

**AGENDA for MANAGEMENT COMMITTEE MEETING**  
**to be held on Tuesday, 29 August 2017**

**Meeting time:** 5.30 pm

**Meeting venue:** Cardwell By The Sea Diner

**Invitees:** Cardwell & Hinchinbrook Tours\* – Amanda Payne  
Cardwell Beachfront Motel\* – Janet and Steve Arnold  
Cardwell By The Sea Diner\* – Kaylea Chard-Tilles  
Ob La Di\* – Robyn Smith  
SkyRentals\* – Gareth Davey  
Vivia Café & Bar Pty Ltd\* – Sharryn and Terry Duncan

**Apologies:** Cardwell Traders & True Value Hardware\* – Mandy Jensen

\*member of the Chamber's new Management Committee

**MAIN PURPOSE OF MEETING**

- To process policies, position statements and by-laws.
- Report on progress in preparation for the next General Meeting.
- Report on progress in preparation for the Annual General Meeting

**ORDER OF BUSINESS**

**1. Meeting opening and welcome**

[Chairperson] [Time] [Quorum]

**2a. Minutes of previous Management Committee meetings**

- Draft minutes of Committee meeting held on 25/7/2017 have been emailed, and printed copies distributed for comment with follow-up amendments, noting around 200 items of correspondence.
- Draft minutes of Committee meeting held on 8/8/2017 have also been emailed and printed copies have been distributed for comment.
- **Motions required: to accept/amend/reject the draft versions of the 25/7/2017 and 8/8/2017 Management Committee meeting minutes.**
- Note: All available meeting notices, agendas and minutes are progressively being 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 meetings**

- **Motions carried at last Committee meeting 8/8/2017 – items 3b (ii), 4b, 4c, 6a.**
- Cancellation of markets insurance and refund of unused portion of premium.
- The operating status of the Chamber's coin-operated telescope on the foreshore.
- Update on future viability of the IGA store in Cardwell.
- Update on a crocodile tourist attraction in Cardwell.

## 2c. Business arising from minutes of previous General meetings

- (i) There are currently no acceptable minutes of the last two general meetings held (on 9/5/2017 and 30/5/2017). Both should be prepared for ratification at our next general meeting. Will need prior review by people who were present at those meetings. Initial contact has been made with attendees.
- (ii) Since February 2015, the Chamber has made various 'decisions' which have been included in meeting minutes and have by default set the Chamber's policies or position statements. Below is the list of each main topic found in the minutes, for our review. Do we:
- support?
  - be neutral?
  - withdraw?
  - revise? or
  - refer to a general meeting for members' and public guidance?

Consultation with all financial members (by email) would achieve maximum engagement.

1. PUSH FOR ALL MARKETS TO BE ON THE FORESHORE AT THE JETTY
2. SUPPORT FOR RECONSTRUCTION (BEAUTIFICATION) OF BALLIOL STREET
3. SUPPORT FOR RECONSTRUCTION OF BOWEN STREET
4. SUPPORT FOR FISHING MEMORIAL ON CARDWELL JETTY
5. SUPPORT FOR KIRRAMA RANGE SUPPORT GROUP / SULLIVANS WALKING TRACK
6. SUPPORT FOR MOUNTAIN BIKE (MTB) TRAILS NEAR CARDWELL
7. SUPPORT FOR IMPROVING CARDWELL'S APPEARANCE
8. SUPPORT FOR PORT HINCHINBROOK OWNERS
9. RV-FRIENDLINESS OF CARDWELL
10. CARDWELL/DALLACHY AERODROME TO MEET THE MINIMUM REQUIREMENTS OF THE ROYAL FLYING DOCTOR SERVICE (RFDS)
11. WITHDRAWING SUPPORT FOR CDCFF'S STRATEGIC ACTION PLAN (SAP)

## 2d. Business arising from minutes of previous Annual General meeting

At the Chamber's last AGM on 20/7/2016, it was announced that Peter Carey would be the auditor and that the Chamber would be looking for someone cheaper. In preparation for our AGM, Peter Carey has been contacted and did not know about the nomination. His audit manager has since advised us the typical cost is between \$1000 to \$1500 for an association like ours to be audited.

At the Chamber's Management Committee meeting on 10/7/2017, Gareth offered the previous Committee a free review/audit by someone who is both an accountant and a lawyer. The officeholders at that meeting rejected the offer and passed a motion to not have the Chamber's accounts reviewed or audited. Gareth resubmits the offer at tonight's meeting to the new Management Committee for its consideration.



### 3a. Relevant correspondence in and out – *postbox cleared (using new keys) on 29/8/2017*

#### ASSETS AND PROPERTY

- 9/8/2017: emails from/to UFO Festival Coordinator, about borrowing Chamber assets for Jetty Markets.
- 10/8/2017: email from Chamber's president, agenda item for meeting regarding Chamber's off-site assets.
- 10/8/2017: an email discussion about rental of Chamber's portable assets to non-members.
- 11/8/2017: emails to/from Hinchinbrook Island Cruises, reiterating Chamber's noticeboard arrangement.
- 11/8/2027: email to Chamber's President from Sec/Treas, Kirrama Range Rd t-shirts invoice repayment plan.
- 13/8/2017: emails from Mark Sheahan's Personal Training & Fitness representative Kathy Sheahan, listing Chamber's assets to be picked up from storage at Cardwell Swimming Pool by a deadline date.
- 14/8/2017: a Committee email discussion about alternative uses for [www.cardwellmarkets.com](http://www.cardwellmarkets.com) and [coordinator@cardwellmarkets.com](mailto:coordinator@cardwellmarkets.com) which the Chamber has prepaid.
- 14/8/2017: emails to/from CCRC's Vince O'Brien, enquiring about a 2<sup>nd</sup> coin-operated telescope at Council.
- 14/8/2017: in postbox from Bendigo Bank, 3 bank statements for Chamber's accounts for the month of July.
- 18/8/2017: emails to Mark Sheahan's Personal Training & Fitness representative Kathy Sheahan, listing Chamber's assets to be picked up from storage at Cardwell Swimming Pool.
- 19/8/2017: emails to/from WebsiteBuilder.com support, reporting Chamber's website is not visible on the Internet (ticket #170818-D3LKEMM).
- 19/8/2017: emails to/from WebsiteBuilder.com administration, querying future costs of website hosting and domain name renewals (ticket #170818-VW43NGQ).
- 24/8/2017: email from WebsiteBuilder.com support, Chamber's website downtime (ticket #170818-D3LKEMM).
- 26/8/2017: email to SeeCoast Australia, querying base stability of coin-operated telescope.
- 28/8/2017: email from SeeCoast Australia, how to fix base stability of coin-operated telescope.
- 28/8/2017: emails to SeeCoast Australia, querying timer mechanism & bolts inside coin-operated telescope.

