

Confirmed MINUTES of MANAGEMENT COMMITTEE MEETING
held on Tuesday, 8 August 2017

Meeting time: 5.30pm

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

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| Attendees from: | Cardwell & Hinchinbrook Tours * | Amanda Payne | Officeholder: President |
| | Australasian Aviation Resources Pty Ltd SkyRentals * | Gareth Davey | Officeholder: Secretary/Treasurer Sub-committees: Constitution Compliance & Review, Town Map Representative: Cassowary Coast Economic Development Inc, Community Disaster Plan, local aerodromes |
| | Vivia Café & Bar Pty Ltd * | Sharryn Duncan | |
| | Cardwell By The Sea Diner * | Kaylea Chard-Tilles | Venue provider |
| | Cardwell Traders * | Mandy Jensen | Sub-committee: Member Services |
| | Ob la di * | Robyn Smith | |
| | Cassowary Coast Regional Council, Division 1 | Cr Glenn Raleigh | Visitor/Observer |

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| Apologies: | Cardwell Beachfront Motel * | Steve Arnold | At work |
| | | Janet Arnold | Out of town |
| | Vivia Café & Bar Pty Ltd * | Terry Duncan | |

*members of the Management Committee

Minuted by: Gareth Davey

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.

TOPICS DISCUSSED

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| <ol style="list-style-type: none"> 1. Meeting opening 2a. Minutes of previous meetings 2b. Business arising from meeting minutes 3a. Relevant correspondence in and out 3b. Business arising from correspondence <ol style="list-style-type: none"> (i) Written complaint about a Chamber member (ii) Insurance for Jetty Markets (iii) Montagu Family visit (iv) NBN presentation 22-25 August (v) Chamber's membership of TCT (vi) Chamber's membership of CCED Inc (vii) Special Management Meeting (viii) Committee communications 4a. Treasurer's Report 4b. Paid accounts and accounts for ratification 4c. Annual income and expenditure budget 5a. Town Map sub-committee report 5b. TCT Representative's report 5c. Member Services sub-committee report | <ol style="list-style-type: none"> 5d. Constitution Compliance & Review sub-committee 6a. Admission and rejection of membership applications <ul style="list-style-type: none"> • New application: Cardwell By The Sea Diner 6b. Review of membership register 6c. Encouraging businesses to join 7. Motions on notice 8a. General business – Issues raised with Cr Glenn Raleigh <ol style="list-style-type: none"> (i) RV-friendliness of Cardwell (ii) MOU between Council and business associations (iii) Improving usability of Bowen and Balliol Streets (iv) Improvements to Cardwell's jetty and boat ramps (v) Improved lighting (vi) Mountain bike trails at local and regional level (vii) Ongoing monitoring/maintenance of access roads (viii) Garden beds 8b. General business – other matters 9. Notice of motions 10. Next meetings |
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1. Meeting opening

- (i) Opened at 5.38pm 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 determined to be properly constituted. [Constitution clause 15 (3)]
- (iii) The chair thanked everyone for their attendance, welcomed Cr Raleigh, 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 meetings

- (i) Draft and incomplete minutes of the Management Committee meeting held on 25/7/2017 had been distributed prior to the opening of the meeting. The Secretary explained that due to time pressures, completed draft minutes were not available in time for tonight's meeting, and sought the Committee's indulgence to defer its consideration and acceptance of those minutes until a complete and thoroughly checked version could be distributed. [Constitution clause 24 (10)]
- (ii) Although a member of the previous Management Committee had distributed three versions of the minutes of their last meeting held on 10/7/2017, none of the versions were considered to be acceptably accurate or complete. [Constitution clause 24 (10)]
- (iii) Committee members were advised that all available meeting notices, agendas and minutes are progressively being published on the Chamber's website at www.cardwellchamber.com/documents .

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

- (i) MOTIONS:
 - From the 18/7/2017 Management Committee meeting, there were two unactioned items [viz. minuted items 4a (c) and 4b (c)] which have now been completed.
 - From the 25/7/2017 Committee meeting, the Secretary went through each of the motions passed and advised that all had been actioned or noted for future action.
- (ii) NEW TOURIST ATTRACTION FOR CARDWELL: Amanda has had further discussions with the owners of Port Of Call at Hinchinbrook Harbour about selling their large crocodile statue to the Chamber so it can become a tourist-attracting icon on public display somewhere on the foreshore. The owners are willing to donate the statue on the proviso that, because of its fragility, it is properly mounted (in a cage?), protected from the weather, and not able to be climbed or sat upon. A plaque was also requested. The display could include a motion detector so some form of animation is triggered.

Cr Raleigh was asked how approval could be obtained for such a display and he offered to be the contact point for Council, recommending any proposal incorporate a story around the crocodile. [Constitution clauses 2 (4)(5)]
- (iii) FORESHORE COIN-OPERATED TELESCOPE: The Treasurer reported that Janet and Steve Arnold had successfully hacksawed off the padlock and replaced it with a different one. \$72 of coins were inside and have been banked into the Chamber's 'untasked income' account. The telescope has been disassembled and various metal parts were found floating loose. Advice has been sought from the telescope manufacturer's agent in Australia and work continues to repair the mechanism and make the unit more robust to improve its future reliability and reduce the need for ongoing repairs.



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

- (iv) FUTURE VIABILITY OF IGA IN CARDWELL: Amanda reported that IGA's manager had met with the owners in Darwin and had returned home and was on leave. An announcement is expected in the next few weeks.
- (v) PROMOTING CARDWELL: The Secretary/Treasurer had met with a representative from The Herbert River Express newspaper earlier today and spent some time discussing advertising budgets, past and present. [Constitution clause 3 (18)(e)]
- (vi) CONDITION OF KIRRAMA RANGE ROAD TO AND FROM BLENCOE FALLS: The Secretary drafted a letter which was approved and emailed to Tablelands Regional Council (TRC). A slightly different version needs to be prepared for Cassowary Coast Regional Council, about its side of the road. Cr Raleigh offered to channel that letter to CCRC. [Constitution clause 2 (5)]
- (vii) RV-FRIENDLINESS OF CARDWELL: See General Business (section 8a) in these minutes. [Constitution clauses 2 and 25]
- (viii) LETTERS TO MEMBERS: The Secretary has almost completed reviewing all membership forms back to February 2015 and has commenced sending proper records/tax receipts to each past and present member. [Constitution clauses 7 (3) and 10 (1)(2)(3)(4)]

3a. Relevant correspondence in and out – PO Box 14 cleared (without keys) c.o.b. 8/8/2017

ASSETS AND PROPERTY

- 26/7/2017: email to Chamber's Committee, revenue history of coin-operated foreshore telescope.
- 27/7/2017: email to SeeCoast Australia, seeking identification of metal parts found in telescope's coin tray.
- 27/7/2017: email to Chamber's Committee, copies of bank statements from 1/5/2014 for review.
- 28/7/2017: email from SeaCoast Australia, how to fix the coin height check gate in the foreshore telescope.
- 2/8/2017: email from UFO Festival coordinator Thea Ormonde, listing Chamber items needed for markets.
- 8/8/2017: email to Cardwell Post Office, seeking status of Kirrama Range Road t-shirts for sale.
- 8/8/2017: email to Cardwell Butchery, seeking status of Kirrama Range Road t-shirts for sale.
- 8/8/2017: email to former Treasurer Christine Ihle, seeking legacy petty cash float & cashed up debit cards.
- 8/8/2017: email to former member Phil Gruber, seeking update on P parking sign purchased by Chamber.

