

AGENDA for MANAGEMENT COMMITTEE MEETING
to be held on Tuesday 8 August 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
Cr Glenn Raleigh – Division 1 Councillor, Cassowary Coast Regional Council
- Apologies:** Cardwell Beachfront Motel* – Janet (out of town) and Steve Arnold (at work)

*member of the Chamber's new Management Committee

MAIN PURPOSE OF MEETING

- To process policies, position statements and by-laws.
- Report on progress in preparation for the Annual General Meeting
- Report on progress in preparation for the next 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 25/7 (initially pages 1 to 9 only) have been emailed separately to committee members.
- Currently no acceptable minutes of management meeting on 10/7.
- Motion required: to accept/amend/reject the draft version of the 25/7 meeting minutes.

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

- Motions carried at last meeting.
- Telescope on foreshore.
- For markets insurance policy, see agenda item 3c (ii).

2c. Business arising from minutes of previous General meetings

- Currently no acceptable minutes of last general meeting held on 30/5.

3a. Relevant correspondence out

- 20/7/2017: email to Mission Beach Dropzone, confirming Cardwell's interest and cc to UFO Festival coord.
- Additional correspondence Out TBA – see meeting minutes for list.

3b. Relevant correspondence in – PO Box 14 cleared c.o.b. 8/8

- 24/7/2017: email from Mission Beach Dropzone, awaiting proposal from UFO Festival coordinator.
- Additional correspondence In TBA – see meeting minutes for list.



3c. Business arising from correspondence

- (i) Written complaint received about a representative of a Chamber member.
- (ii) Cancellation of markets insurance and refund of unused portion of premium.
- (iii) NBN presentation in August.
- (iv) Montagu family visit to Hinchinbrook Island.
- (v) TCT report from Kathy Sheahan. TCT representation in 2017-18 for discussion. Dean Beech replaced Janet Arnold, and Kathy Sheahan became an additional rep for Cardwell.
- (vi) CCED representation in 2017-18 for discussion. Gareth and Christine Ihle were the original reps (foundation members) for Cardwell in 2016-17.
- (vii) On 27/7/2017 Gareth formally served notice on the previous Secretary of the Chamber requisitioning a Special Management Meeting, to be held before the end of the financial year to deal with unconstitutional membership issues. Gareth had verified there was a quorum of management committee members available in Cardwell at the end of the meeting's 3-day notice period. That meeting was not called (a different meeting was held instead on 10/7/2017) and his request is technically still outstanding.

As a result of the Chamber's most recent Management Committee meeting on 25/7/2017, all those constitutional issues have been satisfactorily dealt with. Gareth therefore formally withdraws his request to the Chamber for a Special Management Meeting, and thanks members of the current committee for addressing the issues of concern.
- (viii) For invoices received, see agenda item 4b.
- (ix) For memberships, see agenda item 6.

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

- a) Monthly bank statements from Bendigo Bank will be available at the meeting. There are three bank accounts at the Bendigo Bank. All have credit balances as at c.o.b. on 7/8/2017:
 1. 633-000 133482976 Statement account: \$2855.07 – General business transactions, membership fees.
 2. 633-000 159651538 Savings account: \$72.52 – For untasked income, e.g. foreshore telescope.
 3. 633-000 159653559 Savings account: \$1.00 – For tasked income, e.g. jetty foreshore improvements.

