

**Confirmed MINUTES of MANAGEMENT COMMITTEE MEETING**  
**held on Tuesday, 25 July 2017**

**Meeting time:** 5.30pm

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

**Attendees from:**

Cardwell & Hinchinbrook Tours*	<b>Amanda Payne</b>	Officeholder: President
Australasian Aviation Resources Pty Ltd   SkyRentals*	<b>Gareth Davey</b>	Officeholder: Secretary/Treasurer Sub-committees: Constitution Compliance & Review, Town Map Representative: Cassowary Coast Economic Development Inc, Community Disaster Plan, local aerodromes
Cardwell Beachfront Motel*	<b>Janet Arnold</b> (from 6.19 pm to 7.14 pm due to business commitments)	
Cardwell By The Sea Diner*	<b>Kaylea Chard-Tilles</b>	Venue provider
Cardwell Traders*	<b>Mandy Jensen</b>	Sub-committee: Member Services
Ob la di*	<b>Robyn Smith</b>	

**Apologies:**

Vivia Café & Bar Pty Ltd*	<b>Sharryn Duncan</b>	Out of town
	<b>Terry Duncan</b>	
Cardwell Beachfront Motel*	<b>Steve Arnold</b>	Out of town

\*members of the Management Committee

**Minuted by:** Gareth Davey

**PURPOSE OF MEETING**

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

**TOPICS DISCUSSED**

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| <ol style="list-style-type: none"> <li>1. Meeting opening</li> <li>2a. Minutes of previous meeting</li> <li>2b. Business arising from meeting minute             <ol style="list-style-type: none"> <li>(i) Motions</li> <li>(ii) Media exposure</li> <li>(iii) Promoting Cardwell</li> <li>(iv) Foreshore coin-operated telescope</li> <li>(v) Condition of Kirrama Range Road</li> <li>(vi) RV-friendliness of Cardwell</li> <li>(vii) Invitation to Cr Glenn Raleigh</li> <li>(viii) Letters to new members</li> </ol> </li> <li>3. Correspondence out/in/business arising             <ol style="list-style-type: none"> <li>(i) NBN presentation for Cardwell</li> <li>(ii) Montagu Family visit</li> <li>(iii) Committee communications</li> </ol> </li> <li>4a. Treasurer's Report             <ol style="list-style-type: none"> <li>(i) Bank account signatories</li> <li>(ii) Petty cash</li> <li>(iii) Bank statements</li> <li>(iv) Physical assets register</li> </ol> </li> <li>4b. Paid accounts and accounts for ratification</li> <li>4c. Annual income and expenditure budget</li> </ol> | <ol style="list-style-type: none"> <li>5a. Constitution Compliance &amp; Review sub-committee</li> <li>5b. New Town Map sub-committee</li> <li>5c. Other sub-committees</li> <li>6a. Admission and rejection of membership applications             <ul style="list-style-type: none"> <li>• New application: Jensen Family Partnership</li> </ul> </li> <li>6b. Review of membership register             <ul style="list-style-type: none"> <li>• Report 1 – Notified resignations</li> <li>• Report 2 – Applications without a joining fee</li> <li>• Report 3 – No application form found on file</li> <li>• Report 4 – Application forms found on file</li> <li>• Report 5 – Renewals for 2017-18 financial year</li> <li>• Formal admittance of applicants</li> </ul> </li> <li>7. Motions on notice</li> <li>8. General business             <ol style="list-style-type: none"> <li>(i) Street signage</li> <li>(ii) Beautification of Cardwell</li> <li>(iii) Future viability of IGA in Cardwell</li> <li>(iv) Port Hinchinbrook boat ramp</li> <li>(v) Tropical Coast Tourism (TCT)</li> <li>(vi) New tourist attraction for Cardwell</li> </ol> </li> <li>9. Notice of motions</li> <li>10. Next meetings</li> </ol> |
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## 1. Meeting opening

- (i) Opened at 5.33pm by President and chairperson Amanda Payne. [Constitution clause 15 (7)]
- (ii) It was noted by the chair that, under the Chamber's constitution, a quorum of four financial Management Committee members is required to conduct such a meeting. The meeting was declared as properly constituted. [Constitution clause 15 (3)]
- (iii) The chair thanked everyone for their enthusiastic attendance and commenced dealing with the business items as per the agenda distributed prior to the opening of the meeting.

## 2a. Minutes of previous Management Committee Meeting

Draft minutes of the Management Meeting held on 18/7/2017 had been distributed prior to the opening of the meeting. The meeting was satisfied with the accuracy of the draft minutes. [Constitution clause 24 (10)]

**MOTION:** That the draft minutes of the Chamber's Management Committee meeting held on 18/7/2017 be published as a true and correct record.

**Proposer:** Mandy Jensen. **Seconder:** Robyn Smith. **Result:** Carried without dissent.

**Action:** Gareth to send the confirmed version to all financial members, upload it to the Chamber's website, and post a link on the Chamber's Facebook page.

Note: All available meeting notices, agendas and minutes are being progressively published on the Chamber's website at [www.cardwellchamber.com/documents](http://www.cardwellchamber.com/documents) .

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

- (i) **MOTIONS:** Almost all of the motions passed at the previous Management Committee meeting on 18/7/2017 [viz. minuted items 2a, 2b (b), 2b (c), 4a (d), 5 (d), and 6 (b)] have been actioned. Minuted items 4a (c) and 4b (a) are pending.
- (ii) **MEDIA EXPOSURE:** An article about the Chamber was published in The Innisfail Advocate on 22 July (page 2) – see below. [Constitution clause 3 (18)(e)]

SATURDAY JULY 22 2017 • \$1.40 (inc GST) facebook.com/innadvocate twitter.com/innadvocate

# Innisfail advocate

## New Cardwell Chamber after resignations

THE Cardwell Chamber of Commerce has a new management committee after the resignation of the previous committee last week.

Former president Mark Sheahan said in an email to chamber members, the resignations were because of allega-

tions he and vice president Kathy Sheahan were supporting a business that was "degrading" Cardwell.