INSURANCES

- 27/7/2017: email from CCIQ, reminding membership and insurance documents are overdue.
- 29/7/2017: email to Chamber's Committee, forwarding management insurance documents awaiting renewal.

INTERWORKING RELATIONSHIPS

- 26/7/2017: email from member Sharryn Duncan, requesting all Chamber emails to be autoforwarded.
- 26/7/2017: emails to Chamber's Committee, adding new members to have all Chamber emails autoforwarded.
- 29/7/2017: email from CCED's president Pete Faulkner, Dropbox folder has updated AGM documents.
- 1/8/2017: email to TCT's secretary, notifying Chamber Committee resignations and new Committee members.
- 3/8/2017: email from TCT's secretary Marcia Baker, acknowledging receipt of Chamber information.
- 7/8/2017: email to TCT's secretary Marcia Baker, clarifying how the Chamber determines membership status.

GOVERNANCE AND INTEGRITY ISSUES

- 26/7/2017: email to Chamber's president, advising email to previous Treasurer on 22/7/2017 still unanswered.
- 27/7/2017: email to Bendigo Bank, changing account names and seeking authorised signatures history.
- 8/8/2017: email to CCRC's Kath Barnett, seeking info on \$1000 returned to CCRC by previous Committee.
- 8/8/2017: email from GGWTI's president Bev Stephens, enquiring about who operates Jetty Markets.
- 8/8/2017: email to GGWTI's president Bev Stephens, explaining transfer of Jetty Markets to UFO Festival.



3a. Relevant correspondence in and out

MEETINGS AND PRESENTATIONS

- 27/6/2017: Email from Gareth Davey to Chamber Secretary, to call a Special Management Meeting by 30 June.
- 1/7/2017: Email from Gareth Davey to Chamber Secretary, asking why Special Meeting had not been called.
- 26/7/2017: email to Chamber's president, copies of Chamber meeting minutes where TCT was mentioned.
- 27/7/2017: email from former Chamber vice president, attaching 'confirmed' minutes of 10/7/2017 meeting.
- 28/7/2017: broadcast email to members, attaching minutes of Management Committee meeting on 18/7/2017.
- 28/7/2017: emails to/from NBN's Marcello Massi, seeking more information about the presentation he's offering.
- 28/7/2017: email to Cardwell & Hinchinbrook Tours, forwarding unconfirmed minuted item of 9/5/2017 meeting.
- 28/7/2017: email to Cardwell By The Sea Diner, forwarding unconfirmed minuted item of 9/5/2017 gen meeting.
- 29/7/2017: email from Cardwell By The Sea Diner, commenting on minuted item of 9/5/2017 general meeting.
- 2/8/2017: email from Cardwell Beachcomber Motel & Tourist Park, commenting on minuted item of 9/5/2017 general meeting.
- 2/8/2017: email to Chamber's Committee, general meeting quorum now available.
- 2/8/2017: emails from Chamber's Committee members, arranging next Management Committee meeting.
- 3/8/2017: emails from/to TCT's Cardwell rep Kathy Sheahan, preparing report on TCT's 31/7/2017 meeting.
- 5/8/2017: email from TCT's Cardwell rep Kathy Sheahan, attaching report on TCT's 31/7/2017 meeting.
- 5/8/2017: email sent to Cr Glenn Raleigh's personal email address, copy of 22/7/2017 invitation to meeting.
- 6/8/2017: email to Caravan Parks Association of QLD Ltd (Townsville/North QLD and Far North QLD divisions), requesting minutes/extract from their 19/4/2017 meeting in Cardwell.
- 7/8/2017: email to TCT's Cardwell rep Kathy Sheehan, acknowledging receipt of her meeting report.
- 8/8/2017: email to Chamber's Committee, seeking updates on tonight's General Business agenda items.
- 8/8/2017: email to Chamber's Committee, draft minutes (pages 1-9) of Committee meeting on 25/7/2017.
- 8/8/2017: email to Chamber's Committee, agenda for tonight's Management Committee meeting.

MEMBERSHIPS

- 12/3/2017: letter emailed to Cardwell By The Sea Diner, welcoming as new member of the Chamber.
- 26/7/2017: email to Chamber's Committee, identifying financial vs unfinancial Chamber memberships.
- 26/7/2017: email from AirConKleen Cassowary Coast, attaching membership renewal form.
- 27/7/2017: email to member AirConKleen Cassowary Coast, thanking for renewing membership.
- 29/7/2017: email to AirConKleen Cassowary Coast, attaching Chamber membership record & constitution.
- 29/7/2017: email to Member for Hinchinbrook's office, attaching Chamber membership record/tax receipt.
- 29/7/2017: emails to/from Cardwell By The Sea Diner, querying membership payments, acknowledging receipt.
- 30/7/2017: email re-sent to Member for Hinchinbrook, attaching Chamber membership record/tax receipt.
- 30/7/2017: email to Billy's Mobile Batteries & Solar, attaching Chamber membership record & constitution.
- 30/7/2017: email to Cardwell & Hinchinbrook Tours, attaching Chamber membership record & constitution.
- 30/7/2017: email to Hinchinbrook Hiking, attaching Chamber membership record & constitution.
- 30/7/2017: email to Brearley's Bakery, attaching Chamber membership record & constitution.
- 30/7/2017: email to Preferred Aviation Services P/L, attaching Chamber membership record & constitution.
- 31/7/2017: email to Brookfield Farm P/L, attaching Chamber membership record & constitution.
- 31/7/2017: email to Ob La Di, attaching Chamber membership record & constitution.
- 31/7/2017: email to Seaview Deli Cafe, attaching Chamber membership record & constitution.
- 31/7/2017: email to Kookaburra Holiday Park, attaching Chamber membership record & renewal form.
- 31/7/2017: email to Cardwell Beachcomber Motel, attaching Chamber membership record & renewal form.
- 31/7/2017: email to Cardwell Post Office, attaching Chamber membership record & renewal form.
- 31/7/2017: emails to/from CCMC's president Jeff Coward, querying Chamber membership joining payment and attaching membership record & renewal form.
- 31/7/2017: email from CCMC's president Jeff Coward, membership payments & meeting date query.



