

Confirmed MINUTES of
MANAGEMENT COMMITTEE MEETING no.2
held on 14 July 2017

Meeting time: 5.35pm

Meeting venue: Cardwell Beachfront Motel, 1 Scott Street, Cardwell QLD 4849.

Attendees: Australasian Aviation Resources Pty Ltd t/as SkyRentals* – Gareth Davey
Cardwell & Hinchinbrook Tours & Information* – Amanda Payne
Cardwell Beachfront Motel* – Janet Arnold, Steve Arnold
Cardwell Traders & True Value Hardware* – Mandy Jensen
Ob La Di* – Robyn Smith
Cardwell Sportfishing Club Inc – Chris Stoter (from 6.05pm)

Apologies: Cardwell By The Sea Diner* – Kaylea Chard-Tilles (at work)
Vivia Café & Bar Pty Ltd* – Sharryn and Terry Duncan (out of town)
AirConKleen Cassowary Coast – Ken Miller (out of town)

*member of the new Management Committee

Minuted by: Gareth Davey

PURPOSE OF MEETING

- To conduct the normal business of the Chamber's Management Committee, and
- To facilitate the transfer of portfolios from the previous Committee to the newly appointed Committee.

1. Meeting opening

- Opened at 5.35pm by new President and chairperson Amanda Payne. [Constitution clause 15 (7)]
- It was noted by the chair that, under the Chamber's constitution, a quorum of four Management Committee members is required to conduct such a meeting. The meeting was declared as properly constituted. [Constitution clause 15 (3)]
- Amanda thanked everyone attending and asked the Secretary to conduct the business items as per the agenda distributed prior to the meeting.

2a. Minutes of previous Management Meeting

- Draft minutes of the prior Management Meeting held earlier at 5.10pm were obviously not available yet. An initial draft would be distributed as soon as they were prepared, for review by all committee members prior to the next Management Meeting.

2b. Business arising from minutes of previous Management Meeting

- The minutes of the previous meeting will show that the Chamber's management committee now comprises (in alphabetical order) from:



Australasian Aviation Resources Pty Ltd t/as SkyRentals – Gareth Davey
 Cardwell & Hinchinbrook Tours & Information – Amanda Payne
 Cardwell Beachfront Motel – Janet and Steve Arnold
 Cardwell By The Sea Diner – Kaylea Chard-Tilles
 Cardwell Traders & True Value Hardware – Mandy Jensen
 Ob La Di – Robyn Smith
 Vivia Café & Bar Pty Ltd – Sharryn and Terry Duncan.

- Those minutes will also show that the Chamber's officeholders are now:
 President – Amanda Payne
 Secretary/Treasurer – Gareth Davey.
- The Secretary advised that the formal transfer of records and authorisations from former Committee members can commence once the previous meeting's minutes are ratified. This will include the keys to Post Office box 14 at Cardwell Post Office, and access to the Bendigo Bank accounts in Cardwell which currently have authorised signatories Mark/Kathy Sheahan, Christine Ihle, and Craig Teitzel (noting that Craig Teitzel is not a member of the Chamber). The Secretary has obtained the required forms from the Bank.

MOTION: That the new committee authorises the Secretary to change the logon credentials for the Chamber's email accounts, website accounts, and Facebook page.

Proposer: Gareth Davey. **Seconder:** Steve Arnold. **Result:** Carried without dissent.

Action: Gareth to change the Chamber's online credentials.

- Janet advised the meeting that a plastic box and bags of folders had been dropped off at her premises by the former Treasurer just prior to the meeting.

3a. Relevant correspondence out

1. 13/7/2017: SMS from Gareth Davey to a group of Chamber members, advising of planned administrative meetings.
2. 14/7/2017: SMS from Gareth Davey to a group of Chamber members, reminder and invitation to tonight's administrative meetings.
3. 14/7/2017: Emails from Gareth Davey to a group of Chamber members, agendas for tonight's meetings.

3b. Relevant correspondence in

1. 10/7/2017: Email from Chris Stoter at QLD Steel & Equipment, quoting for Jetty Foreshore project items.
2. 13/7/2017: Email from Ramah Manning, copying resignation email sent to Secretary on 2-Nov-2016.
3. 14/7/2017: Email from AirConKleen (Ken Miller), advising out of town for tonight's meeting.
4. 14/7/2017: SMSs from Vivia Café (Sharryn Duncan), advising support and out of town for tonight's meetings.
5. 14/7/2017: Emails from Cardwell By The Sea Diner (Kaylea Chard-Tilles), advising support and at work during tonight's meetings.

