



DRAFT MINUTES

QUEANBEYAN BUSINESS COUNCIL EXECUTIVE MEETING

BOARD ROOM, COUNTRY ENERGY

TUESDAY, 28TH AUGUST 2007 at 12.30 pm

Present: Ian McNamee, Bill Baker, Graham Wise, Colin Maxwell, Jan Browne, Nick Moufarrige, Peter Newham, Steve Jamieson, Rod Studholme, Craig Harris, Daryl Evans, Simon Mitchell-Taverner, Ian McGinn.

Also in Attendance: Margaret Nicholls, Economic Development Officer QCC, Lydia Teodorowych, new Member Gosile

1. **Apologies:** Jeremy Wyatt, Ross Barrett, Paul Walshe, Glenda Snoxall, Kathy Howard, Ken Ineson, Loyd Perin, Andrew Herring, Maurice McCormack.

2. **Adoption of Minutes and matters arising from Executive meeting 24 July 2007 – CH/CM**

Matters Arising –

1. **Item 2.** Peter Newham and Rod Studholme have both spoken with representatives of Tigers Club who had expressed concern at the level of membership requested, but interest in a contra arrangement.

Resolved that fresh approaches be made with the suggestion that the next General Meeting be held at Tigers Club.

ACTION: PN/RS

2. **Item 6a.** Revised draft circulated and submission sent to Canberra Airport re ANEF. Bill Baker thanked Craig Harris for his significant contribution.

3. **Item 6b.** No invitations issued at this stage

4. **Item 7a.** Simon Mitchell-Taverner tabled report on meeting with Manager Library, QCC regarding QCC Scholarships. This is attachment 'A' to these minutes. A preferred option was the provision of books, tools etc to Queanbeyan High School's Trade School to be operating in 2008. Craig Harris suggested the School would take responsibility for student selection. A suggestion from Rod Studholme that a Queanbeyan resident Tourism/ Hospitality student from CIT could also benefit from a similar QBC scholarship.

Resolved on the motion of Craig Harris, seconded Rod Studholme that \$1000 be set aside for a scholarship comprising tools/books etc. for a student from Queanbeyan High School Trade School, \$1000 for a Queanbeyan resident Tourism Hospitality student at CIT and \$1000 be held in reserve.

ACTION: IMcG

5. **Item 7b.** Bill Baker advised that, rather than writing, he had raised this issue directly with the Mayor and with CBD Lift Committee resulting in the future adoption of a template detailing what would be done and by whom. This would improve discipline and outcomes from this Committee.
6. **Item 8.** Meeting with Ernie Nichols held on 2 August and attended by Rod Studholme, Ian McGinn and Simon Mitchell-Taverner. This has been circulated to all Executive members and is attachment 'B' to these minutes.

Ian McNamee advised Canberra Times has requested a meeting with Queanbeyan Business Council on 13 September at 3 pm to discuss Sponsorship of QBC. Ian McNamee, Rod Studholme and Craig Harris to attend.

ACTION: IMcN, RS,CH

7. **Item 9.** Letter sent to General Manager QCC.

3. Treasurer's Report :

Tabled by Treasurer – Detailed copy attached to original minutes and available from Treasurer. Summary as follows:

- **Reconciled Bank Balance at 30 July 2007** - \$125,651.17

- **Balance Sheet**

Total Equity at 30 July 2007 –	\$157,335.77
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- **Profit & Loss:**

Surplus for July 2007* -	\$36,971.84
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*NB – a quarterly grant payment was received in this period

Treasurer's Report Accepted GW/BB

4. Correspondence

Inwards:

- 7 August – Dr. Col Gellatly, Chair, NSW Rural & Regional Task Force – invite to attend Community Leaders – Regional Groups Session in Cooma on 4 September.
- 10 August – Country Energy invite to take part in survey

- Undated (received 23 August) – NSW Minister for Ageing invite for 2 delegates to attend Ageing Consultation on 3 September. Colin Maxwell and Rod Studholme have volunteered to represent QBC.

ACTION: CM/RS

- 23 August – Saint Vincent de Paul invite to Charity Art Show Great Hall, Parliament House 20 September.
- Applications for membership:
 - Gosile Pty Ltd – Level 1
 - Australian Railway Historical Society Non Profit
 - Motel Marguerita – Level1
 - Suji Treasures – Level 1
 - Queanbeyan SES – Non Profit

Outwards:

- 24 July - Canberra Airport re ANEF Submission
- 13 August – General Manager QCC re Budget surplus and information as to what it will be used for.

Arising from Correspondence:

1. **Moved** SMT seconded JB that applications for membership of QBC as described in inwards correspondence be accepted.

Correspondence Report accepted SMT/JB

5. Report from President:

• **Discussions with Queanbeyan City Council**

Ian McNamee and Bill Baker reported on the Meeting between them and Mayor and General Manager. The concept of a Development Corporation was put forward by QCC General Manager as being a body responsible for such activities as city promotion, CBD Lift Committee, Queanbeyan in Bloom, Queanbeyan Gift, Town Centre management Committee and potentially Queanbeyan VIC.

Simon Mitchell-Taverner told the meeting that, from his perspective and involvement with the VIC over the past 6 1/2 years he would prefer that the operation remained under the influence of QBC rather than revert to Queanbeyan City Council in the best interests of Queanbeyan. It was improbable that the previous operation would have performed as well at the NSW Accreditation Audit due to the lack of a QCC adopted business plan and the addition of systems introduced by QBC such as the Volunteers program, procedures manual and physical make-over of the Centre. Direct input of the Business Community was, in his opinion, a significant bonus for the operation of the Centre.

