

AGENDA for MANAGEMENT COMMITTEE MEETING
to be held on Tuesday 25 July 2017

- Meeting time:** 5.30pm
- Meeting venue:** Cardwell By The Sea Diner, 186 Victoria Street, Cardwell QLD 4849
- Invitees:** Australasian Aviation Resources Pty Ltd t/as SkyRentals* – Gareth Davey
Cardwell & Hinchinbrook Tours * – Amanda Payne
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
- Apologies:** Cardwell Beachfront Motel* – Janet and Steve Arnold (due to business commitments)

*member of the Chamber's new Management Committee

MAIN PURPOSE OF MEETING

- To process all membership applications, renewals and resignations.
- Report on progress in preparation for the Annual General Meeting.

ORDER OF BUSINESS

1. Meeting opening and welcome

[Chairperson] [Time] [Quorum]

2a. Minutes of previous Management Committee meetings

- Draft minutes of meeting on 18/7 emailed separately.
- Still no redrafted minutes of management meeting on 10/7.
- Motion required: to accept/amend/reject the draft version of the 18/7 meeting minutes.

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

- Motions carried at last meeting.
- Telescope on foreshore.

3a. Relevant correspondence out

- 30/6/2017: broadcast email to members, consulting on CCRC-sponsored Town Map.
- 4/7/2017: emails from Gareth Davey to Harley Cohen (Bendigo Bank), Robert Boothey (Cardwell Real Estate), and Jess & Jeff Patch (Sweet Surprise), thanking them for their membership.
- 5/7/2017: emails to members Kathleen Brown, Marina Hoare, Mark Rice, Neville Milne, Russell Jensen, thanking for membership and inviting renewal.
- 10/7/2017: emails to members Jane Emerson, Ken Miller, Kellie Chislett, Stephen Darwen thanking for membership and inviting renewal.
- 16/7/2017: emails to member Steve Arnold, copying 10/7 draft meeting minutes & 9/5 general meeting.
- 17/7/2017: email to member Robyn Smith, answering queries on who can be a member of the Chamber.
- 17/7/2017: emails to Chamber committee, arranging next Management meeting on 18/7.
- 18/7/2017: email to Herbert River Express, contact details for CDCFF Inc.
- 18/7/2017: emails to Herbert River Express, text & photos for publication.
- 18/7/2017: emails to Chamber committee, agenda and draft minutes for tonight's meeting.
- 18/7/2017: email to CCED president Pete Faulkner, advising apology for non-attendance at AGM.
- 19/7/2017: broadcast email to members, attaching minutes of 1st Management Committee meet on 18/7.



3a. Relevant correspondence out *cont'd*

- 20/7/2017: email from Chamber President to Beachfront Motel, requesting article on Montague Family visit.
- 20/7/2017: email to Cardwell Newsagency, querying if able to cut new filing cabinet keys.
- 20/7/2017: email to Absolute North Charters, acknowledging resignation from Chamber.
- 20/7/2017: email to North QLD Aero Club, acknowledging flight into Dallachy Aerodrome and future invite.
- 20/7/2017: emails to Innisfail Advocate, responding to enquiry about Chamber committee changes.
- 20/7/2017: email to member Sherie Hensler-Adams, answering request to inspect membership register.
- 20/7/2017: forms and signed meeting minutes to Bendigo Bank, changing bank account authorisations.
- 21/7/2017: broadcast email to members, attaching minutes of 2nd Management Committee meet on 18/7.
- 21/7/2017: forms posted to QLD Office of Fair Trading, changing Chamber registration details from 14/7.
- 21/7/2017: email and signed meeting minutes to Cardwell Post Office, changing PO Box 14 authorisations.
- 21/7/2017: SMSs to Chamber management committee, arranging next meeting on 25/7 at 5.30pm.
- 22/7/2017: email to CCRC's Richard Blanchette, update on Town Map sub-committee.
- 22/7/2017: email to CCRC's Division 1 Cr Glenn Raleigh, inviting him to Chamber meetings.
- 22/7/2017: email to accountant/lawyer Alan Middleton, advising Chamber committee changes.
- 22/7/2017: email to CDCFF secretary, attaching new Cardwell page in Herbert River Express.
- 22/7/2017: email to Christine Ihle, querying auditor appointed at last year's Chamber AGM.
- 23/7/2017: emails to CCED secretariat, correcting draft minutes of their general meeting on 18/7.
- 23/7/2017: email to member Robyn Smith, attaching Chamber's new membership application form.
- 23/7/2017: email to member Mandy Jensen, attaching Chamber's new membership application form.
- 23/7/2017: email to former CDCA president Keith Everingham, clarifying asset donation 11/12/2015.
- 24/7/2017: email to CCRC's Vince O'Brien, appreciation for Council's upkeep of local Dallachy aerodrome.
- 24/7/2017: email to Chamber committee, attaching article about Chamber in The Innisfail Advocate.
- 25/7/2017: emails to CCIQ, acknowledging documents received and updating registered details.
- 25/7/2015: emails to Chamber management committee, agenda and previous minutes for 25/7 meeting.

