

DRAFT

**MINUTES OF EXECUTIVE MEETING 9 OF QUEANBEYAN BUSINESS
COUNCIL INCORPORATED
AT QUEANBEYAN GOLF CLUB
TUESDAY, 17th JANUARY 2006 STARTING 12.30 PM**

Present – Ian McNamee, Bill Baker, Loyd Perin, Graham Wise, Jan Browne, Col Maxwell, Nick Moufarrige, Ania Lian, Kim Beaumont, Ross Barrett, Rod Studholme, Steve Jamieson, Daryl Evans, Craig Harris, Frank Bresnik.

Apologies –Hugh Percy, Jeremy Wyatt, Trudy Taylor.

Facilitator – Simon Mitchell-Taverner

President opened the meeting by thanking Graham Wise from Queanbeyan Golf Club for their hospitality.

**1. Adoption of Minutes of Executive Meeting 8 13th December 2005
Adopted unanimously (GW/CH)**

2. Matters arising

- Bill Baker to Contact Minister Sartor
- License Agreement for VIC operation (with one minor change) to be signed prior to occupation.

3. Treasurer's report –

Tabled by Treasurer – detailed copy attached to original minutes. Summary as follows:

Reconciled Bank Balance 31 st December 2005	\$ 45,746.69
Total Equity at 31 st December 2005	\$ 46,058.85
P&L for December 2005	(\$ 623.41)
0 applications for new membership December 2005.	

Received on the Motion of GW seconded JB.

Treasurer tabled a draft Budget to 30th June 2006 for future comment. This will need fine tuning and in depth review for next year.

4. Correspondence Report –

Correspondence:

Received from Member for Monaro, Steve Whan MP (closer cooperation,) Member for Eden Monaro, Gary Nairn MP (closer cooperation), NSW Minister Frank Sartor (Commission of Enquiry), NSW Minister John Hatzistergos (hospital placement), Dale Budd, CBC (meeting report).

Correspondence report adopted GW/CM

Resolved: regular meetings be instigated with each Local Member starting next month.

Action: SMT

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5. Applications for Executive Officer position –

At this point Ania Lian left the room as she declared a conflict of interest being a candidate for the position.

Simon Mitchell-Taverner advised that five applications had been received. Three applicants will be interviewed on Thursday, 19th January. Interview panel will comprise President Ian McNamee, Vice President Bill Baker and Cr Sue Whelan. Simon Mitchell-Taverner will also be present.

Ania Lian returned to the meeting at this point.

6. Occupancy of 1 Farrer Place (due Wednesday, 1st February 2006)

• Staffing for Visitor Centre

Ian McNamee advised that a current VIC staff member had been approached by QCC General Manager at a meeting attended by Ian McNamee and Bill Baker to remain in the Centre for one month on secondment to QBC. QBC will reimburse salary.

Slow action by Council in relocating permanent and casual staff to alternative roles within QCC had seriously delayed QBC recruitment and other planning processes.

• Management

A meeting of the Farrer Place Management Group took place on Friday, 13th January. There had been agreement of both BEC and QBC Members that maximum co-operation in shared resources be aimed for. Steve Jamieson and Simon Mitchell-Taverner will plan for as smooth a transition as possible.

Nick Moufarrige commented on a motel booking facility at VIC and was advised that this aspect was being considered in conjunction with ACT Tourism

Action: SJ/SMT

• Computer networking

Steve Jamieson and Simon Mitchell Taverner to investigate possibility of shared wireless networks and other computer infrastructure. Simon Mitchell-Taverner has investigated purchase of a 5 licence educational package for MS Office 2003 Professional. QBC needs to produce Incorporation certificate plus proof of its not-for profit status to enable this to be approved by Microsoft.

Action: SMT/SJ

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7. Annual General Meeting 21st February 2006 at Queanbeyan Leagues Club starting at 4pm:

- **Advertising**

Notice of Annual General Meeting to be forwarded to members by email, in line with Articles of Association. This to include Nomination Form for Executive and office bearers for 2006/2007.

Action: SMT

- **Executive Structure**

The eight business categories – Tourism, Sport, Cultural, Micro Business, Development, Retail, Health and Defence - would be targeted as previously resolved. Simon Mitchell-Taverner noted that, in light of the VIC operation, it might be advisable for a third Group to be instituted in 2006 to overview tourism and business promotion. **Resolved** on the suggestion of Ian McNamee that Simon Mitchell-Taverner take up the position of Secretary upon his retirement on 31 January.

