



## DRAFT MINUTES

### QUEANBEYAN BUSINESS COUNCIL EXECUTIVE MEETING QUEANBEYAN LEAGUES CLUB TUESDAY, 26<sup>TH</sup> SEPTEMBER 2006 at 12.30 pm

**Present:** Ian McNamee, Nick Moufarrige, Jan Browne, Rod Studholme, Leanne Brewer, Glenda Snoxall, Steve Jamieson, Maurice McCormack, Jeremy Wyatt, Loyd Perin, Bill Baker, Craig Harris, Col Maxwell, Simon Mitchell-Taverner, Ian McGinn.

**Also in Attendance** – Trudy Taylor (Queanbeyan Age),

1. **Apologies** : Ross Barrett, Daryl Evans, Graham Wise, Kim Beaumont, Kathy Howard, Hon. Gary Nairn MP, Steve Whan MP.
2. **Adoption of Minutes and matters arising from Quarterly meeting 28<sup>th</sup> August 2006 – CH/MMcC**

**Matters Arising - Nil**

3. **Treasurer's Report** :  
In absence of Treasurer, President advised that Treasurer has undertaken to reconcile the accounts and email the reports by end of week. Treasurer has advised he will answer any questions by phone if required.

Regarding Audit report, Treasurer understands the financial statements will be available from Toy Curtis within a few days.

4. **Correspondence**

#### **Inwards**

- Allianz Insurance – Rejection of claim by Dr. Bird.
- Email from Dr. Bird to all members, Patrons and Mayor
- Email from Dr. Lian to all members, Patrons and Mayor

#### **Outwards**

- Dr. Geoffrey Bird (copy members) in response.
- Hon. Gary Nairn MP – response to Dr. Bird
- Mr. Steve Whan MP – response to Dr. Bird
- Mayor Frank Pangallo MP - response to Dr. Bird

**Adopted MMcC/SJ**

6. **QBC Executive Officer update and moving forward**

Ian McNamee reported on QBC response to emails received from Former Executive Officer Geoffrey Bird and a former QBC member. Letter to Dr. Bird was tabled together with correspondence to Federal and State Members of Parliament (Patrons of QBC) and to Mayor of Queanbeyan. Mr. McNamee advised it was now “business as usual” for QBC. In response to question from Steve Jamieson, Bill Baker advised that there was no “offer” of \$154,000 from AusIndustry as claimed in the email distributed by Dr. Bird. AusIndustry had simply briefed the meeting concerning an upcoming tender for services to be delivered throughout SE NSW (which had previously been operated by the BEC as ‘Small Business Answers’). There was known to be considerable interest from Regional bodies to apply for this tender which did not, in any case, fit priorities previously identified by QBC Executive.

Mr. McNamee tabled a Position Description drawn up by Acting Executive Officer, Ian McGinn. Mr. McGinn retired from proceedings during the following discussions. **Resolved unanimously** that QBC Executive Committee delegate to the Inner Executive Committee (President, Vice Presidents and Treasurer) the task of assessing the Position Description and negotiating with Mr. McGinn with immediate effect. An initial Contract of 12 months was agreed with a review within the first three months. Position Description to be clarified by including core competencies and including work ratios between QBC general activities and VIC. Priorities to include Maintenance of VIC Accreditation, ensuring compliance with QCC Agreement and QBC Membership activities.

Mr. McGinn returned to the meeting. Mr. McNamee also advised that Mr. McGinn was preparing a financial analysis and budget for the Visitor Centre. This would enable a decision to be made as to levels of staffing appropriate to future VIC operations.

**ACTION – IMcN, BB, JW, KB, GW**

**7. Retail Tourism Report – including Sub Committee Meeting:**

- Minutes distributed to all Sub Committee members. Minutes previously posted to web site. Minutes presented to Members by Bill Baker.

**T-Shirts and Polo Shirts** (100 of each) have been delivered, however the T-Shirts have included a logo on the reverse side promoting a non-QBC web site. No delegate recalled seeing this on the sample provided, however the original sample is no longer available. The supplier (a QBC Member) has advised that this was on the original sample, and that the owner of the web site was to pay a contribution to the supplier with the agreement of former QBC EO.

**Resolved** that the T-Shirts be accepted and retailed through VIC for \$15. The Polo Shirts to be retailed through VIC for \$20. **Further Resolved** that an additional quote be obtained from a local Queanbeyan supplier for further shirts.

**ACTION - IMcG**

**Effect of Brand Depot on Queanbeyan Retail** – Queanbeyan City Council have requested information from QBC Member Riverside Plaza on the impact of Brand Depot opening. Kim Beaumont forwarded a draft response for additional comment by this Meeting. Riverside Plaza reported unchanged traffic numbers for Saturday and a 20% increase on Sunday over the same days the previous year. They also noted that “Brand Depot is a very different centre to Riverside Plaza. Riverside Plaza is a convenient local community centre, with strong ties to the community and a place where you can buy food and groceries, get a haircut, go to the chemist and buy your fashion, jewellery etc. In general, like Riverside, most business in Queanbeyan have strong ties to the community and has very loyal, local customers”.