"This accusation proved to be unfounded, however following this a continuation of allegations were made suggesting that the Chamber was

not 'being run properly' and not 'acting in the best interests of all members,'" he said.

"Since it was clear some members appeared to want the Chamber to move in a 'different' direction I, along with Kathy Sheahan (vice president), Jenny Green (Sec-

retary), Chris Ihle (treasurer), Phil Gruber (committee member) and Thea Ormonde (committee member) tendered our resignations effective immediately."

The new management committee was announced on Saturday and consists of president

Amanda Payne, secretary and treasurer Gareth Davey, Janet Arnold, Kaylea Chard-Tilles, Sharryn Duncan, Mandy Jensen and Robyn Smith.

The new committee will see the Chamber's operations through to its AGM, to be held in August or September.

The Innisfail Advocate, 22 July, page 2

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

Another article was published in The Herbert River Express newspaper on 22 July (news page 8) – see below. [Constitution clause 3 (18)(e)]

**08 NEWS**
SATURDAY JULY 22 2017

# Cardwell

HOW TO SEND YOUR CARDWELL NEWS TO US

**@** EMAIL  
hrc@news.com.au

**f** FACEBOOK  
facebook.com/hrexpress

## Chamber installs fresh committee for future

**In brief**

**MP LOVES MARKETS**  
HINCHINBROOK MP Andrew Cripps is urging people to check out the Cardwell Jetty Markets after recently attending them. He said in his electorate report that the jetty and Cardwell Coral Sea Park markets were both great attractions for visitors and locals and worth a visit.

**PETER AND WOLF A MUSICAL ADVENTURE**  
CARDWELL residents can purchase tickets to attend the Queensland Symphony Orchestra's musical adventure *Peter and the Wolf* in Innisfail next week. The orchestra is performing at the Innisfail Shire Hall on Thursday, July 27 at 6pm. Tickets are available from the Cardwell Library.

**REGISTER YOUR DOG**  
RESIDENTS are being reminded it is dog registration time. New and existing dog owners who have not received a renewal notice by July 24 are advised to contact the Cassowary Coast Council on 1300 763 903 or visit the Cardwell customer service centre to complete a registration application. Mayor John Kremastos said all dogs over three months needed to be registered, in line with the State Government's animal management legislation.

**COMPLAINTS WELCOMED**  
LOCAL councils have welcomed the Palaszczuk Government's plans to overhaul the system that manages complaints against sitting councillors but will insist the new proposals deserve careful scrutiny. Local Government Association of Queensland chief executive Greg Hallam said it was heartening that the government has accepted many of the recommendations of the independent Councillor Complaints Review. He said the LGAQ accepted the thrust of the proposed changes and, indeed, argued for many of them.

**BUSINESS/ Lillian Altman**

CARDWELL Chamber of Commerce has a new look after the committee was whittled down to just one member after six members resigned in mid-July.

The committee was in caretaker mode until new members were welcomed last week.

Chamber secretary Gareth Davey said the new committee, under the management of president Amanda Payne, would operate through to the annual general meeting, in August or September.

In an email sent to Cardwell Chamber last Thursday, Mr Davey thanked outgoing president Mark Sheahan and the other previous committee members for their "significant contributions."

"I am the sole remaining member of the chamber's management committee," Mr Davey told the committee.

"I have not resigned; in fact, quite the opposite.

"Members have expressed a view that the chamber should continue to fully function in the lead up to the AGM. With their support I am invoking Clause 13 (2) of the chamber's constitution to appoint a new management committee which will carry the association through to the AGM."

He said once those members were appointed the committee continued to process membership renewals, meet end-of-financial-year obligations and prepare for the AGM.

Nominations for officeholders were called to a meeting on

**"I am determined to make Cardwell's Chamber of Commerce bigger and better.**

AMANDA PAYNE, Cardwell Chamber.

Friday (July 14) where Ms Payne put forward her case for the presidency.

Ms Payne said she nominated herself for the position highlighting the vision she have for the chamber.

"As you are all aware, I am passionate about the region and I have invested considerable time into promoting the Cardwell region and businesses within it," Ms Payne said.

"I look forward to reviewing the projects and policies that the chamber currently has in place.

"I am determined to make Cardwell's Chamber of Commerce bigger and better. I will endeavour to do this by keeping existing members up-to-date with what is happening within the chamber.

"I understand that I will not be able to make everyone happy but I will be guarantee that the chamber will listen to issues that members and non-members have within our community."

Ms Payne, who owns Cardwell and Hinchinbrook Tours and Information, said she looked forward to "coming up with a plan of what we all think is important for the Cardwell community and how Cardwell can progress".



Cardwell Chamber of Commerce's newly appointed president Amanda Payne is eager to speak with the business community.  
Picture: SUPPLIED

The Herbert River Express

- (iii) **PROMOTING CARDWELL:** The Secretary/Treasurer met with three representatives from The Herbert River Express newspaper and spent several hours assisting them familiarise with Cardwell and possible contacts for regular news items. A photo shoot on the foreshore with the Chambers' officeholders was also conducted. [Constitution clause 3 (18)(e)]
- (iv) **FORESHORE COIN-OPERATED TELESCOPE:** The Treasurer reported that another attempt to open the telescope on the foreshore had been unsuccessful. Janet and Steve volunteered to try.



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

- (v) CONDITION OF KIRRAMA RANGE ROAD TO AND FROM BLENCOE FALLS: Amanda has provided Gareth with background material for the letter. Mandy will drive up and obtain photos.
- (vi) RV-FRIENDLINESS OF CARDWELL: Chamber by-laws are expected to be discussed in detail at the next Management Committee meeting. [Constitution clauses 2 and 25]
- (vii) INVITATION TO CR GLENN RALEIGH: The invitation was sent to his official CCRC email address on 22 July. [Constitution clause 3 (4)]
- (viii) LETTERS TO NEW MEMBERS: The Secretary has been reviewing all membership forms back to February 2015 to get a complete picture of every member's application and payment history. Letters to each past and present member will follow as soon as the last three financial years of membership records are documented and crosschecked with the bank statements.