TRANSACTIONS FOR KIRRAMA RANGE/SULLIVAN'S TRACK

- 28/11/2014: -\$500.00 cash chq000103 paid for road opening
 - 19/2/2015: +\$464.00 cash received for t-shirts* (in deposit book)
 - 20/2/2015: -\$2305.00 EFT payment for 57 t-shirts*
 - 10/6/2015: -\$529.00 chq000107 paid to purchase Stihl HS45-450 hedge trimmer *
 - 3/8/2015: +\$1368.00 deposited from t-shirt sales* (in deposit book)
 - 10/8/2015: -\$598.00 chq000109 paid to purchase Stihl MS170 chainsaws *
 - 2/11/2015: -\$156.00 chq000111 paid for 3 chainsaw blades, chairs*
 - 30/6/2016: +\$815.00 deposited from t-shirt sales* (in deposit book)
 - 3/8/2016: +\$192.10 donation to Chamber from Cardwell Newsagency (in deposit book)
 - 16/8/2016: -\$164.71 chq000119 paid for oil, spark plugs, filters*
 - 20/10/2016: -\$252.50 chq000121 paid for chainsaw bars*
 - 6/3/2017: +\$395.00 deposited from shirt sales* (in deposit book)
 - 31/5/2017: -\$349.00 EFT paid to purchase Stihl HS45-450 hedge trimmer *
 - 5/7/2017: -\$1000.00 EFT twice! invoice on file from Blusport to prepare funding application
 - 5/7/2017: +\$500.00 EFT duplicate payment to Blusport refunded.
- BALANCE SINCE 28/11/2014: **-\$2,120.11**



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

TRANSACTIONS FOR FISHING BROCHURE WITH GREAT GREEN WAY TOURISM INC.

19/2/2013: -\$5801.20 chq000084 paid for admin fees & Fishing Hinchinbrook brochure
 BALANCE SINCE 19/2/2013: **-\$5,801.20**

TRANSACTIONS FOR 2015 CARDWELL SACRED MOON FESTIVAL

8/7/2015: -\$7700.00 chq 000106 paid to Little Carrot Productions
 BALANCE SINCE 8/7/2015: **-\$7,700.00**

TRANSACTIONS FOR CARDWELL MOUNTAIN BIKE (MTB) TRAIL GRANT APPLICATION

10/7/2017: -\$3000.00 chq000135 donation to Cassowary Coast Multisport Club Inc.
 BALANCE SINCE 10/7/2017: **-\$3,000.00**

TRANSACTIONS FOR 2016 UFO FESTIVAL

31/5/2016: +\$3000.00 contribution (ref 022739) from CCRC
 12/7/2016: -\$110.00 chq000117 paid for hire of hall
 12/7/2016: -\$1185.77 chq 000118 paid for beverages

TRANSACTIONS FOR 2017 UFO FESTIVAL

10/7/2017: -\$1329.00 chq000134 paid to Festival, relinquishing Chamber-sponsored markets

TRANSACTIONS FOR 2015 CHRISTMAS CAROLS AT THE JETTY

10/12/2015: -\$64.90 chq000112 paid for bread
 10/12/2015: -\$587.85 chq000113 paid for butchery & soft drinks
 10/12/2015: -\$134.29 chq000114 paid for soft drinks
 25/11/2015: -\$281.95 EFT paid for battered candles
 24/12/2015: +\$1100.00 contribution (ref 020327) from CCRC
 BALANCE SINCE 10/12/2015: **+\$31.01**

TRANSACTIONS FOR 2016 CHRISTMAS CAROLS AT THE JETTY

24/11/2016: -\$285.20 EFT paid for battered candles, to Light Up My Life invoice 39795
 19/12/2016: +\$1100.00 contribution (ref 026679) from CCRC per Community Assistance Scheme
 21/12/2016: -\$90.00 chq000123 paid for lollies, to 'Cardwell Pool' invoice 33
 21/12/2016: -\$73.56 chq000124 paid for soft drink, to Christine Ihle no invoice found
 21/12/2016: -\$93.00 chq000125 paid for soft drink and ice, to Jenny Green no invoice found
 8/2/2017: -\$44.25 EFT paid for breads, to Sweet Surprise Bakery invoice 1317
 7/3/2017: -\$274.54 chq000126 paid for butchery, to Cardwell Butchery invoice 94
 10/7/2017: -\$1000.00 chq000136 paid to CCRC, refunding contribution
 BALANCE SINCE 24/11/2016: **-\$760.51**

