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ABN 20 024 229 293

**Confirmed MINUTES of MANAGEMENT COMMITTEE MEETING**  
**held on Monday, 10 July 2017**

**Meeting time:** 5.30 pm

**Meeting venue:** Cardwell Library meeting room, 4 Balliol Street, Cardwell QLD 4849.

**Attendees:** *Mark Sheahan's Personal Training & Fitness* \* .Mark Sheahan (President)  
*Mark Sheahan's Personal Training & Fitness* \* .Kathy Sheahan (Vice President)  
.....Jenny Green \* (Secretary)  
*Cardwell Butchery* \* .....Christine Ihle (Treasurer)  
*Cardwell & District Real Estate* .....Kevin Lockhart (former V.Pres)  
*Australasian Aviation Resources Pty Ltd* \* .....Gareth Davey  
*Cardwell Newsagency* \* .....Phil Gruber  
*The Dragonfly Cottage* \* .....Thea Ormonde

**Apologies:** *AirConKleen Cassowary Coast* .....Ken Miller (by email 10/7)  
*The North Queensland Newspaper Company*...Stephen Darwen (by SMS 9/7)  
\* member of the Management Committee

**Minuted by:** KS and JG, with supplementary information (in blue) by GD

**1. Meeting opening**

Opened at 5.35 pm by MS. He said the meeting was called to finalise some outstanding business and accounts prior to the scheduled AGM.

**2. Minutes of previous Management Committee Meeting**

There were no minutes to accept as no previous Management Committee meetings had been held or recorded.

**3. Relevant correspondence in / out / business arising**

There was no correspondence presented to the meeting. GD asked about the 5 written nominations for Management Committee positions that had been sent by registered post to PO Box 14 and also delivered to the Secretary in person. They were sent in compliance with the 14-day pre-AGM notice period required by the Chamber's constitution. The meeting acknowledged they had been received. Those nominations were:

1. From *Cardwell and Hinchinbrook Tours*, represented by Amanda Payne – for a position on the Management Committee, proposed and seconded;
2. From *Cardwell and Hinchinbrook Tours*, represented by Amanda Payne – for the office of President, proposed and seconded;
3. From *Australasian Aviation Resources Pty Ltd*, represented by Gareth Davey – for a position on the Management Committee, proposed and seconded;
4. From *Australasian Aviation Resources Pty Ltd*, represented by Gareth Davey – for the office of Secretary, proposed and seconded;
5. From *Australasian Aviation Resources Pty Ltd*, represented by Gareth Davey – for the office of Treasurer, proposed and seconded.



### 3. Relevant correspondence in / out / business arising *cont'd*

GD also reminded the chair that several new membership applications had been delivered to the Secretary before the meeting. The constitution requires a Management Committee meeting to admit or reject each application. [See section 6 in these minutes.]

*[Note to readers: A message from Chris Stoter of QLD Steel & Equipment had been sent to the Chamber's email account on 10/7/2017 in time for this meeting, attaching a quotation for Jetty Foreshore project components. The emailed quote was not raised at this meeting. Refer to item 4a) below.]*

### 4. Treasurer's Report

There was no formal Treasurer's Report. CI used a laptop to report on the Chamber's bank accounts online. CI moved to pass the following accounts to be paid:

- a) \$2730.30 transferred to the Cardwell Sportfishing Club (CSFC) as Chamber's contribution to the cost of the Jetty project.
- b) \$3000 transferred to Cassowary Coast Multisports Club (CCMC) for Chamber's contribution to the Cardwell Mountain Bike (MTB) trails project.
- c) \$500 transferred to Brian (Blue) Stewart for Chamber's contribution to the Kirrama Range Road grant applications. (Refer BluSport invoice 349 dated 5/7/2017 addressed to Kirrama Range Road Support Group.)
- d) \$100 to Kennedy State School P&C for the September reunion.
- e) \$1000 to Cassowary Coast Council for repayment of Coral Sea Sponsorship (Bendigo Bank donation).

There was discussion about whether \$3000 or \$2000 was the correct amount to be transferred to the CCMC. Documentation was not able to be found to verify.

CI told the meeting the insurance was due to be paid.

**Moved:** CI      **Seconded:** KS      **Result:** Majority in favour.

*[Note to readers:*

*Items 4a, 4b and 4d above were paid by cheque which were all banked on 11/7/2017.*

*Item 4e was paid by cheque and banked on 26/7/2017.*

*Item 4c was paid twice by EFT on 10/7/2017, the second payment refunded on 25/7/2017.]*

GD told the meeting that some members had commented to him that the mountain bike trails may not be a worthy investment of Chamber's money as they did not believe they brought money to the town. MS explained that this was a long term project that was still in its infancy and once established Cardwell trails would attract many bike riders and families. In fact this has already happened on a smaller scale as rides had been held in the past months which had attracted 71 riders and more are scheduled to be held later in the year.