#### INSURANCES

- 9/8/2017: email to Marsh Advantage, cancelling Chamber's liability insurance policy for Jetty Markets.
- 9/8/2017: email to UFO Festival coordinator Thea Ormonde, Chamber's market liability insurance is cancelled.
- 10/8/2017: emails to Chamber's president from Sec/Treas, arranging payments of management insurance.
- 10/8/2017: email to CCIQ's Karmen Pattell, confirming membership payment and insurance payments pending.
- 10/8/2017: email to Resilium Insurance Broking's Angela O'Neill, insurance renewal documents attached.
- 11/8/2017: email from Resilium Insurance Broking, invoices and documents for management insurance.
- 15/8/2017: email from Marsh Advantage's Rebecca Smith, Chamber's markets liability insurance cancelled.
- 25/8/2017: email from Resilium Insurance Broking, attaching management insurance certificate of currency.

#### INTERWORKING RELATIONSHIPS

- 9/8/2017: email to CCRC's Div 1 Councillor Raleigh, copy of MOU with CCED & media coverage of Mayor.
- 27/8/2017: email to Chamber's Committee, advising contact details for each other.
- 27/8/2017: email to Chamber's president, forwarding email invitation on 24/4/2017 from CDCFF's ForeshoreSC.
- 27/8/2017: email to Chamber's president, observer's report on CCRC's meeting in Cardwell on 25/5/2017.
- 27/8/2017: email to Chamber's president, forwarding email on 5/6/2017 from Cardwell RRVIC about new video.
- 29/8/2017: emails from GGWTI's president Bev Stephens, meeting held at RRVIC with Chamber reps.

#### GOVERNANCE AND INTEGRITY ISSUES

- 8/8/2017: email to CCRC's Div 1 Councillor Raleigh, copy of transactions for 2016 Jetty Xmas Carols event.
- 9/8/2017: email to Blusport's Brian Stewart, querying why the Chamber paid his \$500 invoice #349 which was addressed to the Kirrama Range Road Support Group.
- 9/8/2017: email from Blusport's Brian Stewart, advising that his \$500 invoice #349 was for Kirrama Range Support Group, not the Chamber.
- 9/8/2017: email to Chamber's President from Sec/Treas, the payment to Blusport is likely unrecoverable.



### 3a. Relevant correspondence in and out

#### **GOVERNANCE AND INTEGRITY ISSUES *cont'd***

- 9/8/2017: email from CCRC's Div 1 Cr Glenn Raleigh, recommending a Chamber MOU via CCRC's CEO.
- 12/8/2017: emails from/to UFO Festival's markets coordinator Kathy Sheahan, confusion about Jetty Markets.
- 13/8/2017: email from UFO Festival's markets coord Kathy Sheahan, declining confusion-reducing suggestions.
- 13/8/2017: broadcast email to Chamber members, new arrangements for Cardwell Jetty Markets.
- 17/8/2017: email to Cardwell Post Office, querying who else is using PO Box 14 and do they have keys.
- 17/8/2017: hand-delivered letter from CSFC, acknowledging \$2730.30 transferred from Chamber on 10/7/2017.
- 18/8/2017: call to Australia Post, querying keys policy on postboxes (reference #13119369).
- 18/8/2017: email to Chamber's Committee, end-of-week summary & status of Chamber financials/members.
- 19/8/2017: call to Kennedy Store, querying post office keys policy and availability of post box.
- 19/8/2017: online query to ATO, ordering ABN update form.
- 19/8/2017: emails to/from Chamber's Committee, querying whereabouts of Chamber's receipt from CSFC for \$2730.30 transaction made on 10/7/2017 and related matters.
- 21/8/2017: email to Chamber's Committee, member's dismissal from Mareeba Chamber of Commerce rumour.
- 21/8/2017: email to Chamber's Committee, members' dismissal from Mission Bch Business & Tourism rumour.
- 21/8/2017: email to member Robyn Smith, forwarding email from CSFC dated 3/4/2017 about fundraising.
- 21/8/2017: email to member Robyn Smith, forwarding Big Barra Raffle poster & email query.
- 22/8/2017: email to Chamber's president, historical record of PO Box 14 at Cardwell.
- 22/8/2017: email to Carey Accountants' Robert Carey, querying appointment as auditor at Chamber's last AGM.
- 23/8/2017: email from Carey Accountants' director Robert Carey, no auditor correspondence from Chamber.
- 23/8/2017: emails from/to Carey Accountants' audit manager Joanne Dilena, estimating cost of annual audits.
- 26/8/2017: email to UFO Festival Coordinator, attaching profit/loss report on 2016 UFO Festival.
- 28/8/2017: in postbox from ATO, form to update ABN details (order ref 6586400).

#### **MEETINGS AND PRESENTATIONS**

- 9/8/2017: email from Cardwell Van Park owner Col Oke, amending minutes of 9/5 general meeting.
- 12/8/2017: email from UFO Festival coordinator Thea Ormonde, offering to give a presentation at next meeting
- 12/8/2017: email to Chamber's Committee from Sec/Treas, suggesting UFO Festival presentation be at Chamber's next general meeting.
- 12/8/2017: email to Cardwell Van Park's Colin Oke, acknowledging his email about overflow caravan parking.
- 18/8/2017: email to selected attendees of Chamber's 30/5/2017 general meeting, to validate meeting records.
- 19/8/2017: email from attendee of Chamber's 30/5/2017 general meeting, recollection of events.
- 20/8/2017: email to Chamber's Committee, first complete draft of minutes from 25/7/2017 Committee meeting.
- 21/8/2017: emails to/from NBN's Marcello Massi declining offer for a presentation to Cardwell Chamber.
- 22/8/2017: emails to/from CCRC's Div 1 Cr Glenn Raleigh, draft paragraph on NBN in 8/8 meeting minutes.
- 24/8/2017: email to member Robyn Smith, aggregated correspondence about 10/7/2017 Committee meeting.
- 26/8/2017: email to Chamber's Committee, free online training for club/committee volunteers.
- 29/8/2017: email to CCRC's Div 1 Cr Glenn Raleigh, draft Gen Business paragraphs in 8/8 meeting minutes.
- 29/8/2017: email to Chamber's Committee, attaching draft minutes of Committee meeting on 8/8/2017.
- 29/8/2017: email to Chamber's Committee, attaching agenda for tonight's Committee meeting.

#### **MEMBERSHIPS**

- 9/8/2017: email from Chamber's president to Committee, about 'member gets new member' campaign.
- 9/8/2017: draft email in response to complaint about Chamber member.
- 9/8/2017: email from member Kaylea Chard-Tilles, contacted 4 potential new Chamber members.
- 9/8/2017: email from TCT's secretary Marcia Baker, acknowledging receipt of earlier corro from Chamber.
- 10/8/2017: emails to Chamber's Committee, updated Membership Application forms attached.
- 10/8/2017: draft emails/letters replying to complaint about a Chamber member.



