



LOXTON CHAMBER OF COMMERCE INC.
MINUTES

Meeting:	<i>Executive Planning Meeting</i>	Date:	<i>4th February 2018</i>
Chair:	<i>Deb Petch</i>	Location	<i>6 Sixth Street, Loxton</i>
Time:	<i>1.13pm</i>	Taken by:	<i>Tessa Kirk</i>
Attendees:	<i>Sonya Altschwager, Deb Petch, Annette Winter, Paul Lewis, Catarina Santini, Lew Gibbs, Tessa Kirk, David Unferdorben, Sheree Cameron</i>		
Apologies:	<i>Ryan Seaman, Paul Lewis</i>		

Agenda #	Topic/Discussion	Action	Responsible
4	Confirmation of previous Executive Committee Meeting Minutes dated Monday 9 th October 2017	<i>Moved: Annette Winter Seconded: Catarina Santini All in favour.</i>	
5	Business Arising: a) <i>Review FB advertising re Xmas trading</i> b) <i>Clarification of Constitution</i> c) <i>Sheree Cameron and David Unferdorben have been</i>	a) <i>General consensus is that this needs reviewing at the time of planning the next Christmas trade. Put on Agenda for July or September General Meeting instead. Give everyone the opportunity to have a say.</i> b) <i>Follow up from Ted Sinoch: The definition of whether a business or individual person is a member was questioned. 4.6 in the constitution clarifies this confusion. As does points 9.1, 10.b and 14.1</i>	

	welcomed to the Executive Committee.		
6	Correspondence In & Out		
7	<p>Correspondence out:</p> <p>a) <i>IN: Matthew Chapple, TM Aerial Applications. 2nd & final draft of video footage from Loxton Lights Up.</i></p> <p>b) <i>IN: Reply from Riverland West Chamber of Commerce with contact details of their committee members.</i></p> <p>c) <i>IN & OUT: Loxton VIC with Loxton Gift Voucher sales for December 2017. We replied with the appropriate invoice.</i></p> <p>d) <i>IN: Letter from Loxton Waikerie District Council with nomination for 2018 Loxton Event of the Year Award (for 2017 Arts on Terrace) to be held at Australia Day Breakfast event 26th January 2018.</i></p> <p>e) <i>IN: Matthew Chapple, TM Aerial Applications. Invoiced for services at Loxton Lights Up.</i></p> <p>f) <i>IN: Letter from Loxton Hotel. Invitation to meet new manager Darren Morrison at open house event Thursday February 1st 2018.</i></p> <p>g) <i>OUT: Forwarded an email regarding Main Street SA Bus Tour to Gordon Thompson incase Loxton Waikerie District Council were interested in taking part.</i></p> <p>h) <i>IN: Ulysses 2018 Marketing Prospectus with an invitation to promote at their event.</i></p> <p>i) <i>OUT: Email to Loxton Community Centre acknowledging their sponsorship for 2018 Arts on Terrace Event. Appropriate</i></p>	<p>d) <i>Award has been displayed at Surf to Suit.</i></p> <p>f) <i>No one was able to attend.</i></p>	

	<p><i>invoice attached.</i></p> <p>j) <i>OUT: Email to CMV Group Foundation thanking them for their sponsorship of 2017 Arts on Terrace and acknowledging the award we received..</i></p> <p>k) <i>OUT: Same emails were sent individually to Select Harvest, Matthew Schulz and The Riverland Motor Group for their support of 2017 Arts on Terrace also and the award we received.</i></p> <p>l) <i>OUT: Forwarded an email to Gordon Thompson about Main Street info.</i></p> <p>m) <i>IN & OUT: Loxton Waikerie District Council potential interest in running an information session for businesses on how to apply to be a supplier to the council. We replied saying we would be in favour of that happening.</i></p> <p>n) <i>IN: Mildura Living Magazine.</i></p>	<p><i>m) Clarification is the object of this meeting. We would be happy to support a workshop that could better inform our members.</i></p> <p><i>Correspondence In & Out accepted</i> <i>Moved: David Unferdorben</i> <i>Seconded: Lew Gibbs</i> <i>All in favour.</i></p>	
8	<p>Business Arising from correspondence:</p> <p>a) Video by Matthew Chapple.</p>	<p>a) - Was \$600 total cost. Was questioned if we are paying an advertising cost that benefits other groups. Determined that it is worth it for the marketing tool though. We always try to collaborate and be unified with other groups where possible.</p> <p>- Look at editing in future to include</p>	