### 5. Sub-committees

KS told the meeting that given Chamber management committee workloads that perhaps the Jetty Markets responsibility could be passed on to the UFO Festival. The revenue from the Jetty Markets could then be utilised to assist with the UFO Festival commitments. TO was happy for this to happen.



## 5. Sub-committees *cont'd*

GD mentioned that some members were disappointed with the food and coffee vendors at the markets as they thought **priority should be given to local (Cardwell-based) providers rather than those from out of town**. KS explained that the food at the Markets was in fact a local Cardwell Chamber member and that the local coffee vendor was asked to be at the markets to which she declined. TO also said that she had asked the member in question to be at the markets. She also declined.

KS moved to transfer the funds held in the **Chamber's Market** account to the UFO Festival's account and the UFO Festival take responsibility for the Jetty Markets.

**Moved:** KS      **Seconded:** JG      **Result:** Majority in favour.

*[Note to readers: On 10/7/2017 an amount of \$1329.00 was transferred by EFT from the Chamber's markets account to the Chamber's general account, and then cheque #000134 was written from the Chamber's general bank account. The cheque was banked on 11/7/2017.]*

GD said the Chamber's Markets liability insurance can be cancelled and the unused premium refunded to the Chamber, noting that the Chamber funds approved for transfer to the UFO Festival can be used to take out their own liability insurance cover.

## 6. Admission and rejection of membership applicants

### a) New applications

GD noted that 3 correctly signed, nominated and seconded membership application forms had been given to the Secretary before the meeting. All their membership joining fees had been paid in full. MS moved that the following new membership applications be admitted into the Ordinary Member class of the Chamber:

- Brearley's Bakery – represented by Jewel and Lynne Brearley, financial from 10/7/2017.
- Hinchinbrook Hiking – represented by Andrew Payne, financial from 2/7/2017.
- Cardwell and Hinchinbrook Tours – represented by Amanda Payne, financial from 2/7/2017.

GD vouched for all 3 applicants.

**Moved:** MS      **Seconded:** KS      **Result:** All in favour.

### b) Membership renewals

CI noted that GD had been personally distributing membership renewal invitation forms to members (and thanking them for their patronage), and took exception to GD asking a member about their last renewal during an on-street conversation. GD explained that the renewals were due and hadn't been done, that last year's were sent two months late, and apparently none were issued the previous year. Officeholders expressed their unhappiness with GD's efforts. GD reminded them his role (like others on the committee) was that of an ambassador for the Chamber and his intention was for members to feel appreciated. He also reminded the meeting he had brought in the most new members in recent years.



## 7. Motions on notice

None for this meeting.

## 8. General Business

GD told the meeting that the Chamber was currently acting outside the boundaries of the constitution. He gave a run of the areas in which he believed the Chamber to be non-compliant which included no meeting quorums, no management committee meetings (until tonight), no admittance of new members (until tonight), and financial decisions made at general meetings instead of at committee meetings.

GD said his concerns about non-compliance with the Chamber's constitution were vindicated when the Queensland Office of Fair Trading (OFT) confirmed the constitution that was registered with them in Brisbane matched the version given to GD by the Secretary only a few months ago. He had subsequently emailed several committee members to highlight what their roles and responsibilities were under the constitution, and to MS specifically identifying problems of governance which had been seriously compromised. GD had also tried to call a Special Management Meeting before the end of the financial year to start fixing the problems, but the Secretary had not done so even though a quorum of committee members was available – tonight's meeting appears to have been called instead. JG said that this was Cardwell and didn't need the compliance of a Cairns- or Townsville-based association.

KS told GD that whilst she believed he was in fact correct she was disappointed at the manner in which he had approached the situation. She was aware that he had visited some businesses without the knowledge of any other management committee member with accusations of not operating the Chamber correctly. This was insulting and created a feeling of unrest with the Chamber members. GD said that he was explaining his concerns to members if they asked and, in the interests of transparency, they have a right to know. There had been enough talk around town about the way the UFO Festival's funding was cut by the Chamber and people were keen to find out the facts.