3a. Relevant correspondence in and out

MEMBERSHIPS *cont'd*

- 1/8/2017: email from Member for Hinchinbrook, attaching membership renewal form & EFT payment.
- 1/8/2017: email to Cardwell Sportfishing Club Inc, attaching Chamber membership record & renewal form.
- 1/8/2017: email to The Hair Boutique on Victoria, querying Chamber invoice 67 from a previous financial year.
- 1/8/2017: email to Bendigo Bank's Amanda Casey, querying 3 unidentifiable membership renewal payments.
- 1/8/2017: email to The Aroma Van, attaching Chamber membership record & constitution.
- 1/8/2017: email to Kookaburra Holiday Park, attaching Chamber membership record & renewal form.
- 1/8/2017: email to Cardwell Pharmacy P/L, attaching Chamber membership record & renewal form.
- 1/8/2017: email to Cardwell Ice Works, attaching Chamber membership record & constitution.
- 2/8/2017: email to Mark Sheahan's Personal Training & Fitness, attaching Chamber membership record & renewal form.
- 2/8/2017: email to Thea M Tyson, attaching Chamber membership record & renewal form.
- 2/8/2017: email to Cardwell Butchery, attaching Chamber membership record & renewal form.
- 2/8/2017: email to former Chamber sec Jenifer Green, attaching Chamber membership record & renewal form.
- 2/8/2017: email from former Chamber secretary Jenny Green, advising resignation from Chamber.
- 2/8/2017: email to Beech Marine P/L, attaching Chamber membership record & renewal form query.
- 2/8/2017: email to Kookaburra Holiday Park, attaching Chamber membership record & constitution.
- 3/8/2017: email to Master Bait & Tackle, attaching Chamber membership record & constitution.
- 3/8/2017: email to Absolute North Charters, attaching Chamber membership record & constitution.
- 3/8/2017: email to Cardwell Newsagency, attaching Chamber membership record.
- 3/8/2017: email to Sweet Surprise Bakery, attaching Chamber membership record & constitution.
- 3/8/2017: email to the Jensen Family Partnership, attaching Chamber membership record & constitution.
- 4/8/2017: emails to/from Jane C Emerson, querying Chamber invoice 58 from a previous financial year.
- 4/8/2017: emails to/from Cardwell Beachfront Motel, resolving membership in previous financial years.
- 4/8/2017: email to Kathleen Brown, querying membership renewal in a previous financial year.
- 5/8/2017: emails to Chamber president, listing members who do not require a membership renewal reminder.
- 5/8/2017: email to Chamber president, advising that NSW Business Chamber Ltd was a 'hidden' member.
- 5/8/2017: email to Cardwell By The Sea Diner, advising of improved membership application & renewal forms.
- 5/8/2017: email to Cardwell Beachfront Motel, how to pay for membership gap year.
- 5/8/2017: email to Ross Paton, attaching membership application & minutes of 9/9/2016 Chamber meeting.
- 5/8/2017: email to Inspiration Port Hinchinbrook, querying membership renewal in a previous financial year.
- 5/8/2017: email to Mark S Rice, querying ABN.
- 5/8/2017: email to Marine Hotel Motel Cardwell, querying Chamber invoice 60 from a previous financial year.
- 5/8/2017: email to Cardwell Newsagency, attaching replacement membership record/tax invoice.
- 5/8/2017: email to Cardwell Butchery, attaching replacement membership record/tax invoice.
- 6/8/2017: broadcast email to 17 unfinancial Chamber members, not renewing means voting rights automatically expired 1/8/2017 and lapsed memberships are subject to termination after 31/8/2017.
- 6/8/2017: email from Cardwell Refrigeration & Air Conditioning, cancelling membership.
- 6/8/2017: email from North QLD Newspaper Company P/L, advising renewing membership tomorrow.
- 7/8/2017: email to North QLD Newspaper Company P/L, attaching Chamber membership record.
- 7/8/2017: email from Kathleen Brown, didn't renew membership after Sacred Moon Festival.
- 7/8/2017: email from Cardwell LAC's president Shayne Crole, lodging complaint about Chamber member.
- 7/8/2017: email to Cardwell LAC's president Shayne Crole, acknowledging complaint received.
- 8/8/2017: email to The Lyndock, acknowledging renewal form & querying if annual fee payment is pending.

MEMBER SERVICES SUB-COMMITTEE AND ENGAGEMENT

- 26/7/2017: broadcast email from Cairns Chamber of Commerce, seminar on Economic Forecast 2017.
- 28/7/2017: broadcast email from TTNQ, Tourism Small Business Development Program e-update no.45.



3a. Relevant correspondence in and out

MEMBER SERVICES SUB-COMMITTEE AND ENGAGEMENT *cont'd*

- 28/7/2017: email to TTNQ's Kelsey Burge, requesting contact name update on their broadcast emails.
- 29/7/2017: broadcast email to members, forwarding info on TTNQ August workshops near Cardwell.
- 30/7/2017: email from Facebook, weekly report on Chamber's FB page.
- 31/7/2017: broadcast email to members, forwarding poster and info on MTB Race in Cardwell on 13/8/2017.
- 31/7/2017: email from Hinchinbrook Real Estate, thanking Chamber for its Member Services broadcast email.
- 31/7/2017: email from TTNQ's Kelsey Burge, has updated contact name for broadcast emails.
- 31/7/2017: broadcast email from Cairns Chamber of Commerce, networking event in Cairns.
- 31/7/2017: broadcast email from Cairns Chamber of Commerce, business to business (B2B) hot offers.
- 31/7/2017: broadcast email from DSITI, Small Business Innovative Research (SBIR) applications open.
- 1/8/2017: broadcast email from Roxanne Grey, Ryan Moody Fishing news release.
- 3/8/2017: broadcast email from Cairns Chamber of Commerce, regional branding & migration law challenges.
- 4/8/2017: broadcast email from Member for Hinchinbrook, Hinchinbrook electorate e-news.
- 4/8/2017: broadcast email from NSW Business Chamber Ltd, 10th World Chambers Congress in Sydney.
- 4/8/2017: email to NSW Business Chamber Ltd, requesting contact name update on their broadcast emails.
- 4/8/2017: broadcast email to members, further promoting MTB Race in Cardwell on 13/8/2017.
- 5/8/2017: email from Facebook, weekly report on Chamber's FB page.
- 7/8/2017: email to Herbert River Express's Sherie Hensler-Adams, arranging meeting 8/8/2017 in Cardwell.
- 8/8/2017: broadcast email from Innisfail Chamber of Commerce, Industry & Tourism Inc, membership info.

Note: Chamber members who would like copies of any of the broadcast emails above should contact the Chamber's Member Services sub-committee at cardwellchamber@gmail.com.

PROJECTS, PRIORITIES AND PROMOTION OF CARDWELL AND ENVIRONS

- 21/5/2015: letter to CCRC's CEO Terry Brennan, Chamber's four suggestions for beautifying Cardwell.
- 12/6/2015: letter from CCRC's community services director Margaret Darveniza, acknowledging Chamber's beautifying Cardwell letter and committing to respond in due course.
- 20/6/2015: email from CCMC's president Jeff Coward, requesting a Chamber letter of support for MTB trails.
- 14/10/2015: priority of community projects, result of community forum held by Bendigo Bank.
- 7/1/2016: email to CCMC's president Jeff Coward, Chamber will pay for Feasibility Study costs overrun.
- 16/1/2016: email from CCMC's president Jeff Coward, will nominate Mark Sheahan for CCMC committee position and representation.
- 22/8/2016: email from CCMC's president Jeff Coward, reminding Chamber about its letter of pledged funds.
- 24/8/2016: email to CCMC's president Jeff Coward, attaching Chamber's letter of \$2000 pledged funds.
- 24/8/2016: email from CCMC's president Jeff Coward, acknowledging Chamber's pledged \$2000.
- 7/9/2016: email from CCMC's president Jeff Coward, grant application is in & acknowledging pledged \$2000.
- 9/5/2017: email from Cr Glenn Raleigh, attaching QORF report on MTB trails from coast to Tablelands.
- 25/7/2017: broadcast email to members, thanking Herbert River Express for meeting and new Cardwell page.
- 26/7/2017: email to Chamber's Committee, forwarding Chamber/CCRC letters in 2015 to beautify Cardwell.
- 26/7/2017: email from Kaylea Chard-Tilles, supporting beautification by painting murals on power poles.
- 26/7/2017: email to Chamber's Committee, Chamber president's update on IGA's future and crocodile statue.
- 26/7/2017: email to Chamber's Committee, forwarding IGA's customer feedback form.
- 27/7/2017: emails to/from Chamber's Committee, highlighting MTB Race poster has exclusive accommodation.
- 27/7/2017: emails to/from CCMC's president Jeff Coward, querying exclusive accommodation on MTB Race poster.
- 27/7/2017: email from CCMC's president Jeff Coward, explaining how donated funds are allocated.
- 27/7/2017: email to Chamber's Committee, forwarding CCRC Council meeting news briefs including Cardwell.
- 27/7/2017: SMS+email to UFO Festival coordinator, providing high-resolution Cardwell Chamber logo.
- 28/7/2017: email to CCMC's president Jeff Coward, requesting Chamber logo on MTB Race poster.



