



DRAFT MINUTES

QUEANBEYAN BUSINESS COUNCIL EXECUTIVE MEETING

QUEANBEYAN GOLF CLUB

TUESDAY, 30 SEPTEMBER 2008 at 12.30 pm,

1. **Present:** Bill Baker, Craig Harris, Ian McNamee, Graham Wise, Lydia Teodorowych, Jan Browne, Rod Studholme, Ken Ineson, Peter Williams, Peter Newham, Leanne Brewer, Loyd Perin, Chris Gibson, Simon Mitchell-Taverner.

Also Present: Mayor of Queanbeyan, Cr. Tim Overall,

2. **Apologies:** Steve Jamieson, Jeremy Wyatt, Col Maxwell, Paul Walshe, Maurice McCormack, Peter Newham.
3. **Welcomes:** President Bill Baker welcomed newly elected Mayor of Queanbeyan Cr. Tim Overall. Mr. Baker offered QBC support to the new Council and anticipated a strong mutual relationship over the next four years.
Mr. Baker also welcomed newly appointed QBC Executive Officer Chris Gibson. Chris graduated from Duntroon in 1972 and served 21 years in the regular army before retiring with the rank of Major. Since this time, Chris has also gained a wealth of experience in economic and business development. In recent years, Chris served as Executive Director of the Tasmanian Industrial Supplies Office (ISO), Major Projects Manager with the Industry Capability Network (ICN) in Canberra and, since March 2005, Manager of Tasmania's South East Region Development Authority.
The latter role included the operation of the local BEC as well as economic development assistance to the three local government municipalities in SE Tasmania.

4. **Adoption of Minutes and matters arising from Executive Meeting 26 August 2008 – JB/CH**

2. **Matters Arising –**

- a. **Proposed CBD Melbourne Cup day Promotion –** Bill Baker summarised the outcomes of a meeting with traders held on 10 September and attended also by QBC Members Elke Hawke (Riverside Plaza) and Jeremy Wyatt (QLC), as well as Margaret Nicholls, Peter Conlon and Georgina Perry from QCC:
 - **Design and Distribution of Registration Forms.** Margaret Nicholls to draft Registration form. **Simon, Elke and Marg** to distribute by **Wednesday, 17 September.**

- **Design and production of Poster** – A3 poster to be designed by printing firm (Creative Design recommended). Numbers to be confirmed upon receipt of Registration Forms. **QBC, QLC and BDN** to contribute.
- **Voucher production and design** – Elke advised she is experienced in this and would assist.
- **Participating Shops** – this would be determined by those who returned forms. These should be faxed to Marg by Wednesday, 24 September. Only participating shops will be eligible for prize winner spending.
- **Format** – Consensus that Participating shops give one voucher to each person who spends \$10 or more in their shop. The vouchers to be placed on a barrel and drawn the day after Melbourne Cup. The Q was recommended as a draw venue, which any shopper could attend if they wish. A number of names will be drawn, and each winner can nominate the participating store at which they would claim their prize. For example, 25 winners could each win \$120, and each choose one participating shop in which to spend. The shop would be reimbursed from the \$3,000 being offered by QCC and QBC.
- **Publicity** – Queanbeyan Age, Chronicle will be asked to feature the event. Queanbeyan in Bloom publicity would include it, Simon will include in weekly Age column, Posters will be in window or on counter of participating shops. Riverside Plaza will promote to traders.

Whilst a total 10 registration forms have been received, with QLC requesting 1,000 vouchers, it is known that a number of other businesses are interested in joining. Riverside Plaza had suggested they might put in a joint registration for all traders.

Chris Gibson advised that QCC's Margaret Nicholls had asked for a meeting this afternoon, and was understood to want to cancel the event due to low registrations by closing day.

Resolved CH/ IMcN that QBC put aside \$1,000 for the promotion and President and Chris meet with Mrs Nicholls. That joint registration be acceptable if the need for individual registrations was discouraging traders. If QCC is not prepared to continue, then QBC will work with QLC, Riverside Plaza, existing retailer registrants and other potential traders to progress the promotion. Carried unanimously

ACTION: CG/ SMT

3. Treasurer's Report :

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

- **Reconciled Bank Balance at 31 August 2008 –**

 - QBC \$ 65,082

 - VIC \$ 11,858

- **Balance Sheet at 31 August 2008**

 - QBC Total Equity – \$145,770

 - VIC Total Equity - \$ 6,571 (incl \$30,000 transfer from QBC to VIC)

- **Profit & Loss Account at 31 August 2008:**

 - QBC - \$ 6,876

 - VIC – (\$21,136)

QCC Grant due in August was received on 23 September. A total \$30,000 has been transferred from the QBC account as an operational advance.