GD was concerned that the books were not audited as required by the constitution and by the Auditor appointed at last year's AGM with its associated costs, and that he had an accountant/lawyer willing to do this free of charge. CI explained that the yearly returns had been lodged and had been advised by the Office of Fair Trading that an audit was not required due to the amount of money that was involved. GD said that the OFT specifies minimum requirements, and meeting higher standards is optional and may be desirable.

A motion was passed to not have the Chamber's financial affairs audited. **Result:** Majority in favour.

KS asked if GD was intending to go to the Police. GD said yes [if he had to]. KS then asked was he going to the Supreme court. GD said no. Following a heated conversation KS moved that GD take action to make the necessary changes required to the current constitution and report the recommended changes back to the next meeting.

**Moved:** KS      **Seconded:** KL      **Result:** Majority in favour.



## 9. Notice of motions

None for this meeting.

## 10. Next meetings

MS moved to have the date of the AGM moved to the 25<sup>th</sup> July 2017 to be held at the Library not The Lyndock as previously discussed.

**Moved:** MS      **Seconded:** TO      **Result:** Majority in favour.

MS moved to schedule a Committee meeting on the 18<sup>th</sup> July 2017.

**Moved:** MS      **Seconded:** KL      **Result:** Majority in favour.

*[Note to readers: GD questions the authenticity of the above motions. Firstly, he would like it noted that he has no recollection of a formal vote to reschedule the AGM from 18 July to a specific date. He does recall a decision for a committee meeting to replace the previous AGM date of the 18th, but not a specific date for the AGM itself. Secondly, KL was not in a position to second a motion as he was not a member of the Management Committee and therefore cannot vote.]*

## 11. Meeting closure

Meeting closed 6.45 pm.

## Post-meeting resignations (attached)

As soon as the meeting was closed, the President, Vice President, Secretary and Treasurer handed in a written resignation letter effective immediately. The Vice President also said she would be resigning from the Chamber.

Phil Gruber gave a verbal resignation.

Thea Ormonde emailed her resignation to the Chamber on the 11<sup>th</sup> July 2017.

The Secretary  
Cardwell Chamber of Commerce  
Cardwell Q 4849

Dear Secretary

Please accept this letter as a formal notification of my resignation from the position of President with the Cardwell Chamber of Commerce.

I have volunteered many hours of time in the past 2 years and am proud of the achievements of our current Management committee.

Whilst I have enjoyed my time as president the continued harassment by a couple of "Chamber" members in recent weeks has indicated to me that the Chamber is moving in a different direction and therefore it is time for me to step aside to allow this to happen.

Yours faithfully

Mark Sheahan

A handwritten signature in black ink, appearing to be 'Mark Sheahan', with a long horizontal flourish extending to the right.

The Secretary  
Cardwell Chamber of Commerce  
Cardwell Q 4849

Dear Secretary

Please accept this letter as a formal notification of my resignation from the position of Vice President of the Cardwell Chamber of Commerce.

I have been proud to be associated with the "Chamber for the past 2 years however in recent weeks have found myself to be the subject of harassment by another Chamber member and also by a fellow committee member. This is inexcusable and as a volunteer I choose not to be subjected to this type of treatment.

Yours faithfully

A handwritten signature in black ink that reads "K Sheahan" with a checkmark-like flourish at the end.

Kathy Sheahan

The Secretary  
Cardwell Chamber of Commerce  
Cardwell Qld 4849

Dear Secretary,

Please accept this letter as a formal notification of my resignation from the Position of Treasurer of the Cardwell Chamber of Commerce.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C. Ihle', written in a cursive style.

Christine Ihle

10.7.17

10 July 2017

Cardwell Chamber of Commerce  
P O Box 14  
Cardwell QLD 4849

To whom it may Concern,

This letter is to advise you that I resign as Secretary of the Cardwell Chamber of Commerce as from today's date Monday 10 July 2017.

Kind regards



Jenny Green  
P O Box 169  
Cardwell QLD 4849  
Phone: 0408 744 789  
Email: [jennygreen5@outlook.com](mailto:jennygreen5@outlook.com)

## Australasian Aviation Resources Pty Ltd, also t/as SkyRentals

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**From:** Lisa Gruber [grubernews@hotmail.com.au]

**Sent:** Tuesday, 11 July 2017 10:11 AM

**To:** info@skyrental.com.au

**Subject:** Re: MANAGEMENT MEETING last night

To Gareth,

I verbally resigned last night, and as I said before I do not wish to continue with The Cardwell Chamber of Commerce at this stage. As I have other personal commitments.

