



GRIFFITH BUSINESS CHAMBER INCORPORATED | Executive Committee Meeting
Wednesday 26th April 2017 | Knockonwood Boardroom, Gateway Centre Griffith | 5.30pm

MINUTES – meeting opened 5.30pm

ATTENDING: Paul Pierotti, Paul Snaidero, Pat Pittavino, Dean Owen, Sky Han, Amanda Quarisa, Paula Johns, , Martin Ruggeri, Denis Conroy, , Katie Lucantonio, Sky Han, Julia Puntoriero, Andy Armstrong

APOLOGIES: NIL

1: MINUTES OF PREVIOUS MEETING:

Read & accepted as being a true and correct version of events.

Moved: Paul Snaidero

Seconded: Paula Johns

Motion carried.

2: BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3: CORRESPONDENCE IN / OUT: Since last Executive Meeting 22nd February 2017

- | | | |
|-----|---|---|
| In | - | My credit Union Statements |
| | - | NSW Police Force – Community Safety Precinct Committee Meeting –emailed to Paul 17.3.17 |
| | - | Griffith City Council DA Approval for Side Walk Sale (received 23.3.17) |
| | - | Invitation to 2017 School Leaders Civic Reception (emailed to Paul 24.2.17) Pat Pittavino attended. |
| Out | - | Griffith Central Response (28.3.17) |

4: BUSINESS ARISING FROM CORRESPONDENCE:

NIL

* Sky Han arrived at 5.34pm.

* Dean Owen arrived at 5.36pm.

* Martin Ruggeri arrived at 5.40pm.

* Julia Puntoriero arrived at 5.46pm

5: FINANCIALS

Financials were emailed to Executive prior to meeting. Prepared by Treasurer Sky Han.

Moved: Pat Pittavino

Seconded: Dean Owen

Motion carried

6: AGENDA

Trust Mark update

Deakin University are currently actively engaged with a list of businesses (provided by Chamber) who represent a variety of industries for research purposes . They have visited Griffith numerous times. It is expected Deakin University will present their final report by end of May 2017. Griffith Business Chamber will again engage the services of C2Hills to prepare the Acquittal for Dept of Industry and look at planning stage 2 of the project. Martin to provide contact details for additional stakeholders to be interviewed by Deakin University.

Side Walk Sale Review

In total there were 27 participants, 7 of which were only Chamber members. It was raised as to whether the Side Walk Sale is viable for Griffith Business Chamber to keep running. A Side Walk Sale enhances the atmosphere of Banna Ave on Easter Saturday and overall it is a successful event. It's a proven model and in the past it has added value to La Festa and now Griffith Easter Party. Given that there is an Events Co-ordinator employed at Griffith City Council, it may be an option for Council to run this event as they have more resources.

Motion: Amanda to write a letter to Tourism Committee Chairperson Christine Stead suggesting Griffith City Council to run The Side Walk Sale and brand it under Griffith Easter Party.

Moved: Pat Pittavino

Seconded: Katie Lucantonio

Motion Carried

Member Events coming up

1: Veritech Training Course - Thursday 15th June 2017

A members event in conjunction with Veritech. The night will include a free training course on Ransomware and Virus protection. The event will be free for members to attend with limited places. More information to be included in the upcoming newsletters.

2: HIA (Housing Industry Association) Presentation 17th August 2017 – more information to come

3: Guest Presenter Bernad Salt (Australia's #1 Strategic Economist/Futurist) in Sept 2017 - TBC

* Denis Conroy left meeting at 6.18pm

Air Cargo Scope

John Wagner has displayed interest in exploring Griffith's transport options. An Air Cargo Scope document has been drafted with the assistance of Alvin Lee from Deakin University. It is in the best interest of Griffith business community for Griffith Business Chamber to meet and visit John Wagner to discuss transport options for air, rail and other areas to gain a better understanding of each other's motivations and goals.

Motion: To allocate funding to send Pat Pittavino, Paul Pierotti, Martin Ruggeri & Katie Lucantonio from Griffith Business Chamber Executive to meet interested parties in Toowoomba, includes flights and accommodation.