Resolved that an Inner Executive Meeting be held prior to the next Executive Meeting to discuss allocation of retained earnings and QBC administration support for VIC.

ACTION: SMT/CG

2008/2009 Subscriptions – Total \$19,000 subscriptions received to 31 August. Renewal Follow-ups to be instituted.

ACTION: SMT/CG

Treasurer's Report Accepted GW/CH

4. Correspondence

Inwards:

- 03 Sep – Hon. Frank Sartor reply re water
- 04 Sep – NSW camping & Caravan
- 28 Sep – Airport International Hotel re advertising VIC brochure.

Outwards:

- 04 Sep – NSW camping & Caravan Technology City 30 June – France Harrison re Membership
- 09 Sep – Margaret Nicholls QCC re future VIC reporting criteria
- 26 Sep – Unsuccessful candidates for Executive Officer position.

Accepted SMT/CH

- 6. Presidents Report** - Bill Baker advised he had been on leave for the past two weeks, although he had performed functions on behalf of QBC during this period. He invited Mayor Tim Overall to address the Meeting.

Mayor Overall advised that Googong and Tralee developments were a high priority for him and that a strong focus for him was to develop teamwork within Council. With four new faces and a number of experienced Councillors, he believed he could develop a team that would work constructively and enjoy working together. His election team would each act as an independent Councillor and there will be no caucusing. Committees would be reviewed as a matter of priority and future Management Plans would have a 10 year focus rather than the current twelve month view with extensive "wish lists".

In response, Bill Baker stated that QBC will work closely with Council whilst reserving the right to express differing opinions from time to time.

With the election of a new Council and the employment of a new QBC Executive Officer, QBC must now actively pursue both big ticket and local issues. QBC will facilitate presentations to new City Councillors and senior staff by Ken Ineson and Craig Harris representing the major proposed (but still awaiting final approval) developments.

ACTION: BB/KI/CH

The QBC scholarship program needs resolving – Item 9 below.

7. **Committee structures and representation: Resolved RS/CH** that Executive Committee remain at 20 people and address both the big ticket items and smaller local issues. Executive Meetings to alternate monthly with Inner Executive meetings – eg 6 of each per annum. Keynote speakers to be invited in advance to increase interest.

Further resolved that existing sub committees continue to meet monthly as at present and also invite guests to add to interest.

Adopted unanimously.

ACTION: CG

8. **Membership renewals, servicing and generation – Resolved IMcN/ RS** that each Executive member recruit a new member.

ACTION: ALL

Renewals to be followed up by staff, the current Melbourne Cup promotion seen as an opportunity to attract members.

ACTION: CG/SMT

9. **Scholarship Program** – Bill Baker spoke of a meeting between himself and John Clark of Queanbeyan High School that was also attended by Simon Mitchell-Taverner. QHS is keen to proceed with the Scholarship Program, however Mr. Clark had pointed out that considerable delays had occurred prior to the completion of the Trade School, which currently has only one student. Whilst a student scholarship might have to wait until 2009, there were

other avenues in which QBC could assist this year. This could include contribution to equipment and or involvement with the ACT Apprentice of the Year Awards. Mr. Clark was receptive to the concept of QBC lobbying for close cooperation between QHS Trade School, ATC and TAFE to ensure the best outcomes for Queanbeyan.

No further contact has been received from CIT's Hospitality and Hotel Management Centre.

Simon Mitchell-Taverner spoke of his address with Steve Jamieson to Illawarra TAFE senior teachers at Queanbeyan TAFE in August. This was in response to a TAFE invitation to learn about the Queanbeyan business environment and how TAFE could make itself more relevant to the business community.

Resolved that a follow up with CIT be undertaken to gauge interest.

ACTION: SMT

Further resolved that direct approaches be made to ATC and Queanbeyan High School by new EO.

ACTION: CG

Next Meeting to be held at Queanbeyan High School Trade School.

