



**LOXTON CHAMBER OF COMMERCE INC.**  
**MINUTES**

<b>Meeting:</b>	<i>Executive Committee Meeting</i>	<b>Date:</b>	<i>9<sup>th</sup> October 2017</i>
<b>Chair:</b>	<i>Deb Petch</i>	<b>Location</b>	<i>Loxton Hotel</i>
<b>Time:</b>	<i>7.34pm</i>	<b>Taken by:</b>	<i>Tessa Kirk</i>
<b>Attendees:</b>	<i>Sonya Altschwager, Deb Petch, Ryan Seaman, Annette Winter, Paul Lewis, Catarina Santini, Lew Gibbs, Tessa Kirk</i>		
<b>Apologies:</b>			

<b>Agenda #</b>	<b>Topic/Discussion</b>	<b>Action</b>	<b>Responsible</b>
4	Confirmation of previous Executive Committee Meeting Minutes dated Monday August 7 2017	<i>Moved: Annette Winter Seconded: Catarina Santini  All in favour.</i>	
5	Business Arising:	<i>N/A</i>	
6	Correspondence in: <ul style="list-style-type: none"> <li><i>a) RiverTech Services replied to an email we sent regarding obtaining a quote for repairs to the speaker system throughout East Terrace. Said they would look into it.</i></li> <li><i>b) Loxton VIC regarding new changes for Riverland Tourism Publications in 2018.</i></li> <li><i>c) Win TV September Air Time Report.</i></li> <li><i>d) Invitation to 2017 Rotary Business Dinner 'Be Enlightened' held on Wednesday 18<sup>th</sup> October 2017.</i></li> <li><i>e) Here's Your Beer Burger Bar expression of interest of having a stall at the 2017 Loxton Lights Up.</i></li> </ul>	<i>Correspondence In accepted Moved: Annette Winter Seconded: Paul Lewis All in favour.</i>	

7	<p>Correspondence out:</p> <ul style="list-style-type: none"> <li>a) <i>Email to RiverTech services requesting a quote for repairs to the speaker system throughout East Terrace.</i></li> <li>b) <i>Email to Tracy Bye at Loxton VIC regarding common tourism questions.</i></li> <li>c) <i>Chamber Chat September 2017.</i></li> <li>d) <i>Letter of Support to Loxton Hotel regarding their plans to enhance the appearance and functionality of Pflaum Tce.</i></li> <li>e) <i>Email to Win TV advising them to send air time reports to Sonya's email address.</i></li> </ul>	<p><i>Correspondence Out accepted Moved: Ryan Seaman Seconded: Paul Lewis All in favour.</i></p>	
8	<p>Business Arising from correspondence:</p>	<p>N/A</p>	
9a	<p>President's Report</p> <p>See report attached below.</p>	<p><i>Letter of support sent to Loxton Hotel regarding their plans to enhance the appearance and functionality of Pflaum Tce in their upcoming renovations.</i></p> <p><i>Letter was required within 24 hours which according to the constitution Deb can do in her role as President.</i></p> <p><i>Letter was presented and tabled by Deb. Moved: Paul Lewis Seconded: Lew Gibbs All in favour.</i></p> <p><i>Report tabled by Deb Petch. Moved: Paul Lewis Seconded: Annette Winter All in favour.</i></p>	

