

**Confirmed MINUTES of**  
**MANAGEMENT COMMITTEE MEETING**  
**held on 18 July 2017**

- Meeting time:** 6.00pm
- Meeting venue:** Cardwell By The Sea Diner, 186 Victoria 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 (until 7.09pm due to business commitments)  
Cardwell By The Sea Diner\* – Kaylea Chard-Tilles  
Cardwell Traders & True Value Hardware\* – Mandy Jensen  
Ob La Di\* – Robyn Smith
- Apologies:** Vivia Café & Bar Pty Ltd\* – Sharryn and Terry Duncan (out of town)  
  
\*members of the new Management Committee
- Minuted by:** Gareth Davey

**PURPOSE OF MEETING**

- To conduct the normal business of the Chamber's Management Committee.

**1. Meeting opening**

- a) Opened at 6.19pm by new President and chairperson Amanda Payne. [Constitution clause 15 (7)]
- b) 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)]
- c) The chair thanked everyone attending and commenced dealing with the business items as per the agenda distributed prior to the opening of the meeting.

**2a. Minutes of previous Management Meeting**

- a) Draft minutes of the two Management Meetings held on 14/7/2017 had been distributed prior to the opening of the meeting.
- b) Janet asked for the final versions of those minutes to show both her and husband Steve as the names associated with their business, noting it is their business that is the Ordinary member of the Chamber of which they are both representatives. The Secretary also noted to contact Sharryn about including her husband Terry on the official record of management committee members. [Constitution clause 4 (4)]
- c) It was noted that the final minutes would more formally record details of the decisions, viz. mover, seconder, result, actioners etc. In addition, the final minutes of the Chamber's second management meeting on 14/7/2017 should elaborate on the discussion with member Chris Stoter regarding the Jetty Shade Sails project. [Constitution clause 24 (10)]



## 2a. Minutes of previous Management Meeting *cont'd*

**MOTION:** That, subject to incorporation of the amendments noted at the management meeting on 18/7/2017 (above), the draft minutes of the Chamber's management committee meetings held on 14/7/2017 are to be published as a true and correct record.

**Proposer:** Amanda Payne. **Seconder:** Janet Arnold. **Result:** Carried without dissent.

**Action:** Gareth to amend and publish. Signed versions (by Amanda and Gareth) to be prepared for the Bendigo Bank and Cardwell Post Office.

## 2b. Business arising from minutes of previous Management Meeting

- a) Herbert River Express print deadline: Management Committee members were asked to prepare brief statements on how they see the future of the Chamber and Cardwell. An earlier deadline meant fast-tracking text and photos which were sent to their Ingham office within the required timeframe. Gareth will meet with the newspaper reps tomorrow at 9am for their planned meeting. [Constitution clause 3 (18)(e)]
- b) Future of Chamber sub-committees for Jetty Markets and UFO Festival: Given the decision of the previous management committee at their 10/7/2017 meeting to hand over the Jetty Markets to the UFO Festival coordinator (Thea Ormonde), tonight's meeting decided those Chamber sub-committees were no longer required. A detailed discussion with Thea on arrangements is still pending. [Constitution clause 16 (1)]

**MOTION:** That the Chamber's Jetty Markets and UFO Festival sub-committees be disbanded.

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

**Action:** Gareth to archive relevant records. Asset transfers yet to be decided.

- c) Foreshore coin-operated telescope: The Treasurer reported that attempts to open the telescope on the foreshore were not successful using the keys left by the previous Treasurer just prior to the Chamber's 14/7/2017 management meeting. Maintenance and operating documentation had been obtained from the telescope manufacturer's agent in Australia, including the serial number and some history of purchase. The Treasurer felt it would be best if two people attended at openings of the telescope given its cash value and weight, and the weight of the Treasurer.
 

**MOTION:** That key access to the padlock which is preventing opening of the foreshore telescope be further investigated.

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

**Action:** Gareth to make further enquiries.
- d) Condition of Blencoe Falls Road: Mandy and Amanda will provide Gareth with background material for the letter. Mandy offered to drive up to obtain photos if required. Letter to be sent when the Chamber's 14/7/2017 meeting minutes have been confirmed. [Constitution clause 2 (5)]
- e) RV-friendliness of Cardwell: This is an important factor in bringing revenue into town which keeps businesses open and staff employed. An agreed Chamber position had been brokered several months ago with the three main caravan park owners in Cardwell, and Gareth indicated he would like that agreement become a Chamber By-Law. [Constitution clauses 2 and 25]
- f) Balliol Street beautification project: Amanda and Gareth attended the CDCFF's steering committee meeting the previous evening and reported on discussions. Gareth noted that, with many key Cardwell groups represented at that meeting, it was opportune to invite all of them to submit material for the new Cardwell news page in the Herbert River Express newspaper for which great interest was shown. [Constitution clauses 2 and 3 (18)(e)]