3b. Relevant correspondence in – *postbox cleared COB 25/7*

- 14/11/2007: letter from SeeCoast Manufacturing Co Inc, refurbishing option for Mark I telescope.
- 11/12/2015: letter from CDCA secretary Lee Porter, donation of outdoor items* to Chamber of Commerce.
- 1/7/2017: posted tax invoice from CCIQ, to renew annual membership, \$275.00 due 8/7.
- 1/7/2017: posted premium calculator from Resilium Insurance Broking, renewals for Public & Products Liability, Management Liability, Voluntary Workers Personal Accident insurances.
- 3/7/2017: email from Gareth Davey to Chamber Sec, membership renewal form from T.Ormonde attached.
- 4/7/2017: emails from Gareth Davey to Chamber Secretary, advising that Harley Cohen, Robert Boothey, Thea Ormonde, and Jess & Jeff Patch have changed their membership status.
- 10/7/2017: emails from SkyRentals & SkyOffice, membership renewal forms from G.Davey attached.
- 14/7/2017: email from QLD Office of Fair Trading, attaching forms for association changes.
- 17/7/2017: SMSs from member Robyn Smith, querying how people/businesses become members.
- 18/7/2017: email from CCED president Pete Faulkner, advising Chamber's status post-AGM.
- 18/7/2017: email from Seaview Deli Café, membership renewal form from R.King attached.
- 20/7/2017: emails from Absolute North Charters, resigning from Chamber membership.
- 20/7/2017: email from Facebook, weekly report on Chamber's page.
- 21/7/2017: email from North QLD Aero Club, happy with Dallachy Aerodrome and future club fly-ins.
- collected PO 21/7/2017: paid membership renewal form from The Aroma Van dated 4/7.
- 21/7/2017: SMSs from Chamber committee members, regarding next meeting on 25/7.
- 21/7/2017: email from Facebook, weekly report on Chamber's page.
- 21/7/2017: email from Historical & Cultural Precinct secretary Georgia Phelps, minutes of 17/7 meeting.
- 21/7/2017: email from CCMC president Jeff Coward, attaching poster for Cardwell biking event on 13/8.
- 22/7/2017: email from member Robyn Smith, forwarding info for Member Services sub-committee.
- 23/7/2017: emails from CCED president Pete Faulkner, minutes of AGM and general meeting on 18/7.



3c. Business arising from correspondence

- NBN presentation in August.
- CCED representation in 2017-18.
- For invoices received, see agenda item 4b.
- For memberships, see agenda item 6.

4a. Treasurer's Report – *details below are subject to change as discovery continues, E&OE*

- Monthly bank statements from Bendigo Bank will be available. There are three bank accounts at the Bendigo Bank. All have credit balances as at 23/7:
 1. 633-000 133482976 Statement account: \$3084.94 – Normal business transactions, membership fees
 2. 633-000 159651538 Savings account: \$0.31 – Untasked income
 3. 633-000 159653559 Savings account: \$1.00 – spare account.

Transactions for Publications project with Great Green Way Tourism Inc:

19/2/2013: -\$5801.20 paid (chq 000084) for admin fees & Fishing Hinchinbrook brochure

Transactions for Sullivan's Track:

28/11/2014: -\$500.00 cash paid (chq 000103) for road opening
 16/2/2015: -\$2305.00 direct debit payment for 58 tee shirts*
 10/6/2015: -\$529.00 (chq 000107) paid to purchase Stihl HS45-450 hedge trimmer
 10/8/2015: -\$598.00 (chq 000109) paid to purchase Stihl MS170 chainsaws
 2/11/2015: -\$156.00 (chq 000111) paid for 3 chainsaw blades, chairs
 Aug 2016: +\$192.10 donation to Chamber by Cardwell Newsagency
 16/8/2016: -\$164.71 (chq 000119) paid for oil, spark plugs, filters
 20/10/2016: -\$252.50 (chq 000121) paid for chainsaw bars
 31/5/2017: -\$349.00 paid to purchase Stihl HS45-450 hedge trimmer
 5/7/2017: -\$500.00 (chq ?) invoice on file from Blusport for funding application preparation.