TRANSACTIONS FOR JETTY SHADE SAILS PROJECT

27/4/2017: +\$1867.20 from Barra Raffle (category 2 game)
 2/5/2017: +\$863.10 from Barra Raffle (category 2 game)
 11/7/2017: -\$2730.30 chq000132 donation to Cardwell Sportfishing Club Inc
 BALANCE SINCE 27/4/2017: **\$0.00**

TRANSACTIONS FOR TAX OBLIGATIONS

7/4/2016: +\$876.00 from ATO
 7/4/2016: +\$1319.73 from ATO
 2/11/2016: +\$828.00 from ATO
 BALANCE SINCE 7/4/2016: **+\$3,023.73**



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

EXPENDITURE ON INSURANCES

17/6/2015:	<input checked="" type="checkbox"/>	-\$810.00 EFT to Resilium Insurance Brokers
26/6/2015:	<input checked="" type="checkbox"/>	-\$530.00 EFT to Resilium Insurance Brokers
26/6/2015:	<input checked="" type="checkbox"/>	-\$275.00 EFT to CCIQ inv.SI-113684 for membership & access to insurance products
9/3/2016:	<input checked="" type="checkbox"/>	-\$239.80 EFT to Austcover inv.M0006146 for 2x markets liability cover
18/7/2016:	<input checked="" type="checkbox"/>	-\$145.00 EFT to Resilium Insurance Brokers inv.151913 for voluntary workers
18/7/2016:	<input checked="" type="checkbox"/>	-\$280.00 EFT to Resilium Insurance Brokers inv.151898 for management liability
18/7/2016:	<input checked="" type="checkbox"/>	-\$450.00 EFT to Resilium Insurance Brokers inv.151892 for public & products liability
12/1/2017:	<input checked="" type="checkbox"/>	-\$70.00 EFT to Resilium Insurance Brokers inv.286141 for public & products liability
BALANCE SINCE 17/6/2015:		-\$2,799.80

EXPENDITURE ON ADVERTISING

29/4/2015:	<input checked="" type="checkbox"/>	-\$1200.00 EFT to 4KZ/Coastal Broadcasters
25/11/2015:	<input checked="" type="checkbox"/>	-\$492.00 EFT to 4KZ/Coastal Broadcasters
21/1/2016:	<input checked="" type="checkbox"/>	-\$375.00 EFT to 4KZ/Coastal Broadcasters
21/2/2016:	<input checked="" type="checkbox"/>	-\$375.00 EFT to 4KZ/Coastal Broadcasters
21/3/2016:	<input checked="" type="checkbox"/>	-\$375.00 EFT to 4KZ/Coastal Broadcasters
21/4/2016:	<input checked="" type="checkbox"/>	-\$375.00 EFT to 4KZ/Coastal Broadcasters
21/5/2016:	<input checked="" type="checkbox"/>	-\$375.00 EFT to 4KZ/Coastal Broadcasters
27/6/2016:	<input checked="" type="checkbox"/>	-\$750.00 EFT to 4KZ/Coastal Broadcasters
BALANCE SINCE 29/4/2015:		-\$4,317.00