## 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 & Geoff Patch (Sweet Surprise), thanking them for their memberships.
- 5/7/2017: emails to members Kathleen Brown, Marina Hoare, Mark Rice, Neville Milne, Russell Jensen, and...
- 10/7/2017: emails to members Jane Emerson, Ken Miller, Kellie Chislett, Stephen Darwen thanking them for their 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 Committee 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's president Pete Faulkner, advising apology for non-attendance at AGM.
- 19/7/2017: broadcast email to members, attaching minutes of 1<sup>st</sup> Management Committee meeting on 18/7.
- 20/7/2017: email from Chamber President to Beachfront Motel, requesting article on Montagu 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.
- 20/7/2017: email to Mission Beach Dropzone, confirming Cardwell's interest and cc UFO Festival coordinator.
- 21/7/2017: broadcast email to members, attaching minutes of 2<sup>nd</sup> Management Committee meeting 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's secretary, attaching new Cardwell page in Herbert River Express newspaper.
- 22/7/2017: email to former Treasurer Christine Ihle, querying auditor appointed at last year's Chamber AGM.
- 23/7/2017: emails to CCED's 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 CDCA's former president Keith Everingham, clarifying asset donation on 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.



### 3a. Relevant correspondence out *cont'd*

- 25/7/2017: email to member Mark S Rice, advising date/time/venue of next Management Committee meeting.
- 25/7/2017: emails to CCED's retiring secretary, correcting Chamber's apology in AGM minutes.
- 25/7/2017: email to CCRC's Richard Blanchette, follow-up to Town Map sub-committee meeting.
- 25/7/2017: emails to CCIQ, acknowledging documents received and updating registered details.
- 25/7/2015: emails to Chamber Management Committee, previous minutes and agenda for 25/7 meeting.

### 3b. Relevant correspondence in – PO Box 14 cleared c.o.b. 25/7

- 14/11/2007: letter from SeeCoast Manufacturing Co Inc, refurbishing option for Chamber'Mark I telescope.
- 11/12/2015: letter from CDCA secretary Lee Porter, donation of outdoor items\* to Chamber of Commerce.
- 1/7/2017: posted 19/6 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 & Geoff 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-CCED's 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 FB 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 FB 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 MTB race 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.
- 24/7/2017: email from Mission Beach Dropzone, awaiting proposal from UFO Festival coordinator.
- 25/7/2017: email from member Mark S Rice, enquiring about next Chamber meeting.
- 25/7/2017: email from CCIQ's membership consultant Karmen Pattel, seeking amended contact details.
- 25/7/2017: broadcast email from Department of State Development (DSD), e-newsletter.
- 25/7/2017: broadcast email from Cairns Chamber of Commerce, Youth Jobs Path Employer forum.
- 25/7/2017: email from CCRC's Richard Blanchette, acknowledging new arrangements for Town Map project.
- 25/7/2017: broadcast email from Tourism DTESB, stakeholder update e-newsletter.

### 3c. Business arising from correspondence

- (i) NBN PRESENTATION FOR CARDWELL: 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.
- (ii) 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.
- (iii) COMMITTEE COMMUNICATIONS: Gareth asked committee members who have been receiving all incoming emails to the Chamber's Gmail and website Admin accounts are happy with the arrangement. No one felt that their Inboxes were being overloaded at this stage and were happy to continue with the autoforwarding. Sharryn has asked to join the email distribution group.



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

- (i) BANK ACCOUNT SIGNATORIES: The Bendigo Bank in Cardwell has received sufficient information from the Chamber to delete the previous four signatories and authorise the new President and Secretary/Treasurer with cheque book and electronic access including collaborative expense transactions. The Security Tokens issued to previous officeholders (paid for by the Chamber on 16/4/2015) will no longer connect to the Chamber's accounts. [Constitution clause 28 (1)]
- (ii) PETTY CASH: The Treasurer has yet to write to the previous Treasurer about any legacy petty cash float and cashed-up debit cards. [Constitution clause 28 (6)]
- (iii) BANK STATEMENTS: Available at the meeting dating back to 1/5/2014. There are three bank accounts at the Bendigo Bank in Cardwell – all had credit balances as at c.o.b. 23/7/2017:
1. 633-000 133482976 Statement account: **+\$3,084.94** – General business transactions, membership fees.
  2. 633-000 159651538 Savings account: **+\$0.31** – For untasked income, e.g. foreshore telescope.
  3. 633-000 159653559 Savings account: **+\$1.00** – For tasked income, e.g. jetty foreshore improvements.
- [Constitution clause 28 (2)]

#### TRANSACTIONS FOR FISHING BROCHURE WITH GREAT GREEN WAY TOURISM INC.

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

#### TRANSACTIONS FOR KIRRAMA RANGE/SULLIVAN'S TRACK

Note: The minutes of the Chamber's general meeting on 3/3/2015 mention a staged repayment agreement for the cost of the t-shirts invoice which the Chamber paid in full.

28/11/2014:  -\$500.00 cash chq000103 paid for road opening  
 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 \*  
 10/8/2015:  -\$598.00 chq000109 paid to purchase Stihl MS170 chainsaws \*  
 2/11/2015:  -\$156.00 chq000111 paid for 3 chainsaw blades, chairs\*  
 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\*  
 31/5/2017:  -\$349.00 EFT paid to purchase Stihl HS45-450 hedge trimmer \*  
 5/7/2017:  -\$500.00 invoice on file from Blusport to prepare funding application  
 BALANCE SINCE 28/11/2014: **TBA (incomplete)**

#### TRANSACTIONS FOR CARDWELL MOUNTAIN BIKE (MTB) TRAIL GRANT APPLICATION

Note: A letter dated 24/8/2016 was sent from the Chamber to CCMC pledging \$2000.00. Emails dated 24/8/2016 and 7/9/2016 from CCMC acknowledge the \$2000.00 donation. At the Chamber's Management Committee meeting on 10/7/2017, the outgoing officeholders decided to make the donation \$3000.00 and transacted it.