Feedback from other Members indicated similar experiences during the first weekend, whilst the VIC experienced one of its busiest weekends on record. It was agreed that there were significant events in Queanbeyan in addition to Floriade and all accommodation was fully booked. As such it was difficult to assess to effect of Brand Depot in isolation. This should be reviewed in three months when pre-Christmas shopping results are known.

**ACTION – SMT to advise Riverside Plaza.**

**Buy Local campaign – Resolved** that this matter be placed on the Agenda of the Next Retail/Tourism Sub-Committee meeting.

**ACTION – IMcG. Further Resolved** that a sample “I love Shopping in Queanbeyan” bumper sticker be prepared for this meeting.

**ACTION - MMcC**

**8. Development Industrial Report – including Sub Committee Meeting:**

- Minutes distributed to all Sub Committee members. Minutes previously posted to web site. Minutes presented to Members by Ian McNamee.

Two meetings have been called by Queanbeyan City Council this week to discuss matters of mutual interest. Tuesday, 26<sup>th</sup>

September 6 pm to discuss Cultural Centre parking issues and Thursday at 5.30 pm by CBD LIFT Committee. Ian McNamee to attend the Tuesday meeting, whilst Col Maxwell, Nick Moufarrige, Craig Harris, Maurice McCormack, Jeremy Wyatt, Ian McNamee and Ian McGinn will attend the Thursday meeting.

**9. Queanbeyan Cultural Centre including parking**

Ian McNamee to attend meeting with Queanbeyan City Council tonight 6 pm. Resolved that President restate QBC's consistent view that it supports the Cultural Centre subject to there being no loss of parking space and that a proper planning process be undertaken by Council that included consideration of multi-level parking.

**Resolved that** QBC express very great concern at the apparent loss of car parking spaces in the Lowe Street precinct and called for a status quo at the very minimum.

It was noted that Council's Cultural Centre plans included replacing lost car parking spaces in Lowe Street car park by additional and redesigned spaces in the car park to the rear of Queanbeyan Leagues Club. It was further noted by several members that parking in both car parks are currently fully taken up by 9.30 pm. Council itself required 46 parking spaces for its own staff. Of particular concern was the difficulty faced by doctors and patients of the medical centre.

**ACTION - IMcN**

A suggestion by Rod Studholme that consideration be given to a QCC sponsored free 'Park and Ride' service from the new Collett Street Car Park to CBD locations (both during and after Cultural Centre construction) was warmly received.

**10. Sponsorship proposal – Regional Business Expo (resubmitted)**

Simon Mitchell-Taverner reported further on the request by Regional Events Australia (see Minutes Item 12 Quarterly Meeting 28 August 2006) for QBC Sponsorship of the Inaugural 'Capital Region Business Expo' to be held at the Hellenic Club on 23/24 May 2007. Full report was emailed to all executive members prior to the Quarterly Meeting and was again tabled at this Meeting. No comment has been received. To clarify 'In Kind' Sponsorship, this could include any promotional activity undertaken by QBC prior to the Event. A minimum cash component of \$880 is required – an amount equal to the purchase of a Stand at the Event. Sponsorship would provide a Stand.

**Resolved that** QBC write to Regional Events Australia declining this opportunity at this stage, but offering any assistance in terms of

Promotion to QBC members. QBC to also offer assistance in finding a suitable Queanbeyan location for any future Event.

**ACTION - SMT**

**11. Thanks to QCC Parks staff for VIC Display**

**Resolved on the motion of Jan Browne** that QBC write to Queanbeyan City Council to congratulate staff on the magnificent garden display at the Queanbeyan Visitor Information Centre prior to and during Floriade.

**ACTION – IMcG**

**12. General Business**

- a. **ACT Women in Business Group**– Ian McGinn reported on a meeting of Women in Business he had attended on behalf of QBC. This included launch of their web site. He indicated there is interest in a local Group.
- b. **NSW Government Office Block** - Ian McNamee advised that Plans are currently with Queanbeyan City Council for approval.
- c. **Queanbeyan in Bloom** – Claire Marlow thanked QBC Members and Ian McGinn for their assistance in the launch of Queanbeyan in Bloom and OZ-Japan Festival. She advised that 2000 brochures have been distributed including VIC. Upcoming events include:
  - School of Arts Café exhibition from 28 September
  - 'Camelot' by Queanbeyan Players from 5 October
  - Arts Trail bus tours 8 October
  - A wide rang of cultural events culminating in...
  - Queanbeyan Gift and Family Day in the Park 25 November

**Chairman thanked Queanbeyan Leagues Club for their hospitality.**

**Meeting closed 2.15 pm.**