<p>9b</p>	<p><b>Business &amp; Event's Manager Report</b></p> <p><i>See report attached.</i></p> <p>a) <i>Christmas Trading</i>  <i>Discussed extended trading options for the month of December. The one-off Thursday evening event from 2016 received average feedback. Previous years have also seen shops advertised as being open until 2pm.</i></p> <p>b) <i>Jarrold Loxton expression of interest as per correspondence in. Would like to have a stall on Light Up Day for their Burger Bar &amp; Here's Your Beer.</i></p> <p>c) <i>Sonya would like to add \$1000 to fireworks budget if it's looking affordable closer to the event.</i></p> <p>d) <i>Draft Membership Certificate</i>  <i>Annette has drafted a certificate of membership to display. We send to the businesses via email and they print themselves.</i></p>	<p>a) <i>Discussion around possible weekly Thursday late night trading instead of weekend trading, with the flexibility of allowing traders to determine their own hours (aiming for around 7-8pm).</i></p> <p><i>Could possibly still have Santa's Cave open and Carollers for atmosphere.</i></p> <p><i>Send an email out to gauge whether traders would be in support or not. If a yes advertise in Facebook (targeted advertising) or newspaper.</i></p> <p>b) <i>Motion: Approve Jarrod's expression of interest for stall for pop up beer garden and burger bar at Light's Up 2017.</i>  <i>Moved: Ryan Seaman</i>  <i>Seconded: Annette Winter</i>  <i>All in favour.</i></p> <p>c) <i>Readdress closer to the event (November)</i></p> <p>d) <i>Motion: Email certificate of membership to businesses in approved format. (See attached below)</i>  <i>Moved: Ryan Seaman</i>  <i>Seconded: Paul Lewis</i>  <i>All in favour.</i></p>	<p><b>B&amp;EM</b></p>
-----------	---	---	------------------------

	<p>e) <i>Electronic Vouchers: still being researched to see if we could implement them for an instant voucher to download.</i></p> <p>f) <i>Legal obligations for gift vouchers. Vouchers are only valid for the date written on the voucher.</i></p>	<p>e) <i>Check about minimum amount. Annette will send link to exec committee to look at. Will need to research security with purchasing and potential duplicating of vouchers.</i></p> <p>f) <i>Need to clarify the terms and redemption (working within the constitution) to say that if you are no longer a member you cannot redeem them. Will need to revise and make by-laws at a later date once we've confirmed T&amp;C's. Will give members notice in writing once confirmed.</i></p> <p><i>Report tabled by Sonya Alschwager</i></p> <p><i>Moved: Catarina Santini</i>  <i>Seconded: Ryan Seaman</i>  <i>All in favour.</i></p>	
<p>10</p>	<p>Executive Committee responses to emails: ie. Newsletter approvals, ideas, etc.</p> <p>Reminder for everyone to check and reply.</p> <p>If there are any questions regarding Pay Slip everyone needs to reply to those particular emails within 24 hours so Cat can address.</p>		

	<p>Emails marked urgent are time sensitive and need a response asap. Others are just informative.</p> <p>Monitor and see how replies go. Can discuss again if there are any issues.</p>		
11	<p>Ideas Matrix Update</p> <p>a) Discussion – need to allocate people to help action ideas.</p> <p>b) Allocation of subcommittee for Strategic Plan update to be completed by end 2017/early 2018 to be tabled at February Executive Planning Day 2018 for adoption.</p>	<p>a) <i>Sonya will update current matrix to reflect new changes.</i></p> <p><i>Motion: Send email to Waikerie West Chamber to propose a get together and chat.</i>  <i>Moved: Ryan Seaman</i>  <i>Seconded: Lew Gibbs</i>  <i>All in favour.</i></p> <p>b) <i>Needs to be redone. Possibly Deb, Cat, Ryan &amp; Tess to meet early next year to discuss first draft (January 2018).</i></p>	<b>B&amp;EM</b>
12	<p>Nominations for Casual Vacancies</p> <p>Verbal interest from Sheree Cameron but no forms as yet. Next exec meeting won't be until February 2018 for discussion. Decided we should vote should the nomination come through before we meet again.</p>	<p>Motion: Sheree Cameron nomination will be accepted if it comes in.  Moved: Paul Lewis  Seconded: Catarina Santini  All in favour</p>	
13	<b>General Business</b>		
	<p>a) <i>Business SA Insurance Policy: Workplace Assured. As a chamber we would receive \$200 per year for one of our members joining if we sign &amp; endorse. Referral partnership system.</i></p>	<p>a) <i>Paul will read and review before deciding if we sign &amp; promote.</i></p>	<b>B&amp;EM &amp; Paul</b>