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 chq000118 paid for beverages  
 BALANCE SINCE 31/5/2016: **TBA (incomplete)**

#### TRANSACTIONS FOR 2017 UFO FESTIVAL

10/7/2017:  -\$1329.00 chq000134 paid to Festival, relinquishing Chamber-sponsored markets  
 BALANCE SINCE 10/7/2017: **TBA (incomplete)**



#### 4a. Treasurer's Report (iii) Bank Statements *cont'd*

##### 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**

#### (iv) \*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. 1 x Stihl HS45-450 hedge trimmer s/n 807417233, Bike & Power Ingham 10/6/2015  | location: C.Ihle    |
| 3. 2 x Stihl MS170 chainsaws s/n 807177164 807177174, Hunts Outboard Svc 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 in carry bags, from CDCA 11/12/2015                       | location: M.Sheahan |
| 7. 6 x tables with folding legs, 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, Bike & Power Ingham 31/5/2017 | location: C.Ihle    |

Note: The Chamber has on file a letter dated 11/12/2015 from the CDCA's former treasurer Lee Porter donating items 5, 6, 7, 8 in the above list to the Chamber, to be made available to other Cardwell associations at the Chamber's discretion.

[Constitution clauses 3 (3) and 14 (1a)]

Gareth explained this was the first time in recent years that the Chamber had an assets register. There was much discussion as to when the assets should be relocated, where they should be stored, and how they should be used. The assets from CDCA, for example, were donated to the Chamber on the understanding they could be used by other organisations around Cardwell at the Chamber's discretion. There was agreement that all portable assets need to come back to the Chamber. Gareth said he would like to have all the Chamber's portable assets on display at the AGM so members could see where the money was spent. There was also discussion about the portable items being available for short-term rental to non-members.

As a short-term measure, Kaylea offered to store all the portable items at her workplace until that space was required as part of her expansion plans. Gareth raised the issue of cockroaches that were found inside some of the pool-stored items when used at the jetty markets and highly recommended the items be fumigated before being stored anywhere near Kaylea's Diner.



#### 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.

The Treasurer explained that the Chamber's constitution requires all expenditure to be authorised at Management Committee meetings (or by a unanimous written and signed decision of the Management Committee), not at general or annual general meetings. An invoice has been received by the Chamber for:

- CCIQ's annual membership renewal fee of \$275, and
- Resilium Insurance Broking's management insurance premium renewal, selectable depending on the amount and type cover required.

[Constitution clauses 28 (7) and 18]

**MOTION 1:** That the Chamber's CCIQ membership be renewed.

**MOTION 2:** That the Resilium management insurance proposal be reviewed by all committee members prior to the next Management Committee meeting to prepare to make a decision on cover and insurer.

**Proposer:** Mandy Jensen. **Seconder:** Kaylea Chard-Tilles. **Result:** Carried without dissent.

**Actions:** Gareth and Amanda to pay the membership invoice using Bendigo Bank's online collaboration. Gareth to scan and circulate the insurance documents to committee members before the next meeting.

#### 4c. Annual income and expenditure budget – details below subject to change as discovery continues

- 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.

[Constitution clause 28 (2)]

**MOTION:** That the Treasurer's and associated financial reports be accepted, noting that they are a work in progress.

**Proposer:** Kaylea Chard-Tilles. **Seconder:** Mandy Jensen. **Result:** Carried without dissent.

**Action:** Gareth to continue chronicling the Chamber's activities from bank statements and other documentation.

#### 5a. Constitution Compliance & Review sub-committee [Constitution clauses 16 (1)(2)(3) and 17]

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 policies and stated positions, and then it will probably be time to hold a general meeting.

#### 5b. New Town Map sub-committee [Constitution clauses 16 (1)(2)(3) and 17]

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. Chamber members were emailed on 30/6/2017 requesting input to the map, with the message also posted on the Chamber's noticeboards. Input has been received from members Leonie Smith and Vicki Mott, also from Cardwell VIC volunteer Danika.





### 5c. Other sub-committees [Constitution clauses 16 (1)(2)(3) and 17]

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.

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

UNPROCESSED NEW APPLICATIONS: A signed, nominated and seconded membership application has been received from Ms Michelle Jensen representing the Jensen Family Partnership and their associated seafood business. The membership joining fee had been paid in full and a bank receipt was attached to her application. [Constitution clauses 5 (2) and 7 (1)]

Members present vouched for Ms Jensen.

**MOTION:** That the Jensen Family Partnership (ABN 64 625 655 820) be admitted into the Ordinary Member class of the Chamber as of today's date for the current financial year, with Michelle Jensen the business's representative. [Constitution clause 7 (2)]

**Proposer:** Mandy Jensen. **Seconder:** Kaylea Chard-Tilles. **Result:** Carried without dissent.

**Action:** Gareth to write to Ms Jensen welcoming her and to advise of her admittance. [Constitution clause 7 (3)]

The Chamber's membership register, website, and member notification records would be updated with the information supplied by Ms Jensen. [Constitution clause 10 (1)].

### 6b. Review of membership register – details below subject to change as discovery continues, E&OE

The Secretary explained that the Chamber's constitution requires a number of things to occur before a business can be considered for admittance as a member by the Management Committee. (Note that it's the business that is applying to be a member, not the person representing the business.) 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.

[Constitution clause 5 (2)]

The following reports have been prepared based on initial searches of the Chamber's membership records. [Constitution clause 24 (10)]

#### REPORT NO.1: NOTIFIED RESIGNATIONS

FOR THE 2015-16 MEMBERSHIP YEAR (DATE OF RESIGNATION SHOWN)

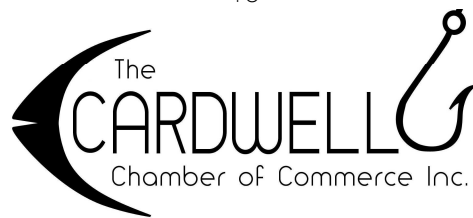
2/11/2016: Master Bait & Tackle (R.Manning)  by email

FOR THE 2016-17 MEMBERSHIP YEAR (DATE OF RESIGNATION SHOWN)

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



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

### REPORT NO.2: APPLICATIONS WITHOUT A JOINING FEE

IN THE 2015 CALENDAR YEAR (SIGNED FORM DATE SHOWN)

18/2/2015:	Harrison H Duncan	<i>Note: No ABN or business</i>	<input type="checkbox"/>	nom'd M.Sheahan	sec'd C.Ihle
22/8/2015:	Nev Milne (N.Milne)		<input type="checkbox"/>	<i>nom'd blank</i>	sec'd M.Sheahan?

