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AGENDA for 2nd MANAGEMENT COMMITTEE MEETING
to be held on 14 July 2017

Meeting time: 5.35pm

Meeting venue: The "Boardroom", Cardwell Beachfront Motel, 1 Scott Street, Cardwell.

Attendees:

Apologies: AirConKleen Cassowary Coast – Ken Miller
Vivia Café & Bar – Sharryn & Terry Duncan
Cardwell By The Sea Diner – Kaylea Chard-Tilles
Hinchinbrook Hiking – Andrew Payne
Hinchinbrook Island Cruises – Dean Beech
North Queensland Newspaper Company – Stephen Darwen
Seaview Deli Café – Brandon Sims

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.

ORDER OF BUSINESS

1. Meeting open and welcome. [Chairperson] [Time] [Quorum]
2. Minutes of previous Management Committee meeting.
3. Business arising from minutes of previous Management Committee meeting.
 - Transfer of records and authorisations from previous President, Vice President, Secretary, Treasurer.
4. Inwards correspondence from:
 - Office of Fair Trading.
 - Ramah Manning.
 - Kaylea Chard-Tilles.
 - Sharryn Duncan.
 - Kathy Sheahan.
 - Cardwell Traders.
 - Lillian Altman.
 - Bendigo Bank.
5. Outwards correspondence to:
 - Office of Fair Trading.
 - All Chamber members.
 - Invited members to tonight's meeting.
 - Bendigo Bank.
 - Cardwell Post Office.
 - Cassowary Coast Economic Development Inc.
 - Cassowary Coast Regional Council.
6. Business arising from correspondence.



ORDER OF BUSINESS cont'd

7. Treasurer's report.
 - Endorse current bank account arrangements.
 - New bank account authorised signatures.
 - Seeking approval for new sub-account for unallocated income.
8. Accounts for payment and paid accounts for ratification.
9. Subcommittee and other reports.
 - Markets subcommittee
 - UFO subcommittee
 - Town Map subcommittee
 - Constitution Review subcommittee
10. Admission and rejection of membership applications.
 - Billy's Mobile Batteries & Solar, ABN 64 625 655 820
 - Master Bait & Tackle.
11. Motions on notice.
12. General business.
13. Notice of motions.
14. Next meeting.
15. Close meeting.