	<p>b) Ulysses 2018 Marketing Prospectus. Would we consider sponsoring? Booklet, shopping guide, etc.</p>	<p>sponsors.</p> <p>b) Was brought up that they have also approached our members individually. Is there any benefit to our members if we then double up?</p> <p>Question was put forward: “Do we go ahead and pay \$110 to put a shopping guide in their visiting bags?”</p> <p>Vote results: Yes = 0 No = unanimous</p> <p>Decided: We will thank them however decline this time.</p> <p><i>Motion: All business arising accepted</i> <i>Moved: David Unferdorben</i> <i>Seconded: Lew Gibbs</i></p> <p><i>All in favour.</i></p>	
	<p>Reports</p>		
<p>9</p>	<p>Treasurers’ Report</p> <p>a) Business & Event Manager’s wage analysis to date (breakdown of event per hours)</p> <p>See attached below</p> <p>b) Budget update</p>	<p>b) Overall is good.</p>	

		<ul style="list-style-type: none"> - Vouchers widening usage. Very busy with reimbursements. Does take time to do them all. - Reimbursed as much as we've received. - Issue with Post Office being slow to pass on mail which has resulted in some taking longer than normal to process. - Would like to meet with Sonya on a more regular basis to check in for an easier management system. Every is in agreeance that this would be beneficial. <p><i>Report Tabled: Catarina Santini Moved: David Unferdorben Seconded: Lew Gibbs All in favour</i></p>	
10	General Business		
a)	<p>Meeting Days/Dates for 2018, guest speakers and venues</p> <p>EXECUTIVE</p> <ul style="list-style-type: none"> - 11th April - 13th June - 8th August - 10th October <p>GENERAL</p>	<p><i>Motion: Change Executive Meetings to the 2nd Wednesday of every 2nd month at 7.30pm. Happy to still stay at the hotel.</i></p> <p><i>Keep the General Meetings the same but look at more guest speakers and variety of venues.</i></p> <p><i>Moved: Annette Winter Seconded: Catarina Santini</i></p> <p><i>All in favour.</i></p>	<p>Tess will book executive meetings at hotel</p>

	<ul style="list-style-type: none"> - 5th March (week early due to long weekend 12th March) - 14th May - 9th July - 10th September (AGM) - 12th November - 10th December (Christmas drinks) 	<p>General Meetings: Keep thought for potential guest speakers. Make them more trade-friendly.</p>	
b)	<p>Donation to Mick Kelly Fund from Light Up Day budget</p> <p>He has been diagnosed with throat cancer. Go Fund Me page has been set up for his family. Do we want to do a private donation as he has been such a large part of our Light Up Day.</p>	<p>Discussion: We don't want to cause any controversy as we can't donate to everyone.</p> <p>Motion: Send him our well-wishes with a card. No donation. Deb will do this.</p> <p>Moved: David Unferdorben Seconded: Sheree Cameron</p> <p>All in favour.</p>	Deb
c)	Business card re-order for Sonya	Pend to later discussion.	
d)	<p>Review and confirm 2018 events:</p> <ul style="list-style-type: none"> - Easter Picnic Saturday 31st March 2018 <p><i>Past has been a BBQ breakfast. Changed to a picnic to better align with the shops being open. Need to find volunteers.</i></p>	<p>Easter Picnic:</p> <ul style="list-style-type: none"> - <i>Loss of \$461 last year.</i> - <i>Call out for businesses to sponsor \$50 each</i> - <i>Option to reduce costs is to have more volunteers.</i> - <i>Executive representatives: Catarina Santini and Lew Gibbs. Ask Ryan too.</i> - <i>Can we ask businesses to</i> 	