10. VIC matters

- a. **Signage and display boards:** The proposed meeting between Bill Baker, Simon Mitchell-Taverner and Allan Carpenter could not be arranged prior to leave commitments. Allan Carpenter will be returning in approximately two weeks. In the meantime, none of the boards are currently being paid for.

Resolved that President and EO meet with Allan Carpenter on his return.

ACTION: BB/CG

Simon Mitchell-Taverner advised that Maurice McCormack now has a new machine to produce a new front sign. A large sign is also needed to direct caravans away from the VIC car park to a more convenient area. **Resolved** that Simon Mitchell-Taverner request information from QCC and arrange new signage.

ACTION: SMT

Resolved that a new map (as required under accreditation) be produced and affixed to the front foyer of the building (in place of one of the display panels).

Further resolved that a new DVD be investigated for use within the VIC. This would include updatable information about Q and other events.

ACTION: CG

- b. **Proposed AWM travelling Sport & War Display (CG):** Chris Gibson spoke of contact with AWM and their recently completed travelling exhibition. It is proposed that this be placed on exhibition at VIC and that a formal launch be arranged including invitations to QBC Patrons Dr. Kelly and Steve Whan, former Secretary for Defence Allan Hawke, AWM's Steve Gower, QCC Councillors and others.

AWM have been Platinum Members for the past two years and Simon Mitchell-Taverner has been speaking with them concerning their 2008/2009 level.

Resolved this be implemented as soon as possible.

ACTION: CG

- b. **New Tourist Brochure:** Simon Mitchell-Taverner advised the new VIC brochure produced by Canberra Times. Initial distribution is underway. A total 15,000 brochures has been printed with reprints to be arranged at intervals over the next two years to a maximum of 60,000 brochures. Executive Officer to contact Canberra Times regarding the ability to make any modifications such as that requested by Airport International Hotel.

ACTION: CG

10. General Business –

- a. **Meeting with Capital Region ACC:** Bill Baker and Simon Mitchell-Taverner met with Marion Donaldson of CR-ACC on 10 September regarding changes being implemented by the federal government since coming to office in 2007. Area Consultative Committees are likely to be replaced by Regional Development Australia and are currently in transition. Minister Anthony Albanese has requested ACCs to conduct external consultation within regions on expectations for proposed new body, seek advice on community infrastructure programs and prioritise investment projects.

In response to the latter two points, Mrs Donaldson asked for QBC input which was provided as follows:

- **Regional Roads** - Bill Baker advised regarding QBC meetings with Dr. Mike Kelly MP including discussions with by-pass alternatives. Federal Government has given a grant to QCC to do a regional road study which will lead to prioritising of roads programs. Any major development of Canberra Airport as a regional road hub would add to regional road concerns.
- **Water** - We are advised this will be OK, but we still need to remain vigilant.

- **Transport** – including the suggestion that Queanbeyan be included on any ACT based Light Rail project.
 - **Proposed Queanbeyan Development Advisory Board** – Mrs Donaldson asked that proposed Regional Development Australia be kept in mind for assistance.
- b. **ACT Light Rail** – Craig Harris spoke of the ACT's Infrastructure Forum including a business case for light rail to major points in ACT including the Airport. He had recommended to Canberra Business Council that any proposal for federal funding should include Queanbeyan. **Resolved** that he contact CBC Chair Craig Sloane to ascertain if this had been one.

ACTION: CH

Further resolved that Executive Officer prepare draft letter for President to QCC on this matter.

ACTION: CG/BB

- c. **Meeting with Shadow Minister Hartcher** - Simon Mitchell-Taverner reminded Executive members of the meeting to be held with NSW Shadow Minister for Water Utilities, Local Government, and Housing, Mr. Chris Hartcher at the VIC on Tuesday, 7 October starting at 12.30 pm.

ACTION: CG

- d. **QBC Sec to examine issuing outlook appointments** for the meetings schedule so as to get in members diaries – initial invitees can be drawn from attendance lists of previous meetings.

ACTION: SMT

Meeting closed 2.00 pm.

Next Executive Meeting – Tuesday, 28 October 2008 at 12.30 pm –
Queanbeyan High School Trade School

Next Development/ Industrial Meeting - Tuesday, 21 October at 12.30 pm
VIC

Next Tourism/ Retail Meeting - Wednesday, 22 October 2008 at 12.30 pm –
VIC