### 3a. Relevant correspondence in and out

#### MEMBERSHIPS *cont'd*

- 11/8/2017: email to member Mark S Rice, confirming Annual Fee payment & requesting renewal form.
- 12/8/2017: email from member Mark S Rice, membership renewal form is in Chamber's PO Box.
- 12/8/2017: email to Jane C Emerson, querying unidentified membership payment.
- 13/8/2017: email to Inspiration Port Hinchinbrook's Peter Butler, requesting renewal form be returned.
- 13/8/2017: email to CCMC's president Jeff Coward, requesting membership renewal form.
- 14/8/2017: email to Herbert River Express's Stephen Darwen, reminding membership renewal.
- 14/8/2017: email from Herbert River Express's Stephen Darwen, membership renewal task assigned.
- 14/8/2017: email to Cardwell Meals On Wheels' Lee Porter, explaining how Chamber memberships work.
- 14/8/2017: email to Chamber's Committee, proposer and seconder for Mark S Rice's renewal form.
- 14/8/2017: draft emails/letters again replying to complaint about a Chamber member.
- 15/8/2017: email to Ob La Di's Robyn Smith, requesting membership renewal form.
- 15/8/2017: email to Cardwell By The Sea Diner's Kaylea Chard-Tilles, current status of all memberships.
- 15/8/2017: email to AirConKleen Cassowary Coast, attaching updated Chamber membership record.
- 15/8/2017: email to Australasian Aviation Resources P/L, attaching updated Chamber membership record.
- 15/8/2017: email to Beech Marine P/L, attaching updated Chamber membership record.
- 15/8/2017: email to Billy's Mobile Batteries & Solar, attaching updated Chamber membership record.
- 15/8/2017: email to Brearley's Bakery, attaching updated Chamber membership record.
- 15/8/2017: email to Cardwell & Hinchinbrook Tours, attaching updated Chamber membership record.
- 15/8/2017: email to Beachfront Motel, attaching updated Chamber membership record.
- 15/8/2017: email to Cardwell By The Sea Diner, attaching updated Chamber membership record.
- 15/8/2017: email to Cardwell Ice Works, attaching updated Chamber membership record.
- 15/8/2017: email to Cardwell Traders | True Value Hardware, attaching updated Chamber membership record.
- 15/8/2017: email to Hinchinbrook Hiking, attaching updated Chamber membership record.
- 15/8/2017: email to Kookaburra Holiday Park, attaching updated Chamber membership record.
- 15/8/2017: email to Marine Hotel Motel Cardwell, attaching updated Chamber membership record.
- 15/8/2017: email to Member for Hinchinbrook, attaching updated Chamber membership record.
- 15/8/2017: email to Preferred Aviation Services P/L, attaching updated Chamber membership record.
- 15/8/2017: email to Seaview Deli Café | Big Crab Cardwell, attaching updated Chamber membership record.
- 15/8/2017: email to The Aroma Van, attaching updated Chamber membership record.
- 15/8/2017: email to the Jensen Family Partnership, attaching updated Chamber membership record.
- 15/8/2017: email from member Kaylea Chard-Tilles, contacted 3 potential new Chamber members.
- 18/8/2017: email to Roxanne Grey, advising Ryan Moody Fishing the Chamber is welcoming new members.
- 18/8/2017: email from Bendigo Bank's Harley Cohen, remembering membership status with Chamber last year.
- 18/8/2017: email from member Kaylea Chard-Tilles, update on potential new Chamber members.
- 21/8/2017: email from Cardwell Automotive & Towing, EFT renewal done & attaching membership form.
- 21/8/2017: email to NSW Business Chamber Ltd, notifying change of contact details.
- 23/8/2027: email to Googarra Beach Caravan Park, advising that the Chamber is welcoming new members.
- 23/8/2027: emails to/from G&T Fishing School & Charters, advising the Chamber is welcoming new members.
- 23/8/2027: email to Adrian & Linley White, advising that the Chamber is welcoming new members.
- 23/8/2017: email to Delarue Opals, advising that the Chamber is welcoming new members.
- 24/8/2017: email to Herbert River Express's Stephen Darwen, reminding membership renewal.
- 26/8/2017: email to Cardwell Bendigo Bank, reminding 1/8/2017 query on unidentifiable deposits.
- 28/8/2017: emails from/to Googarra Beach Caravan Park, acknowledging receipt of membership application.
- 28/8/2017: email from Cardwell Bendigo Bank, following up query on unidentifiable deposits.
- 28/8/2017: email from Roxanne Grey, will pass on membership application form to Ryan Moody Fishing.



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

#### MEMBER SERVICES SUB-COMMITTEE AND ENGAGEMENT

- 9/8/2017: broadcast email from Website Builder, invitation to free webinar on Search Engine Optimisation.
- 9/8/2017: broadcast email from TTNQ, tourism small business development program update #46.
- 9/8/2017: broadcast email from QLD Rural & Industry Development Authority, Prime Focus e-newsletter.
- 9/8/2017: email from CCMC's president Jeff Coward, seeking volunteers for Sunday's MTB race.
- 10/8/2017: email from Facebook, weekly stats on Chamber's FB page.
- 10/8/2017: broadcast email from Cairns Chamber of Commerce, workshop on the Uberisation of Work.
- 14/8/2017: broadcast email and call from Innisfail District Chamber of Commerce, Industry & Tourism Inc's Moira Sultana, forwarding info from [www.business.gov.au](http://www.business.gov.au).
- 14/8/2017: email to Innisfail District Chamber of Commerce, Industry & Tourism Inc, confirming contact details.
- 14/8/2017: broadcast email from Cairns Chamber of Commerce, new migration laws & challenges luncheon.
- 14/8/2017: in postbox from NSW Business Chamber Ltd, programme for World Chambers Congress 2017.
- 14/8/2017: broadcast email from Roxanne Grey, Ryan Moody Fishing news release.
- 15/8/2017: email to Chamber's Committee, promotion of Ryan Moody Fishing media release.
- 16/8/2017: broadcast email from TTNQ, tourism small business development program update #47.
- 16/8/2017: broadcast email from Cairns Chamber of Commerce, after hours networking at Trinity Anglican.
- 16/8/2017: email from Facebook, weekly stats on Chamber's FB page.
- 16/8/2017: broadcast email from National Retail Association, campaign about QLD Govt's ban on plastic bags.
- 18/8/2017: broadcast email from QLD Office of Small Business, tourism new ideas forum in Bundaberg.
- 18/8/2017: broadcast email from Cairns Chamber of Commerce, new migration laws & challenges luncheon.
- 18/8/2017: broadcast email from Member for Hinchinbrook, Hinchinbrook electorate e-news.
- 21/8/2017: email from NSW Business Chamber Ltd, reminder about World Chambers Congress 2017.
- 22/8/2017: email from Facebook, weekly report on Chamber's FB page.
- 23/8/2017: broadcast email from TTNQ, tourism small business development program update #47.
- 24/8/2017: broadcast email from CCRC's Luran Baillie, free workshop on marketing & sponsorship.
- 24/8/2017: email from Facebook, weekly report on Chamber's FB page.
- 24/8/2017: broadcast email from Cairns Chamber of Commerce, workshop on the Uberisation of Work.
- 24/8/2017: broadcast email from The Herbert River Express's Sherie Hensler-Adams, new advertising package.
- 25/8/2017: broadcast email from Tourism DTESB, stakeholder update e-newsletter.
- 25/8/2017: broadcast email from Cairns Chamber of Commerce, launch of Cairns Aquarium.
- 26/8/2017: emails about forwarding advertising info to Chamber members.
- 26/8/2017: broadcast email to Chamber members, photo snippets 'Seen around Cardwell' e-news.
- 26/8/2017: email from Hinchinbrook Real Estate, thanking Chamber for its Member Services broadcast email.
- 27/8/2017: email from Facebook, weekly report on Chamber's FB page.
- 29/8/2017: email from member Robyn Smith, forwarding Hinchinbrook Island National Park Management Plan.
- 29/8/2017: broadcast email from Cairns Chamber of Commerce, Growing Green Energy luncheon.

