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**MINUTES OF EXECUTIVE MEETING 10 OF QUEANBEYAN BUSINESS
COUNCIL INCORPORATED
AT GOLDEN AGE MOTOR INN
TUESDAY, 28th MARCH 2006 STARTING 12.30 PM**

Present – Ian McNamee, Bill Baker, Jeremy Wyatt, Simon Mitchell-Taverner, Graham Wise, Jan Browne, Col Maxwell, Nick Moufarrige, Rod Studholme, Steve Jamieson, Craig Harris, Lesley Norris, Maurice McCormack, Darryl Evans, Glenda Snoxall, Kathy Howard, Leanne Brewer,

Executive Officer – Geoffrey Bird

President opened the meeting by thanking Lesley Norris from Golden Age Motor Inn for her hospitality.

- 1. Apologies:** –Ross Barrett, Andrew Herring, Kim Beaumont, Loyd Perin.

Resolved that these apologies be accepted.

- 2. Welcome to new Executive Committee.** President Ian McNamee welcomed new Executive Committee members and the return of previous Committee Members. Andrew Herring, Lesley Norris, Glenda Snoxall and Leanne Brewer have all joined the Committee, whilst Kim Beaumont is now a Vice President for 2006.
- 3. Adoption of Minutes of Quarterly General Meeting 13th February 2006**

Adopted unanimously (JW/GW)

Matters arising - Nil

- 4. Treasurer's report –**
Tabled by Treasurer – detailed copy attached to original minutes. Summary as follows:

Reconciled Bank Balance 28 th February 2006	\$155,714.31
Total Equity at 28 th February 2006	\$52,609.40
P&L for February 2006	\$9,223.69

10 applications for new membership received in February 2006.

Received on the Motion of GW seconded BB.

Treasurer also tabled a budget and cash flow report for the balance of 2005/2006 attached to these Minutes as “Attachment A”. The budget shows a projected profit of \$7,521 for the year.

Received on the Motion of GW seconded JB.

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5. Correspondence Report –

Correspondence:

Received from:

- QCC requesting Certificates of Currency for insurances. These have been provided.
- QCC requesting DA comment on State Office Block application to be located next to Visitor Centre. Comments due by 21st April 2006.
- 28th March Response from Mr. Steve Whan MP regarding Commission of Enquiry/water
- 28th March Fax from Hon. Gary Nairn MP regarding Small Business Roundtable meeting, Comfort Inn Airport, Friday, 7 April at 2 pm.

Sent to:

- 28 March 06 Member for Monaro, Steve Whan MP regarding Commission of Enquiry/water

Correspondence report adopted GW/JW

6. ‘Queanbeyan Tomorrow’ presentation by QCC Manager Strategic Planning.

David Carswell of QCC outlined the process of ‘Queanbeyan Tomorrow’ (copy of presentation on original minute file). ‘Queanbeyan Tomorrow’ is to be a shared vision to guide QCC for the next 15 years. He stated it was the “most ambitious community engagement” in his 13 years with QCC. It is being undertaken by QCC Planners with an external consultant. A questionnaire based on De Bono principles has been sent to all Executive members for completion to add to the community input. Project completion is expected by July 2006. Whilst it is a 15year vision, a review will be undertaken every 5 years with on-going KPIs. A community summit will be held on Saturday, 20th May to which all are invited – phone 6298 0276 for details. David invited feedback in any form during the process.

David also spoke of the Rutledge CBD Concept Plan for the block bounded by Crawford/Rutledge/Collett and Monaro Street. QCC and Queanbeyan Leagues Club are undertaking this jointly. This is designed in part to establish a ‘place based’ vision for the block as a component in a wider CBD Master Plan to be undertaken later in the year. A workshop to which all are invited is to take place on 27th April – phone 6298 0537 for details.

David was also invited to speak on the “Northern Bypass” which he stated had been on the books for 10 years, but now is “almost ready” to be included on ACT and NSW zoning maps.