### REPORT NO.3: NO APPLICATION FORM FOUND ON FILE

FOR THE 2014-15 MEMBERSHIP YEAR (FEE PAYMENT DATE SHOWN)

5/3/2015:	Cardwell Beachcomber Motel & Tourist Park	<input type="checkbox"/>
24/3/2015:	Seaview Deli Café	<input type="checkbox"/>

FOR THE 2015-16 MEMBERSHIP YEAR (FEE PAYMENT DATE SHOWN)

26/6/2015:	Cardwell Care Inc (S.Rushton)	<input type="checkbox"/>
29/9/2015:	Hinchinbrook Island Cruises (D.Beech)	<input type="checkbox"/>
11/9/2015:	NSW Business Chamber ( <i>no name recorded</i> )	<input type="checkbox"/>
13/10/2015:	Bendigo Bank Cardwell (H.Cohen)	<input type="checkbox"/>
27/11/2015:	Cardwell Refrigeration & Air Conditioning (V.Mott)	<input type="checkbox"/>

### REPORT NO.4: APPLICATION FORMS FOUND ON FILE

FOR THE 2014-15 MEMBERSHIP YEAR (FEE PAYMENT DATE SHOWN)

22/4/2015:	<i>Cardwell Pool</i> (M&K.Sheahan) <i>unsigned</i>	<input type="checkbox"/>	nom'd R.Boothey	sec'd M.Jensen
24/2/2015:	Sweet Surprise Bakery (J.Patch)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
22/4/2015:	Cardwell Newsagency (P.Gruber)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
22/4/2015:	Cassabella By The Sea (L.Rainey)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
16/3/2015:	Cardwell Post Office (G.Smith)	<input type="checkbox"/>	nom'd C.Ihle	<i>sec'd</i> M.Sheahan?
22/4/2015:	Cardwell & District Real Estate (K.Lockhart)	<input type="checkbox"/>	nom'd M.Sheahan	sec'd C.Ihle
21/4/2015:	<i>The Dragonfly Cottage</i> (T&N.Ormonde)	<input type="checkbox"/>	<i>nom'd</i> C.Ihle?	<i>sec'd</i> M.Sheahan?
5/5/2015:	Master Bait & Tackle (R.Manning)	<input type="checkbox"/>	<i>nom'd</i> C.Ihle?	<i>sec'd unclear</i>
22/4/2015:	Cardwell Butchery (C.Ihle)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
20/4/2015:	<i>Cardwell Sacred Moon Festival</i> (K.Brown)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
25/5/2015:	Russell Jensen Plumbing & Gas (S.Jensen)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?

FOR THE 2015-16 MEMBERSHIP YEAR (FEE PAYMENT DATE SHOWN)

25/6/2015:	Kookaburra Holiday Park (R.Schafer)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd blank</i>
29/6/2015:	Hinchinbrook Real Estate (L.Hallam)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd blank</i>
29/6/2015:	<i>Mark Rice's gas &amp; steel</i> (M.Rice)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd blank</i>
30/6/2015:	Ingham Family Medical Practice (M&B.Scott)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
7/7/2015:	Cardwell Beachfront Motel (J&S.Arnold)	<input type="checkbox"/>	nom'd T.Ormonde	<i>sec'd unclear</i>
18/8/2015:	Marine Hotel (T.McCoy)	<input type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan
24/8/2015:	Cardwell At The Beach (M.Nulley)	<input type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan
14/9/2015:	<i>Jane's bistro</i> (J.Emerson)	<input type="checkbox"/>	nom'd M&K.Sheahan	<i>sec'd unclear</i>
28/9/2015:	<i>Cardwell Traders</i> (M.Jensen)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
9/9/2015:	The Hair Boutique on Victoria (M.Bakon)	<input type="checkbox"/>	nom'd K.Sheahan	sec'd M.Sheahan
9/9/2015:	Cardwell Sportfishing Club Inc (M.Hoare/R.Manning)	<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	<i>sec'd unclear</i>
24/9/2015:	The Aroma Van (B.Schubert)	<input type="checkbox"/>	<i>nom'd blank</i>	sec'd M.Sheahan
30/9/2015:	Australasian Aviation Resources P/L (G.Davey)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
16/11/2015:	Ob La Di (R.Smith)	<input type="checkbox"/>	<i>nom'd blank</i>	<i>sec'd</i> M.Sheahan?
1/12/2015:	Absolute North Charters (J.Schmidt) <i>unsigned</i>	<input type="checkbox"/>	nom'd K.Sheahan	sec'd M.Sheahan
1/12/2015:	Member For Hinchinbrook (A.Cripps MP)	<input type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan



#### REPORT NO.4: APPLICATION FORMS FOUND ON FILE *cont'd*

##### FOR THE 2016-17 MEMBERSHIP YEAR (FEE PAYMENT DATE SHOWN)

8/6/2016:	Vivia Café & Bar P/L (S&T.Duncan)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
9/9/2016:	Cassowary Coast Multisport Club Inc (J.Coward)	<input type="checkbox"/>	nom'd J.Coward	sec'd A.House
12/8/2016:	Jenifer Green <i>Note: No active 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	<i>sec'd unclear</i>
25/10/2016:	Cardwell Ice Works (A.Brazier)	<input type="checkbox"/>	nom'd G.Davey	<i>sec'd blank</i>
3/2/2017:	The North QLD Newspaper Co (S.Darwen)	<input type="checkbox"/>	nom'd G.Davey	sec'd K.Sheahan
25/10/2016:	Cardwell Pharmacy (H.Sampson)	<input type="checkbox"/>	nom'd C.Ihle	sec'd M.Sheahan?
3/11/2016:	Cardwell Real Estate (R.Boothey/F.Percival)	<input type="checkbox"/>	nom'd K.Sheahan	sec'd M.Jensen
20/1/2017:	AirConKleen Cassowary Coast (K.Miller)	<input type="checkbox"/>	nom'd C.Ihle	sec'd G.Davey
<i>unidentified:</i>	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	<i>sec'd blank</i>

