

**MINUTES OF EXECUTIVE MEETING  
OF THE QUEANBEYAN BUSINESS COUNCIL  
HELD AT THE AIRPORT INTERNATIONAL MOTEL  
7 JUNE 2011**

Meeting commenced @ 12:35pm.

In attendance: Jamie Cregan (Chair); Jeremy Wyatt; John McFadden; Lydia Teodorowych; Jan Browne; Andrew Cole; Brian Brown; Alan Carpenter; Steve Jamieson, Tracey Lamont; Hilary Jacobs; Graham Coddington; Ian McNamee; Muhammed Hasan; John Barilaro (local Member); Mike Kelly (Federal Member); Andrew Benson (Queanbeyan Age); Ben Duggan (Media advisor); Mark Sawyer (Queanbeyan Age); Frank (Queanbeyan Age); Maureen Miller.

Apologies: Craig Harris; Justin Tierney; Bill Baker.

Jamie presented recognition awards to members of the committee in Graham Coddington and Life Membership Award presented to Ian McNamee. Patron recognition presented to John Barilaro and Mike Kelly.

Minutes of previous executive meeting have been previously circulated – moved by Jeremy Wyatt – seconded by Alan Carpenter – accepted.

**MATTERS ARISING FROM PREVIOUS MINUTES:**

1. Jeremy Wyatt, Craig Harris and Jamie Cregan put together a list of order of 7 priorities of Council – Council happy with that list – spending amounts out of sync – proposal going to Council in respect of the Queanbeyan Business Expo and other strategies.
2. Administration Officer has been appointed on a permanent part-time basis – 25 hours per week. We need to increase membership as a priority.
3. VIC money all spent.

**TREASURER REPORT:**

As Tabled – moved by Graham Coddington – seconded by Lydia Teodorowych – accepted.

With the transfer to Council on 1 July 2011, long service leave for two staff members will be handled by Council with no liability to QBC. All holiday entitlements will be paid out to staff members on 1 July 2011 and then when leave is taken it will be leave without pay until rec leave is accrued.

## **CORRESPONDENCE:**

1. Letters written to Brad Hazzard re supporting Tralee development.
2. Letter written in respect of the PAC report and findings of PAC report.

## **GENERAL BUSINESS:**

1. John Barilaro spoke re the road strategy report - \$4mill funding has been committed for the ED for 2011.
2. Mike Kelly stated that there is a need to wait until the outcome of the road strategy report and -
  - a. Better Regional Cities Programme – conduct a survey of response to Council as to their priority on the roads in and around Queanbeyan. Look at issue of roads in the future and the road situation in Jerrabomberra and Dunns Creek Road.
  - b. Mike Kelly pleased with Commonwealth investment into the roads in this area.
  - c. Other important projects – Queanbeyan Whites, Queanbeyan Cricket Club, Queanbeyan Tigers.
  - d. Queanbeyan GP Super Clinic will be opening soon.
  - e. Future extension proposal for Civil Centre in the Defence area for Lowe Street.
3. John Barilaro - Small Business Commissioner has been appointed to raise a voice to Government – note change to directors' liability and OH&S responsibility.
4. Ian McNamee – QBC needs to work on Council to ensure that they are investing money up front in respect of the projects underway. Mr Barilaro countered that Council had borrowed money and committed Council funds to ensure projects went ahead. Jamie also supported Mr Barilaro stating the QBC committee that reviewed the Council draft operational plan acknowledged Councils financial commitment to see important projects come to fruition.

## **VIC REPORT:**

1. Website launched and 'Visit Queanbeyan' magazine.
2. Tracey off to Qld for two days at the Queensland Expo.
3. Meeting with Council and head of Human Resources – transfer of staff and issues re long service leave sorted out.
4. New counter constructed out of local timber by local builder.
5. Business Excellence Awards – evening being put together – more details to come.
6. Jamie Cregan noted that the new QBC website has progressed and should be operational mid July.
7. Laptop computer and desk top computers together with new furniture have been ordered for the office.
8. Employment – permanent part-time Administration and Member Services officer has been appointed and will commence 15 June 2011.
9. 'Buy in Queanbeyan' campaign – meeting with Sarah Gallagher, Hilary Jacobs and Neil Kennedy – on what we can offer.
10. Directory listing for every business in Queanbeyan free of charge – with enhanced listings to be what funds the directory.
11. Creation of loyalty card campaign – discounts for spending in Queanbeyan. 'Buy in Queanbeyan' road sign could be a stumbling block and need assistance from State Government and local Council as to where sign can be placed.
12. Need to create a brand logo for all businesses to display.
13. Advertise in on-line directory through Queanbeyan Age for promotion.
14. Queanbeyan Business Week – meeting held with Tim Geyer in respect of the showground for Queanbeyan Business Expo early in September 2011. WIN TV are supporters in principle – will fund commercial and give significant air time. Queanbeyan Age also supportive. QBC members will get 50% discount for site fees at the Expo – possible dates 10th and 11th September 2011.
15. Jan Browne – QBC Golf Day – 2 September 2011 – costing needs to be confirmed for entry – flyer to go out to QBC and BEC members – decision needed on charities to support.

16. BEA – launch recently – nominations are open until 30 June 2011 for businesses to nominate in 6 categories plus business of the year. All Council members asked to promote – nomination form available on the QCC website – awards announced 10 September 2011 at the ‘Q’.
17. Key Contacts – major categories – membership approaches -
  - a. Hospitality and Tourism – Alan Carpenter; Tracey Lamont & Jeremy Wyatt.
  - b. Planning and Infrastructure – Ian McNamee; Village Building Company and CIC Limited.
  - c. Retail – Hilary Jacobs and Neil Kennedy.
  - d. Industrial – Deanna Barilaro, Jamie Cregan and Justin Tierney.
  - e. Consultancy – Graham Coddington, Bill Baker and Andrew Cole.
  - f. Non-Government organisations and Sporting Groups – Jan Browne.
18. Floriade – management has had change of staff – simplified – now we will be in ACTEWAGL’s marquee – website will be running interactively.
19. Membership promotion – BEC and NSWBC – 101 different restaurants and motels in Queanbeyan that have all got to satisfy legislation in food safety by October 2011. Alan Carpenter keen to promote Airport Motel to hold training as required – Alan now has a conflict of interest and details provided to QBC to contact those involved – information to be dealt with by new Administration and Member Services Officer.
20. City News – proposal for QBC to participate in the monthly insert for City News – Canberra Times has also provided information for participation in Queanbeyan Supplement – distribution has been a failure in the passed and Council agreed not to participate in either of these activities.

Meeting closed at 2:20 pm.

Next executive meeting scheduled for Tuesday 5 July 2011 @ 12:30pm to be held at the VIC.