	<p>b) <i>Retirement Expo for the over 50's. Have been approached to see if we would get involved as a chamber in organizing it.</i></p> <p>c) <i>Update exec details on the Chamber website.</i></p> <p>d) <i>Locations for upcoming meetings</i></p> <p>e) <i>Martha St Car Park shade cloth. Council replied to say it hasn't gone through but is in consideration for the 2018/19 budget. However Chamber have been encouraged to write again and say we don't want to wait to see if we can gather more support.</i></p> <p>f) <i>Clarification of Constitution. Definition of member vs. representative on Executive clarified. Quote for example: "What would happen in person X on executive committee walked away tomorrow. What happens from the business point of view."</i></p>	<p>b) <i>Happy to support but not run it.</i></p> <p>c) <i>Send through any photos/details needed.</i></p> <p>d) <i>November – hotel unless anyone else offers. December Christmas party – PIRSA?</i></p> <p>e) <i>Motion: Write another letter of support for replacing the shade cloth in Martha St Car Park to Councilor Zeppel. Moved: Catarina Santini Seconded: Paul Lewis All in favour.</i></p> <p>f) <i>Motion: Email Ted Sinoch to clarify wording in constitution and get an answer. Moved: Catarina Santini Seconded: Paul Lewis All in favour.</i></p>	<p><b>Tess to contact PIRSA</b></p>
	<p><b>Meeting Close: 10.37pm</b></p>	<p><i>Next Executive Meeting: TBC</i></p> <p><i>New date and venue TBC</i></p>	

## **Presidents Report Exec Meeting 9.10.2017**

Welcome to the 2017/2018 year. Thank you to the exec members who renominated. At this stage we have some vacancies, but there is interest from member who would like to become an exec member.

I would like to remind our exec members, we receive emails addressed to addressed to exec members only, these should not be discussed at general meetings, if there are any issues, that need discussing before the next exec meeting either reply all about the query, or email me.

There is not a lot to report since our last meeting

Sonya attended a meeting with the Loxton Waikerie Council on the chambers behalf, I was to attend but due to having ill parents at the time I was an apology.

Due to the above I missed the Historical Village meeting, however Sonya and I did catch up last week with Jarrod Loxton and Tully Bates regarding the meeting and to get some feedback. I am not sure if anyone from the exec attended (if so can report). Jarrod indicated there was interest from Peter Magarey.

Sonya and I had a meeting with Wendy Mudge, the letter of support was a result of this. Wendy showed and discussed some of the plans for the hotel redevelopment, all of which will enhance the end of the street and is something we should all be very excited about

I will be quest at the Riverland Neighbourhood Watch in November. I was asked to give an overview of the chamber.

That is all I have to report. I am open for questions.

I would like to table my report.

## Loxton Chamber of Commerce Business & Event Manager's Report Executive Meeting, Monday 9 October 2017

---

### **Loxton Light Up Day**

- Expression of interest from Jarrod Loxton
- More \$\$ to fireworks?
- Posters print through RLS
- Christmas trading additional?
- Budget currently \$4,089.76 with \$1k contingency

### **17/18 Membership**

- Draft Membership Certificate
- Guides and Vouchers sent to print, goes to VIC, up to us to replenish
- Radio campaign
- Legal obligations for Gift Vouchers

## General Business

- Business SA Workplace Assured contract
- Future Ideas Matrix and assign committee members to tasks
- Elect Strategic Plan subcommittee
- Retirement Expo (over 50's) idea from Chioma Amaechi
- 2 x Casual Vacancies on Exec Committee
- Confirm Exec Committee listing on website
- Venue for November General Meeting and Xmas Party (call for offers in Oct newsletter?)
- Martha Street carpark response to Council's letter?

## Draft Membership Certificate 9.d



### CERTIFICATE OF MEMBERSHIP