EXPENDITURE ON BANKING CHARGES

1/3/2015:	<input checked="" type="checkbox"/>	-\$4.00 transaction fees from general account
16/4/2015:	<input checked="" type="checkbox"/>	-\$40.00 (cash withdrawal) from general account for 2 security tokens
1/5/2015:	<input checked="" type="checkbox"/>	-\$4.25 transaction fees from general account
1/6/2015:	<input checked="" type="checkbox"/>	-\$1.40 transaction fees from general account
1/7/2015:	<input checked="" type="checkbox"/>	-\$1.90 transaction fees from general account
1/8/2015:	<input checked="" type="checkbox"/>	-\$2.20 transaction fees from general account
1/9/2015:	<input checked="" type="checkbox"/>	-\$2.10 transaction fees from general account
1/10/2015:	<input checked="" type="checkbox"/>	-\$1.80 transaction fees from general account
1/12/2015:	<input checked="" type="checkbox"/>	-\$2.20 transaction fees from general account
1/1/2016:	<input checked="" type="checkbox"/>	-\$3.50 transaction fees from general account
1/2/2016:	<input checked="" type="checkbox"/>	-\$1.10 transaction fees from general account
1/3/2016:	<input checked="" type="checkbox"/>	-\$1.20 transaction fees from general account
1/4/2016:	<input checked="" type="checkbox"/>	-\$0.80 transaction fees from general account
1/5/2016:	<input checked="" type="checkbox"/>	-\$2.60 transaction fees from general account
1/6/2016:	<input checked="" type="checkbox"/>	-\$4.00 transaction fees from general account
1/7/2016:	<input checked="" type="checkbox"/>	-\$3.10 transaction fees from general account
1/8/2016:	<input checked="" type="checkbox"/>	-\$3.80 transaction fees from general account
1/10/2016:	<input checked="" type="checkbox"/>	-\$2.10 transaction fees from general account
1/11/2016:	<input checked="" type="checkbox"/>	-\$2.10 transaction fees from general account
1/12/2016:	<input checked="" type="checkbox"/>	-\$1.80 transaction fees from general account
1/1/2017:	<input checked="" type="checkbox"/>	-\$0.70 transaction fees from general account
1/2/2017:	<input checked="" type="checkbox"/>	-\$1.80 transaction fees from general account
1/3/2017:	<input checked="" type="checkbox"/>	-\$0.40 transaction fees from general account
1/4/2017:	<input checked="" type="checkbox"/>	-\$0.70 transaction fees from general account
1/5/2017:	<input checked="" type="checkbox"/>	-\$1.40 transaction fees from general account
1/6/2017:	<input checked="" type="checkbox"/>	-\$3.55 transaction fees from general account
1/7/2017:	<input checked="" type="checkbox"/>	-\$0.40 transaction fees from general account



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

EXPENDITURE ON INCORPORATED ASSOCIATION REGISTRATION FEES

4/9/2014: -\$48.25 chq000102 paid to Office of Fair Trading
 20/10/2015: -\$99.90 chq000110 paid to Office of Fair Trading
 20/10/2016: -\$51.70 chq000120 paid to Office of Fair Trading
 BALANCE SINCE 4/9/2014: **-\$199.85**

INCOME FROM BANK INTEREST

1/1/2015: +\$0.70 into general account
 1/2/2015: +\$0.70 into general account
 1/3/2015: +\$0.60 into general account
 1/4/2015: +\$0.59 into general account
 1/5/2015: +\$0.59 into general account
 1/6/2015: +\$0.69 into general account
 1/7/2015: +\$1.14 into general account
 1/8/2015: +\$0.61 into general account
 1/9/2015: +\$0.64 into general account
 1/10/2015: +\$0.61 into general account
 1/11/2015: +\$0.64 into general account
 1/12/2015: +\$0.63 into general account
 1/1/2016: +\$0.63 into general account
 1/2/2016: +\$0.64 into general account
 1/3/2016: +\$0.63 into general account
 1/4/2016: +\$0.59 into general account
 1/5/2016: +\$0.63 into general account
 1/6/2016: +\$0.21 into general account
 1/7/2016: +\$0.35 into general account
 1/8/2016: +\$0.15 into general account
 1/9/2016: +\$0.03 into general account
 1/10/2016: +\$0.00 into general account
 1/11/2016: +\$0.00 into general account
 1/12/2016: +\$0.11 into general account
 1/1/2017: +\$0.22 into general account
 1/2/2017: +\$0.21 into general account
 1/3/2017: +\$0.24 into general account
 1/4/2017: +\$0.28 into general account
 1/4/2017: +\$0.09 into markets account
 1/5/2017: +\$0.28 into general account
 1/5/2017: +\$0.19 into markets account
 1/6/2017: +\$0.37 into general account
 1/6/2017: +\$0.41 into markets account
 1/7/2017: +\$0.34 into general account
 1/7/2017: +\$0.62 into markets account