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](mailto:cardwellchamber@gmail.com).

#### PROJECTS, PRIORITIES AND PROMOTION OF CARDWELL AND ENVIRONS

- 9/8/2017: email from TRC, correspondence received ref CRM/17/17172 re Chamber's complaint letter.
- 15/8/2017: visit & email from CDCFF's Harry Berger, latest update to Cardwell's Strategic Action Plan (SAP).
- 16/8/2017: email to CCRC's Division 1 Cr Glenn Raleigh, requesting list of planned jetty area upgrades.
- 17/8/2017: email to Cardwell's Bendigo Bank Board, querying next survey of project priorities.
- 17/8/2017: email from Bendigo Bank's Wendy Salam, acknowledging Chamber's corro to Bank Board.
- 20/8/2017: email from CCRC's Division 1 Cr Glenn Raleigh, list of planned jetty & Cardwell area upgrades.
- 21/8/2017: draft emails to CCRC's CEO about the condition of Kirrama Range Road to/from Blencoe Falls.



### 3a. Relevant correspondence in and out

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

- 23/8/2017: email to Chamber's president, copy of QORF document about MTB Trails.
- 25/8/2017: email to Chamber's Committee, relaying verbal response from Cardwell's Bendigo Bank Board.
- 29/8/2017: email to Chamber's president, announcement of Chamber's achievements.
- 29/8/2017: email to Chamber's president, reminding offer from CCRC to assist with entrance sign cleanup.

#### TOWN MAP SUB-COMMITTEE

- 26/8/2017: email to Chamber's president, forwarding Cardwell town map v3.
- 27/8/2017: emails to/from CCRC's Division 1 Cr Glenn Raleigh, querying transport depot in Cardwell.

### 3b. Business arising from correspondence

- (i) Written complaint received about a representative of a Chamber member.
- (ii) Bringing the Chamber's assets back to a central location.
- (iii) Offer to provide a presentation about the UFO Festival at a Chamber meeting.
- (iv) The redirecting, mothballing, or cancelling of the Chamber's internet domain name [www.cardwellmarkets.com](http://www.cardwellmarkets.com) and its associated email address [coordinator@cardwellmarkets.com](mailto:coordinator@cardwellmarkets.com) which the Chamber has prepaid.
- (v) Cost of post box 14 at Cardwell, given the minimal amount of mail received.
- (vi) Meeting with Bev Stephens from GGWTI at the RRVIC.
- (vii) For memberships, see agenda item 6.
- (viii) Other items.

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

- (i) PETTY CASH: According to bank statements, an amount of \$22.40 was deposited into the Chamber's statement account on 9/8/2017. This repays a \$22.40 debit to charge a Load & Go card on 22/5/2017. [Constitution clause 28 (6)]
- (ii) 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. 28/8/2017:
  1. 633-000 133482976 Statement account: **+\$2,041.07** – 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)]

Credit balances are expected to be maintained when all pending bills and charges have been paid.

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. Grey text means it has been included previously, black text means 'new' or 'updated'.

#### TRANSACTIONS FOR 2015 CARDWELL SACRED MOON FESTIVAL

- 25/5/2015:  +\$7700.00 GST-free cheque from CCRC deposited ref. JS:sd SD1505040950
  - 8/7/2015:  -\$7700.00 GST-free chq000106 paid to Little Carrot Productions (inv.134)
  - 10/9/2015  -\$990.00 EFT paid to Alexander Salvador – Wassa & The Rhythm Connection (inv.522)
- BALANCE SINCE 10/5/2015: **-\$990.00**



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

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

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

##### TRANSACTIONS FOR 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, chairs\*  
 30/6/2016:  +\$815.00 deposited from t-shirt sales\* (in deposit book)  
 3/8/2016:  +\$192.10 donation to Chamber from Cardwell Newsagency (in deposit book)  
 16/8/2016:  -\$164.71 chq000119 paid for oil, spark plugs, filters\*  
 20/10/2016:  -\$252.50 chq000121 paid for chainsaw bars\*  
 6/3/2017:  +\$395.00 deposited from shirt sales\* (in deposit book)  
 31/5/2017:  -\$349.00 EFT paid to purchase Stihl HS45-450 hedge trimmer \*  
 5/7/2017:  -\$1000.00 EFT twice! invoice on file from Blusport to prepare funding application  
 5/7/2017:  +\$500.00 EFT duplicate payment to Blusport refunded.  
 BALANCE SINCE 28/11/2014: **-\$2,120.11**

##### TRANSACTIONS FOR 2016 MARKETS

9/3/2016:  -\$239.80 (Bpay) paid to Austcover, liability cover for 2 markets (Easter & May)

##### TRANSACTIONS FOR 2017 MARKETS

20/4/2017:  -\$350.00 EFT paid to Craig Phelps, for entertainment (inv.0349)  
 10/5/2017:  -\$562.10 EFT paid to Marsh Advantage Insurance, for markets liability insurance  
 10/7/2017:  -\$1329.00 chq000134 paid to UFO Festival, relinquishing Chamber-sponsored markets

##### TRANSACTIONS FOR 2015 CHRISTMAS CAROLS AT THE JETTY

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

##### TRANSACTIONS FOR 2016 CHRISTMAS CAROLS AT THE JETTY

Note: The \$1000 refund to CCRC on 10/7/2017 has been removed from this transaction list.