Moved: Paul Snaidero

Seconded: Dean Owen

Motion Carried

Tourism Signage

Martin Ruggeri raised a concern about the tourism signage for Griffith on the Newell & Sturt Highways. Chamber are concerned about the current conditions of sign and would like to see Council embrace new technology and explore sponsorship opportunities to take advantage of the Tourism opportunity for motorists.

Motion: Amanda to draft a letter to Christine Stead – Chairperson of Tourism Committee to Griffith City Council.

Moved: Pat Pittavino

Seconded: Katie Lucantonio

Motion Carried.

Bank Accounts Update

Denis Conroy confirmed the new account(s) have been opened at Beyond Bank. Denis provided Internet Banking information to signatories. It was requested to leave old account at My Credit Union open for around 3 months due to membership renewal time in case members deposit funds into that account by mistake. Amanda to update new account details on membership form.

VISA Card option

Based on similar committee organisations, Denis Conroy from Beyond Bank has recommended the following process.

- 1: Open separate account to operating account
- 2: Have a VISA Debit card issued on this account
- 3: Committee to set amount
- 4: Committee to decide who will hold the card and pin number
- 5: Account to be transferred by Treasurer at the end of each month for transactions performed. (2 signatories required)
- 6: Treasurer to provide reimbursement amount and transaction as part of reporting to the committee

Motion: To set the amount of \$1000 for Paul Pierotti as the card holder.

Moved: Paula Johns

Seconded: Paul Snaidero

Abstained from voting: Denis Conroy

TVC

Work in progress, carried over til next meeting.

10 Point Plan – Paul

At the previous Executive meeting, it was raised that the language/wording could be refined on our 9 Achievable Goals. This suggestion was taken on board and altered. Amanda Quarisa revised the living document of 9 Achievable Goals and the committee was presented a replacement document of a new '10 Point Plan for Griffith to Thrive and Grow'. The committee suggested a few alterations ie: remove numbers, check for spelling and add the date of 2017-2018 to document and to launch new plan with membership renewal.

Motion: To adopt the 10 point Plan to replace the 9 Achievable Goals

Moved: Paul Snaidero

Seconded: Julia Puntoriero

Motion Carried.

Website

The committee was presented options for website development. After many years, it was confirmed to proceed with long term member Veritech Corporation to develop Chambers new website.

Moved: Pat Pittavino

Seconded: Dean Owen

Motion Carried

Abstained from voting: Amanda Quarisa & Martin Ruggeri

Member Feedback

Members have provided feedback to Katie Lucantonio regarding social networking events. Members would like to see more events like this so they feel they are in tune with the business community. Katie to organise initial logistics to present to Chamber. Amanda to assist implement event.

Setting Milestones

Katie Lucantonio would like to see Chamber set milestones/ goals.

It is recognised that the communication needs to be lifted at an Executive level and business community level and more thought was needed how to do this.

In addition to this, the CBD Strategy was brought up, Amanda to look into obtaining the powerpoint presentation that Council presented to members some time ago to bring Executive up to speed on this project.

Also suggested to again remind members what we have achieved at renewal time and to continue to update Year in Review.

* Martin Ruggeri left meeting at 7.17pm.

Memberships

Renewals are due 30th June 2017. A plan has been set out by Amanda to implement. Ie: An email around the middle of May will be sent to members advising renewals are due with a list of achieved goals and soon they will receive an invoice from Sky.

An invoice will be sent to each member from Sky around end of May.

Sky to provide Amanda a total list of members A-Z with their email address to cross check and ensure all is correct.

Regular meeting dates set

Denis has previously left meeting, but Paul Pierotti was aware of this agenda item as it was briefly discussed prior to commencement of the meeting. Denis has requested Executive meeting dates not to be Wednesday nights. A number of options were floated eg: meeting before a members event, a different night, lunch or breakfast meeting. It was difficult to cater for everyone's personal commitments. However the suggestion to make the meeting earlier at 5pm may work to suit Executives that have other commitments past 6.30pm.

Constitution update

Paula Johns will provide suggested amendments to the constitution to make the current constitution compliant.

7. GENERAL BUSINESS

NIL

8. NEXT MEETING

Wednesday 17th May 2017, 5pm. Venue to be advised.

Meeting closed 7.45pm

Amanda Quarisa
Secretary