It was agreed that a Development Corporation which was controlled by a Board comprising QCC, QBC and BEC representatives could prove a “happy medium”. Margaret Nichols was invited to comment by President. She advised that there was a lot of good will from QCC and that any such Development Board would operate under its own authority. She is investigating several existing NSW models.

It was agreed by Members that, whatever management undertook VIC operations, services should not go backwards from those currently operated by QBC.

Resolved on the motion of Rod Studholme, seconded by Craig Harris that, subject to the negotiation of an acceptable Memorandum of Understanding (MoU) with QCC, and subject to agreement with BEC, QBC endorses the concept of a Development Corporation with representation by QCC, QBC and BEC.

Further Resolved that, following receipt of QCC MoU, QBC Executive Council workshop the proposal internally.

These resolutions received unanimous approval.

ACTION: BB to write to General Manager as requested by QCC.

6. VIC Accreditation Audit Report –

President congratulated staff on the attainment of a 99/100 score on the accreditation process undertaken by Aurora practical Solutions on behalf of NSW Tourism. In congratulating the Queanbeyan VIC team, Aurora Practical Solutions Pty Ltd - Project Managers for the Accredited Visitor Information Centres (AVIC) Network told staff the result was “exemplary given the short time you have been operating as an Accredited Centre”. The Audit covered all operational aspects including Legal Compliance, Strategic Business Planning and Operations Manual, Skills Development Training, Financial Management Systems, Premises, Image, Research, Telecommunications, Customer Service, Services Offered and Environmental Management.

Queanbeyan’s VIC Operations Manual received special mention, with a request that Aurora use this document as a “Best Practice Model” for other AVICs.

ACTIONS:

On the motions RS/CH

- Staff to be congratulated for their attention to detail and assistance with the Audit. **IMcG**
- Aurora be advised that they may use the document as a Best Practice Model subject to QBC receiving sufficient acknowledgement. **IMcG**.

7. Meeting of Development Industrial Committee 21 August 2007:

Minutes have been distributed to Committee members and are available on the QBC Meetings web page.

Further discussions were covered under Item 5, report from president above.

8. Meeting of Retail Tourism Committee 22 August 2007: Minutes have been distributed to Committee members and are available on the QBC Meetings web page.

Bill Baker further noted that QCC Engineer Greg Fogarty had advised the CBD Lift Committee a ½ million dollar traffic study is being undertaken to predict effects of any traffic changes in CBD and wider areas. Suggestions such as changes to pedestrian crossings should wait until this is completed.

Craig Harris reported that CIC and Village Building Co had, in fact, started this process at the expense of their companies as part of the NSW Government Googong, Tralee development process. This would be completed by the latter part of this year.

The development of Business Packs, such as that developed by Forbes, would be the subject of further discussions with QCC's Economic Development Officer as part of strategies for the encouragement of new business.

The Australian Regional Tourism Convention to be held in Canberra in November (cost \$750) was considered to be at a higher level than local VIC's. This would also be discussed with QCC's Economic Development Officer.

Rod Studholme spoke of the need to ensure regular updates of the existing VIC web site, as web sites are recognised as an important first point of contact by prospective visitors.

Landscaping around the new Performance Arts Centre was also discussed. This discussion included the apparent present practice of builders parking all day in the car park instead of simply dropping off tools and parking at the Show Grounds as agreed.

Resolved That QBC write to QCC General Manager regarding Builder parking.

ACTION: SMT

Jan Browne spoke of Sports Advisory Committee Meeting which is seeking a Coordinated approach to the future needs of local sports organisations and the location of a future sports precinct. Hoover Road is currently the preferred option. It is proposed to hold a workshop of all sporting groups.

Resolved that QBC write to Sports Advisory Committee and QCC in support of a Coordinated approach as above.

ACTION: JB/SMT

9. Executive Officer Report:

Report presented by Executive Officer and is attachment 'C' to these Minutes, having been previously distributed.

Ian McGinn advised motels would be contacted regarding signage advertising at VIC in mid September.

Next VIC brochure – Ian advised that sufficient current brochures are held until Easter, but that work had commenced on the production of a new brochure by this time. Further details will be available for the next Executive Meeting.

Next 6 monthly VIC report to QCC – Awaiting latest tourism figures from ABS due mid September. Agreed with QCC General Manager this report will be produced by mid October.

ACTIONS: IMcG

10. General Business:

a. **Next meetings** – agreed to defer next General Meeting to October:

- i. **Next Executive Meeting** – Tuesday, 25 September 2007, 12.30 pm at Queanbeyan Golf Club
- ii. **Next General Meeting** – Tuesday 30 October 2007, 4 pm. Venue to be advised. Guest speaker suggestions were raised in 'Arising from Correspondence' (Item 2b Executive Meeting 24 July). New member South East Region Academy of Sport has requested a 15 minute opportunity.

- b. **Queanbeyan Employers** – Simon Mitchell-Taverner tabled Excel database he is developing from old “Eyes on the Horizon” working files. This is a work in progress with details of 160 of Queanbeyan’s employers of 10 staff or more. A copy was given to QCC’s Economic Development Officer after the meeting.

Chairman thanked Country Energy for providing meeting venue and catering.

Next Meeting – Tuesday, 25 September 2007 at 12.30 pm Queanbeyan Golf Club.

Meeting closed 2.05 pm.