24/11/2016:  -\$285.20 EFT paid for battered candles, to Light Up My Life (inv.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' (inv.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 (inv.1317)  
 7/3/2017:  -\$274.54 chq000126 paid for butchery, to Cardwell Butchery (inv.94)  
 BALANCE SINCE 24/11/2016: **+239.49**



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

##### TRANSACTIONS FOR 2015 UFO FESTIVAL

- 17/3/2015:  -\$500.00 contribution from Chamber  
 31/3/2015:  -\$1200.00 contribution from Chamber for advertising

##### TRANSACTIONS FOR 2016 UFO FESTIVAL (BANKED DATES SHOWN)

- 23/4/2016:  -\$350.00 paid to Brettacorp Inc for film posters (inv.003)  
 27/4/2016:  -\$1643.50 EFT paid to Random Press/N.Ormonde for signs & promo material (inv.1171)  
 27/4/2016:  -\$350.00 EFT paid to Random Press/N.Ormonde for "promotions" (handwritten, no invoice)  
 3/5/2016:  -\$61.40 cash (from Market Stallholders) paid to SpicNSpan for alfoil (inv.Cash13156)  
 4/5/2016:  -\$49.96 cash (from Market Stallholders) paid to Prices Plus for lights & paint (ref.27054764)  
 4/5/2016:  -\$129.45 cash (from ?) paid to Prices Plus for miscellaneous items (ref.27054827)  
 6/5/2016:  -\$13.95 cash paid to Cardwell Newsagency for highlighter pens (ref.S0000337024)  
 6/5/2016:  -\$52.00 cash paid to Cardwell Traders for ? & poly tarp (inv.110137941)  
 7/5/2016:  -\$39.36 EFT paid to Cardwell IGA for biscuits tea etc (ref.03/9041)  
 7/5/2016:  -\$2750.00 cash (from ?) paid to Blackjack Entertainment for Zacariah (inv.111)  
 8/5/2016:  -\$800.00 EFT paid to Cairns Premier Entertainment for DJ services (inv.2064)  
 8/5/2016:  -\$180.00 EFT paid to Professional Writing Services for press releases etc (inv.1098)  
 8/5/2016:  -\$35.40 EFT paid to Sweet Surprise Bakery for bread (inv.1057)  
 9/5/2016:  -\$170.00 EFT paid to Jackson & Jackson Refrigeration P/L (inv.STDINV0002045)  
 9/5/2016:  -\$1386.00 EFT paid to Ede Events for hire of marquee & sandbags (inv.99007)  
 12/5/2016:  -\$375.00 EFT paid to Helix Aviation for advert in Aviation Trader newspaper (inv.16apr107)  
 24/5/2016:  -\$198.00 EFT paid to Last Minute Couriers for transporting 6 tents twice (inv.00026299)  
 31/5/2016:  +\$3000.00 contribution (ref.022739, creditor13571) from CCRC ref. JS:sd SD1605161359  
 8/6/2016:  +\$526.95 cash (notes & coins) in deposit book  
 20/6/2016:  -\$1777.67 EFT paid to Queensland Security Providers for security personnel (inv.31065)  
 21/6/2016:  -\$450.00 EFT paid to HCKM P/L Echo Creek Adventure Camp, laser tag session (inv.717)  
 30/6/2016:  +\$170.00 cash (notes) in deposit book  
 12/7/2016:  -\$110.00 chq000117 paid to Anglican Parish of Hinchinbrook for hire of hall (inv.4072)  
 16/7/2016:  -\$222.50 EFT paid to Cardwell Ice Works for ice & 1-day hire of van  
 25/7/2016:  -\$1185.77 chq000118 paid to Marine Hotel for beverages (no invoice found)  
 3/8/2016:  +\$135.00 cash (notes) in deposit book  
 BALANCE SINCE 23/4/2016: **-\$8,498.01**

##### 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 donation. 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**



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

##### EXPENDITURE ON ADVERTISING

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

##### EXPENDITURE ON INSURANCES

23/7/2014:	<input checked="" type="checkbox"/>	-\$275.00 EFT to CCIQ inv.SI-106522 for membership & access to insurance products
17/6/2015:	<input checked="" type="checkbox"/>	-\$810.00 EFT to Resilium Insurance Brokers
26/6/2015:	<input checked="" type="checkbox"/>	-\$530.00 EFT to Resilium Insurance Brokers
26/6/2015:	<input checked="" type="checkbox"/>	-\$275.00 EFT to CCIQ inv.SI-113684 for membership & access to insurance products
9/3/2016:	<input checked="" type="checkbox"/>	-\$239.80 EFT to Austcover inv.M0006146 for 2x markets liability cover
30/6/2016:	<input type="checkbox"/>	-\$275.00 EFT to CCIQ for membership & access to insurance products
18/7/2016:	<input checked="" type="checkbox"/>	-\$145.00 EFT to Resilium Insurance Brokers inv.151913 for voluntary workers
18/7/2016:	<input checked="" type="checkbox"/>	-\$280.00 EFT to Resilium Insurance Brokers inv.151898 for management liability
18/7/2016:	<input checked="" type="checkbox"/>	-\$450.00 EFT to Resilium Insurance Brokers inv.151892 for public & products liability
12/1/2017:	<input checked="" type="checkbox"/>	-\$70.00 EFT to Resilium Insurance Brokers inv.286141 for public & products liability
3/8/2017:	<input checked="" type="checkbox"/>	-\$275.00 EFT to CCIQ for membership & access to insurance products
12/8/2017:	<input checked="" type="checkbox"/>	-\$520.00 Bpay to Resilium Insurance Brokers for public & products liability
12/8/2017:	<input checked="" type="checkbox"/>	-\$320.00 Bpay to Resilium Insurance Brokers for management liability
12/8/2017:	<input checked="" type="checkbox"/>	-\$200.00 Bpay to Resilium Insurance Brokers for voluntary workers
BALANCE SINCE 17/6/2015:		<b>-\$4,664.80</b>

##### 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:		<b>+\$3,650.00</b>

##### 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:	<input checked="" type="checkbox"/>	+\$876.00 from ATO
7/4/2016:	<input checked="" type="checkbox"/>	+\$1319.73 from ATO
2/11/2016:	<input checked="" type="checkbox"/>	+\$828.00 from ATO
BALANCE SINCE 7/4/2016:		<b>+\$3,023.73</b>



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

##### EXPENDITURE ON INCORPORATED ASSOCIATION REGISTRATION FEES

- 4/9/2014:  -\$48.25 chq000102 paid to Office of Fair Trading  
 20/10/2015:  -\$99.90 chq000110 paid to Office of Fair Trading  
 20/10/2016:  -\$51.70 chq000120 paid to Office of Fair Trading  
 xx/xx/2017:  -\$53.50 no GST to be paid to Office of Fair Trading after AGM  
 BALANCE SINCE 4/9/2014: **-\$253.35**

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

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

##### EXPENDITURE ON BANKING CHARGES

- 1/3/2015:  -\$4.00 transaction fees from general account  
 16/4/2015:  -\$40.00 (cash withdrawal) for 2 security tokens  
 1/5/2015:  -\$4.25 transaction fees from general account  
 1/6/2015:  -\$1.40 transaction fees from general account  
 1/7/2015:  -\$1.90 transaction fees from general account  
 1/8/2015:  -\$2.20 transaction fees from general account  
 1/9/2015:  -\$2.10 transaction fees from general account  
 1/10/2015:  -\$1.80 transaction fees from general account  
 1/12/2015:  -\$2.20 transaction fees from general account  
 1/1/2016:  -\$3.50 transaction fees from general account  
 1/2/2016:  -\$1.10 transaction fees from general account  
 1/3/2016:  -\$1.20 transaction fees from general account  
 1/4/2016:  -\$0.80 transaction fees from general account  
 1/5/2016:  -\$2.60 transaction fees from general account  
 1/6/2016:  -\$4.00 transaction fees from general account  
 1/7/2016:  -\$3.10 transaction fees from general account  
 1/8/2016:  -\$3.80 transaction fees from general account  
 1/10/2016:  -\$2.10 transaction fees from general account  
 1/11/2016:  -\$2.10 transaction fees from general account  
 1/12/2016:  -\$1.80 transaction fees from general account  
 1/1/2017:  -\$0.70 transaction fees from general account  
 1/2/2017:  -\$1.80 transaction fees from general account  
 1/3/2017:  -\$0.40 transaction fees from general account  
 1/4/2017:  -\$0.70 transaction fees from general account  
 1/5/2017:  -\$1.40 transaction fees from general account  
 1/6/2017:  -\$3.55 transaction fees from general account  
 1/7/2017:  -\$0.40 transaction fees from general account  
 1/8/2017:  -\$5.00 transaction fees from general account  
 BALANCE SINCE 1/3/2015: **-\$99.90**