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

INCOME FROM COIN-OPERATED TELESCOPE ON FORESHORE

13/11/2014:	<input type="checkbox"/>	+\$786.00 banked (not in deposit book)
19/2/2015:	<input type="checkbox"/>	+\$388.00 banked (not in deposit book)
22/4/2015:	<input checked="" type="checkbox"/>	+\$82.00 banked (in deposit book)
5/5/2015:	<input checked="" type="checkbox"/>	+\$110.00 banked (in deposit book)
4/8/2015:	<input type="checkbox"/>	+\$338.00 banked (not in deposit book)
2/11/2015:	<input checked="" type="checkbox"/>	+\$428.00 banked (in deposit book)
19/1/2016:	<input checked="" type="checkbox"/>	+\$298.00 banked (in deposit book)
10/6/2016:	<input checked="" type="checkbox"/>	+\$446.00 banked (in deposit book)
26/9/2016:	<input checked="" type="checkbox"/>	+\$396.00 banked (in deposit book, plus a membership fee of \$66.00)
6/3/2017:	<input checked="" type="checkbox"/>	+\$306.00 banked (in deposit book)
27/7/2017:	<input checked="" type="checkbox"/>	+\$72.00 banked (cash bank receipt)
BALANCE SINCE 13/11/2014:		+\$3,650.00

EXPENDITURE WHILST CHAMBER INACTIVE ('CARETAKER' MODE) – 10/3/2014 TO 17/2/2015

14/3/2014:	<input type="checkbox"/>	-\$107.00 chq000092 to Australia Post
14/3/2014:	<input type="checkbox"/>	-\$52.70 chq000093 to Cardwell Fresh Fruit & Veg
14/3/2014:	<input type="checkbox"/>	-\$800.00 chq000095 to Dragonfly Cottage (letter on file)
20/3/2014:	<input type="checkbox"/>	-\$1024.00 chq000096 to Dragonfly Cottage (letter on file)
30/6/2014:	<input type="checkbox"/>	-\$265.00 chq000097 for CCIQ membership
5/8/2014:	<input type="checkbox"/>	-\$430.60 chq000099 for Austcover insurance
18/8/2014:	<input type="checkbox"/>	-\$13026.00 chq000100 to Cardwell & District Community Futures Forum Inc
4/9/2014:	<input type="checkbox"/>	-\$5500.00 chq000101 to Great Green Way Tourism Inc
4/9/2014:	<input type="checkbox"/>	-\$48.25 chq000102 to Office of Fair Trading
28/11/2014:	<input type="checkbox"/>	-\$500.00 chq000103 cash donation to Kirrama Range Road opening
BALANCE SINCE 14/3/2014:		-\$21,753.55

b) *PHYSICAL ASSETS REGISTER – details below subject to change as discovery continues, E&OE

1.	1 x SeeCoast Mark I telescope (20x lens, 360° stand) s/n BF2062, Feb/2012	location: foreshore
2.	58 x Kirrama Range t-shirts, 16/2/2015 [minus those sold since then]	location: Post Office
3.	1 x Stihl HS45-450 hedge trimmer s/n 807417233, 10/6/2015	location: C.Ihle
4.	2 x Stihl MS170 chainsaws s/n 807177164 & 807177174, Hunts Tully 6/8/2015	location: C.Ihle
5.	2 x 760mm x 3660mm banners with eyelets, Vistaprint 18/6/2015	location: M.Sheahan
6.	1 x BBQ with 2 x gas bottles, from CDCA 11/12/2015	location: M.Sheahan
7.	4 x 3m x 3m marquees, from CDCA 11/12/2015	location: M.Sheahan
8.	6 x tables, from CDCA 11/12/2015	location: M.Sheahan
9.	2 x power boards on loan from CCRC, from CDCA 11/12/2015	location: M.Sheahan
10.	2 x 3.5m feather banners with water bags, from Banner Online 18/2/2016	location: M.Sheahan
11.	1 x Stihl HS45-450 hedge trimmer s/n 811202758, 31/5/2017	location: C.Ihle
12.	1 x parking sign (for Marine Hotel-Motel fence), 22/5/2017	location: P.Gruber

