

**Queanbeyan Business Council
Retail and Tourism Sub Committee Meeting**

Date: Wed 22 November 2006

Time: 12.30

Venue: Meetings room Queanbeyan Visitors Centre (VIC)

AGENDA

Apologies: R. Studholme, N. Moufarrige, C. Marlow, C. Maxwell, M. McCormack K. Beaumont, L. Brewer, P. Newham, S Jamieson

Minutes of meeting on 10 October: Moved: Jan Browne, Seconded: B Baker that minutes of meeting on 10 October be approved.

Matters arising: Matters arising dealt with under Agenda items-1, 2, 3, 5 (from executive meeting), 7, 13.

Agenda item:

1. VIC Staffing.

Trainee appointed with commencement date scheduled for 20 November, however, due to illness of trainee the appointment is now pending advise from the Australian Training Company. The meeting suggested that in the event that the trainee cannot commence the EO is to check the Job Site SEEK for a prospective replacement. ACTION: EO

2. VIC Bookrite System.

Discussions have now been held with ACT Tourism arrangements underway with Queanbeyan accommodation providers to demonstrate the benefits of the [free} system. Installation and training of VIC staff to be complete before Christmas.

3. External Light Box Advertising Panel.

Chairperson to draft letter of response to R Spry for discussion at the Executive meeting on 28 November ACTION: Chair

4. Queanbeyan Brochure.

The meeting noted that a reprint of the brochure may be required in late 2007 and asked the EO to regularly update the committee on stock of brochures. The EO reported that Queanbeyan brochure distribution for 2005/06 covers:

NSW Country: 31 locations plus 6 *new locations* in the last 3 months

Sydney Metropolitan: 8 locations

Victoria Country: 16 locations

Victoria Metropolitan: 3 locations

Queensland Country: 2 locations

South Australia: 6 locations

ACTION: EO

5. Membership list

It was proposed that:

(a) *“The QBC ‘detailed’ membership listing is restricted to members of the Executive” and known as: Member Listing for Executive members*

(b) *“QBC members are shown on the QBC web site by Individual member and Business member only” and known as: Member listing for members”*

(c) *“Member listing for members only to be provided to new members (as shown on web site)”*

5. Membership Survey.

Results noted and suggested that the survey document be re-issued to executive members who have not yet completed the questionnaire. ACTION: EO

6. Issues before QBN CBD LIFT committee.

The meeting complimented the work being done by QBC members on the LIFT Committee and noted that LIFT issues will be discussed at the Executive meeting.

7. Queanbeyan Age.

Queanbeyan Age is being supportive by continuing to provide space for the weekly QBC column. The meeting noted the Importance of the QBC profile being maintained in the media.

8. Membership.

The meeting request that the Executive:

8.1 Endorse the new membership of Mike Day & Co (Mike Day) and Cartridge World (Noel Kitt)

8.2 Approve membership application of ACT Cooling & Heating Pty Ltd (Ian Hill)

8.3 Consider the 'contra' application for membership by the RSPCA ACT (Michael Linke CEO. Michael has just been awarded the Festival of Cricket Medal for Services to Cricket).

RSPCA will launch their activities into the Queanbeyan area at the VIC on 6 December by Mayor Frank Pangallo et al.

ACTION: EXECUTIVE COMMITTEE

8. Christmas Function

Simon and the EO have been asked to arrange a Christmas drinks for Members, Volunteers and Staff; e.g. 4.30 to 6.00pm at the VIC (date to be finalised). The meeting suggested that consideration be given to arranging a small dinner function following the VIC get together for VIC volunteers and staff.

ACTION: EXECUTIVE COMMITTEE

11. Country Week.

The meeting considered the opportunity to participate at the Country Week Expo in 2007. It was decided that cost of staffing and exhibition costs were not within the capacity of the QBC budget, in addition there was little evidence of a return on the efforts expended.

12. White Pages com.au

Allan Donnelly of Odana Editions and Bungendore VIC brought to the attention of the EO that there is an anomaly in the set up of the www.whitepages.com.au search engine. The businesses of Queanbeyan and Bungendore can only be found if ACT is selected in the State field. A search using the correct location of NSW will have nil results. Local State and Federal members also have similar problems. Both State and Federal ministers including the QBC and the Queanbeyan Age are seeking answers from White Pages.

ACTION: EO

13. Bumper Stickers

Following previous discussion including endorsement by the LIFT committee that a promote Queanbeyan bumper sticker be distributed by the QBC at QBC cost; committee member M. McCormack has provided a quote of \$1160 (for 1,000 stickers) and circulated an example of bumper sticker for comment. The meeting also suggested that we should capitalize on our "neighbours" parking problems by considering the wording "**I park for FREE in Queanbeyan**". EO has been asked to circulate members for their input and advise committee. **N.B.** the QCC has requested 40 stickers which they will put on their vehicles.

ACTION: EO

14. Heavy Vehicles through the CBD.

The QBC has received a proposal from two members requesting that the QBC approach the QCC asking that they give urgent attention to:

- (a) minimising heavy vehicle traffic through the CBD or
- (b) at the very least making it safer for pedestrians to cross Monaro Street at the intersections of Monaro/Crawford and Monaro/Lowe Streets

For example;

- (a) Erection of new signage (location map attached to proposal) to encourage heavy vehicles to by-pass the CBD and
- (b) Provision of extended time to be allowed for pedestrians to cross at the nominated intersections; (Crawford/Monaro St and Crawford/Lowe St) currently pedestrians (in particular the increasing numbers of elderly and disabled in our city) can only proceed half way before pedestrian light flashes red. ACTION: EXECUTIVE COMMITTEE and ACTION: EO

15. MYOB

Following discussions with inner executive the EO has now purchased a copy of MYOB onto which the Treasurer will transfer the QBC financials to the QBC system at the VIC. Additional MYOB expertise will be required to transfer the information and provide some training input on its use for the EO. The Treasurer will still continue to input and monitor all financial activities.

The meeting requests that the Executive endorse the MYOB purchase around \$550 plus approximately \$200 fee by Fax n Figures Bookkeeping services (Queanbeyan).

ACTION: EXECUTIVE COMMITTEE and ACTION: EO

16. Report to QCC on VIC.

The tasked the EO with checking QCC correspondence to identify reporting requirements to QCC on VIC activities. ACTION: EO

17. Local and Community Events.

The meeting suggested that members be provided with the list of coming local events and that every effort is made to obtain event details from event organisers. ACTION: EO

18. T-Shirts.

The EO reported that 25 T-Shirts had been sold to date. The EO is exploring the possibility of displaying the T-Shirts at prominent businesses e.g. The Queanbeyan Age have agreed to display. Baker Dean and Nutt have indicated that 10 their staff will be outfitted. It was also noted that an opportunity to sell the T-Shirts at the GIFT Footrace, be explored. ACTION: EO

The meeting closed at 2.15pm