Transactions for Multisports Club bike trails:

10/7/2017: -\$3000.00 (chq 000135) paid

Transactions for 2016 UFO Festival:

31/5/2016: +\$3000.00 contribution (ref 022739) from CCRC
 12/7/2016: -\$110.00 (chq 000117) paid for hire of hall
 12/7/2016: -\$1185.77.00 (chq 000118) paid for beverages

Transactions for 2017 UFO Festival/Markets:

10/7/2017: -\$1329.00 (chq 000134) paid to Festival, relinquishing Chamber-sponsored markets

Transactions for 2015 Christmas Carols at the jetty:

10/12/2015: -\$64.90 (chq 000112) paid for bread
 10/12/2015: -\$587.85 (chq 000113) paid for butchery & soft drinks
 10/12/2015: -\$134.29 (chq 000114) paid for soft drinks
 6/11/2015: -\$281.95 (EFT) paid for battered candles
 24/12/2015: +\$1100.00 contribution (ref 020327) from CCRC

Transactions for 2016 Christmas Carols at the jetty:

24/11/2016: -\$285.20 (EFT) paid for battered candles
 19/12/2016: +\$1100.00 contribution (ref 026679) from CCRC per Community Assistance Scheme
 21/12/2016: -\$90.00 (chq 000123) paid for lollies
 21/12/2016: -\$73.56 (chq 000124) paid for soft drink
 21/12/2016: -\$93.00 (chq 000125) paid for soft drink and ice
 8/2/2017: -\$44.25 (EFT) paid for breads
 7/3/2017: -\$274.54 (chq 000126) paid for butchery
 10/7/2017: -\$1000.00 (chq 000136) paid to CCRC, refunding contribution



4a. Treasurer's Report *cont'd*

- *Asset Register:
 1. 1 x SeeCoast Mark I telescope (20x lens, 360° stand) s/n BF2062, Feb/2012 location: foreshore
 2. 1 x Stihl HS45-450 hedge trimmer s/n 807417233, 10/6/2015 location: C.Ihle
 3. 2 x Stihl MS170 chainsaws s/n 807177164 & 807177174, Hunts Tully 6/8/2015 location: C.Ihle
 4. 2 x 760mm x 3660mm banners with eyelets, Vistaprint 18/6/2015 location: M.Sheahan
 5. 1 x BBQ with 2 x gas bottles, from CDCA 11/12/2015 location: M.Sheahan
 6. 4 x 3m x 3m marquees, from CDCA 11/12/2015 location: M.Sheahan
 7. 6 x tables, from CDCA 11/12/2015 location: M.Sheahan
 8. 2 x power boards on loan from CCRC, from CDCA 11/12/2015 location: M.Sheahan
 9. 2 x 3.5m feather banners with water bags, from Banner Online 18/2/2016 location: M.Sheahan
 10. 1 x Stihl HS45-450 hedge trimmer s/n 811202758, 31/5/2017 location: C.Ihle

4b. Paid accounts and accounts for ratification

- 1/7/2017: Invoice from CCIQ \$275.00, plus Insurance renewal forms from Resilium Insurance Brokers.
- 5/7/2017: Invoice from Blusport \$500.00 – brought up for payment at 10/7 committee meeting.
- 21/7/2017: G.Davey spent \$2.55 at Cardwell Post Office, to post forms to QLD Office of Fair Trading.

4c. Annual expenditure budget – *under development as periodic expenses are documented*

- Annually: \$130.00 to Cardwell Post Office, for PO Box 14.
- Annually: \$90.00 to QLD Office of Fair Trading, for annual incorporation registration.
- Annually: \$300.00 to CCIQ for membership and access to insurance products.

5. Sub-committee and other reports

- Constitution Compliance & Review sub-committee – Gareth to report.
- Town Map sub-committee – Gareth to report on sub-committee meeting 23/7 and other inputs from members and VIC volunteers.
- Member Services sub-committee – Mandy to report on sub-committee meeting 23/7.