3a. Relevant correspondence in and out

PROJECTS, PRIORITIES AND PROMOTION OF CARDWELL AND ENVIRONS *cont'd*

- 28/7/2017: email to Chamber's president, forwarding "Discover hidden falls and natural wonders" weblink.
- 28/7/2017: email from CCRC's Richard Blanchette, attaching latest cover from Driving The GBR brochure.
- 31/7/2017: email to CCMC's president Jeff Coward, Race poster distribution & meeting in Cardwell 1/8/2017.
- 31/7/2017: email from CCMC's president Jeff Coward, unable to modify MTB Race poster.
- 31/7/2017: emails to/from CCRC's Vince O'Brien & Rob Curry about maintaining 'Historical Cardwell' sign.
- 1/8/2017: email to Herbert River Express newspaper, forwarding Ryan Moody news for Cardwell page.
- 1/8/2017: email to Herbert River Express newspaper, forwarding MTB Race poster for Cardwell page.
- 4/8/2017: email from GBRMPA/QPWS's James Aumend, they're not replacing missing sign at Cardwell Jetty.
- 4/8/2017: email to CSFC's president Chris Stoter, forwarding email from GBRMPA not replacing Jetty sign.
- 4/8/2017: emails to CCMC's president Jeff Coward, detailing Chamber's promo of MTB Race on 13/8/2017.
- 4/8/2017: email from CCMC's president Jeff Coward, thanks for Chamber promotions + brochures dropoff.
- 6/8/2017: review drafts of letter to Tablelands Regional Council (TRC) about condition of Kirrama Range Rd.
- 6/8/2017: email approving draft letter to Tablelands Regional Council (TRC), Kirrama Range Rd condition.
- 7/8/2017: emails from Herbert River Express's Sherie Hensler-Adams, confirm meeting tomorrow in Cardwell.
- 7/8/2017: email from Explosive Art, attaching proposal for fireworks display on Cardwell foreshore.
- 8/8/2017: emailed letter to Tablelands Regional Council (TRC)'s CEO about condition of Kirrama Range Rd.
- 8/8/2017: email auto-acknowledgement from TRC, responding to emailed letter sent from Chamber.

TOWN MAP SUB-COMMITTEE

- 27/7/2017: email to CCRC's Richard Blanchette, confirming New Town Map meeting in Cardwell on 28/7/2017.
- 27/7/2017: email to Cardwell Refrigeration & Air Conditioning, thanking for input to new Town Map project.
- 27/7/2017: email from CCRC's Richard Blanchette, confirming meeting tomorrow in Cardwell.
- 2/8/2017: email from CCRC's Richard Blanchette, map drafting in progress whilst on leave.
- 2/8/2017: email to CCRC's Richard Blanchette, enquiring if emails answerable whilst he's on leave.

3b. Business arising from correspondence

- (i) WRITTEN COMPLAINT ABOUT A REPRESENTATIVE OF A CHAMBER MEMBER: The Secretary advised that, for privacy reasons and with visitors/observers currently present, it would best to deal with the complaint *in camera* at the end of the open meeting – see item 8b in these minutes.
- (ii) INSURANCE FOR JETTY MARKETS: The Secretary had received a query from *Great Green Way Tourism Inc* (GGWTI) about the status of the Jetty Markets and stallholders insurance, noting that only the Chamber currently has approval from GGWTI to conduct markets next to the jetty. Gareth reported that he had been unable to have a handover arrangements meeting with the UFO Festival Coordinator due to her unavailability. Amanda, however, did have a conversation with the Coordinator and confirmed the Festival's acceptance of the entire Jetty Markets portfolio from the Chamber. That information was conveyed to GGWTI.

Gareth said the Chamber had earlier this year paid for markets liability insurance cover which was no longer required and should be cancelled, the refund to be credited to the Chamber's bank account. The meeting said it was clear from the actions of the previous Management Committee at their 10/7/2017 meeting that the Chamber no longer had any involvement in or responsibility for the Jetty Markets.

MOTION: That the markets liability insurance policy with Marsh Advantage be cancelled forthwith.

Proposer: Gareth Davey. **Seconder:** Robyn Smith. **Result:** Carried unanimously.

Actions: Gareth to submit the cancellation and refund request to the broker. Amanda to notify the UFO Festival Coordinator.

3b. Business arising from correspondence *cont'd*

- (iii) MONTAGU FAMILY VISIT: An article about the Montagu Family's recent visit to Cardwell was published in the *Cassowary Coast Independent News* newspaper on 27 July (news page 16) – see below.

Hinchingbrooke meets Hinchinbrook



LUKE MONTAGU

Almost 250 years ago my ancestor John Montagu, the 4th Earl of Sandwich, sponsored Captain Cook's first voyage to the South Pacific which led to his discovery of Australia. On his way up the coast in HMS Endeavour, Cook spotted a land-mass with a mountain which he decided to name Hinchinbrook, after Hinchingbrooke House, the country seat of the Earls of Sandwich. Of course you know this place as Hinchinbrook Island.

Hinchingbrooke is also my name, as Viscount Hinchingbrooke is the courtesy title given to the oldest son of the earl (my father is John Montagu, the 11th earl). Given the connection, I decided that it was time for Hinchingbrooke to meet Hinchinbrook, so I brought my wife Julie and two boys to Cardwell last week for a quick visit. We had been staying in Port Douglas doing the usual rainforest / reef thing, and popped down for a day before our flight back

to Sydney.
 Steve and Janet were most welcoming at the Cardwell Beachfront Motel, and put me in touch with Amanda at Hinchinbrook Island Cruises who kindly organised an extra trip. We were soon whisked over to the island by Amanda's husband Andrew, past a couple of crocs and along the creek which leads to the jetty. And there we were, our feet firmly planted on Ramsay Bay, with Cape Sandwich to our left and Mount Bowen looming in the distance. What a spectacular place! Andrew took us on a brisk hike to another bay, where we swam and gazed out to sea, imagining the Endeavour beating along the shoreline.

It was of course much too short, and so we hope to return in a year or two, when perhaps we will walk and camp the length of the island. As for the name, I think I will now call myself Hinchinbrook - much easier to spell!

Luke Montague with his family at Hinchinbrook National Park.
 Page 16 Cassowary Coast Independent News, Thursday, July 27, 2017

- (iv) NBN PRESENTATION 22-25 AUGUST: The Secretary sought more details from the NBN rep on the nature of his proposed presentation and what it hoped to achieve here in Cardwell given that the NBN has been available in town since May. Sharryn felt strongly that a presentation could assist people who are not satisfied with their NBN installation or performance. Cr Raleigh indicated his expertise in troubleshooting NBN installations and offered to be a contact point for anyone in the Cardwell area needing assistance. [Note to readers: Cr Raleigh's mobile number is 0417 719 591]

Given Cr Raleigh's level of support and no scheduled general meetings of the Chamber during 22-25 August, it was felt the NBN presentation offer should be declined – Secretary to advise the presenter.

- (v) CHAMBER'S MEMBERSHIP OF TROPICAL COAST TOURISM: Amanda spoke about the benefits of TCT membership. A report on TCT's most recent meeting is in item 5b of these minutes. Given that the current representative's business is unfinancial with the Chamber and has written that it will not be renewing, discussion revolved around who from Cardwell would be the best to represent the tourism aspect of the area. Several names were put forward, none of whom were financial members of the Chamber.