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

##### INCOME FROM BANK INTEREST

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

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

**Motion requested:** That the following topics in the above list be accepted and moved out of the Management Committee meeting agendas and minutes and into a report to be available at General and Annual General Meetings, to be brought back into the Treasurer's regular report if changes or clarifications occur:

- Expenditure on advertising
- Expenditure on banking charges
- Expenditure on Incorporated Association registration fees
- Expenditure on insurances
- Expenditure whilst Chamber inactive ('caretaker' mode)
- Income from bank interest
- Income from coin-operated telescope on foreshore
- Transactions for 2015 Cardwell Sacred Moon Festival
- Transactions for 2015 Christmas carols at the jetty
- Transactions for 2016 Christmas carols at the jetty
- Transactions for Cardwell Mountain Bike (MTB) Trail grant applications
- Transactions for fishing brochure with Great Green Way Tourism Inc.
- Transactions for Jetty Shade Sails project
- Transactions for Kirrama Range/Sullivan's Track
- Transactions for tax obligations



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

##### (iii) \*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 wooden frame noticeboard padlocked, made by Cardwell Mens Shed	location: Sweet Surprise
3. 1 x wooden frame noticeboard padlocked, made by Cardwell Mens Shed	location: Brearley's Bakery
4. 1 x wooden frame noticeboard, made by Cardwell Mens Shed	location: IGA (locked out)
5. 57 x Kirrama Range t-shirts, 16/2/2015 [minus those sold since then]	location: Post Office
6. 1 x Stihl HS45-450 hedge trimmer s/n 807417233, 10/6/2015	location: C.Ihle
7. 2 x Stihl MS170 chainsaws s/n 807177164 & 807177174, Hunts Tully 6/8/2015	location: C.Ihle
8. 2 x 760mm x 3660mm banners with eyelets, Vistaprint 18/6/2015	location: C.Stoter?
9. 1 x BBQ with 2 x gas bottles, from CDCA 11/12/2015	location: C.Stoter?
10. 4 x 3m x 3m marquees in carry bags, from CDCA 11/12/2015	location: C.Stoter?
11. 6 x tables with folding legs, from CDCA 11/12/2015	location: C.Stoter?
12. 2 x power boards on loan from CCRC, from CDCA 11/12/2015	location: C.Stoter?
13. 2 x 3.5m feather banners with water bags, from Banner Online 18/2/2016	location: C.Stoter?
14. 1 x Stihl HS45-450 hedge trimmer s/n 811202758, 31/5/2017	location: C.Ihle
15. 1 x parking sign (for Marine Hotel-Motel fence), 22/5/2017	location: A.Payne

##### Notes to the above:

- The minutes of the Chamber's general meeting on 17/3/2015 seek to obtain quotes for the purchase of a laptop computer for the Chamber's officeholders. To date, no record of a laptop's purchase has been found. Previous officeholders have neither acknowledged or denied the purchase of laptop using Chamber funds.
- The minutes of the Chamber's general meeting on 7/6/2015 mention storing the CCRC's power boards at the Cardwell Swimming Pool. The meeting also 'approved' the purchase of a Stihl hedge trimmer even though general meetings cannot approve expenditure.
- The minutes of the Chamber's general meeting on 11/8/2015 mention that a \$500 donation from Cardwell Lions Club will be used to purchase two Stihl chainsaws. No correspondence on file has been found from Cardwell Lions Club or from Chamber acknowledging the specifics of the donation.
- The minutes of the Chamber's general meeting on 11/8/2015 also mention a second "old" coin-operated telescope that was stored by CCRC's Rod Alpen and that might be repairable.
- The minutes of the Chamber's general meeting on 28/10/2015 'approved' the purchase of chains for chainsaws even though general meetings cannot approve expenditure.
- The Chamber has on file a letter dated 11/12/2015 from the CDCA's former treasurer Lee Porter donating items 9, 10, 11, 12 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)]

##### (iv) VIRTUAL ASSETS REGISTER

1. Incorporated association name, certificate IA14896	registered with: QLD Office of Fair Trading
2. Internet domain name, <a href="http://www.cardwellchamber.com">www.cardwellchamber.com</a>	registered with: Website Builder
3. Internet email address, <a href="mailto:admin@cardwellchamber.com">admin@cardwellchamber.com</a>	registered with: Website Builder
4. Internet email address, <a href="mailto:cardwellchamber@gmail.com">cardwellchamber@gmail.com</a>	registered with: Google Gmail
5. Internet domain name, <a href="http://www.cardwellmarkets.com">www.cardwellmarkets.com</a>	registered with: Netregistry
6. Internet email address, <a href="mailto:coordinator@cardwellmarkets.com">coordinator@cardwellmarkets.com</a>	registered with: Netregistry
7. Social media presence, <a href="http://www.facebook.com/cardwellchamber">www.facebook.com/cardwellchamber</a>	registered with: Facebook
8. Postal mail box, PO Box 14 Cardwell 4849 (now with keys)	registered with: Australia Post

##### (v) MEMBERSHIPS

1. Tropical Coast Tourism Inc (TCT)	one membership representing Cardwell
2. Cassowary Coast Economic Development Inc (CCED)	two annual paid memberships
3. Chamber of Commerce & Industry Queensland (CCIQ)	one annual paid membership



#### 4b. Paid accounts and accounts for ratification

- 15/7/2016: G.Davey spent \$19.93 at Cardwell Traders & TVH, for noticeboard barrel locks and foam seal
- 15/1/2017: G.Davey spent \$9.94 at Cardwell Traders & TVH, for noticeboard barrel locks
- 8/4/2017: G.Davey spent \$163.00 at Officeworks Cairns, for Brother LC-77XL colour printer inks pack
- 21/7/2017: G.Davey spent \$2.55 at Cardwell Post Office, to post forms to QLD Office of Fair Trading
- 19/7/2017: G.Davey spent \$1.40 at Cardwell IGA, for a Herbert River Express newspaper
- 22/7/2017: G.Davey spent \$1.40 at Cardwell IGA, for a Herbert River Express newspaper
- 22/7/2017: G.Davey spent \$1.40 at Cardwell Newsagency, for an Innisfail Advocate newspaper
- 27/7/2017: G.Davey spent \$1.40 at Cardwell IGA, for a Cassowary Coast Independent newspaper
- 4/8/2017: G.Davey spent \$8.46 at Cardwell IGA, for a ream of A4 paper

#### 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.
- Annually: -\$TBA for Internet domain name and website hosting renewals.