## 2b. Business arising from minutes of previous Management Meeting *cont'd*

- g) Invitation to Cr Glenn Raleigh: Having a good relationship with our Council was once again emphasised by all. Invitation to be sent when the Chamber's 14/7/2017 meeting minutes have been confirmed.
- h) Letters to new members: The Secretary will send out welcoming letters and tax receipts when access to the bank accounts has been enabled and payments can be correlated with the application forms. [Constitution clause 7 (3)]

## 3a. Relevant correspondence out

- 12/7/2017: email to member Amanda Payne, answering request to inspect membership register.
- 12/7/2017: email to CCED president Pete Faulkner, advising Cardwell Chamber committee resignations.
- 13/7/2017: email to CCRC's Richard Blanchette, advising Cardwell Chamber committee resignations.
- 15/7/2017: email to president of Tully Chamber of Commerce, advising Cardwell Chamber changes.
- 15/7/2017: email to Hinchinbrook Chamber of Commerce, advising Cardwell Chamber changes.
- 15/7/2017: email to SeeCoast Australia, requesting info on coin-operated Mark 1 telescope.
- 16/7/2017: email to Herbert River Express, arranging article content and meeting in Cardwell.
- 16/7/2017: email to Christine Ihle, acknowledging resignation, receipt of Chamber materials, CCED status.
- 16/7/2017: email to Jo Anne Cracknell, advising Cardwell Chamber changes.
- 17/7/2017: email to Herbert River Express, advising Cardwell Chamber changes.
- 17/7/2017: emails to committee members, arranging next Management Committee meeting.
- 17/7/2017: email to Herbert River Express, arranging meetings in Cardwell.
- 17/7/2017: email to member Mandy Jensen, answering request to inspect membership register.
- 18/7/2017: email to CCED president Pete Faulkner, advising apology to today's AGM in Tully.
- 18/7/2017: emails to Herbert River Express, sending text and photos for publication.
- 18/7/2017: email to NBN's Marcello Massi, acknowledging offer to present in Cardwell.
- 20/7/2017: email to member Sherie Hensler-Adams, answering request to inspect membership register.

## 3b. Relevant correspondence in

- 3/7/2017: Management Committee Nomination Form from Gareth Davey, for Secretary
- 3/7/2017: Management Committee Nomination Form from Gareth Davey, for Treasurer
- 3/7/2017: Management Committee Nomination Form from Gareth Davey, for Committee Member
- 4/7/2017: Management Committee Nomination Form from Amanda Payne, for President
- 4/7/2017: Management Committee Nomination Form from Amanda Payne, for Committee Member
- Undated: printed resignation letter signed by Kathy Sheahan, found in file.
- Undated: printed resignation letter signed by Mark Sheahan, found in file.
- 10/7/2017: printed resignation letter signed by Jenny Green, found in file.
- 10/7/2017: printed resignation letter signed by Christine Ihle, found in file.
- 13/7/2017: email from CCRC's Richard Blanchette, looking forward to map project update.
- Collected 14/7/2017: posted bank statement from Bendigo Bank, for the month of June.
- **Collected 14/7/2017: posted Annual GST Return from ATO for 2016-17, due 28/2/2018.**
- 17/7/2017: emails from committee members, arranging next Management Committee meeting.
- 17/7/2017: email from president of Tully Chamber of Commerce, requesting UFO Festival info.
- 18/7/2017: email from CCED president Pete Faulkner, advising Cardwell Chamber's membership status.
- 18/7/2017: email from SeeCoast Australia, providing info on coin-operated Mark 1 telescope.
- **18/7/2017: email from NBN's Marcello Massi, offering to give Chamber or Cardwell an NBN presentation.**



### 3c. Business arising from correspondence

- a) NBN presentation: Given that the NBN has been operating in Cardwell since May, the meeting asked if a presentation would be relevant to Chamber members, or to Cardwell generally. The Secretary is to enquire further with the presenter on relevance.
- b) Montagu family visit: Janet and Amanda had the Montagu family as guests of their businesses and highly recommended a story about their history and visit for the local newspapers. The Montagu family is to be contacted for their approval to publish.

### 4a. Treasurer's Report

- a) Confirmation of the minutes of the Chamber's management committee meeting held on 14/7/2017 is required so that they can be signed by the President and Secretary/Treasurer, after which access to the Chamber's bank accounts can be granted.
- b) The Treasurer found in Chamber records Bendigo Bank correspondence authorising Security Tokens (dongles) for previous officeholders. Their continued use or recall will be discussed with the Bendigo Bank as part of the ongoing bank accounts authorisation process.
- c) The Treasurer advised that the Chamber's constitution allows the management committee to set an amount for a petty cash float. He recommended that, in this age of electronic banking, the float be \$0. [Constitution clause 28 (6)]

**MOTION:** That the Chamber set its petty cash float at \$0.

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

**Action:** Gareth to contact the previous Treasurer to have any previous float (including charged debit cards) deposited back into the Chamber's bank account.

