

**MINUTES QUEANBEYAN BUSINESS COUNCIL INC
INNER EXECUTIVE MEETING
Friday, 23 MARCH 2007
QBC VIC HQ – 1 Farrer Place**

Present: Ian McNamee, Bill Baker, Kim Beaumont, Jeremy Wyatt, Graham Wise, Simon Mitchell-Taverner, Ian McGinn

Prior to the meeting, the following had been distributed to all attendees:

- **Attachment A.** Ian McGinn – a confidential discussion paper outlining staffing, membership income, staff tasks and KPIs, EO role and recommendations.
 - **Attachment B** from Ian McGinn – report on Griffith Conference March 2007.
 - **Attachment C** from Simon Mitchell Taverner– Draft Business plan for VIC Operations.
 - **Attachment D** from Simon Mitchell Taverner – Draft Letter for new Members
1. **1. VIC OPERATIONS -** Graham Wise and Ian McGinn spoke to the paper distributed by Ian McGinn (above). Graham advised that, subject to final review, it was likely VIC Operations would be within the \$170,000 QCC Grant. May be a small surplus from 2006 operations. Ian advised that stock of souvenirs etc was now at a low level (approx \$1,300). Opening hours could be reduced by 2.5 hours by opening at 9am instead of 8.30 am. Staff working hours could be reviewed for greater effectiveness.

ACTIONS –

- **Finalise budget – GW/IMcG**
- **Settle staff structures and opening hours – I McG**
- **Review in July - All**
- **Consider stock on consignment – I McG**

2. 2. STYLE MANUAL –

ACTION –

- **Prepare Manual showing preferred styles for letters, media releases etc. – SMT**

3. **MEMBERS –** It was proposed that groups of members meet on a regular basis by category of membership, to outline the QBC activities and seek member input on business community issues.

ACTION –

- **IMcG**

3.2 2007/2008 MEMBERSHIP LETTER – Membership list to be distributed to inner executive and each to contact familiar members as a follow up to the renewal of membership letter being sent by the President.

ACTION –

- **SMT/Inner Executive**

3.3 NEW MEMBERS – category of target membership to be identified/prioritised and implement schedule of canvassing/reporting.

ACTIONS –

- **IMcG with assistance from inner executive and SMT**

4. **4. QUEANBEYAN AGE AWARDS** – President tabled a letter from Queanbeyan Age providing a \$500 sponsorship opportunity to the QBC for the *Queanbeyan Age Business Awards*. The meeting agreed this would be valuable PR for the Council. It was noted that the QBC should not accept a position on the judging panel. A QBC table at the function to be considered pending cost.

ACTIONS –

- **President/IMcG**

5. **VIC AS PROMOTIONAL TOOL** – The meeting recognised the value of the QVIC to the QBC and its integrated branding potential. Suggestions made to be discussed in July at which time other VIC and QBC operational strategies have been implemented.

ACTIONS – IMcG

6. **6. MOTELS** – Ian McGinn advised that an advertising prospectus is 50% complete for the rental of space in the VIC internally illuminated signs. Distribution will be on a first paid renewal basis to existing advertisers (with a response time limit) thereafter to a wider tourism provider market.

ACTION – IMcG.

7. **VIC AUDIT** – The audit of the VIC for its Level 2, accreditation will take place on 23 April. Ian McGinn reported that preparation is underway and the “revisit to the VIC Business Plan (Attachment C) will be an integral part of the audited documents.

ACTION – IMcG.

8. **QVIC REPORT TO QCC** – Most of the material required to complete the report is in place and drafted should be complete by 28 March for inner executive’s comments, inputs...

ACTION – IMcG.

9. **Community Consultation Working Group** – The President tabled minutes of the Community Consultation Working Group meeting held on-site at the new Headquarters Joint Operations Command Project. The meeting included a guided tour of the Primary Access Route and a briefing of construction activities. The QBC president requested the project provide an update briefing to Council in the coming weeks. The project is on course for hand over by July 2008.

10. **QBC GENERAL MEETING** – Gary Nairn has been invited as guest speaker; date and venue yet to be finalised.

ACTION – IMcG/SMT

Meeting closed 10.45 pm