Note: The Chamber's website service provider has changed ownership and has forecast increased costs, yet to be advised.

BALANCE: **+\$202.00**

[Constitution clause 28 (2)]

#### 5a. Constitution Compliance & Review sub-committee

Gareth to report:

- For the review of the Chamber's membership register, see agenda item 6b.
- For compliance of Chamber meetings, see the following reports.

The Chamber's constitution refers to seven different types of meetings that can be held:

1. Management Committee meetings
2. Special Management Committee meetings
3. Sub-committee meetings
4. General meetings
5. Annual General meetings
6. Special general meetings
7. Public meetings.

For each financial year from 2014-15, records were checked and the following statistics prepared. For the detailed record of each meeting, the symbology used is:

- on file
- incomplete or disputed
- not found recorded, either physically or electronically
- yet to be coded.



## 5a. Constitution Compliance & Review sub-committee *cont'd*

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

1. Management Committee meetings held = 0. (At least monthly is required)
2. Special Management Committee meetings requested = 0, held = 0.
3. Sub-committee meetings held = 0.
4. General meetings held = 9, meetings with a minimum quorum of 15 members = 0.
5. Annual General meeting required after financial year ends = 1, held = 0.
6. Special general meetings requested = 0, held = 0.
7. Public meetings held = 0.

#### RECORD OF GENERAL MEETINGS HELD

17/2/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
24/2/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
3/3/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
17/3/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
31/3/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
21/4/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
5/5/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
7/6/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>

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

1. Management Committee meetings held = 0. (At least monthly is required)
2. Special Management Committee meetings requested = 0, held = 0.
3. Sub-committee meetings held = 0\*.
4. General meetings held = 14, meetings with a minimum quorum of 15 members = 0.
5. Annual General meeting required after financial year ends = 1, held = 1.
6. Special general meetings requested = 0, held = 0.
7. Public meetings held = 0.

\*In October 2015, the CDCA was invited to set up a Chamber sub-committee, but shortly afterwards went into 'caretaker' mode. At the Chamber's general meeting on 23/3/2016, a member suggested setting up an Events sub-committee but it was rejected, only to be brought up again at the 5/5/2016 general meeting.

#### RECORD OF GENERAL MEETINGS HELD

7/7/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
11/8/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
30/9/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
19/8/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
15/10/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
9/9/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
30/9/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
15/10/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
28/10/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
9/12/2015: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
20/1/2016: 5.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
18/2/2016: 5.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
23/3/2016: 5.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
5/5/2016: 5.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>

#### RECORD OF ANNUAL MEETINGS HELD AFTER END OF FINANCIAL YEAR

20/7/2016: 6.30pm @ CntryClub	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input type="checkbox"/> , signed <input type="checkbox"/>
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## 5a. Constitution Compliance & Review sub-committee *cont'd*

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

1. Management Committee meetings held = 0. (At least monthly is required)
2. Special Management Committee meetings requested = 1, held = 0.
3. Sub-committee meetings held = 4 recorded.
4. General meetings held = 10, meetings with a minimum quorum of 15 members = 0.
5. Annual General meeting required after financial year ends = 1, held = TBA.
6. Special general meetings requested = 0, held = 0.
7. Public meetings held = 0.

#### RECORD OF GENERAL MEETINGS HELD

12/8/2016: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
9/9/2016: 1.00pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
11/10/2016: 6.30pm @ Library	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
8/11/2016: 6.30pm @ Library	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
6/12/2016: 6.30pm @ Library	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
7/2/2017: 6.30pm @ Library	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
7/3/2017: 6.30pm @ Library	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
3/4/2017: 1.30pm @ Pool	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
9/5/2017: 6.30pm @ Library	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
30/5/2017: 6.30pm @ Library	chair M.Sheahan	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>

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

1. Management Committee meetings held = 6. (At least monthly is required)
2. Special Management Committee meetings requested = 0, held = 0.
3. Sub-committee meetings held = 0.
4. General meetings held = 0, meetings with a minimum quorum of 15 members = 0.
5. Annual General meeting required after financial year ends = 1, held = TBA.
6. Special general meetings requested = 0, held = 0.
7. Public meetings held = 0.

#### RECORD OF MANAGEMENT COMMITTEE MEETINGS HELD

10/7/2017: 5.30pm @ Library	chair M.Sheahan	attend sht <input type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input type="checkbox"/> , signed <input type="checkbox"/>
14/7/2017: 5.05pm @ Beachfront	chair G.Davey	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
14/7/2017: 5.35pm @ Beachfront	chair A.Payne	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input checked="" type="checkbox"/>
18/7/2017: 6.00pm @ Diner	chair A.Payne	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input checked="" type="checkbox"/> , signed <input type="checkbox"/>
25/7/2017: 5.30pm @ Diner	chair A.Payne	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input type="checkbox"/> , signed <input type="checkbox"/>
8/8/2017: 5.30pm @ Diner	chair A.Payne	attend sht <input checked="" type="checkbox"/> , quorum <input checked="" type="checkbox"/>	minutes <input checked="" type="checkbox"/> , accepted <input type="checkbox"/> , signed <input type="checkbox"/>
29/8/2017: 5.30pm @ Diner	chair A.Payne	attend sht <input type="checkbox"/> , quorum <input type="checkbox"/>	minutes <input type="checkbox"/> , accepted <input type="checkbox"/> , signed <input type="checkbox"/>

#### RECORD OF GENERAL MEETINGS

nil to date

#### RECORD OF ANNUAL MEETINGS

To be held before end of September.



## 5a. Constitution Compliance & Review sub-committee *cont'd*

### REPORT NO.5: CONSTITUTION CLAUSES NOT COMPLIED WITH BY PREVIOUS EXEC COMMITTEES

- Clause 5 (2): Membership
- Clause 6 (1): Joining Fee
- Clause 6 (2) (3): Annual Subscription
- Clauses 7 (1) (2) (3): Admission and Rejection of Members
- Clause 8 (2): Termination of Membership
- Clause 10 (1): Register of Members
- Clauses 11 (1) (3): Membership of Management Committee
- Clauses 15 (1) (2) (5) (6): Meetings of Management Committee
- Clauses 20 (1) (2), 22, 23, 24: Annual General or General Meetings
- Clauses 28 (2) (6) (7) (8) (9): Funds and Accounts.

**Motion requested:** That the 5 reports above be accepted and moved out of the Management Committee meeting agendas and minutes and into a report to be available at General and Annual General Meetings, to be brought back into the sub-committee reports if changes or clarifications occur.

## 5b. Town Map sub-committee

Progress on new town map artwork – is CCRC's Richard Blanchette back from leave?

## 5c. Member Services sub-committee

Several broadcast emails to Chamber members including 'Seen around Cardwell' news snippets.

## 5d. TCT Representation

Nil to report.

## 5e. CCED Representation

Nil to report.