	<ul style="list-style-type: none"> - Pedal Prix Sunday 6th May 2018 - Arts on Terrace Sunday 12th August 2018 - Light Up Day Saturday 24th November 2018 	<p><i>donate the costume hire or other goods for example? Include a list in the Chamber Chat of Goods & Services needed. Advertise for volunteers.</i></p> <p>Pedal Prix:</p> <ul style="list-style-type: none"> - <i>Have met with council. Looking at options to include a Saturday night event.</i> - <i>Small changes to the track layout considered to make the main street busier.</i> - <i>Make a more professional event.</i> - <i>Is a point of difference for our town.</i> - <i>Executive representative: David Unferdorben.</i> <p>Arts on Terrace:</p> <ul style="list-style-type: none"> - <i>Work closer with schools and local groups.</i> - <i>Junk art was down last year</i> - <i>Look at running a different competition? Look at stats and decide later.</i> - <i>Incorporate market idea possibly along with artists in action.</i> - <i>Executive representative: Annette Winter</i> <p>Light Up Day:</p> <ul style="list-style-type: none"> - <i>Plan later. Executive representatives: David Unferdorben & Sheree Cameron</i> 	
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e)	<p>Review draft Strategic Plan. Meeting of sub-committee: Ryan, Cat, Tessa Sonya & Deb.</p> <p>Need to meet to fine tune goals & direction of where we want to go.</p>	<p><i>Monday 19th February 7pm at Sonya's house.</i></p>	
f)	<p>Review of Future Ideas Matrix</p>	<p><i>Tess will email updated version to Executive Committee.</i></p> <p><i>Key points of discussion:</i></p> <ul style="list-style-type: none"> - <i>Need to have spent Woolworths Funding by the end of this financial year. Still waiting on design and engineering quote confirmation.</i> - <i>Town promotion/signage.</i> <p><i>Motion: write a letter to council with feedback on the decoration of 'Loxton' sign. Tess to write. Moved: Annette Winter Seconded: Catarina Santini All in favour.</i></p> <ul style="list-style-type: none"> - <i>#loxtonsa promotion at a later date.</i> - <i>Video Marketing. Take a closer look at this year. Mini videos for each business for our directory.</i> <p><i>Motion: Use current council 2017/2018 funding to explore, action and complete video marketing project from</i></p>	

		<p><i>Future Ideas Matrix for our member base.</i></p> <p><i>Moved: Anette Winter</i></p> <p><i>Seconded: Sheree Cameron</i></p> <p><i>All in favour.</i></p> <p>- <i>Logo Development. Decided against changing name. Look at a logo that represents Business better.</i></p>	
g)	<p>2018/2019 Council Funding:</p> <p>a) Community Support Funding (Arts on Terrace 2019, Light Up Day 2018)</p> <p>b) Chamber of Commerce Joint Project Funding \$10k</p>	<p>a) <i>Being clarified that we don't need to reapply (Sonya).</i></p> <p>b) <i>Covered.</i></p>	
h)	<p>2018/19 Membership planning meeting/subcommittee</p>	<p><i>Will start to plan mid-March.</i></p> <p><i>Annette, Deb, Catarina & Sonya.</i></p> <p><i>Date TBC.</i></p>	
11	<p>Other Business:</p>		
	<p>Meeting Close: 4.55pm</p>	<p><i>Next Executive Meeting: 11th April 2018</i></p>	

Wage Analysis 2018

<u>DATE</u>	<u>C</u>	<u>N</u>	<u>EASTER</u>	<u>LMB</u>	<u>LU</u>	<u>AOT</u>	<u>PP</u>	<u>PPS</u>	<u>TOTAL</u>
14/07/2017	1.0			30.5		6.5			38.0
28/07/2017		4.5		18.0	0.5	10.0			33.0
12/08/2017	17.0			24.5		16.0			57.5
25/08/2017				25.5	16.5	15.5			57.5
8/09/2017	0.5	6.5		8.5	19.0	3.0			37.5
22/09/2017				21.5	23.5				45.0
6/10/2017		5.0		8.0	13.5				26.5
20/10/2017	3.0			10.5	16.5		1.5		31.5
3/11/2017		5.0		12.0	32.5				49.5
17/11/2017	3.0			8.5	51.5				63.0
1/12/2017	0.5	4.0		6.0	47.0				57.5
15/12/2017	3.0			11.0	12.0	0.5	0.5		27.0
29/12/2017				2.5	4.0		1.5		8.0
12/01/2018				2.0	3.5	1.0			6.5
26/01/2018				5.0	3.5	1.0			9.5
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28	25	0	194	243.5	53.5	3.5	0	547.5	
\$756.00	\$675.00	\$0.00	\$5,238.00	\$6,574.50	\$1,444.50	\$94.50	\$0.00	\$14,782.50	
5.11%	4.57%	0.00%	35.43%	44.47%	9.77%	0.64%	0.00%	100.00%	