



PO Box 14, Cardwell QLD 4849
Phone: 0458 016 187
cardwellchamber@gmail.com
ABN 20 024 229 293

AGENDA for MANAGEMENT COMMITTEE MEETING
to be held on 18 July 2017

Meeting time: 6.00pm

Meeting venue: Cardwell By The Sea Diner, 186 Victoria Street, Cardwell QLD 4849

Attendees:

Apologies:

PURPOSE OF MEETING

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

ORDER OF BUSINESS

1. Meeting opening and welcome

[Chairperson] [Time] [Quorum]

2a. Minutes of previous Management Committee meetings

- Draft versions of both meetings on 14/7/2017 to be emailed separately.
- Motion required: to accept/amend/reject the draft versions of the minutes.

2b. Business arising from minutes of previous Management Committee meeting

- Herbert River Express: statements from new committee members.
- Future of Markets and UFO Festival subcommittees.
- Viewing telescope on foreshore.
- Condition of Blencoe Falls Road.
- RV-friendliness of Cardwell.
- Balliol Street beautification project.
- Invitation to Cr Glenn Raleigh.

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.



3b. Relevant correspondence in

- 3/7/2017: Management Committee Nomination Form from Amanda Payne, for President
- 3/7/2017: Management Committee Nomination Form from Amanda Payne, for Committee Member
- 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
- 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

- Contents of boxes, folders and mail left at Beachfront Motel on 14/7/2017, inspected by new officeholders on 14/7/2017 and 15/7/2017.
- Herbert River Express newspaper – today and tomorrow.
- NBN presentation in August.
- CCED representation.

4a. Treasurer's Report

- Monthly bank statements from Bendigo Bank to be made available. There appear to be three bank accounts at the Bendigo Bank:
 - 633-000 133482976
 - 633-000 159651538
 - 633-000 159653559
- Motion requested: in accordance with Constitution clause 28 (6), the committee should decide how much petty cash should be kept.
- Motion requested: in accordance with Constitution clause 28 (7), the committee decides to approve or ratify all expenditure. The new Treasurer is requesting that periodic routine expenses from Australia Post, ASIC, and the Office of Fair Trading – past, present, and future – have automatic approval without any prior approval from the Committee, provided that bills are properly invoiced and sufficient funds are available.

4b. Paid accounts and accounts for ratification

- Motion requested: in accordance with Constitution clauses 28 (7) and (10), the new Treasurer requests reimbursement of his out-of-pocket credit card expenses to procure Chamber documents from the Office of Fair Trading in Brisbane. Refer General Meeting minutes for 9 May general meeting (General Business, item 3) that instigated this.

5. Subcommittee and other reports

- Constitution review project – Gareth to report.
- Town map project – Gareth to report.
- Markets project – update by Amanda.
- UFO Festival project – update by Amanda.
- Member services subcommittee – a proposal by Gareth.



6. Admission and rejection of membership applicants

- Not aware of any new applicants at this stage.
- Motion requested: In accordance with Constitution clause 5 (2), the committee approves the membership application forms/formats to be used – past, present and future. To be provided at meeting with rationale.
- Motion requested: the new Secretary requests that a similar form be used for membership renewals – past and present.

7. Motions on notice

- None notified.

8. General business

- Invited feedback from each Committee member, present or otherwise.

9. Notice of motions

- Before 1 October this year, the Annual General Meeting needs to be held: in accordance with Constitution clauses 23 (1) and 11 (3)(b), a minimum of 7 days notice of the meeting is required, with a minimum of 14 days notice for written nominations for the committee.
- At the next General Meeting, two motions are required: in accordance with Constitution clauses 6 (1) and (2), to determine the joining fee and annual membership fee – past and present.
- At the next General Meeting, two motions are likely not required: Constitution clauses 6 (4) and (5) allow for additional levies and agreed contributions.

10. Next Management Committee meeting

11. Meeting closure