4b. Paid accounts and accounts for ratification

- **1/7/2017:** Invoice from CCIQ \$275.00, plus **Insurance renewal forms from Resilium Insurance Broking.**
- **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 income and expenditure budget – subject to updates during discovery process

- 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 Resilium Insurance products.
- Annually: -\$900.00 to Resilium Insurance Broking, for management insurance products.
- Annually: +\$1320.00 from 20 membership renewals.
- Annually: +\$500.00 from ATO, for GST payments.
- Annually: +\$5.00 from Bendigo Bank, for Savings accounts interest.
- Monthly: -\$5.00 to Bendigo Bank, for Savings accounts fees.
- Monthly: +\$100.00 from foreshore coin-operated telescope.

5. Subcommittee and other reports

- Constitution Compliance & Review sub-committee – Gareth to report.
- Town Map sub-committee – Gareth and Janet to report, including meeting with Richard Blanchette of Cassowary Coast Regional Council on 28/7/2017.
- Member Services sub-committee – Mandy and Gareth to report, including meeting with Jeff Coward of the Cassowary Coast Multisport Club Inc on 1/8/2017.

6a. Admission and rejection of membership applications

In February this year the Chamber received a signed, nominated and seconded membership application from Kaylea Chard-Tilles on behalf of her business *Cardwell By The Sea Diner*. It was acknowledged at the Chamber's general meeting on 7/3/2017, and a letter from the previous Secretary had been sent to Kaylea welcoming her as a member of the Chamber. A review of the membership register on 29/7/2017 could not reconcile a Joining Fee with bank statements, and the Secretary contacted Kaylea to pay both the Joining and Annual fees due in 2017 – this has since been effected and confirmed. Tonight's management meeting needs to formally admit Kaylea to membership of the Chamber. [Constitution clauses 5 (2) and 7 (1)]

The Secretary/Treasurer wishes to elaborate on the anomaly in Kaylea's membership, in relation to this statement he made in the 14/7/2017 meeting minutes: *"It was also noted by the chair that all attendees, and those who had provided letters of support/availability, were financial members of the Chamber."* The Secretary/Treasurer advises the committee tonight that his assessment on 14/7/2017:

- relied on the former Secretary's letter referred to above,
- its recording of the membership application at the 7/3/2017 general meeting, and
- that access to the Chamber's bank accounts was not available to current officeholders at the time the 14/7/2017 committee meetings were held in order to crosscheck.

The Secretary/Treasurer also advises the committee that decisions made by Kaylea whilst on the management committee have been valid and effective, in accordance with clause 17 of the Chamber's constitution.

6b. Review of membership register

The Chamber's constitution requires a number of things to occur before a business can be considered by the management committee for admittance as a member. The application must be:

- in writing and in a form prescribed by the management committee;
- signed by the applicant, and his/her proposer, and his/her seconder;
- accompanied by the joining fee and any annual fee for the current year; and
- lodged with the Secretary of the Chamber.



6b. Review of membership register *cont'd*

The reports below show the status of the membership register at the end of July 2017. The symbology used is:

- completed correctly
- incomplete by the proposer and/or seconder
- incomplete by the applicant
- inadmissible due to non-payment
- yet to be coded.

Grey text means the applicant has been listed on previous meeting agendas/minutes.