- d) The Treasurer advised that the Chamber's constitution requires all expenditure to be authorised at management committee meetings (or by a unanimous written and signed decision). For payment efficiency, he asked for pre-approval of certain periodic payments to established utilities and authorities. [Constitution clauses 28 (7) and 18]

**MOTION:** That the Secretary/Treasurer be pre-authorised to pay the periodic standard invoices from Australia Post, ASIC, and the Queensland Office of Fair Trading, provided that the bills are properly invoiced and sufficient funds are available in the Chamber's bank account to make the payment.

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

**Action:** Gareth to track all other periodic payments so that an annual budget can be produced at the AGM.

### 4b. Paid accounts and accounts for ratification

- a) The Treasurer advised that he had incurred out-of-pocket credit card expenses to obtain official Chamber records held at the Office of Fair Trading in Brisbane, initiated at the Chamber's general meeting on 9 May 2017. Receipts for \$44.80 and \$81.60 were produced as evidence of the expenditure, and reimbursement was requested. [Constitution clause 28 (10)]

**MOTION:** That the Secretary/Treasurer be reimbursed from the Chamber's bank account the amount of \$126.40 for out-of-pocket expenses incurred to initiate the Constitution Compliance & Review sub-committee.

**Proposer:** Amanda Payne. **Secunder:** Mandy Jensen. **Result:** Carried without dissent.

**Action:** Gareth and Amanda to arrange the electronic transfer when account access has been enabled.



## 5. Sub-committee and other reports [Constitution clauses 16 (1)(2)(3)]

- b) The chair of the Constitution Compliance & Review sub-committee reported that tonight's management committee meeting was again another in a sequence of measures to address shortcomings in governance and procedures, and thanked everyone for having the patience to go through much of what is machinery in nature. He said the next management committee meeting will likely deal with memberships, and the following one with policies and stated positions, and then it will probably be time to hold a general meeting.
- c) The chair of the Town Map sub-committee reported that he and Janet will meet soon to collate all submissions so far to the project, in preparation for a meeting with CCRC's Richard Blanchette.
- d) Gareth proposed a Member Services sub-committee to be chaired by Mandy who had shown significant interest in providing information to help Cardwell businesses and business owners be better informed about the information that regularly flows into the Chamber's Gmail account. Amanda is already monitoring the Gmail account and vetting tourism-based offers. Mandy is keen to get info to members highlighting events of interest and specials on offer etc. [Constitution clause 2 (7)]

**MOTION:** That a Member Services sub-committee be established under the Chamber's management committee, with Mandy Jensen the chair of that sub-committee.

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

**Action:** Mandy to chair the new Member Services sub-committee ably assisted by Gareth.

## 6. Admission and rejection of membership applicants [Constitution clause 5 (2)]

- a) There were no new membership applications received since the last management committee meeting.
- b) The Secretary advised that the Chamber's constitution requires the management committee to decide on the format that membership applications will take. Samples of the various forms the Chamber has used since 2015 were made available. Since 2016 the forms have had additional dot points above the signature field which include an accuracy statement, a privacy/disclosure statement, agreement to support the Chamber in its endeavours, and acknowledging the end of a membership.

**MOTION:** That the original membership application form used in 2015 and its subsequent variants (including membership renewals) be approved for use in print and electronic form.

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

**Action:** Gareth to ensure the latest membership application and renewal forms are published for easy access by members and interested parties.

## 7. Motions on notice

- None for this meeting.

## 8. General Business

- a) Amanda asked how far did the previous management committee progress with improvements to street signage and garden beds. Gareth was unsure how far advanced they were and Amanda offered to contact CCRC's Richard Blanchette for an update.



## **8. General Business *cont'd***

- b) Rejuvenating and adding solar lighting to the 'Historic Cardwell By The Sea' sign on the southern Bruce Highway approach was also discussed. Gareth briefed the meeting on Council's agreement with the previous President to proceed with cleaning and painting, and offered to revalidate those arrangements given recent changes in the management committee. He mentioned that solar lighting mounted on the top of the structure would be less prone to vandalism than ground-mounted solar lights.
- c) The importance of a social media presence for the Chamber was raised by Amanda. She will seek further interest from potential future members.
- d) The lack of sporting activities in Cardwell, compared with those in Ingham and Tully, was raised by Kaylea. Children need more activities in Cardwell.
- e) Robyn expressed concern that visitors are unaware the public boat ramp at Hinchinbrook Harbour is tidal, and asked if there was some way to improve the awareness of potential users so they can plan ahead.

## **9. Notice of motions**

- None notified.

## **10. Next meeting**

- The chair advised that a normal Management Committee meeting would be held in the next week or so, 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 8.08pm, thanking all for their contributions.