To follow-up General Business item 8 (v) at the 25/7/2017 Committee meeting, Gareth reported that the annual fee for TCT's Supporter Category is \$110 per year [refer TCT form <https://www.tropicalcoasttourism.com.au/client-assets/pdfs/2017TCTMembershipApplicationForm.pdf>], but questioned whether independent Chamber membership is necessary given Cardwell's representation on TCT as long as the representative is a Chamber or Chamber-friendly member. [Constitution clause 3 (1b)]



3b. Business arising from correspondence *cont'd*

- (vi) CHAMBER'S MEMBERSHIP OF CASSOWARY COAST ECONOMIC DEVELOPMENT INC: The Chamber was a foundation member of CCED last year but is currently unfinancial with no plans to rejoin in the lead-up to the Chamber's AGM. Gareth mentioned that CCED's annual membership fees had just doubled in price.
- (vii) SPECIAL MANAGEMENT MEETING: On 27/6/2017 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 that a quorum of Management Committee members was available in Cardwell at the end of the meeting's 3-day notice period. That meeting was not called (a different meeting was held by the former Committee instead) 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) COMMITTEE COMMUNICATIONS: All Committee members are currently receiving all emails received by the Chamber's Gmail and website Admin accounts. No one felt their Inboxes were being overloaded at this stage and were happy to continue with the autoforwarding arrangement.

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

- (i) BANK ACCOUNT SIGNATORIES: After a week's delay due to bank logon issues, the Chamber's outstanding bills were able to be paid online using the Bendigo Bank's collaborative transaction system for dual authorisations. [Constitution clause 28 (1)]
- (ii) PETTY CASH: The Treasurer wrote to the previous Treasurer earlier today about the legacy petty cash float and cashed-up debit cards. According to bank statements, an amount of \$22.40 was loaded into a Load & Go card on 22/5/2017. [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. 7/8/2017. A credit balance is expected to be maintained when all pending bills have been paid:
1. 633-000 133482976 Statement account: **+\$2,855.07** – 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.

[Constitution clause 28 (2)]

For budgeting and financial viability purposes, the following transactions have been grouped based on searches of the Chamber's banking records and crosschecked with other documents on file.

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**



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

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
 - 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, chains*
 - 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**

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 CARDWELL MOUNTAIN BIKE (MTB) TRAIL GRANT APPLICATION

Note: A letter dated 24/8/2016 was sent from the Chamber to CCMC pledging \$2000. Emails dated 24/8/2016 and 7/9/2016 from CCMC acknowledge the \$2000. At the Chamber's Management Committee meeting on 10/7/2017, the outgoing officeholders decided to make the donation \$3000 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 chq 000118 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)**

TRANSACTIONS FOR TAX OBLIGATIONS

Note: The annual GST return for 2016-17 is due for submission to the ATO by 28/2/2018.

- 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 (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**

Cr Raleigh asked about the \$1000 transfer back to CCRC above, which refunded most of its grant to the Chamber for the 2016 Christmas Carols at the Jetty event. The Treasurer was unable to explain the rationale behind the transfer by the previous officeholders at their 10/7/2017 Management Committee meeting, and had emailed Kath Barnett at CCRC asking if she knew more about it. Cr Raleigh asked for the details to be emailed so he could follow up.

EXPENDITURE ON INSURANCES

- 17/6/2015: -\$810.00 EFT to Resilium Insurance Brokers
 - 26/6/2015: -\$530.00 EFT to Resilium Insurance Brokers
 - 26/6/2015: -\$275.00 EFT to CCIQ inv.SI-113684 for membership & access to insurance products
 - 9/3/2016: -\$239.80 EFT to Austcover inv.M0006146 for 2x markets liability cover
 - 18/7/2016: -\$145.00 EFT to Resilium Insurance Brokers inv.151913 for voluntary workers
 - 18/7/2016: -\$280.00 EFT to Resilium Insurance Brokers inv.151898 for management liability
 - 18/7/2016: -\$450.00 EFT to Resilium Insurance Brokers inv.151892 for public & products liability
 - 12/1/2017: -\$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: -\$1200.00 EFT to 4KZ/Coastal Broadcasters
 - 25/11/2015: -\$492.00 EFT to 4KZ/Coastal Broadcasters
 - 21/1/2016: -\$375.00 EFT to 4KZ/Coastal Broadcasters
 - 21/2/2016: -\$375.00 EFT to 4KZ/Coastal Broadcasters
 - 21/3/2016: -\$375.00 EFT to 4KZ/Coastal Broadcasters
 - 21/4/2016: -\$375.00 EFT to 4KZ/Coastal Broadcasters
 - 21/5/2016: -\$375.00 EFT to 4KZ/Coastal Broadcasters
 - 27/6/2016: -\$750.00 EFT to 4KZ/Coastal Broadcasters
- BALANCE SINCE 29/4/2015: **-\$4,317.00**



4a. Treasurer's Report (iii) Bank Statements *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 ON INCORPORATED ASSOCIATION REGISTRATION FEES

| | | |
|-------------------------|--------------------------|---|
| 4/9/2014: | <input type="checkbox"/> | -\$48.25 chq000102 paid to Office of Fair Trading |
| 20/10/2015: | <input type="checkbox"/> | -\$99.90 chq000110 paid to Office of Fair Trading |
| 20/10/2016: | <input type="checkbox"/> | -\$51.70 chq000120 paid to Office of Fair Trading |
| BALANCE SINCE 4/9/2014: | | -\$199.85 |

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 |
| 1/8/2017: | <input type="checkbox"/> | -\$5.00 transaction fees from general account |
| BALANCE SINCE 1/3/2015: | | -\$99.90 |