Action: SMT

- **Membership Renewals**

Moved Rod Studholme seconded Bill Baker that existing membership be extended to 30th June 2006. **Adopted unanimously.**

Letters to be forwarded to existing members (seeking renewal) and prospective members (seeking new membership) shortly after AGM

Action: All

- **Annual Report** – Needs to be completed prior to AGM. This will include Financial Report, Membership Report, Achievements and the Way Ahead. **Moved** Craig Harris seconded Rod Studholme that this report will be placed on the web site for easy download by Members and other stakeholders. **Adopted unanimously.**

Action: IMcN/SMT

- 8. **QBC Web Site** – Simon Mitchell-Taverner advised that the site www.queanbeyanbusinesscouncil.com.au was now up and running and included most of the recommended changes by members. Whilst it still needed a lot more content, the contractor's brief had been completed and he had been paid. The contractor has provided the necessary tools to enable QBC Executive Officer to update the site subject to the purchase of Dreamweaver 8. Initial quote for this software is \$599, or \$299 if QBC qualifies for educational/non profit software. Ian McNamee thanked Ania Lian for the significant assistance she has given to get the site on-line as requested at the previous Executive meeting.

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- 9. Canberra Times Queanbeyan promotions** - Kim Beaumont suggested that these promotions be run approximately quarterly, but be linked to a major Queanbeyan or regional activity such as Canberra Day on 21 March, Queanbeyan Cup in May, Floriade in September, Queanbeyan Show in November and Christmas. This year's Canberra Day feature should also celebrate the new Visitor Information Centre operation. Canberra Times does the legwork in obtaining advertising support.

Resolved that Kim continue on this basis

Rod Studholme reminded members of Queanbeyan's most successful promotion in recent years – The House & Land Competition.

Action: KB

- 10. Resource Recovery Seminar 15th February 2006** – Ania Lian spoke on the objectives of this seminar regarding the sustainability of Queanbeyan to be held at Queanbeyan Conference Centre from 1.30 to 3.30. Invitations will be sent to all members and the wider resource network. This includes a list of prominent speakers including from Cleanaway, Country Energy and ANU.

Action: AL

- 11. Floriade 2006** - Simon Mitchell-Taverner advised of a report to Queanbeyan Council on Wednesday 18th January which recommends Council participate in the promotion of Floriade in conjunction with Queanbeyan Business Council and the Tourism Industry. In previous years, the Visitor Information Centre and QCC have contributed funds in support of industry contributions as a sponsor of Floriade. This has allowed for a presence throughout the festival. Until 2004, the QCC/VIC contribution matched that of industry participants which provided sufficient funds for Queanbeyan to sponsor its own garden bed at Floriade.
- 12. Proposed Capital Raising Seminar – CRDC** – Simon Mitchell-Taverner advised that Capital Region Development Council will be hosting a Capital Raising seminar in Queanbeyan during February 2006. Full information will be provided for members when available.

13. General Business

- a. Morris Register Australia** – Simon Mitchell-Taverner advised that 150+ Morris vehicles will be visiting Queanbeyan for the whole of Easter 2006. This will bring an influx of more than 250 people and will be a major opportunity for Queanbeyan business. Evening dinners will all be held at Queanbeyan Conference Centre. Whilst the cars will be going for daily drives, they will spend Easter Saturday in Queanbeyan at the cycle track in Queanbeyan Park and performing a city drive. The Morris Register will be receiving assistance from QCC, however further support from QBC would be appreciated.

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Resolved that information be sent to all Members and that retailers, and hospitality providers be encouraged to contribute to a comprehensive information pack for all participants of the Morris Rally.

Action: SMT – new EO when appointed.

- b. Airport retail outlet** – To be opened in July, this facility will be a further opportunity for promoting Queanbeyan.

Action: new EO when appointed

- c. Car parking** – Frank Bresnik raised the issue of the Cultural Centre and apparent reduced car parking sizes. Bill Baker advised that Car spaces proposed for the Centre were to Australian Standards.

Resolved that the car parking issue be included during the proposed meeting with QCC in February (initially to discuss Edwin Land Parkway) to request a comprehensive review and strategy of parking in the city taking into account:

- Cultural Centre
- Comparative widths of spaces throughout the City
- Retail value of parking spaces
- Comparisons with Civic
- Ownership of car parks

Ross Barrett noted Queanbeyan was currently squandering the opportunity to promote its current free and accessible parking during the current Civic developments.

Action: IMcN

Meeting closed at 1.55 pm

Next Meeting: To follow Annual General Meeting on Tuesday, 21st February 2006 at Queanbeyan Leagues Club – 4 pm.