3c. Business arising from correspondence

- Chris Stoter spoke about the quotation he emailed (on behalf of QLD Steel & Equipment) to the Chamber for discussion at the 10 July management meeting, and Gareth advised it had not been brought up for discussion. Gareth and Chris referred to the General Meeting on 9 May at which Cr Glenn Raleigh explained what Cassowary Coast Regional Council would be doing to upgrade the Cardwell jetty, which surprisingly superseded the plans Chris had spent considerable time preparing.



3c. Business arising from correspondence *cont'd*

- Representatives from the Herbert River Express newspaper in Ingham had advised they will spend three hours in Cardwell on Wednesday 19th July between 9am and 12 noon. They asked if they can meet with Chamber representatives at 9am to discuss a weekly or fortnightly 'Cardwell page' in the newspaper. The committee was enthusiastic about the opportunity and support from the newspaper who is a Chamber member.

MOTION: That the Secretary will meet with Herbert River Express representatives at 9am on Wednesday, accompanied by the President if her work commitments permit; and that committee members will consider preparing a brief paragraph about how they see the Chamber contributing to the future of Cardwell, in time for the meeting on Wednesday.

Proposer: Amanda Payne. **Seconder:** Gareth Davey. **Result:** Carried without dissent.

Actions: Gareth to confirm meeting and attend. Amanda to check her availability. Committee members to prepare a paragraph(s) of supporting text and forward to the Secretary for collation and submission.

4a. Treasurer's Report

- Nothing substantial to report at this stage as access to all the Bank records had not been obtained.
- The Treasurer asked the meeting to endorse the current bank arrangements and support changes to the authorised signatories.

MOTION: That the Chamber continues using Bendigo Bank in Cardwell for its bank accounts, that the authorised signatories be President and Secretary/Treasurer, and that both have Internet access.

Proposer: Amanda Payne. **Seconder:** Gareth Davey. **Result:** Carried without dissent.

Action: Gareth to liaise with Bendigo Bank to meet its requirements to effect the above access.

- The Treasurer also asked the meeting for approval to have a sub-account at the bank, dedicated to unallocated income such as revenue from the foreshore telescope and other one-off or untasked income.

MOTION: That the Chamber have an extra Bendigo Bank account specifically for unallocated income.

Proposer: Amanda Payne. **Seconder:** Gareth Davey. **Result:** Carried without dissent.

Action: Gareth to liaise with Bendigo Bank in Cardwell to effect the separate account.

5. Sub-committee and other reports

- The Secretary reported that a number of sub-committees had been set up under the previous administration. He asked the new management committee to endorse those sub-committees at this meeting, viz. the Jetty Markets sub-committee and the UFO Festival sub-committee, for which separate bank accounts had already been created. The meeting acknowledged the reallocation of tasks and funds that occurred at the 10 July management committee meeting, and questioned whether those two sub-committees are still required.

MOTION: That events coordinator Thea Ormonde be contacted to clarify her understanding of the Jetty Markets and UFO Festival sub-committees' status following the Chamber's 10 July management meeting.

Proposer: Amanda Payne. **Seconder:** Gareth Davey. **Result:** Carried without dissent.

Action: Amanda or Gareth will meet with Thea to confirm the Chamber's involvement in both of those activities.



5. Sub-committee and other reports *cont'd*

- The Secretary also reported on the Town Map project which is in partnership with Richard Blanchette from Cassowary Coast Regional Council. It's been running for more than 12 months and is nearing completion. The Secretary advised that Chamber members have been consulted on the contents of the map which Council would pay for. Janet expressed interest in participating in the project, and the Secretary suggested it be set up as a Chamber sub-committee to give it proper governance.

MOTION: That the Town Map project be managed as a sub-committee of the Chamber, with Gareth Davey the chair of that sub-committee. [Constitution clause 16 (1)(2)(3)]
Proposer: Amanda Payne. **Seconder:** Gareth Davey. **Result:** Carried without dissent.
Action: Gareth to chair the new Town Map sub-committee ably assisted by Janet.

- The Secretary reported that, at the 10 July management meeting, he was tasked with working out ways to solve the constitutional compliance issues that he had discovered, and to also plan how to modernise the constitution given it is about 20 years old. Again, for good governance, he suggested it be set up as a Chamber sub-committee.

MOTION: That the constitutional compliance and review project be managed as a sub-committee of the Chamber, with Gareth Davey the chair of that sub-committee. [Constitution clauses 16 (1)(2)(3)]
Proposer: Amanda Payne. **Seconder:** Gareth Davey. **Result:** Carried without dissent.
Action: Gareth to chair the new Constitution Compliance & Review sub-committee, and report at the next Management Committee meeting.