INCOME FROM BANK INTEREST

| | | |
|------------|-------------------------------------|--------------------------------------|
| 1/1/2015: | <input checked="" type="checkbox"/> | +\$0.70 into general account |
| 1/2/2015: | <input checked="" type="checkbox"/> | +\$0.70 into general account |
| 1/3/2015: | <input checked="" type="checkbox"/> | +\$0.60 into general account |
| 1/4/2015: | <input checked="" type="checkbox"/> | +\$0.59 into general account |
| 1/5/2015: | <input checked="" type="checkbox"/> | +\$0.59 into general account |
| 1/6/2015: | <input checked="" type="checkbox"/> | +\$0.69 into general account |
| 1/7/2015: | <input checked="" type="checkbox"/> | +\$1.14 into general account |
| 1/8/2015: | <input checked="" type="checkbox"/> | +\$0.61 into general account |
| 1/9/2015: | <input checked="" type="checkbox"/> | +\$0.64 into general account |
| 1/10/2015: | <input checked="" type="checkbox"/> | +\$0.61 into general account |
| 1/11/2015: | <input checked="" type="checkbox"/> | +\$0.64 into general account |
| 1/12/2015: | <input checked="" type="checkbox"/> | +\$0.63 into general account |
| 1/1/2016: | <input checked="" type="checkbox"/> | +\$0.63 into general account |
| 1/2/2016: | <input checked="" type="checkbox"/> | +\$0.64 into general account |
| 1/3/2016: | <input checked="" type="checkbox"/> | +\$0.63 into general account |
| 1/4/2016: | <input checked="" type="checkbox"/> | +\$0.59 into general account |
| 1/5/2016: | <input checked="" type="checkbox"/> | +\$0.63 into general account |
| 1/6/2016: | <input checked="" type="checkbox"/> | +\$0.21 into general account |
| 1/7/2016: | <input checked="" type="checkbox"/> | +\$0.35 into general account |
| 1/8/2016: | <input checked="" type="checkbox"/> | +\$0.15 into general account |
| 1/9/2016: | <input checked="" type="checkbox"/> | +\$0.03 into general account |
| 1/10/2016: | <input checked="" type="checkbox"/> | +\$0.00 into general account |
| 1/11/2016: | <input checked="" type="checkbox"/> | +\$0.00 into general account |
| 1/12/2016: | <input checked="" type="checkbox"/> | +\$0.11 into general account |
| 1/1/2017: | <input checked="" type="checkbox"/> | +\$0.22 into general account |
| 1/2/2017: | <input checked="" type="checkbox"/> | +\$0.21 into general account |
| 1/3/2017: | <input checked="" type="checkbox"/> | +\$0.24 into general account |
| 1/4/2017: | <input checked="" type="checkbox"/> | +\$0.28 into general account |
| 1/4/2017: | <input checked="" type="checkbox"/> | +\$0.09 into markets account |
| 1/5/2017: | <input checked="" type="checkbox"/> | +\$0.28 into general account |
| 1/5/2017: | <input checked="" type="checkbox"/> | +\$0.19 into markets account |
| 1/6/2017: | <input checked="" type="checkbox"/> | +\$0.37 into general account |
| 1/6/2017: | <input checked="" type="checkbox"/> | +\$0.41 into markets account |
| 1/7/2017: | <input checked="" type="checkbox"/> | +\$0.34 into general account |
| 1/7/2017: | <input checked="" type="checkbox"/> | +\$0.62 into markets account |
| 1/8/2017: | <input type="checkbox"/> | +\$0.13 into general account |
| 1/8/2017: | <input type="checkbox"/> | +\$0.21 into untasked income account |

BALANCE SINCE 1/1/2015: **+\$15.55**

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**



4a. Treasurer's Report

(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. 57 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 in carry bags, from CDCA 11/12/2015 | location: M.Sheahan |
| 8. 6 x tables with folding legs, 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 |

Note: The Chamber has on file a letter dated 11/12/2015 from the CDCA's former treasurer Lee Porter donating items 6, 7, 8, and 9 in the above list to the Chamber, to be made available to other Cardwell associations at the Chamber's discretion. The intention of the donation was confirmed in a follow-up meeting with CDCA's former president Keith Everingham on 27/7/2017.

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

Kaylea reiterated her offer of short-term storage for the Chamber's portable assets. The lockable shed on the western side of the Community Hall was also suggested as it had been used previously by CDCA – it's a Council building with the keys available from Jenny Green at the Library although it's understood previous Chamber officeholders may also have keys.

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.

An invitation to renew the Chamber's management insurances has been received from Resilium Insurance Broking. The premiums will be determined by the size of the Chamber and events it is planning to hold. As agreed at the previous Management Committee meeting, the documents had been circulated to all Committee members for their review.

[Constitution clauses 28 (7) and 18]

MOTION: That the management insurance policies through Resilium Insurance Broking be renewed.

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

Actions: Gareth to submit the renewal documents to the broker. Gareth and Amanda to pay the insurance invoices using Bendigo Bank's online collaboration.



4c. Annual income and expenditure budget – *subject to change as discovery continues*

- Annually: -\$130.00 to Cardwell Post Office, for PO Box 14 – not mandatory.
- Annually: -\$90.00 to QLD Office of Fair Trading, for annual incorporation registration – mandatory.
- Annually: -\$300.00 to CCIQ for membership and access to insurance products – mandatory.
- Annually: -\$900.00 to Resilium Insurance Broking, for management insurance products – mandatory.
- Annually: +\$1320.00 from 20 membership renewals – predicted.
- Annually: +\$500.00 from ATO, for GST payments – predicted.
- Annually: +\$2.00 from Bendigo Bank, for Savings accounts interest – predicted.
- Annually: -\$30.00 to Bendigo Bank, for Savings accounts fees – predicted.
- Monthly: +\$100.00 from foreshore coin-operated telescope – predicted if device is reliable.

[Constitution clause 28 (2)]

MOTION: That the Treasurer's and associated financial reports (above) be accepted, noting that they continue to be a work in progress.

Proposer: Amanda Payne. **Seconder:** Robyn Smith. **Result:** Carried without dissent.

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

5a. Town Map sub-committee report [Constitution clauses 16 (1)(2)(3) and 17]

A meeting with CCRC's Richard Blanchette was held in Cardwell on 28/7/2017. Attending from the Chamber's Management Committee were Amanda, Janet and Gareth. Richard took the opportunity to show Cardwell's inclusion on the updated cover of the new Great Barrier Reef driving guide brochure (see adjacent). He also discussed issues with road signage around Cardwell.

The chair of the Town Map sub-committee explained that he had met with Janet and collated all the responses and ideas received over the past 12 months. Other Councils' town maps (such as Longreach's) were considered. The result is a multipage list which he presented to Richard.

The report says icons are preferred over text, as they span languages and visual searching preferences. In addition to standard infrastructure, a range of useful icons are required to be marked at specific locations on the new map.

Janet explained, because of Cardwell's northwest/southeast orientation, the orientation of the map should be landscape format with the top facing east (not north). An inset, as used in other maps, should show Forest Drive and the coast with various turnoffs, lookout, spa, and creeks.





5b. TCT Representative's report [Constitution clauses 16 (1)(2)(3) and 17]

The following report has been received from Kathy Sheahan following her attendance at Tropical Coast Tourism's meeting on 31/7/2017, and had been distributed to all Management Committee members in advance of tonight's meeting:

TCT Meeting Report

UFO Festival

Thea Ormonde attended the meeting as a guest to present an overview of the 2017 UFO Festival. The event will be held on the 21st October 2017 at the Cardwell Sports Field and Community hall. The event will include show rides, market stalls, tourism booths, childrens costume party, C-files and a ticketed after party event. Thea has requested for TCT representatives from each region to contact local businesses and tourism operators to set up and showcase their respective businesses and areas.

Explore Magazine Redesign

Mark Evans advised that quotes had been received and distributed to the board for consideration. Mark used the Hinchinbrook Destination guide as an example of what TCT may move toward when redesigning the brochure. He believes customers are looking for something different and the Hinchinbrook magazine had worked. Ben Christie Johnson (HSC Economic Development Officer) mentioned there were points of difference in the magazine. It feature stories and had a design brand. BCJ will work closely with TCT, talk to designers and other key people and bring a plan back to the next meeting. It was mentioned that Council needs to get behind the project. The meeting was advised that Council had a new GM who is interested in business and new marketing staff. TCT will meet with the new marketing staff. A timeframe for the brochure will be determined by the job.

TEQ Drive Package Opportunity

The meeting was advised that advertising opportunities from TEQ existed. It was decided TCT purchase media. This will include full page advert with RACQ Road Ahead Magazine, regional newspapers min 3 possibly 4: (Mackay, TVL Bulletin, Cairns Post) 1 edition of local newspaper. 3 separate dates and online. The ad would include a hero shot and banners which would be on sold to businesses (TCT members to be offered these first) The banner would include a call to action.

GBR Drive Map

This map is already online. 380k maps in 4 languages are printed and ready for distribution. The region is well presented as Council had supported ½ page in the publicatio



5c. Member Services sub-committee report

The chair of the sub-committee reported that she had attended a meeting with Gareth and Jeff Coward from the Cassowary Coast Multisport Club Inc on 1/8/2017. The Chamber's recent donation of \$3000 (\$2000 was originally pledged) was discussed, and Jeff explained that it will go towards preparation of a grant application to professionally develop Cardwell's MTB trails. He stated that if the application is unsuccessful, the Chamber's \$3000 would be returned.