REPORT NO.1: FOR THE 2014-15 FINANCIAL YEAR

APPLICATION FORMS FOUND ON FILE

17/2/2015:	Cardwell Pool (M&K.Sheahan) <i>unsigned</i>	<input checked="" type="checkbox"/>	nom'd R.Boothey	sec'd M.Jensen
17/2/2015:	Cardwell Real Estate (R.Boothey/F.Percival)	<input checked="" type="checkbox"/>	nom'd K.Sheahan	sec'd M.Jensen
18/2/2015:	Harrison H Duncan <i>Note: No ABN or business</i>	<input checked="" type="checkbox"/>	nom'd M.Sheahan	sec'd C.Ihle
24/2/2015:	Sweet Surprise Bakery (J.Patch)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
3/3/2015:	Cardwell Newsagency (P.Gruber)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
16/3/2015:	Cassabella By The Sea (L.Rainey)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
16/3/2015:	Cardwell Post Office (G.Smith)	<input checked="" type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan?
20/3/2015:	Cardwell & District Real Estate (K.Lockhart)	<input checked="" type="checkbox"/>	nom'd M.Sheahan	sec'd C.Ihle
21/4/2015:	The Dragonfly Cottage (T&N.Ormonde)	<input checked="" type="checkbox"/>	nom'd C.Ihle?	sec'd M.Sheahan?
27/4/2015:	Master Bait & Tackle (R.Manning)	<input checked="" type="checkbox"/>	nom'd C.Ihle?	sec'd <i>unclear</i>
28/3/2015:	Cardwell Butchery (C.Ihle)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
18/4/2015:	Cardwell Sacred Moon Festival (K.Brown)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
19/5/2015:	Russell Jensen Plumbing & Gas (S.Jensen)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?

NO APPLICATION FORM FOUND ON FILE

Cardwell Beachcomber Motel & Tourist Park, Seaview Deli Café.

REPORT NO.2: FOR THE 2015-16 FINANCIAL YEAR

APPLICATION FORMS FOUND ON FILE

24/6/2015:	Cardwell Beachfront Motel (J&S.Arnold)	<input checked="" type="checkbox"/>	nom'd T.Ormonde	sec'd <i>unclear</i>
24/6/2015:	Kookaburra Holiday Park (R.Schafer)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
25/6/2015:	Hinchinbrook Real Estate (L.Hallam)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
29/6/2015:	Gas & Steel (M.Rice)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
29/6/2015:	Ingham Family Medical Practice (M&B.Scott)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
1/7/2015:	Australasian Aviation Resources P/L (G.Davey)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
6/7/2015:	Cardwell Sportfishing Club (M.Hoare/R.Manning)	<input checked="" type="checkbox"/>	nom'd K.Sheahan	sec'd M.Sheahan
15/8/2015:	Jane C Emerson (J.Emerson)	<input checked="" type="checkbox"/>	nom'd M&K.Sheahan	sec'd <i>unclear</i>
18/8/2015:	Cardwell Traders (M.Jensen)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
18/8/2015:	Marine Hotel (T.McCoy)	<input checked="" type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan
20/8/2015:	Ob La Di (R.Smith)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
22/8/2015:	Nev Milne (N.Milne)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
24/8/2015:	Cardwell At The Beach (M.Nulley)	<input checked="" type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan
26/8/2015:	Absolute North Charters (J.Schmidt)	<input checked="" type="checkbox"/>	nom'd K.Sheahan	sec'd M.Sheahan
2/9/2015:	The Hair Boutique on Victoria (M.Bakon)	<input checked="" type="checkbox"/>	nom'd K.Sheahan	sec'd M.Sheahan
21/9/2015:	Port Hinchinbrook Accom (P.Butler)	<input checked="" type="checkbox"/>	nom'd M.Sheahan	sec'd <i>unclear</i>
24/9/2015:	The Aroma Van (B.Schubert)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan
19/10/2015:	Member For Hinchinbrook (A.Cripps MP)	<input checked="" type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan

NO APPLICATION FORM FOUND ON FILE

Cardwell Care, Bendigo Bank, Cardwell Refrigeration & Air Conditioning, Beech Marine.