## 6a. Admission and rejection of membership applications

- (i) PROCESSED APPLICATION: A \$22 unused portion of an Annual Fee is to be refunded to Cardwell By The Sea Diner, because Kaylea paid \$88 on 31/7/2017 and was admitted for membership at the 8/8/2017 Committee meeting. \$66 of the \$88 was the Joining Fee which took effect from 31/7/2017 and gives Cardwell By The Sea Diner financial membership until 30/6/2018.
- (ii) UNPROCESSED NEW APPLICATION: A signed membership application has been received from Nina Jordan representing Googarra Beach Caravan Park. The Treasurer verified online that the joining fee had been banked. [Constitution clauses 5 (2) and 7 (1)]

**MOTION requested:** That Googarra Beach Caravan Park (ABN 47 610 862 292) be admitted into the Ordinary Member class of the Chamber as of today's date for the current financial year, with Nina Jordan the business's representative. [Constitution clause 7 (2)]



## 6b. Review of membership register

The following reports have been prepared based on further searches of the Chamber's membership records 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 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 BANKED DATE SHOWN)

22/4/2015:	Cardwell Pool (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
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### REPORT NO.2: FOR THE 2015-16 FINANCIAL YEAR

#### APPLICATION FORMS FOUND ON FILE (FEE BANKED DATE SHOWN)

25/6/2015:	Kookaburra Holiday Park (R.Schafer)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
29/6/2015:	Hinchinbrook Real Estate (L.Hallam)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
29/6/2015:	<i>Mark Rice gas &amp; steel</i> (M.Rice)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd <i>blank</i>
30/6/2015:	Ingham Family Medical Practice (M&B.Scott)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
7/7/2015:	Cardwell Beachfront Motel (J&S.Arnold)	<input checked="" type="checkbox"/>	nom'd T.Ormonde	sec'd <i>unclear</i>
18/8/2015:	Marine Hotel (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:	<i>Jane's bistro</i> (J.Emerson)	<input checked="" type="checkbox"/>	nom'd M&K.Sheahan	sec'd <i>unclear</i>
28/9/2015:	<i>Cardwell Traders</i> (M.Jensen)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	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 <i>unclear</i>
24/9/2015:	The Aroma Van (B.Schubert)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan
30/9/2015:	Australasian Aviation Resources P/L (G.Davey)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	sec'd M.Sheahan?
16/11/2015:	Ob La Di (R.Smith)	<input checked="" type="checkbox"/>	nom'd <i>blank</i>	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



## 6b. Review of membership register

### REPORT NO.2: FOR THE 2015-16 FINANCIAL YEAR *cont'd*

#### NO APPLICATION FORM FOUND ON FILE (FEE BANKED 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 <i>blank</i>	sec'd M.Sheahan?
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### REPORT NO.3: FOR THE 2016-17 FINANCIAL YEAR

#### APPLICATION FORMS FOUND ON FILE (FEE BANKED 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 <i>unclear</i>
25/10/2016:	Cardwell Ice Works (A.Brazier)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd <i>blank</i>
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 <i>blank</i>

#### 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

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

#### RENEWAL FORMS FILED OR FOUND ON FILE (FEE BANKED 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
31/7/2017:	Cardwell By The Sea Diner (K.Chard-Tilles)	<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
21/8/2017:	Cardwell Automotive & Towing Service (K.Chislett)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd S.Duncan
form only:	Cardwell UFO Festival (T.Tyson)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd D.Beech
form only:	The Lyndock (D.Murray)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde
unsigned:	Cardwell & District Real Estate (K.Lockhart)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd T.Ormonde



## 6b. Review of membership register

### REPORT NO.4: FOR THE 2017-18 FINANCIAL YEAR *cont'd*

#### APPLICATION FORMS FILED OR FOUND ON FILE (FEE BANKED 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
28/8/2017:	Googarra Beach Caravan Park (N.Jordan)	<input checked="" type="checkbox"/>	nom'd G.Davey	sec'd Am.Payne

## 7. Motions on notice

- LIFE MEMBERS: At the next General Meeting, a motion could give effect to Constitution clause 4 (6): to determine the fee that an Ordinary Member pays to become a Life Member. The Treasurer is suggesting \$990 including GST (equivalent to 15 years of current annual fees) to start the discussion.
- 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.
- 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.
- 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 Committee has decided on a 21 day AGM notice period.

## 8. General business

- (i) Feedback invited from each Committee member, whether present or not.
- (ii) At the chairperson's discretion, feedback invited from other members, guests and visitors.

## 9. Notice of motions

- Nil.

## 10a. Next Management Committee meeting

- A quorum of 4 financial Management Committee members will be required to transact the business agenda of the meeting.

## 10b. Next General Meeting

- (i) After this Management Committee meeting.
- (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 the meeting.
- (iii) Meeting notice is 7 days minimum. The agenda is to be included with the notice.

## 11. Meeting closure



## APPENDIX 1

### Help with abbreviations!

ABN	Australian Business Number – issued by the ATO
AGM	Annual General Meeting
ATO	Australian Taxation Office
CCED	Cassowary Coast Economic Development Inc. – a peak business/economic association based in Tully, representing all Cassowary Coast
CCMC	Cassowary Coast Multisport Club Inc. – based in Mission Beach, representing all Cassowary Coast
CCIQ	Chamber of Commerce and Industry Queensland – based in Brisbane
CCRC	Cassowary Coast Regional Council – based at Innisfail
CDCA	Cardwell District Community Association Inc. – no longer operating
CDCFF	Cardwell and District Community Futures Forum Inc. – based in Cardwell with 2 independent sub-committees
CEO	Chief Executive Officer
CSFC	Cardwell Sportfishing Club Inc. – based in Cardwell
DETSB	Department of Tourism, Major Events, Small Business and the Commonwealth Games – based in Brisbane
EFT	Electronic Funds Transfer
GBR	Great Barrier Reef
GGWTI	Great Green Way Tourism Inc. – based in Cardwell
GST	Goods and Services Tax
MBBT	Mission Beach Business and Tourism – based in Mission Beach
MOU	Memorandum of Understanding
MTB	mountain bike
NBN	National Broadband Network – commenced operating in Cardwell in May 2017
PO	Post Office
<u>QORF</u>	Queensland Outdoor Recreation Federation – a peak body representing the interests of outdoor recreation users in QLD
RFDS	Royal Flying Doctor Service
RRVIC	Rainforest and Reef Visitor Information Centre – the original VIC in Cardwell
RTO	Regional Tourism Organisation
RV	Recreational Vehicle
SAP	Strategic Action Plan – a plan developed after Cyclone Yasi and managed by CDCFF
TBA	to be advised
TCCoC	The Cardwell Chamber of Commerce Inc.
TCT	Tropical Coast Tourism – based in Innisfail, representing tourism between Cairns and Townsville
TRC	Tablelands Regional Council – based at Atherton
TTNQ	Tourism Tropical North Queensland – the RTO for far north Queensland, Cairns and the Great Barrier Reef
TVH	True Value Hardware
UFO	Unidentified Flying Object
VIC	Visitor Information Centre