7. Retail report

Geoff Bird (on behalf of Kim Beaumont) reported that a meeting of the retail Chapter was held on 9th March with the following matters arising:

1. **Revitalisation of CBD:** A campaign involving a press release, letter drop and an invitation for shop owners to attend a joint QBC / QCC representatives open meeting / workshop. The press release would focus

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on the positives Q'beyan has to offer; eg free parking, country town friendliness, the new \$19m building, the Defence HQ, Gugong and Tralee developments, etc. In addition, the press release would alert the Q'beyan retailers to the threat of losing trade to the Airport and Fyshwick outlets. The letter drop would include this information, and in addition, invite shop owners to attend a meeting with Council representatives (QCC & QBC). The purpose of this campaign is to engage retailers and encourage them to come up with viable solutions to ensure the sustainability of the Q'beyan CBD. The workshop would flush out ideas, which might include: scheduled (ie on the calendar) themes, which might coincide with events or times of the year. For example, a Commonwealth Games theme, an Easter and Christmas theme, and so.

2. **Cross Promotion:** Kim is to investigate the logistics of a cross promotion based upon a loyalty program.
3. **Parking:** GB to investigate with QCC if they have a plan for parking. GB also to investigate if Council would consider suitable parking for campervans, etc outside VIC. Kim to discuss with Jan Browne what progress had been made with "parking matters" previously discussed in sub-committee of 2005.
4. **Q'beyan Tomorrow:** Kim to investigate QBC's involvement in "Queanbeyan Tomorrow" campaign and advise.
5. **Truck Parking:** A letter from QCC advising the closure of truck parking outside the Aquatic Centre was tabled, which led to open discussion. GB to contact Council to determine the rationale for the decision given the impact on the business of Mr. Peter Steve, motel owner – Olympia Motel.

8. Tourism Report

Bill Baker reported that a meeting of the development chapter was held on 2nd March 2006 with the following matters arising:

1. B Baker outlined the **structure of the Business Council and this committee**
2. **Premises: now and future**
G Bird outlined current work and a proposal for a further stage costing \$25,000. A quotation with a floor plan; and a photo document on proposed display walls were both tabled.
The proposal was endorsed. Funding to be determined ASAP

A **cost recovery approach** to participation by business using the VIC was recommended.

3. **Funding Opportunities:** presentation by directorate members of Capital Region Area Consultative Committee – Marian Donaldson and Ian Colett. Two possible funding streams up to 50% of costs, which includes in-kind contributions - small amounts of about \$20,000 at least 6-8 weeks; larger amounts at least 3-4 months. For – "improving", "refurbishing", "benefits to and impact on local/regional

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community”, “business and/or cultural development”, “infrastructure”.
No retrospective funding.

Key areas - outcomes/benefits flowing from project; sustainability into the future; and other partnerships and supporters

4. Relationship with **moteliors and other accommodation providers**. A membership package including membership, info boards, networking etc was presented by G Bird. Network meeting to be organised by L Norris at Golden Age Motel 14 March at 12.30pm.
5. **Festivals: Oz/Japan**. Claire Marlow outlined various activities planned and for which funding has been sought or obtained. QBC should continue to liaise with Claire and support the festival.
6. **Festivals: Waste**. Ania Lian reported on the recent meeting. Several projects are to be developed as a first stage in working towards a festival.
7. **Membership Sticker** Should be redesigned to be more eye catching etc

9. Development Report

Ian McNamee reported that a meeting of the development chapter was held on 7th March 2006 with the following matters arising:

1. The water agreement so still at a “memo of understanding” stage. The agreement is to be signed Friday 10 March. **For info.**
2. Need to ask Mayor Pangallo to arrange a meeting with Steve Whan, Gary Nairn and reps from QBC. **Action: GB**
3. Roads would be an agenda item for this meeting.
4. Ian tabled a press release relating to the impact of the bulky goods outlet at the airport becoming a retail outlet, and the commercial impact this would have on Q’beyan retailers. It was agreed that the press release should be distributed to the press, with a comment regarding the need for consultation with interest groups.
Action: IM
5. Edwin Land. Craig Harris expects to complete an editing of the Percy Report within two weeks (ie by 21 March approx) which will then be presented to Council at the forthcoming meeting of the QCC at the Visitors Centre. The time for this meeting to be confirmed. **Action IM / GB**
6. A submission to be presented to the Airport Authority regarding a suitable display which will promote Queanbeyan. **Action: GB / IM**
7. Sewerage. Contact ACTEW to follow up previous discussions. **Action: IM**

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8. QCC to be contacted regarding parking for the Visitor Information Centre. **Action: GB**

9. **Correspondence:**

1. An e-mail from Craig Harris tabled re his “priorities” for the Development Chapter. The two priorities listed were:
2. Cross border agreements allowing land re-zonings in Q’beyan for residential developments.
3. Roads funding for Edwin Land Parkway

10. **Where to from here (GB)**

Geoffrey Bird presented a list of priorities for discussion. Following input from Executive members, it was resolved that the following would be the priorities for QBC in its future direction:

- Visitor Information Centre
- Membership
- Re-zonings
- Water
- Roads - (especially Northern Bypass and Edwin Land Parkway extension)
- CBD/Retail – (including beautification and street furniture)
- Cultural activities
- Defence HQ – (including leverage for Roads as above)

Both short and long term strategies will be developed.