6. Admission and rejection of membership applicants

- Unprocessed new applications for 2017-18 financial year: nil at COB 24/7.
- All membership resignations for 2016-17

undated:	Sweet Surprise (J&J.Patch)	conversation with previous Treasurer
4/7/2017:	Cardwell Real Estate (R.Boothey)	conversation and email
11/7/2017:	Cardwell Newsagency (P.Gruber)	by email
20/7/2017:	Absolute North Charters (J.Schmidt)	by email
- Application forms to join during 2014-15:

30/3/2011:	Cardwell Butchery (CJ.Ihle)	<input type="checkbox"/> nom'd A.Slade	sec'd L.Hallam
17/2/2015:	Cardwell Pool (M&K.Sheahan) <i>unsigned</i>	<input type="checkbox"/> nom'd R.Boothey	sec'd M.Jensen
17/2/2015:	Cardwell Real Estate (R.Boothey/F.Percival)	<input type="checkbox"/> nom'd K.Sheahan	sec'd M.Jensen
18/2/2015:	Harrison H Duncan <i>Note: No ABN or business</i>	<input type="checkbox"/> nom'd M.Sheahan	sec'd C.Ihle
24/2/2015:	Sweet Surprise Bakery (J.Patch)	<input type="checkbox"/> <i>nom'd blank</i>	<i>sec'd M.Sheahan?</i>
3/3/2015:	Cardwell Newsagency (P.Gruber)	<input type="checkbox"/> <i>nom'd blank</i>	<i>sec'd M.Sheahan?</i>
16/3/2015:	Cassabella By The Sea (L.Rainey)	<input type="checkbox"/> <i>nom'd blank</i>	<i>sec'd M.Sheahan?</i>
16/3/2015:	Cardwell Post Office (G.Smith)	<input type="checkbox"/> nom'd C.Ihle	sec'd M.Sheahan?
20/3/2015:	Cardwell & District Real Estate (K.Lockhart)	<input type="checkbox"/> nom'd M.Sheahan	sec'd C.Ihle
21/4/2015:	The Dragonfly Cottage (T&N.Ormonde)	<input type="checkbox"/> nom'd C.Ihle?	sec'd M.Sheahan?
20/8/2015:	Ob La Di (R.Smith)	<input type="checkbox"/> <i>nom'd blank</i>	<i>sec'd M.Sheahan?</i>
28/3/2015:	Cardwell Butchery (C.Ihle)	<input type="checkbox"/> <i>nom'd blank</i>	<i>sec'd M.Sheahan?</i>
18/4/2015:	Cardwell Sacred Moon Festival (K.Brown)	<input type="checkbox"/> <i>nom'd blank</i>	sec'd M.Sheahan?
19/5/2015:	Russell Jensen Plumbing & Gas (S.Jensen)	<input type="checkbox"/> <i>nom'd blank</i>	<i>sec'd M.Sheahan?</i>