6. Admission and rejection of membership applicants

- A signed, nominated and seconded membership application has been received from Mr William Whelan, an individual/sole trader registered as *Billy's Mobile Batteries and Solar*. The membership joining fee had been paid in full and a bank receipt was attached to his application. [Constitution clauses 5 (2) and 7 (1)] Members present vouched for Mr Whelan.

MOTION: That *Billy's Mobile Batteries and Solar* (ABN 64 625 655 820) be admitted into the Ordinary Member class of the Chamber as of today's date, with William "Billy" Whelan as the contact person. [Constitution clause 7 (2)]
Proposer: Amanda Payne. **Seconder:** Gareth Davey. **Result:** Carried without dissent.
Action: Gareth to write to Mr Whelan welcoming him and to advise of his admittance. [Constitution clause 7 (3)] The Chamber's membership register, website, and member notification records would be updated with the information supplied by Mr Whelan. [Constitution clause 10 (1)].

- It was noted that *Master Bait & Tackle* had not renewed their membership in the 2016-17 financial year. The business had formally resigned from the Chamber in an email from Ramah Manning to the then Chamber Secretary on 2 November 2016.

MOTION: That the resignation of *Master Bait & Tackle* from the Chamber be accepted as of 2 November 2016. [Constitution clause 8 (1)]
Proposer: Amanda Payne. **Seconder:** Gareth Davey. **Result:** Carried without dissent.
Action: Gareth to update the membership register and member notification records with the information supplied by Mr Manning. [Constitution clauses 10 (1)(2)].

7. Motions on notice

- None for this meeting.



8. General Business

- The poor condition of Blencoe Falls Road either side of the Council boundaries was raised by Mandy and discussed. Amanda commented that the Tablelands Council side of the road needs weeding as the weeds are high enough to cover the roadside reflectors, affecting road safety at night. The whole road is very corrugated. There is one abandoned car on the Cassowary Coast side and two on the Tablelands side, that have been there for some time. It is not good for tourism or the safety of road users. It imposes a cost in travel time, maintenance/repairs on vehicles, and stress on travellers.

MOTION: That both Councils responsible for the upkeep of the Blencoe Falls Road be contacted to notify them of the problems and request remedial action.

Proposer: Mandy Jensen. **Secunder:** Gareth Davey. **Result:** Carried without dissent.

Action: Gareth to write to both Councils.

- Amanda has been invited to a meeting of the Cardwell & District Community Futures Forum Inc which is discussing the beautification of Balliol Street. The compatibility of the project with the future RV-friendliness of Cardwell was discussed by the management committee, given the Council's expressed support for RV-friendliness across the Cassowary Coast.

MOTION: That Amanda and Gareth will attend Tuesday evening's CDCFF Subcommittee meeting at the Library representing the Chamber in an observer capacity.

Proposer: Amanda Payne. **Secunder:** Gareth Davey. **Result:** Carried without dissent.

Actions: Amanda and Gareth to attend. Amanda to confirm arrangements with CDCFF.

- The Annual General Meeting has to be held before 1 October. The Secretary explained that members who had not renewed their membership by the end of July would not be eligible to vote at an AGM in August or September. (The constitution allows unpaid memberships to continue during August but they have no AGM voting rights.)

MOTION: That the Chamber's Annual General Meeting will be held in either August or September, on a date and at a venue yet to be decided.

Proposer: Amanda Payne. **Secunder:** Gareth Davey. **Result:** Carried without dissent.

Actions: Gareth to check membership and financial records to verify who is eligible to vote at the AGM. Existing members to be sent reminders.

- The meeting discussed the importance of our relationship with Cassowary Coast Regional Council and our Division 1 Councillor.

MOTION: That the Chamber reiterate its open invitation to Division 1 Councillor Glenn Raleigh to attend Chamber meetings and welcome his active participation where it is appropriate.

Proposer: Amanda Payne. **Secunder:** Gareth Davey. **Result:** Carried without dissent.

Action: Gareth to write to Cr Raleigh and invite.

9. Notice of motions

- None notified.

10. Next meeting

- The chair advised that a normal Management Committee meeting would be held on Tuesday 18 July, venue and time to be advised. A reminder and agenda would be sent by email to all committee members. [Constitution clause 15 (1)]

11. Meeting closure

- The chair formally closed the meeting at 7.27pm, thanking all for their contributions.