

**Queanbeyan Business Council**  
**MINUTES of**  
**Retail and Tourism Sub Committee Meeting**  
**Date: Tuesday 18 April at 12.30. Venue: VIC**

**Date:** Wednesday 18 April 2007

**Time:** 12.30

**Venue:** Meetings room Queanbeyan Visitors Centre (VIC)

**Apologies:** N. Moufarrige, Simon Mitchell Taverner,

**Attendance:** B. Baker, R. Studholme, C. Marlow, D. Evans, J. Wyatt, K. Beaumont, J. Browne, L. Brewer,  
I. McGinn

**Minutes of last meeting (15 January 2007):** Moved adoption of minutes; J. Wyatt, seconded C. Marlow.

**Matters arising:**

1. **T-Shirts** and Polo Shirts sales (initial stock 200). T-Shirt stock at 11 April: 48. Riverside Plaza displaying T-Shirts and Karabar Shopping Centre checking space availability.
2. **VIC Bookrite System.** Canberra Tourism has not yet been able to install system due to staff shortage. Actively pursuing.
3. **External Light Box:** situation ongoing
4. **White Pages com.au (Sensis).** Sensis have published a series of newspaper advertisements outlining the problem; the most recent published in the Chronicle on 3 April 2007 (Thanks to Rod Studholme for drawing the advertisement to the EO's attention).

**Agenda Items**

1. **Budgets and issues arising from Executive meeting.**
  - VIC and QBC budgets for 2007/2008..... **ACTION:** EO to email to committee
  - EO reported new trading hours to commence from 30 April 2007.
  - EO reported AVIC audit to be conducted on 23 April. **ACTION:** EO to advise of outcome
  - EO advised **draft** of VIC report to QCC is completed. J. Browne reminded the meeting that when the last review was presented to Council; Council requested statistics be presented differently **ACTION:** EO to discuss with Simon Mitchell Taverner.
2. **T-Shirts and souvenirs re-order.**

The EO presented two quotations for re-order of T-shirts. It was moved that T-shirts and Polo- shirts be reordered through Sportsbiz who provided a competitive quote and a minimum order requirement of only 50 units and order be subject to availability of funds. Moved by: J.Wyatt and Seconded by: R. Studholme **ACTION:** EO to liaise with treasurer and reorder.
3. **Griffith LGSA Conference.**

EO provided conference notes for discussion. The report overflowed with ideas, in particular an Information pack for Businesses. **ACTION:** EO to develop a pack for consideration at next meeting.
4. **Monaro Street Awnings and Shop numbers.**

EO presented photographs of an awning proposal for Monaro St including a suggestion made by M. McCormack that street numbering is added. The meeting asked the Chairman to present the EO's proposal to the next LIFT Committee for discussion. R. Studholme suggested that advice from the Heritage Advisor may assist the proposal. **ACTION:** B. Baker.
6. **Regional Events Australia.**

Planning for the combined QCC/QBC and BEC stand (theme *Queanbeyan Open for Business*) at the business expo on 23 and 24 May is well advanced.
7. **Canberra Times 12 page supplement.**

The President has arranged for Ernie Nichol Cooperative Advertising Coordinator-Canberra Times to brief Industrial and Development meeting on 24 April for 10/15 mins. Retail and Tourism and other QBC members to be invited to attend. In addition Mr. Nichol will give a full presentation on 22 May General meeting. R. Studholme suggested that a theme for the supplement as "*City Living Country Benefits*". **ACTION:** EO

## **8. Art Display**

Clare Marlow suggested that the VIC consider providing space in the exhibition area for the QCC project-Axis Youth Group to display their art works. C. Marlow also suggested that the EO make a time to discuss other possible exhibits from local manufacturers. **ACTION: EO**

## **9. Anzac Day Activities at VIC**

Sought clarification that arrangements were in place at the VIC for Anzac day. The EO confirmed they were and that personnel from the Conference centre were facilitating the event. Mr. Studholme offered to liaise with Legacy re collection monies received for memorial crosses and name list. **ACTION: R. Studholme**

## **10. New Memberships.**

The EO reported to the meeting that the President had recently developed a list of prospective members from which 26 letters were distributed by the EO. The EO asked committee members are for their to assistance by developing a prospective members list from which the EO will provide a letter for the members signature and personalising; the EO will then distribute. The meeting suggested that consideration be given to targeting potential membership by:

- Using the ANZIC code classifications. The EO added that he had set up the membership data base in ANZIC categories and welcomed the suggestion.
- Approach be made to the New Defence HQ
- Approach be made to Steve Whan re approaches to State Government Departments
- Target all Banks and Credit Unions
- Add to benefits of membership of the QBC the "*wealth of available expertise from members*"

**ACTION: EO and J. Browne**

## **11. Membership renewals/Motel membership.**

The EO will shortly complete an advertising prospectus for advertising display panels to be sent with membership renewals to accommodation providers. It is also proposed to widen prospectus distribution to other providers of tourism services. Members showed interest in the advertising panels and EO was asked to circulate the advertising prospectus to committee and members when completed. **ACTION: EO**

## **7. Other business.**

- The EO has had no response from members offering them the opportunity to display their businesses (free of charge) in the exhibition area adjacent to the VIC reception area for up to three weeks. Discussions under way with Country Energy and ActewAGL who may be interested in mounting an energy awareness display. The new Defence HQ project may also mount a display.
- Queanbeyan Age Business Awards have been cancelled due to lack of nominations.
- University of Canberra student work placements were conducted at VIC from 10 to 13 April for which a fee of \$3,500 is to be paid to QBC. EO's report on the work placement to be distributed. **ACTION: EO**
- QBC/VIC has proved support to the Braidwood Tourism Inc who are applying for a \$250k grant from AusIndustry to conduct a Kings Highway *Bay to Canberra* promotion.
- The EO is guest speaker at the Queanbeyan Rotary Club meeting at 6.30 on 18 April. The meeting will be held at the VIC.

**The Chairman thanked the members for their input and their time for the meetings extensive agenda.**

**The meeting closed at: 2.30pm**

