDIX 1

UFO FESTIVAL SUBCOMMITTEE/VOLUNTEERS MEETING held on 11 March 2017 at Cardwell Library's meeting rooms

Present: Jan Everitt, Donna-Jan Moody, Brad Booth, Gareth Davey, Lyn Bagley, Pat Cantrell-Pary, Jenny Green, Thea Ormonde, Nic Zymaras

Apologies: Demelza Stone and Pam Stone

Meeting opened: 10.05am

Thea Ormonde gave an overview of the UFO Festival to the new volunteers

Confirmed/Booked:

- Festival date has been confirmed with CCRC – 3 June 2017
- Venue has been booked and confirmed with CCRC – UFO Festival will require a cheque for \$1,000 for bond for the Cardwell Community Hall as this event is a licensed
- Liquor license has been confirmed
- Cairns Premier Security personal have been confirmed
- Cardwell Taxi have offered to use their Taxi for transporting people from the UFO Festival to home on Saturday night. This is only in the Cardwell area. The cost of the service will be \$200 which will be funded by the UFO Festival.
- Glen McGregor from Amusement Rides has confirmed
- UFO Festival Markets – stall holders have been sent information about the day – waiting for responses.
- Band "Zacariah" have been booked for the Alien Party on Saturday night
- DJ has been booked for the UFO Market Day
- Alien Mascots workshop confirmed to be held at the Cardwell Community Hall 8 weeks before the event.
- Marine Hotel will supply the alcohol
- Cold room has been booked
- Guest speakers at the CFiles have been confirmed
- Display boards have been booked through CCRC to be installed in the Cardwell Community Hall

Not Confirmed:

- Children's activities - hoping the schools will be involved in this
- Sky Divers
- Golf buggy or ride-on mower race – Mark Sheahan from Cardwell Chamber of Commerce to contact the Cardwell Country Club asking if they could be involved in the golf buggy race. Action: Mark Sheahan
- Bar tickets not purchased
- Photographer

Volunteers required:

- Work with the local business owners to encourage them to dress up their shop fronts and ensure they have all the promotional material needed.
- Jenny Green has volunteered

Organise the Alien Hunt

- Jan Everitt, Pat Cantrell-Pary and Jenny Green have volunteered

Organise the Children's Alien Party between 3.00pm to 5.00pm

- CCRC will supply the blue and white marquee
- Thea will approach the Bendigo Bank staff to volunteer in this event. Action: Thea
- Volunteers must have a blue card.

Man the entrance into the CFiles and Alien Invasion Party:

- Donn-Jan Moody and Jan Everitt have volunteered
- The cost of entry into CFiles is \$5.00 and a coloured band will be issued but if you wish to go to the Alien Party at night the cost will only be \$5.00 if you have already paid an entry fee to the CFiles. Entry cost into the Alien Party is \$10.00 and coloured bands will be issued.

Man the beer ticket table

- Pat Cantrell-Pary has volunteered

Although people have volunteered at certain points, there will be backup people to relieve.

Further Information:

- Market stallholders will be given an option to stay open from 8.30am to 3.30pm or to stay latter.
- Trish Ogden who is, a local artist, is willing to help make the giant alien mascots. Thea will ask the local schools to design an alien and the best designs will be used. A workshop will be set up at the Cardwell Community Hall to make the mascots.



APPENDIX 1 cont'd

- Phil Gruber's daughters have offered to help at the children's activity tent and also at the workshop.
- The sourcing of drones has not been successful thus far.
Action: Nick will look into this further
- Nick will get into contact with the people with the large telescope and planetarium and find out the cost involved. Action: Nick
- Gareth Davey will contact the Rocketry Association to see if they will do a demonstration.
Action: Gareth
- The Cardwell Community Hall has been booked from Monday 29 May for the week prior to Saturday. Help will be required to set up the CFiles. CFiles will be open from 8.30am-3.30pm. After 3.30pm the CFiles will be dismantled to allow the hall to be set up for the alien invasion party which starts at 6.00pm
- Thea Ormonde and Jan Everitt are meeting on Tuesday 14 March to organise the budget.
- A videographer has volunteered his time to take videos and to interview people during the festival. This will then be seen on Utube throughout the year.
- Stephanie Berger has volunteered to make uniforms for volunteers.
- The committee will approach businesses for sponsorship – IGA, Seafarm, Cairns Hardware – Kathy Sheahan and Gareth Davey to organise this on behalf of Cardwell Chamber of Commerce and UFO Festival.
- "Kit" and "Men In Black" – this has been organised by Pam Stone
- Making of aliens from wire – Donna-Jay, Pat and Jenny have volunteered to make these.

Meeting closed: 11.50am

Next Meeting: 8 April

Venue: Cardwell Library Meeting Room



APPENDIX 2

JETTY MARKETS SUBCOMMITTEE MEETING

held on 20 March 2017 at Cardwell Library's meeting rooms

MEETING OPENED: 1.00pm

PRESENT: Jenny Green, Kathy Sheahan, Gareth Davey, Thea Ormonde

APOLOGIES: Lynette Rainey

EASTER MARKETS 2017 Update

- Confirmed that 22 stalls are booked but still require more stalls.
- Kathy Sheahan will check BBL account to see who has paid
- Kathy will re-confirm bookings
- Kathy Sheahan will confirm with Reef and Rainforest if the grounds can still be used for the markets. Contact Queensland National Parks to clean up the area around the Rainforest and Reef Centre
- 6 more wheelie bins will be needed. Confirm with CCRC
- Thea will organise to get the bollard keys to either Jenny or Kathy.
- Mick Flynn from CCRC Parks and Gardens has confirmed that the foreshore will be mowed and cleaned before the day
- Meeting from 6 March has been confirmed.

Meeting closed 2.00pm

Next meeting: to be confirmed