Regards Phil Gruber

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**From:** Australasian Aviation Resources Pty Ltd, also t/as SkyRentals <info@skyrental.com.au>

**Sent:** Tuesday, 11 July 2017 7:08 AM

**To:** Cardwell Chamber of Commerce Inc. (general committee member Thea Ormonde); Cardwell Chamber of Commerce Inc. (general committee member Phil Gruber)

**Subject:** RE: MANAGEMENT MEETING last night

Dear Thea and Phil,

Depending on the date of the resignations that were presented after last night's Management Committee meeting had closed, the remaining members of the Management Committee can appoint any other financial member to fill those vacancies, so that a minimum of 4 members are on the Committee. This is important to ensure the continued functioning of the Chamber and meet our end-of-financial year obligations.

Kind regards

Gareth Davey, phone 0408 697 515

Committee member, **The Cardwell Chamber of Commerce Inc.**

PO Box 14, Cardwell QLD 4849

[admin@cardwellchamber.com](mailto:admin@cardwellchamber.com) \*

[cardwellchamber.com](http://cardwellchamber.com) & [facebook.com/cardwellchamber](https://www.facebook.com/cardwellchamber)

\*If unreachable, email [air.support@skyrental.com.au](mailto:air.support@skyrental.com.au)  
or SMS 0147 182 515

-----Original Message-----

**From:** The Cardwell Chamber of Commerce Inc. (website admin) [mailto:admin@cardwellchamber.com]

**Sent:** Monday, 10 July 2017 16:03

**To:** Kath Sheahan

**Subject:** RE: FW: MANAGEMENT MEETING tonight

That's even better. We can get more done.

-----Original Message-----

**From:** Kath Sheahan [mailto:kathsheahan@gmail.com]

**Sent:** Monday, 10 July 2017 13:52

**To:** The Cardwell Chamber of Commerce Inc. (website admin)

**Subject:** Re: FW: MANAGEMENT MEETING tonight

Hi Gareth

Unfortunately you are mistaken. The email sent by our secretary on Thursday 6th July detailed that a management meeting would be held not a Special Management Meeting. A date has yet to be set for the Special Management meeting to discuss you constitutional matters.

Regards  
Kathy Sheahan  
Vice President

On Sun, Jul 9, 2017 at 4:33 AM, The Cardwell Chamber of Commerce Inc. (website admin) <[admin@cardwellchamber.com](mailto:admin@cardwellchamber.com)> wrote:

Dear Committee Members,

There appears to be some confusion as to what tonight's meeting is about. It's a Special Management Committee meeting (see attached) as defined in the Chamber's Constitution, which means that only the topic notified to the Secretary on 27 June can be discussed. If anyone wants to discuss other items, kindly arrange your own meeting.

Regards

Gareth Davey, phone 0408 697 515  
Committee member, **The Cardwell Chamber of Commerce Inc.**  
PO Box 14, Cardwell QLD 4849  
[admin@cardwellchamber.com](mailto:admin@cardwellchamber.com) \*  
[cardwellchamber.com](http://cardwellchamber.com) & [facebook.com/cardwellchamber](https://facebook.com/cardwellchamber)

\*If unreachable, email [air.support@skyrental.com.au](mailto:air.support@skyrental.com.au)  
or SMS 0147 182 515

-----Original Message-----

**From:** Jenifer Green [<mailto:jennygreen5@outlook.com>]  
**Sent:** Thursday, 6 July 2017 07:55  
**To:** [jenny.green@ccrc.qld.gov.au](mailto:jenny.green@ccrc.qld.gov.au)  
**Subject:** MANAGEMENT MEETING

Good morning,

There will be a management meeting on Monday 10 July at 5.30pm at the Cardwell Library meeting room.

Regards

**Jenny Green**  
**Secretary**  
**Cardwell Chamber of Commerce Inc.**  
PO Box 14, Cardwell Qld 4849  
[jenny.green@outlook.com](mailto:jenny.green@outlook.com)  
[cardwellchamber@gmail.com](mailto:cardwellchamber@gmail.com)  
[cardwellchamber.com](http://cardwellchamber.com) & [facebook.com/cardwellchamber](https://facebook.com/cardwellchamber)



## The Cardwell Chamber of Commerce Inc.

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**From:** Thea Ormonde [theaormonde@gmail.com]

**Sent:** Tuesday, 11 July 2017 10:24 AM

**To:** Cardwell Chamber of Commerce

**Subject:** resignation

Attention Secretary

Please be informed that as of 11th July 2017 I formally resign as a committee member of the Cardwell Chamber of Commerce.

Regards

Thea Ormonde.