Jeff also explained that the grant application is a separate exercise to the pending MTB Race in Cardwell on August 13. The overall strategy of developing MTB trails by various Council areas, such as in the Tablelands and described in the QORF report, is separate again.

Gareth expressed the view that Cardwell businesses would like more local engagement of race participants when they use the area such as staying overnight instead of just a day visit (as was expressed in the Chamber's pledged funds letter). Jeff mentioned possible future participation through the local schools.

5d. Constitution Compliance & Review sub-committee report

The chair of the sub-committee reported that tonight's Management Committee meeting was expected to have dealt with policies and stated positions, however, the listed General Business items with Cr Raleigh would likely dominate the available meeting time. [Constitution clauses 16 (1)(2)(3), 17]

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

UNPROCESSED APPLICATION: 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 new 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 was effected same day. Tonight's Management Committee meeting needs to formally admit Kaylea to membership of the Chamber. [Constitution clauses 5 (2), 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,
- recording of the membership application at the 7/3/2017 general meeting,
- Kaylea was not present at the 14/7/2017 meetings to be able to query her membership payments, 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.

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.

MOTION: That Cardwell By The Sea Diner (ABN 12 050 285 834) be admitted into the Ordinary Member class of the Chamber as of today's date for the current financial year, with Kaylea Chard-Tilles the business's representative. [Constitution clause 7 (2)]

Proposer: Gareth Davey. **Seconder:** Sharryn Duncan. **Result:** Carried without dissent.

Actions: Gareth to write to Cardwell By The Sea Diner to advise of its admittance. [Constitution clause 7 (3)]
The Chamber's membership register would be updated with the information supplied by Kaylea.



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 applies to be a member, not the person representing the business.)

Membership applications 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 4 reports have been prepared based on further searches of the Chamber's membership records and crosschecked with bank statements, as at the end of July 2017.

The symbology used is:

- completed correctly
- incomplete by the proposer and/or seconder
- incomplete by the applicant
- inadmissible, e.g. due to non-payment or application/applicant does not meet entry criteria
- yet to be coded.

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

[Constitution clause 24 (10)]

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

APPLICATION FORMS FOUND ON FILE (FEE PAYMENT DATE SHOWN)

| | | | | |
|------------|--|-------------------------------------|--------------------|----------------------|
| 22/4/2015: | <i>Cardwell Pool</i> (M&K.Sheahan) <i>unsigned</i> | <input checked="" type="checkbox"/> | nom'd R.Boothey | sec'd M.Jensen |
| 24/2/2015: | Sweet Surprise Bakery (J.Patch) | <input checked="" type="checkbox"/> | nom'd <i>blank</i> | sec'd M.Sheahan? |
| 22/4/2015: | Cardwell Newsagency (P.Gruber) | <input checked="" type="checkbox"/> | nom'd <i>blank</i> | sec'd M.Sheahan? |
| 22/4/2015: | 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? |
| 22/4/2015: | Cardwell & District Real Estate (K.Lockhart) | <input checked="" type="checkbox"/> | nom'd M.Sheahan | sec'd C.Ihle |
| 21/4/2015: | <i>The Dragonfly Cottage</i> (T&N.Ormonde) | <input checked="" type="checkbox"/> | nom'd C.Ihle? | sec'd M.Sheahan? |
| 5/5/2015: | Master Bait & Tackle (R.Manning) | <input checked="" type="checkbox"/> | nom'd C.Ihle? | sec'd <i>unclear</i> |
| 22/4/2015: | Cardwell Butchery (C.Ihle) | <input checked="" type="checkbox"/> | nom'd <i>blank</i> | sec'd M.Sheahan? |
| 20/4/2015: | <i>Cardwell Sacred Moon Festival</i> (K.Brown) | <input checked="" type="checkbox"/> | nom'd <i>blank</i> | sec'd M.Sheahan? |
| 25/5/2015: | 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 (FEE PAYMENT DATE SHOWN)

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

APPLICATIONS WITHOUT A JOINING FEE (SIGNED FORM DATE SHOWN)

| | | | | |
|------------|---|-------------------------------------|-----------------|--------------|
| 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 |
|------------|---|-------------------------------------|-----------------|--------------|



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

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

APPLICATION FORMS FOUND ON FILE (FEE PAYMENT DATE SHOWN)

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

NO APPLICATION FORM FOUND ON FILE (FEE PAYMENT DATE SHOWN)

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

APPLICATIONS WITHOUT A JOINING FEE (SIGNED FORM DATE SHOWN)

| | | | | |
|------------|---------------------|-------------------------------------|-------------|------------------|
| 22/8/2015: | Nev Milne (N.Milne) | <input checked="" type="checkbox"/> | nom'd blank | sec'd M.Sheahan? |
|------------|---------------------|-------------------------------------|-------------|------------------|

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

APPLICATION FORMS FOUND ON FILE (FEE PAYMENT DATE SHOWN)

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

NOTIFIED RESIGNATIONS (DATE OF RESIGNATION SHOWN)

| | | | |
|------------|-------------------------------------|-------------------------------------|---------------------------|
| 2/11/2016: | Master Bait & Tackle (R.Manning) | <input checked="" type="checkbox"/> | by email |
| 4/7/2017: | Cardwell Real Estate (R.Boothey) | <input checked="" type="checkbox"/> | conversation and email |
| 11/7/2017: | Cardwell Newsagency (P.Gruber) | <input checked="" type="checkbox"/> | by email and conversation |
| 20/7/2017: | Absolute North Charters (J.Schmidt) | <input checked="" type="checkbox"/> | by emails and SMSs |



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

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

APPLICATION FORMS FILED OR FOUND ON FILE (FEE PAYMENT DATE SHOWN)

| | | | | |
|------------|---|-------------------------------------|---------------|-----------------|
| 2/7/2017: | Hinchinbrook Hiking (An.Payne) | <input checked="" type="checkbox"/> | nom'd D.Beech | sec'd G.Davey |
| 2/7/2017: | 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 |

RENEWAL FORMS FILED OR FOUND ON FILE (FEE PAYMENT DATE SHOWN)

| | | | | |
|----------------|---|-------------------------------------|---------------|-----------------|
| 3/7/2017: | Preferred Aviation Services P/L (G.Davey) | <input checked="" type="checkbox"/> | nom'd D.Beech | sec'd T.Ormonde |
| 3/7/2017: | Australasian Aviation Resources P/L (G.Davey) | <input checked="" type="checkbox"/> | nom'd D.Beech | sec'd T.Ormonde |
| 3/7/2017: | Marine Hotel-Motel (T.McCoy) | <input checked="" type="checkbox"/> | nom'd G.Davey | sec'd T.Ormonde |
| 4/7/2017: | Cardwell Ice Works (A.Brazier) | <input checked="" type="checkbox"/> | nom'd G.Davey | sec'd T.Ormonde |
| 4/7/2017: | The Aroma Van (B.Schubert) | <input checked="" type="checkbox"/> | nom'd G.Davey | sec'd T.Ormonde |
| 11/7/2017: | Cardwell Beachfront Motel (J&S.Arnold) | <input checked="" type="checkbox"/> | nom'd G.Davey | sec'd T.Ormond |
| 12/7/2017: | BP Seaview Café & Deli (R.King) | <input checked="" type="checkbox"/> | nom'd G.Davey | sec'd T.Ormonde |
| 3/8/2017: | Hinchinbrook Island Cruises (D.Beech) | <input checked="" type="checkbox"/> | nom'd G.Davey | sec'd T.Ormonde |
| form only: | Cardwell By The Sea Diner (K.Chard-Tilles) | <input type="checkbox"/> | nom'd G.Davey | sec'd T.Ormonde |
| form only: | Cardwell UFO Festival (T.Tyson) | <input type="checkbox"/> | nom'd G.Davey | sec'd D.Beech |
| form only: | The Lyndock (D.Murray) | <input type="checkbox"/> | nom'd G.Davey | sec'd T.Ormonde |
| unsigned form: | Cardwell & District Real Estate (K.Lockhart) | <input type="checkbox"/> | nom'd G.Davey | sec'd T.Ormonde |

6c. Encouraging businesses to join

Gareth estimates the Chamber will likely lose up to ten businesses from its membership list (some of whom were already quite unfinancial) after recent Management Committee changes and the membership register review. He suggested if each Committee member were able to encourage two new members to join that would potentially be up to 14 new members before the AGM.

