



PO Box 25 Wingham NSW 2429 | ABN 132 844 650 47 | admin@winghamchamber.com.au

MINUTES

Of Wingham Chamber of Commerce, meeting held on
Wednesday 23rd August 2017 at Wingham & District Services
Club.

Chairperson: Liz Jarvis

Minutes Taken By: Whitney Barrett

Meeting Opened Time: 6:33pm

Attendance List: Liz Jarvis, Pete Trood, Kev Ellis, Col Butcher, Graham Nash, Donna Carrier, Whitney Barrett, Kim Macdonald, (Kerrie Guppy @ 6:55pm).

Apologies Noted: Elaine Turner, Steve & Judi Wills, Paula & Richard Greenway, Les Trood.

Documents Circulated Prior to Meeting:

Agenda, Presidents Report, Treasurers Report, Membership Report, Previous Meetings Minutes, Correspondence Lists

Call for Business without Notice

- Council Elections
- Chamber Administration
- Replacement Trees in Main St
- Strawberry sellers
- Shade Sail

Minutes of Previous Meeting:

Circulated

Moved –Kevin Ellis

Seconded –Simon Brown

Business Arising/Actions from previous Minutes:

- **Car Park Survey** –Col informed he is planning to distribute surveys after 3rd September. All agree best approach is anonymous completion by businesses.
- **DPS Pricing** - Admin received pricing from Chronicle. Prices set based on a 12 month contract to be paid monthly (30day account). \$83.66 for 92x63mm (small ad). \$134.95 92x129mm (Medium Ad). \$169.90 92x260mm (Large Ad). Member discussion on do we want to take up a space....Kev proposed and moved "next



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meeting details “go into the spread, Simon has spoken against prior to this meeting. Donna and Graham queried Chronicles profit. **Unanimous agreement no action on taking up a space.**

- July Minute’s amendment - Georgia Hudson “continuing blitz weekend momentum” has been updated to “has investigated running a similar project gathering community enthusiasm and willingness to help (as like our Blitz Weekend) as part of her project in the community.
- **Events Calendar – no action yet**
- **Membership Categories** resolved. What are our categories? Action – Retired, Community.
- **Drop Box** –Kev raised that consolidated contacts list for Place Activation needs to be updated.
- **Gumtree** – Col offered to advertise for us if email info is sent to him.
- **Breakfast** – discussion around pricing. Explanation provided as to costing.

CORRESPONDENCE LIST 24/07/2017 – 21/08/2017

Correspondence IN

- FTBC – August Breakfast Invite
- TBC – August Breakfast Invite
- NSW BC – Workshop Invite Digital Marketing + Flyer
- Myall Lakes Electorate Office – Regional Economic Boost Initiative
- Kellon Beard - Available Grants List
- REDS – Invite to Workshop
- 2018 Regional Awards – Date set
- Nationals MP – Letter RE2017 Myall Lakes Community Awards
- Energy & water Ombudsmen – Newsletter issue 35
- Midcoast Digital – Newsletter x2
- Belinder Messer - RE Removal of bin in Isabella St
- PL Documents – General Correspondence
- Dinner Invitation – Combined Services Rotary
- NSW Dept Fair trading – Registry Search Lodgement
- Kerry Fitzgerald – RE Lamps/Clock (Cr Isabella/Bent St)

Correspondence OUT

- Letter of Support – Midcoast Digital
- General discussion between WCC, Tanya, Guppies-RE Planter Box Filling.
- General discussion between WCC, JOC & MCC-RE Networking Breakfast.
- Membership Certificates – delivered (in progress)



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- Response to Belinda Messer & actions available
- NSW Dept Fair Trading – Registry Search Update
- WCC - Enquiry DPS Pricing, Wingham Chronicle

Mailchimp

- TBC- August Breakfast
- NSW BC - Workshop for Digital Marketing + Flyer (after original camp.)
- WCC - July Minutes 2017
- RDA – August Newsletter
- Propel My Business - Workshop
- WCC - August Networking Breakfast Invite
- WCC - JOC Business Workshop 2 Invite
- FTBC - August Breakfast invite

Correspondence Notes

Liz explained in particular 2 incoming correspondence items.

1. Stephen Bromheads office: **Myall Lakes Community Awards-29th September DUE.** Citizen of the year etc...Liz noted for members to stay mindful of nominations throughout the year. Members agree for Executive committee to administer discretion for suggested nominations. **ACTION – To nominate and participate.** Simon Moved, Grahame seconded.
2. **REDS** – Liz explained initial workshop attended – Kev and Liz are planning to attend. Offer extended to our members. Item to be discussed in General Business.
 - Midcoast Digital – Letter of support sent to Carole Isaacs for a grant application.
 - Christmas Carnival Correspondence Documents – circulated in July. **Requires action.** Admin to amend July Minutes.
 - Liz has applied to Dept fair Trading for a copy of our original or last updated Constitution.