##### FOR THE 2017-18 MEMBERSHIP YEAR (FEE PAYMENT DATE SHOWN)

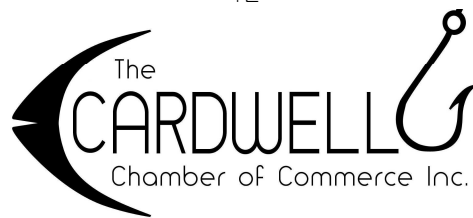
2/7/2017:	Hinchinbrook Hiking (An.Payne)	<input type="checkbox"/>	nom'd D.Beech	sec'd G.Davey
2/7/2017:	Cardwell & Hinchinbrook Tours (Am.Payne)	<input type="checkbox"/>	nom'd D.Beech	sec'd G.Davey
10/7/2017:	Brearley's Bakery (J&L.Brearley)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
11/7/2017:	Billy's Mobile Batteries & Solar (W.Whelan)	<input type="checkbox"/>	nom'd A.Payne	sec'd G.Davey
11/7/2017:	Cardwell Beachfront Motel (J&S.Arnold)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
25/7/2017:	The Jensen Family Partnership (Mi.Jensen)	<input type="checkbox"/>	nom'd G.Davey	sec'd Ma.Jensen

#### REPORT NO.5: RENEWALS FOR 2017-18 MEMBERSHIP YEAR (FEE PAYMENT DATE SHOWN)

30/6/2017:	Cardwell Beachfront Motel (J&S.Arnold)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormond
3/7/2017:	Preferred Aviation Services P/L (G.Davey)	<input type="checkbox"/>	nom'd D.Beech	sec'd T.Ormonde
3/7/2017:	Australasian Aviation Resources P/L (G.Davey)	<input type="checkbox"/>	nom'd D.Beech	sec'd T.Ormonde
3/7/2017:	Marine Hotel-Motel (T.McCoy)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
4/7/2017:	Cardwell Ice Works (A.Brazier)	<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
12/7/2017:	BP Seaview Café & Deli (R.King)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
12/7/2015:	Inspiration Port Hinchinbrook (P.Butler)	<input type="checkbox"/>	<i>no renewal form</i>	
3/8/2017:	Hinchinbrook Island Cruises (D.Beech)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
<i>form only:</i>	Cardwell By The Sea Diner (K.Chard-Tilles)	<input type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
<i>form only:</i>	Cardwell UFO Festival (T.Tyson)	<input type="checkbox"/>	nom'd G.Davey	sec'd D.Beech
<i>form only:</i>	The Lyndock (D.Murray)	<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

**FORMAL ADMITTANCE OF APPLICANTS:** Gareth explained that the main purpose of tonight's meeting was to formally admit all members of the Chamber who had joined and paid in the 2013-14, 2014-15 and 2015-16 financial years. There was no record of this being done and he felt it was important for two reasons:

- Constitutionally, membership admissions must be done at Management Committee meetings (there appear to have been none held until 10 July this year, or none documented before 10 July), and there appears to be nothing in the Chamber's constitution that prevents tonight's meeting from retrospectively ratifying what would have been done at those Management meetings had they been held; [Constitution clauses 7 (1) and 15 (1)]
- All those members who joined – as well as those who renewed – during that period did so in good faith, on the understanding their memberships were current and that the Chamber would honour their payments in accordance with its constitution. Those members had engaged with the Chamber on that basis, and it is out of respect for those members that Gareth presented the following three motions. [Constitution clauses 7 (1)(2)(3)]



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

**MOTION 1:** That each of the following applicants be admitted into the ORDINARY MEMBER class of the Chamber, financial for the periods shown: [Constitution clauses 4 (4) and 7 (2)]

**Absolute North Charters** – initial application 26/8/2015, membership 1/12/2015 to 30/6/2017.

**AirConKleen Cassowary Coast** – initial application 20/1/2017, membership 20/1/2017 to 30/6/2017.

**Australasian Aviation Resources P/L | SkyRentals** – initial application 1/7/2015, membership 30/9/2015 to 30/6/2018.

**Beech Marine Pty Ltd (aka Hinchinbrook Island Cruises | Cardwell Taxi)** – joining fee banked 29/9/2015, membership 29/9/2015 to 30/6/2017.

**Cardwell & District Community Bank** – joining fee banked 13/10/2015, membership 13/10/2015 to 30/6/2016.

**Cardwell & District Real Estate** – initial application 20/3/2015, memberships 22/4/2015 to 31/8/2015, 9/9/2016 to 30/6/2017.

**Cardwell Beachcomber Motel & Tourist Park** – joining fee banked 5/3/2015, memberships 5/3/2015 to 31/8/2015, 22/8/2016 to 30/6/2017.

**Cardwell Beachfront Motel** – initial application 24/6/2015, memberships 7/7/2015 to 30/6/2016, 11/7/2017 to 30/6/2018.