6b. Review of membership register *cont'd*

REPORT NO.3: FOR THE 2016-17 FINANCIAL YEAR

APPLICATION FORMS FOUND ON FILE

2/6/2016: Vivia Café & Bar P/L (S&T.Duncan)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
10/8/2016: Cassowary Coast Multisport Club (J.Coward)	<input checked="" type="checkbox"/>	nom'd J.Coward	sec'd A.House
12/8/2016: Jenifer Green <i>Note: No ABN or business</i>	<input checked="" type="checkbox"/>	nom'd M.Sheahan	sec'd C.Ihle
16/9/2016: Cardwell Automotive & Towing (K.Chislett)	<input checked="" type="checkbox"/>	nom'd M.Sheahan	sec'd <i>unclear</i>
5/10/2016: Cardwell Ice Works (A.Brazier)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd <i>blank</i>
20/10/2016: The North QLD Newspaper Co (S.Darwen)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd K.Sheahan
21/10/2016: Cardwell Pharmacy (H.Sampson)	<input checked="" type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan?
20/1/2017: AirConKleen Cassowary Coast (K.Miller)	<input checked="" type="checkbox"/>	nom'd C.Ihle	sec'd G.Davey
23/2/2017: Cardwell By The Sea Diner (K.Chard-Tilles)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
1/3/2017: Preferred Aviation Services P/L (G.Davey)	<input checked="" type="checkbox"/>	nom'd M.Sheahan	sec'd <i>blank</i>

NOTIFIED RESIGNATIONS (DATE OF RESIGNATION SHOWN)

2/11/2016: Master Bait & Tackle (R.Manning)	by email
4/7/2017: Cardwell Real Estate (R.Boothey)	conversation and email
11/7/2017: Cardwell Newsagency (P.Gruber)	by email and conversation
20/7/2017: Absolute North Charters (J.Schmidt)	by emails and SMSs

REPORT NO.4: FOR THE 2017-18 FINANCIAL YEAR

APPLICATION FORMS FOUND ON FILE

1/7/2017: Hinchinbrook Hiking (An.Payne)	<input checked="" type="checkbox"/>	nom'd D.Beech	sec'd G.Davey
1/7/2017: Cardwell & Hinchinbrook Tours (Am.Payne)	<input checked="" type="checkbox"/>	nom'd D.Beech	sec'd G.Davey
10/7/2017: Brearley's Bakery (J&L.Brearley)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
11/7/2017: Billy's Mobile Batteries & Solar (W.Whelan)	<input checked="" type="checkbox"/>	nom'd A.Payne	sec'd G.Davey
25/7/2017: The Jensen Family Partnership (Mi.Jensen)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd Ma.Jensen

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. The committee has decided on a 21 day AGM notice period.
- 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

- (i) Feedback invited from each Committee member, whether present or not.
- (ii) At the chairperson's discretion, feedback invited from other members, guests and visitors. It is understood that Cr Glenn Raleigh plans to attend and will be able to discuss with us:
 - The Council's policy on RV-friendliness for the Cassowary Coast and how compatible Cardwell is or needs to be with that policy.
 - The Council's policy on signing memoranda of understanding (MOUs) with business associations on the Cassowary Coast, noting that the Innisfail Chamber and CCED Inc have already signed.



8. General business *cont'd*

- Council's plans for improving the usability of Bowen Street and Balliol Street in Cardwell, noting the Chamber's correspondence to and from Council regarding Balliol Street in response to a previous general meeting item.
- The Council's plans for the Cardwell jetty and foreshore, and what components the Chamber and/or Sportfishing Club are and are not contributing to.
- Plans for Mountain Bike (MTB) Trails at local and regional level. Local involvement, participation and engagement.
- Ongoing monitoring and maintenance of access roads such as Kirrama Range Road. From the Council's point of view, what is the difference between a gazetted and non-gazetted road when it comes to maintenance and repairs?

9. Notice of motions

None notified.

10a. Next Management Committee meeting

A quorum of 4 financial management committee members will be required to transact the business agenda of the 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