6. Admission and rejection of membership applicants *cont'd*

24/6/2015:	Cardwell Beachfront Motel (J&S.Arnold)	<input type="checkbox"/>	nom'd T.Ormonde	sec'd <i>unclear</i>
24/6/2015:	Kookaburra Holiday Park (R.Schafer)	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
25/6/2015:	Hinchinbrook Real Estate (L.Hallam)	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
29/6/2015:	Gas & Steel (M.Rice)	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
29/6/2015:	Ingham Family Medical Practice (M&B.Scott)	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
▪ Application forms to join during 2015-16:				
1/7/2015:	Australasian Aviation Resources P/L (G.Davey)	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
6/7/2015:	Cardwell Sportfishing Club (M.Hoare/R.Manning)	<input type="checkbox"/>	nom'd K.Sheahan	sec'd M.Sheahan
15/8/2015:	Jane C Emerson (J.Emerson)	<input type="checkbox"/>	nom'd M&K.Sheahan,	sec'd <i>unclear</i>
18/8/2015:	Cardwell Traders (M.Jensen)	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
18/8/2015:	Marine Hotel (T.McCoy)	<input type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan
20/8/2015:	Ob La Di (R.Smith)	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
22/8/2015:	Nev Milne	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
24/8/2015:	Cardwell At The Beach (M.Nulley)	<input type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan
26/8/2015:	Absolute North Charters (J.Schmidt)	<input type="checkbox"/>	nom'd K.Sheahan	sec'd M.Sheahan
2/9/2015:	The Hair Boutique on Victoria (M.Bakon)	<input type="checkbox"/>	nom'd K.Sheahan	sec'd M.Sheahan
21/9/2015:	Port Hinchinbrook Accom (P.Butler)	<input type="checkbox"/>	nom'd M.Sheahan	sec'd <i>unclear</i>
24/9/2015:	The Aroma Van (B.Schubert)	<input type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan
19/10/2015:	Member For Hinchinbrook (A.Cripps MP)	<input type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan
▪ Application forms to join for 2016-17:				
2/6/2016:	Vivia Café & Bar P/L (S&T.Duncan)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
10/8/2016:	Cassowary Coast Multisport Club (J.Coward)	<input type="checkbox"/>	nom'd J.Coward	sec'd A.House
12/8/2016:	Jenifer Green <i>Note: No ABN or business</i>	<input type="checkbox"/>	nom'd M.Sheahan	sec'd C.Ihle
16/9/2016:	Cardwell Automotive & Towing (K.Chislett)	<input type="checkbox"/>	nom'd M.Sheahan	sec'd <i>unclear</i>
20/10/2016:	The North QLD Newspaper Co (S.Darwen)	<input type="checkbox"/>	nom'd G.Davey	sec'd K.Sheahan
21/10/2016:	Cardwell Pharmacy (H.Sampson)	<input type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan?
20/1/2017:	AirConKleen Cassowary Coast (K.Miller)	<input type="checkbox"/>	nom'd C.Ihle	sec'd G.Davey
23/2/2017:	Cardwell By The Sea Diner (K.Chard-Tilles)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
1/3/2017:	Preferred Aviation Services P/L (G.Davey)	<input type="checkbox"/>	nom'd M.Sheahan	sec'd <i>blank</i>
▪ Application forms to join for 2017-18:				
1/7/2017:	Hinchinbrook Hiking (An.Payne)	<input type="checkbox"/>	nom'd D.Beech	sec'd G.Davey
1/7/2017:	Cardwell & Hinchinbrook Tours (Am.Payne)	<input type="checkbox"/>	nom'd D.Beech	sec'd G.Davey
10/7/2017:	Brearely's Bakery (J&L.Brearely)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
11/7/2017:	Billy's Mobile Batteries & Solar (W.Whelan)	<input type="checkbox"/>	nom'd A.Payne	sec'd G.Davey
▪ All renewals for 2017-18				
30/6/2017:	Preferred Aviation Services P/L (G.Davey)	<input type="checkbox"/>	nom'd D.Beech	sec'd T.Ormonde
30/6/2017:	Australasian Aviation Resources P/L (G.Davey)	<input type="checkbox"/>	nom'd D.Beech	sec'd T.Ormonde
30/6/2017:	Cardwell Beachfront Motel (J&S.Arnold)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormond
30/6/2017:	Cardwell UFO Festival (T.Tyson)	<input type="checkbox"/>	nom'd G.Davey	sec'd D.Beech
30/6/2017:	Hinchinbrook Island Cruises (D.Beech)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
30/6/2017:	Marine Hotel (T.McCoy)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
<i>unsigned:</i>	Cardwell & District Real Estate (K.Lockhart)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
1/7/2017:	Cardwell Ice Works (A.Brazier)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
1/7/2017:	Hinchinbrook Hiking (An.Payne)	<input type="checkbox"/>	nom'd D.Beech	sec'd G.Davey
1/7/2017:	Cardwell & Hinchinbrook Tours (Am.Payne)	<input type="checkbox"/>	nom'd D.Beech	sec'd G.Davey
4/7/2017:	BP Seaview Café & Deli (R.King)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
4/7/2017:	The Aroma Van (B.Schubert)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
5/7/2017:	The Lyndock (D.Murray)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
14/7/2017:	Cardwell By The Sea Diner (K.Chard-Tilles)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde



7. Motions on notice

- 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 for Ordinary, Honorary, and Life Memberships – past and present.
- There are two motions not required at the next General Meeting: Constitution clauses 6 (4) and (5) allow for additional levies and agreed contributions to be set.

8. General business

- Feedback invited from each Committee member, present or otherwise.
- At the chairperson's discretion, feedback invited from other members, guests and visitors.

9. Notice of motions

- None notified.

10a. Next Management Committee meeting

10b. Next General Meeting

- Likely to be after the next Management Committee meeting, depending on outstanding items and volunteer workload.
- A quorum of 15 financial members (either present in person, or by proxy, or by attorney, or other duly authorised representative) will be required to transact the business agenda of the meeting.

11. Meeting closure