**Cardwell Automotive & Towing** – initial application 16/9/2016, membership 16/9/2016 to 30/6/2017.

**Cardwell Butchery** – joining fee banked 22/4/2015, memberships 22/4/2015 to 31/8/2015, 11/10/2016 to 30/6/2017.

**Cardwell Ice Works | Network Rentals Cardwell** – initial application 5/10/2016, membership 25/10/2016 to 31/7/2018.

**Cardwell Newsagency** – initial application 3/3/2015, memberships 22/4/2015 to 31/8/2015, 10/8/2016 to 30/6/2017.

**Cardwell Pharmacy P/L** – initial application 21/10/2016, membership 25/10/2016 to 30/6/2017.

**Cardwell Post Office** – initial application 16/3/2015, memberships 16/3/2015 to 31/8/2015, 16/8/2016 to 30/6/2017.

**Cardwell Real Estate** – joining fee banked 3/11/2016, membership 3/11/2016 to 30/6/2017.

**Cardwell Refrigeration & Air Conditioning** – joining fee banked 27/11/2015, membership 27/11/2015 to 30/6/2017.

**Cardwell Sportfishing Club Inc** – initial application 6/7/2015, membership 9/9/2015 to 30/6/2017.

**Cardwell Traders & True Value Hardware** – initial application 18/8/2015, membership 28/9/2015 to 30/6/2018.

**Cassowary Coast Multisport Club Inc** – initial application 10/8/2016, membership 9/9/2016 to 30/6/2017.

**Churches of Christ Care (aka Cardwell Care Inc)** – joining fee banked 26/6/2015, membership 1/7/2015 to 30/6/2017.

**Hinchinbrook Real Estate** – initial application 25/6/2015, membership 1/7/2015 to 30/6/2017.

**Ingham Family Medical Practice** – initial application 29/6/2015, membership 1/7/2015 to 30/6/2017.

**Inspiration Port Hinchinbrook** – initial application 21/9/2015, memberships 21/9/2015 to 30/6/2016.

**Jane C Emerson (aka Jane's bistro)** – initial application 15/8/2015, membership 14/9/2015 to 30/6/2017.

**Jensen Family Partnership** – initial application 25/7/2017, membership 25/7/2017 to 30/6/2018.

**Kathleen E Brown (aka Cardwell Sacred Moon Festival)** – joining fee banked 20/4/2015, membership 20/4/2015 to 31/8/2015.

**Lynette M Rainey (aka Cassabella By The Sea)** – joining fee banked 22/4/2015, membership 22/4/2015 to 31/8/2015.

**Kookaburra Holiday Park** – initial application 24/6/2015, membership 1/7/2015 to 30/6/2017.

**Marine Hotel Motel Cardwell** – initial application 18/8/2015, memberships 18/8/2015 to 30/6/2016, 3/7/2017 to 30/6/2018.

**Mark S Rice (aka Mark Rice's gas & steel)** – initial application 29/6/2015, membership 1/7/2015 to 30/6/2017.

**Mark Sheahan's Personal Training & Fitness (aka Cardwell Pool)** – joining fee banked 22/4/2015, memberships 22/4/2015 to 31/8/2015, 15/9/2016 to 30/6/2017.

**Master Bait & Tackle** – initial application 27/4/2015, membership 5/5/2015 to 31/8/2015.

**NSW Business Chamber** – joining fee banked 11/9/2015, membership 11/9/2015 to 30/6/2016.

**Ob La Di** – initial application 20/8/2015, membership 16/11/2015 to 30/6/2017.

**Preferred Aviation Services P/L | SkyOffice** – initial application 1/3/2017, membership 1/3/2017 to 30/6/2018.

**Russell Jensen Plumbing & Gas** – initial application 19/5/2015, memberships 25/5/2015 to 31/8/2015, 10/8/2016 to 30/6/2017.

**Seaview Deli Café | Big Crab Cardwell** – joining fee banked 24/3/2015, memberships 24/3/2015 to 31/8/2015, 11/8/2016 to 30/6/2018.

**Sweet Surprise Bakery** – initial application 24/2/2015, membership 24/2/2015 to 31/8/2015.

**The Aroma Van** – initial application 24/9/2015, membership 24/9/2015 to 30/6/2018.

**The Hair Boutique on Victoria** – initial application 2/9/2015, membership 9/9/2015 to 30/6/2016.

**The Lyndock (aka Cardwell At The Beach)** – initial application 24/8/2015, membership 24/8/2015 to 30/6/2017.

**The North QLD Newspaper Company P/L (aka Herbert River Express)** – initial application 20/10/2016, membership 3/2/2017 to 30/6/2017.

**Thea M Tyson (aka The Dragonfly Cottage)** – initial application 21/4/2015, memberships 21/4/2015 to 31/8/2015, 26/9/2016 to 30/6/2017.

**Vivia Café & Bar P/L** – initial application 2/6/2016, membership 1/7/2016 to 30/6/2017.

**Proposer:** Gareth Davey. **Seconder:** Kaylea Chard-Tilles. **Result:** Carried without dissent.

**Action:** Gareth to ensure the Chamber's records reflect the membership status and history above.

Colour coding = resigned, financial, membership lapsing (unfinancial), membership lapsed (eligible for termination).



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

**MOTION 2:** That each of the following applicants be admitted into the HONORARY MEMBER class of the Chamber for the periods shown: [Constitution clauses 4 (5) and 7 (2)]

**Member for Hinchinbrook, Andrew Cripps MP** – initial application 19/10/2015, membership 1/12/2015 to 31/8/2017.  
**Mrs Jenifer Green [no operating business]** – initial application 12/8/2016, membership 20/7/2016 to 31/8/2017.

**Proposer:** Gareth Davey. **Seconder:** Kaylea Chard-Tilles. **Result:** Carried without dissent.

**Action:** Gareth to ensure the Chamber's records reflect the membership status and history above.

**MOTION 3:** That each of the following applicants are inadmissible into any class of Chamber membership due to non-payment of a joining fee: [Constitution clauses 5 (2) and 7 (1)]

**Mr Harrison H Duncan** – initial application dated 18/2/2015.  
**Mr Neville Milne** – initial application dated 22/8/2015.

**Proposer:** Gareth Davey. **Seconder:** Kaylea Chard-Tilles. **Result:** Carried without dissent.

**Action:** Gareth to ensure the Chamber's records reflect the non-membership status and history above.

It was noted that the following businesses have already been properly admitted as Ordinary Members of the Chamber: [Constitution clauses 4 (4), and 7 (2)(3)]

**Billy's Mobile Batteries & Solar** – initial application 11/7/2017, admitted 14/7/2017, financial 11/7/2017 to 30/6/2018.  
**Brearley's Bakery** – initial application 10/7/2017, admitted 10/7/2017, financial 10/7/2017 to 30/6/2018.  
**Cardwell & Hinchinbrook Tours** – initial application 1/7/2017, admitted 10/7/2017, financial 2/7/2017 to 30/6/2018.  
**Hinchinbrook Hiking** – initial application 1/7/2017, admitted 10/7/2017, financial 2/7/2017 to 30/6/2018.