CORRESPONDENCE

Moved: Graham Nash
Second: Simon Brown

Presidents Report: Liz Jarvis

Circulated

Moved –Liz Jarvis

Seconded –Kevin Ellis



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Membership Report: Peter Trood

Circulated

New report circulated, Current Member List to be included with Report next month in circulation.

Moved – Pete Trood

Seconded – Whitney Barrett

Treasurers Report: Simon Brown

Circulated

Report given for the first month of new Financial Year. Appears to have gone \$1700 backwards as of end July. Simon provided explanation for double invoice payment that was made (overpayment). Advice that company repaid amount to WCC. Place Activation sum came back \$3900 22/08/17 from JOC. Incoming adoption money from Planter Boxes 6 boxes, \$600. Residual Grant account \$1981.10c transferred to Planter Account. New Balance of Planter account for ongoing maintenance now \$2581.10c. Ratified decision to open extra accounts: Main ACC, Planter ACC, Grant ACC, Activation ACC.

Moved – Simon Brown

Seconded –Grahame Nash

2017 Christmas Carnival Sub-Committee Update:

Kev updated – Graham has explained variation of fees in groups. Entertainment – research is under way. Col investigating hiring a stage used for the Scottish festival. Suggestion of extra rides from browns amusements to boost youth engagement. Men's Shed – cut out decorations, Kev researching. Santa is booked. Progress is snowballing. Stall holders being confirmed/contacted. Not taking on market stall holders this year. Attempt to engage Not for profit groups and increase the variety of food stalls. Liz suggested list of food types to be assigned to those interested. Graham raised ham suppliers at Subcommittee Meeting....discussion prevailed, Wingham Plaza Butcher/Gourmet Meats...price was significantly different. Price Investigation required by committee. Next meeting: Kev suggests 3rd week September or prior to AGM next meeting.

NSW Business Chamber Report– Regional awards this weekend– Donna is a finalist - we wished her luck!

General Business:

- **Available Grants – Defer to next Meeting**
- **Removal of Bins (Isabella Street)** – Liz explained about Belinder Messers email to council. Noted since that Council Rep has informed Liz/Kev that the Best strategy is to take a photo, use the council website portal "Quick action portal" for complaints and send it through with description of complaint/issue. Recommend this strategy to anyone with enquiries. Banner – is down again after wind last week. **Requires action.**

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- **Maintenance of Clock/Lamps Isabella St & Bent St** – Kerry Fitzgerald emailed admin. Rotary/ Council/community maintenance...who does it fall to? Action required – refer issue to designated party.
- **REDS** – Discussed earlier in correspondence notes.
- **Combined Services Dinner – 28/09/17@6pm \$45pp.** Liz raised invitation. Noted the purpose. Simon proposed Midcoast Chamber should attend. Donna raised that Tourism needs to be addressed – money coming from out of area into our area. This should be a positive “pro-tourism for Wingham chamber” action. We strongly Support marketing and funding etc. Liz will ensure it stays a priority in MidCoast chamber.
- **One Planet** Update Kerrie Guppy- Front page of Chronicle. Kerrie Summarised – coming up with ideas and encouraging retailers to give customers greener options. Basis on concept of “No rush” on implementation let them come on board when the individual(s) or company is ready. Researching submitting an application to be recognised as a One Planet Town...requires further research on eligible exiting criteria. Scheduling a meeting for this month.
- **AGM Nominations Open** –Liz addressed nominations. Nomination form to be sent to Kim for website.

Business without Notice:

- **Parent a Planter** - sample sign displayed by Pete. Promote - “I’m sponsored and cared for by” Name and Business name \$100, Parented: “I’m cared for by” Name only.
- **Council Elections** - Liz proposed members attend meet the candidates Monday 5:30pm Uniting Church Taree.
- **Chamber Administration** – Simon raise question should we consider a paid position for a small contract term over a temporary time frame for the role of administration with specific role/tasks requirements? Donna noted previous costs. Also suggested similarity of grants writer concept. Address in minutes and later on.
- **Replacement Trees in Main St** –Liz informed members that the removed trees at the bottom of Isabella Street cannot be replaced due to ground conditions.– council suggested we build new larger planter boxes with weeping Lilly Pillies.
- **Strawberry sellers** –This afternoon Donna raised concern with Liz about out of area strawberry sellers in Isabella Street conducting sales out of a van which was intruding on local businesses. Liz did ask them to leave and has done a council enquiry via website as to rules for that.
- **Shade Sail** –Liz raised concept for another attempt at resurrecting the shade sails again. Poles are still there. Spoke to Dan Aldridge shade cloth sails could be attached to those poles that are not bent. Donna stated Council needs to agree to maintain. Liz suggested item to be added to agenda and revisit next month. All

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WINGHAM
CHAMBER OF
COMMERCE

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Next meeting:

Date: 27th September 2017 (preceded by AGM)

Time: 5:45PM/6:30pm start

Location: Wingham & District Services Club

Meeting declared Closed: 8:20pm

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