



## **MINUTES of MARKETS SUBCOMMITTEE MEETING held on 27 February 2017**

**Meeting opened:** 11.00am at J C Hubinger Museum, Cardwell

**Present:** Kathy Sheahan (Vice President), Jenny Green (Secretary), Thea Ormonde (Committee member), Gareth Davey (Committee member).

**Apologies:** Lynette Rainey.

### **PREVIOUS MINUTES**

No minutes needed to be confirmed as this is the first official subcommittee meeting for the 2017 Jetty Markets.

### **DISCUSSION**

#### **1. 2017 MARKETS GENERALLY**

##### **Markets Coordinator**

Kathy Sheahan has nominated to be the Cardwell Jetty Markets coordinator for 2017 with assistance from Jenny Green. Gareth Davey has updated the Chamber's website and the posters on Cardwell's town noticeboards to reflect this change. The email address [cardwelljettymarkets@gmail.com](mailto:cardwelljettymarkets@gmail.com) will continue to be used.

##### **Market Stall Holders**

Kathy Sheahan recently visited the Mission Beach markets and obtained many expressions of interest from prospective stallholders. Gareth Davey suggested a generic business card could be printed to give future stallholders our contact details. A brochure/flyer had also been suggested.

##### **Market Stall Registration Form**

Following earlier discussions, Jenny Green presented to the meeting a detailed draft Market Stall Registration Form, covering letter, and General Terms and Conditions. This was reviewed by all present and amendments will be incorporated by Jenny.

##### **Dedicated Website**

Kathy Sheahan has reviewed the Yungaburra Markets' website and its content. Kathy and Gareth Davey met informally last week to discuss options for a dedicated website for the Cardwell Markets. The domain name [www.cardwellmarkets.com](http://www.cardwellmarkets.com) is available, noting:

- a dedicated website would incur domain name and hosting costs; whereas
- redirecting the domain name to a dedicated webpage on the Chamber's existing website would be less costly and less complicated.

On 20 February Kathy sent an out-of-session email request to all Chamber Committee members to approve the expenditure of Chamber funds on:

- a new Internet domain name [www.cardwellmarkets.com](http://www.cardwellmarkets.com), and
- an associated Domain Manager to enable redirection of that address to the Chamber's existing website.

The request was approved by Chamber Committee members without any dissent.



## 2. EASTER MARKETS 2017

### Program Times

7.30 am	Markets start
9.00 am	Children's Craft Activity – under the tent near the large shady tree
10.00 am	Easter Egg Hunt
10.30 am	Prawn Peeling Competition
11.00 am	Crab Auction and Races
12.30 pm	Markets close

### Information Tent

At the information tent, there will be:

- Information about Coral Sea 75th Anniversary to be held over the weekend of the 30 April. There will be a small display on show.
- Information about UFO Festival to be held on the 3 June.
- Information about the "Growing Up in Cardwell" reunion to be held on 1 September.
- Cardwell & District Historical Society will be selling books.

### Cost of Market Stalls

Market stall holders will be offered, over Easter, an "Early Bird Discount" of \$5.00 per stall if registered and paid for by Friday 17 March 2017.

## AUTHORISATIONS

As discussed at previous Chamber meetings, the Chamber-sponsored markets and UFO Festival are to have their own bank accounts for this year's events. The Bendigo Bank requires a formal record of the Chamber's decision to be able to create these new accounts.

Moved that two subaccounts be opened at the Cardwell Bendigo Bank to be linked to the Cardwell Chamber of Commerce's existing account:

- Subaccount no.1 to be called "Market Account"; and
- Subaccount no.2 to be called "UFO Account".

**Moved:** Kathy Sheahan

**Seconded:** Thea Ormonde

**Result:** Motion carried.

## ACTION ITEMS

### Bank accounts

- Kathy Sheahan will submit the subaccounts application forms to Bendigo Bank in Cardwell.
- Jenny Green will prepare the draft meeting minutes today and send them to Gareth Davey for checking, distribution and signing.
- Gareth Davey to send the final version of this meeting's minutes to Kathy Sheahan who will take them to the Bendigo Bank, verifying Chamber approval for the two new bank accounts.

### Easter Markets

- Food stalls: Kathy Sheahan will approach Jane from Jane's Bistro to see if she can provide fish dishes for sale. There will be Thai cuisine, BBQ fish burgers, ice cream van, prawns, cane juice.
- Music: Kathy Sheahan will approach Neville Milne to be MC and to provide music for the morning.



- Competitions: Kathy Sheahan has contacted Seafarm to see if they will donate prawns for the peeling competition. Jenny Green is sourcing 6 crabs for the auction and crab races.
- Pedestrian safety: Jenny Green will ask CCRC if there are covers available that can be used over the electrical cables on walkways to mitigate the trip hazard.

#### **Website**

- Gareth Davey will contact Christine Ihle (Treasurer) after the meeting to obtain the Chamber's Load&Go debit card.
- Gareth will use the Load&Go card to purchase the Internet domain name [www.cardwellmarkets.com](http://www.cardwellmarkets.com) along with the Domain Manager option to be able to redirect the Internet address to the Chamber's existing website. (A new email address will also be available.) A recommended Internet service provider is Australian-based Netregistry.
- A new page will be created on the Chamber's website dedicated to the Jetty Markets using the Yungaburra Markets' website as a guide.

**Meeting closed:** 12.30pm  
Next Meeting: Monday 6 March 2017, time TBA  
Venue: J C Hubinger Museum, Cardwell