Geoff advised that a meeting had been held with moteliers earlier in March attended by representatives of 10 motels. A further meeting will be held with the proposal that motel membership be varied on a ‘per bed’ basis.

In regards to the Visitor Centre, Geoff advised that Australian War Memorial and National Zoo and Aquarium had both agreed to come on board as corporate Members with major displays. The National Museum and others are being approached along similar lines.

The training room will also feature items from Queanbeyan Museum and ‘Local Hero’ displays – starting with memorabilia loaned by squash legend Heather McKay.

Ian McNamee advised that Queanbeyan City Councillors would be undertaking an inspection of the VIC tomorrow, Wednesday, 29th March prior to deciding upon QBC’s request for capital funds to bring the VIC up to acceptable levels for National Attraction participation. A letter to Councillors is being prepared to advise of other pressing issues QBC would like to raise. Ian requested as many Executive members as possible to attend.

Action - All

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Both President Ian McNamee and Executive Officer Geoffrey Bird stressed the importance of streamlining decision-making processes. The following resolution was adopted on the motion of MMcC seconded LN:

- a. That the Inner Executive be empowered to make decisions within overall policy and budget guidelines,

It was later further resolved that:

- b. Each Chapter, at the discretion of the Chapter Chair, be empowered to act upon its own decisions within its own area of responsibility and within overall policy and budget guidelines, and
- c. Any decisions and or actions undertaken under a. and b. above be ratified at the next Executive meeting.

11. General Business

a. **Queanbeyan Promotional supplements**

Ian McNamee proposed that, whilst the March Canberra Times supplement was a good start, future supplements should be more like the previous Manuka Oval 8 page ‘pull out’ supplement that he tabled. This would require considerably more advertising support from business stakeholders. Col Maxwell undertook to present this concept to the Retail Chapter.

Action CM

b. **Canberra 2013**

Ian McNamee stressed the importance of Queanbeyan recognition during the Canberra Centenary celebrations in 2013. This could include recognition as a permanent feature within Canberra and also Displays at Queanbeyan’s own entrances.

c. **Letter to Member for Monaro Mr. Steve Whan MP**

Letter dated 28th March was tabled together with a reply dated the same day. These will be forwarded to executive members in line with procedures regarding other corporate correspondence.

Action SMT

Mr Whan advised in his letter that the Commission of Enquiry into developments at Poplars, Tralee and Googong depended upon the cross border water agreement between Federal, NSW and ACT Governments. He advised that “If the Commonwealth decides it is not going to sign he (Minister Frank Sartor) would have to seek further legal advice however I (Mr Whan) would be urging some sort of enquiry go ahead”.

d. **Loyalty Program**

Geoffrey Bird advised he had received little response to a membership loyalty program involving discounts to other members. He will pursue other ideas to promote inter membership networking.

Action GB

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e. 'Queanbeyan Tomorrow' Survey

Geoffrey Bird reminded executive members to complete the questionnaire, which had previously been emailed to all, if they had not already done so.

Action – All

f. Small Business Round Table meeting

Fax received from Hon. Gary Nairn MP regarding Small Business Roundtable meeting at Comfort Inn Airport, Yass Road on Friday, 7th April from 2 pm to 4 pm. Executive members are encouraged to attend.

Action - All

g. Upcoming Meetings Schedule:

- **Sub Committee Meetings** (all at VIC) –
 1. Tourism Chapter - Tuesday, 11th April 12.30 pm,
 2. Retail Chapter – Thursday, 13th April, 12.30 pm
 3. Development Chapter – Tuesday, 18th April 12.30 pm,
- **Next Executive Meeting** – Tuesday, 2nd May, 12.30 pm - Queanbeyan Leagues Club
- **Next Quarterly Meeting** – Tuesday, 30th May 2006, 4.30 pm -Venue to be advised

Meeting closed at 2.05 pm

Next Meeting: Tuesday, 2nd May 2006 at Queanbeyan Leagues Club, 12.30 pm