Gareth explained that the retrospective admissions in Motions 1 and 2 above were a one-off gesture and would not be repeated. They had resulted from:

- the Chamber not issuing renewals or invoices for the 2015-16 financial year, so some members had a 'gap year' in their membership; and
- the Chamber continued to list as financial some members who were more than a year in arrears, and in one case listed a business that had never paid a joining or annual fee.

## 7. Motions on notice

Before 1 October this year, the Chamber's Annual General Meeting needs to be held: a minimum of 7 days notice of the meeting is required, with a minimum of 14 days notice for written nominations for the committee. [Constitution clauses 23 (1) and 11 (3)(b)]

**MOTION:** In order to allow financial members sufficient time to submit written nominations for the 2017-18 Management Committee, that the notice period for the Chamber's 2017 Annual General Meeting be at least 21 days.

**Proposer:** Gareth Davey. **Seconder:** Mandy Jensen. **Result:** Carried without dissent.

**Action:** Gareth to ensure notices about the AGM are sent within the designated timeframes.



## 8. General Business

- (i) STREET SIGNAGE: Amanda has contacted CCRC's Richard Blanchette to provide an update on signage to assist Cardwell's tourist attractions. [Constitution clauses 2 (5)(6)]
- (ii) BEAUTIFICATION OF CARDWELL: Mandy asked about making the town more attractive, such as using rooftops for displays, decorating stores in theme for festivals and events, and inviting volunteers to help beautify the town.

Gareth said the Chamber had previously sent a 'beautification request' letter to CCRC on 21/5/2015 and received a written acknowledgement on 12/6/2015 (to be copied to committee members, FYI). The letter had four proposals:

- Installation of a bench seat and shade sails at the end of the Cardwell Jetty;
- Installation of shade sails or similar to cover and shade the Jetty plaza amphitheatre;
- Trim, freshen and replant plants in existing garden beds in the Cardwell business area;
- Paint murals or similar on some power poles in the Cardwell business area.

- (iii) FUTURE VIABILITY OF IGA IN CARDWELL: There had been talk of the IGA store closing down for being unprofitable. The committee expressed a view that Cardwell needs a viable albeit less expensive supermarket, and if the IGA needs a letter of support to stay open the Chamber would offer it. Amanda to research further.
- (iv) PORT HINCHINBROOK BOAT RAMP: This was prompted by someone's Facebook post which Kaylea brought to our attention showing the Port Hinchinbrook boat ramp at low tide. Robyn was concerned that visitors and those thinking of travelling here may not be aware that the boat ramp is tidal, and this is a message that needs highlighting. Amanda explained there is information like that on her business's website at <https://www.visithinchinbrook.com.au/fishing2/> . If a Chamber by-law is proposed on this topic, it should support any endeavour that allows better boating access to the channel and boat ramp. [Constitution clause 2 (6)]

Robyn suggested we set up a fishing visitor 'helpline' manned by a volunteer(s) who is a resident expert/identity who knows the tides and can give free tips on where the best fishing spots are, what fish are expected to be caught, where to buy bait, and so on.

- (v) TROPICAL COAST TOURISM (TCT): Amanda has attended a TCT workshop to facilitate cruise ship passengers who will only have 6 to 8 hours ashore in Townsville to sightsee in the vicinity. Cardwell is so far north that travel time is an issue and would require passengers to stay longer.

There was a discussion about the Chamber's role at TCT, with the Chamber's previous Vice President holding a position on their committee. Dean Beech also holds a position and previously represented Chamber/Cardwell, having taken it over from Janet Arnold. Gareth and Sharryn were financial members of TCT for a year but found little information was provided to their level of membership. Gareth suggested that perhaps the Chamber could become a financial member of TCT so the information flow and representation can benefit more members generally. [Constitution clause 3 (1b)]

**MOTION:** That the Chamber enquire about joining Tropical Coast Tourism (TCT) for the benefit of all Chamber members.

**Proposer:** Gareth Davey. **Seconder:** Kaylea Chard-Tilles. **Result:** Carried without dissent.

**Action:** Membership eligibility and pricing to be obtained from TCT.

- (vi) NEW TOURIST ATTRACTION FOR CARDWELL: Amanda has had initial discussions about the Chamber obtaining a large tourist-attracting icon that is not currently on public display, and which could be relocated onto the foreshore for tourists to stop and take photos next to. Discussions with the current owners are preliminary, with an update expected at the next Management Committee meeting. [Constitution clauses 2 (4)(5)]



## 9. Notice of motions

- (i) CHAMBER BY-LAWS: The chair of the Constitution Compliance & Review sub-committee advised that draft by-laws will be emailed to committee members prior to the next meeting, for their review and consideration. These will be based on previous decisions, letters and positions expressed by the previous Management Committee on behalf of the Chamber. [Constitution clause 25]
- (ii) MEMBERSHIP FEES: 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. A \$66.00 joining fee (incl. GST) and a \$66.00 annual renewal fee (incl. GST) have been used by the Chamber for many years and need to be ratified. These are machinery in nature and are not expected to be contested. [Constitution clauses 6 (1)(2)]
- (iii) LEVIES AND CONTRIBUTIONS: 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. The Treasurer has been reviewing historic Chamber expenditures and does not envisage any need for a levy or contribution during the current financial year. [Constitution clauses 6 (4)(5)]

### 10a. Next Management Committee meeting

The chair advised that another 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) and 7 (1)]

### 10b. Next general meeting

- (i) Likely to be after the next Management Committee meeting, depending on outstanding items and volunteer workload. [Constitution clauses 22, 23, 24]
- (ii) 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 a general meeting. [Constitution clauses 22 (1)(2)]
- (iii) As the meeting will occur in August or September, only those members who have renewed their membership, as well as new members, will be eligible to vote at the General Meeting. [Constitution clause 24 (4)]

## 11. Meeting closure

- (i) The chair noted that a quorum of financial committee members was maintained during the entire meeting. [Constitution clause 15 (3)]
- (ii) The chair formally closed the meeting at 8.13pm, thanking all for their contributions.