



MINUTES of MARKETS SUBCOMMITTEE MEETING held on 6 March 2017

Meeting opened: 1.15pm at Cardwell Library meeting rooms

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

Apologies: nil.

PREVIOUS MINUTES

No minutes needed to be confirmed as the previous meeting minutes for the 27 February meeting were confirmed out-of-session, to fast-track the opening of new bank accounts.

BUSINESS ARISING FROM PREVIOUS MEETING on 27 February 2017

1. 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.*

Update

All action items were completed and the new accounts have been opened.
Status: Closed.

2. 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.*

Update

Jane's Bistro has been approached and has agreed to attend. There will also be a food van from Townsville. Thai cuisine will be provided by a vendor from Ingham. Further updates as they are confirmed. **[Action item KS]**
Status: Ongoing.

3. Easter Markets – music

- *Kathy Sheahan will approach Neville Milne to be MC and to provide music for the morning.*

Update

As Neville Milne is not available at Easter, Craig Phelps has been booked.
Status: Closed.



BUSINESS ARISING FROM PREVIOUS MEETING on 27 February 2017 cont'd

4. **Easter Markets** – 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.*

Update

Kathy has been in contact with Seafarm.

Jenny Green has yet to source the crabs. [Action item JG]

Status: Ongoing.

5. **Easter Markets** – 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.*

Update

Jenny reported that CCRC do not have anything suitable.

Gareth Davey offered to find alternatives. [Action item GD]

Gareth also referred to a Facebook post he found on the Chamber's public FB page*. He said the Chamber has a duty of care to the public to cover/flag trip hazards wherever possible.

* Dated 5 December 2015 from Robert Harris which said "just a friendly hint at last year's markets people kept tripping over bollard hole bracket i had to put bollard back in and the black hose across foot path had kids and older people tripping over it. yours wobbly bob". The Chamber of Commerce's reply was "Will pass it on, thanks".

Status: Ongoing.

6. **Website** – all Chamber markets

- *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 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.*

Update

Gareth Davey purchased the domain name and domain manager online using the Load&Go debit card for payment. The ISP is Netregistry and the fully paid cost for 12 months of registration was \$30.90 on their invoice 9764896. The domain certificate is shown on the next page.

Gareth has temporarily redirected the new Internet address www.cardwellmarkets.com to the Documents page on the Chamber's website pending completion of a dedicated Markets webpage. An additional email address was also provided with the registration – coordinator@cardwellmarkets.com – which forwards all emails received to the markets' Gmail address.

Gareth has created a dedicated Markets webpage and entered dummy text at www.cardwellchamber.com/chamber-sponsored-markets. Entering relevant text and attaching associated documents, followed by favourable peer review, will complete this item. [Action item GD]

Status: Ongoing.



BUSINESS ARISING FROM PREVIOUS MEETING on 27 February 2017 cont'd




Certificate of Registration .com / .net domain names

Date of issue: 27 Feb, 2017

This is to certify that

cardwellmarkets.com

is registered to

Cardwell Chamber of Commerce Inc.

The domain name will be due for renewal on 27/02/2018 subject to the terms and conditions of the domain name license.

Issued by: Netregistry Pty Ltd - ABN 13 080 859 721

on: 27 Feb, 2017

Authorised Signatory



Larry Bloch CEO

BUSINESS ARISING FROM CORRESPONDENCE RECEIVED

1. Insurance

- In response to Kathy Sheahan's enquiry, CCRC's Vanessa Kerr advised by email (on 6 March) that individual stallholders do not require their own public liability insurance if the Chamber's insurer knows to cover the Chamber's hosting of community markets.
- Kathy had obtained insurance quotes from Marsh Insurers. They were the only broker that Kathy could find that offered standalone (unbundled) insurance for uninsured stallholders. Public liability covers of \$10m and \$20m were quoted.
- The meeting discussed how much public liability cover was necessary. Overlapping insurance cover was mentioned. The meeting agreed that the quote for \$10m public liability cover was acceptable. **[Action item KS]**

**NOTED**

Cr Glenn Raleigh briefly attended and offered his support and help if necessary with the markets planning. The subcommittee members gratefully acknowledged his offer.

Meeting closed: 2.35pm
Next Meeting: TBA
Venue: TBA