Cr Raleigh suggested inviting businesses in small coastal towns where travellers stop over.

Amanda has suggested a promotional campaign on Facebook.

7. Motions on notice

- (i) **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.
- (ii) **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.
- (iii) **AGM NOTICE PERIOD:** 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 current Management Committee has decided on a 21 day AGM notice period.



8a. General business – issues raised with Cr Glenn Raleigh

- (i) **RV-FRIENDLINESS OF CARDWELL:** Cr Raleigh advised that Cardwell has always been RV-friendly.
- There is more RV-useful signage coming to Cardwell, including a white P sign. He said the 'RV-friendly town' signs seen on entry to other places are issued by the CMCA [note to readers: visit <https://members.cmca.net.au/content/rvfriendlymap.aspx>]. Cardwell would need to have a public dump point installed, but a dump point needs to be connected to a sewerage system, which Cardwell township doesn't have.
 - Cassowary Coast Regional Council has an overflow policy on its website. Previous overflow use of the Cardwell sportsground was by prebookings arranged under a previous Council director who is no longer working there. Cr Raleigh acknowledged that the situation at Cardwell is different to other Cassowary Coast towns – Tully is already RV-friendly, whereas Innisfail has differences of opinion by business owners. Council is currently reviewing its caravan and camping policy which may change it – any changes will be consulted with all van and park operators before any implementation.
- (ii) **MOU BETWEEN COUNCIL AND BUSINESS ASSOCIATIONS:** Cr Raleigh was asked if he thought signing a Memorandum of Understanding with Council was a good idea for the Cardwell Chamber. He wasn't aware of the signing by CCED and the Innisfail Chamber of Commerce – Gareth offered to send him the relevant background info.
- (iii) **IMPROVING USABILITY OF BOWEN AND BALLIOL STREETS:** Bowen Street improvements have been budgeted and will be able to attract a 3:1 funding grant due to Cardwell's rating as a 'remote community'. Ample motorhome and long vehicle parking in Bowen Street is a consideration. The plans will be subject to thorough public consultation beforehand.
- (iv) **IMPROVEMENTS TO CARDWELL'S JETTY AND BOAT RAMPS:**
- A floating walkway/pontoon for the Meunga Creek boat ramp has received W4Q funding and will be installed by Council, which will extend its usefulness regardless of the tide. There were no plans for the other boat ramps servicing Cardwell.
 - Cr Raleigh said Council wants to increase the utility of the Cardwell jetty. A second railing has been installed. At the head of the jetty, a shelter with back-to-back seating is about to be installed, as will a sink, fish chart and fluorescent light. The pylons on the stainless steel stairs side are to be replaced to make berthing safer.
- (v) **IMPROVED LIGHTING:** Council is improving ground lighting at parks and at the Flame Tree, and will install lighted bollards on foreshore paths. Cr Raleigh asked the Chamber to consider if changing the ground lighting at the parks from white to various colours would improve the visual amenity, and to write to Council if in favour.
- (vi) **MOUNTAIN BIKE (MTB) TRAILS AT LOCAL AND REGIONAL LEVEL:** Gareth explained the recent meeting he and Mandy had with the Cassowary Coast Multisport Club president and the Chamber's recent donation to the Club – see item 5c in these minutes. Cr Raleigh was asked about the QORF document that explains an inter-region approach to MTB trails. He also spoke about walking trails.
- (vii) **ONGOING MONITORING AND MAINTENANCE OF ACCESS ROADS SUCH AS KIRRAMA RANGE:**
- Amanda and Mandy spoke about the condition of the Kirrama Range road, the effect on tourism, and that Chamber had already written to Tablelands Regional Council and was preparing a similar letter to CCRC. Cr Raleigh said a request to repair the road surface around exposed drainage is in the system, and he offered to channel the Chamber's letter to the Council's CEO through him.



8a. General business – issues raised with Cr Glenn Raleigh *cont'd*

- The ‘capping’ of Balliol Street’s dirt parking area (previously raised at a Chamber meeting in mid-2016 and followed up with a letter to Council’s CEO) had apparently been done by Council but was not successful. Amanda asked about the unsatisfactory resurfacing treatment of the Kirrama Range road and was advised it was the same blue metal material as used on Balliol Street. [Note to readers: The CCRC has two policies “Intermittent Sealing of Unsealed Roads Policy” and “Intermittent Sealing of Unsealed Roads Procedure” on its website at www.cassowarycoast.qld.gov.au/policies]
 - Gareth said the Chamber’s letters to both Councils ask for regular monitoring and maintenance, and asked whether the classification of a road makes a difference to Council’s response, e.g. does Council treat a gazetted road differently to a non-gazetted road (such as at the entrance to Dallachy Aerodrome). Cr Raleigh described a raft of different classifications including ‘formed and maintained’, ‘formed and not maintained’, and ‘roads of national significance’. [Note to readers: The CCRC has two policies “Road Network Policy” and “CCRC – Road Network Policy” on its website at www.cassowarycoast.qld.gov.au/policies]
- (viii) GARDEN BEDS: Mandy asked about removing the garden beds along Victoria Street and Cr Raleigh advised that they are managed by Main Roads who are usually not in favour of change. [Constitution clauses 2 (5)(6)]

It was noted that Cr Raleigh left the meeting after the above topics were fully discussed, and there were no visitors/observers in attendance when the Management Committee discussed the next item.

8b. General business – other matters

COMPLAINT ABOUT A REPRESENTATIVE OF A CHAMBER MEMBER: All Committee members had received and read the complainant’s email. Gareth noted that if the veracity of the complaint is substantiated, then disciplining a member can be one of the most difficult challenges for a management committee. The Chamber’s constitution has a clear process to be followed if the Committee decides to go down that path.

Robyn wanted it made clear whether the complaint is about a business that just happens to be a Chamber member, or about a representative of that business. After discussion, it was clear that the complaint as written was about a representative of an unfinancial Chamber member who had apparently misrepresented to others their relationship with the Chamber. It therefore was not actually a matter for the Chamber to deal with, and the complainant should deal direct with the person or the business that the person works for/at. It was agreed the President would reply to the complainant on that basis.

9. Notice of motions

CHAMBER BY-LAWS: The chair of the Constitution Compliance & Review sub-committee advised that topics for possible 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]



10a. Next Management Committee meeting

The meeting's 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)]

As the next meeting is expected to occur in August or September, only those members who have renewed their membership, as well as newly admitted 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 8.26pm, thanking all for their contributions.