

# LOXTON CHAMBER OF COMMERCE INC.

## AGENDA

### EXECUTIVE MEETING

Monday, August 3, 2015

1. **Meeting opened:** 7.35pm.
2. **Present:** Sonya Altschwager, Steph Nitschke, Deb Petch, Sharyn Schlein, Paul Lewis, Michael Taylor, Kristy Hobbs, Ryan Seaman, Annette Winter.
3. **Apologies:** Crystal Petch, Karen Kilsby.
4. **Confirmation of minutes of previous meeting held Monday, June 1, 2015.**  
Moved: Sharyn Schlein. Seconded: Michael Taylor.
5. **Business Arising**  
**Constitution update** – Deb Petch said the chamber’s revised constitution was in its final stages. It was hoped the draft constitution would be linked to the August Chamber Chat, so members could look it over and ratify it at the AGM in September.  
  
Deb Petch also asked if anyone was aware if the chamber had a common seal. Mike Taylor said he would check to see if he had it.
6. **Correspondence – In**  
Council invitation to Strategic Planning meeting
7. **Correspondence – Out**  
Chamber Chat  
Moved: Annette Winter. Seconded: Ryan Seaman.
8. **Business Arising from correspondence**  
Deb & Sonya report on Strategic Plan meeting with council: Overall, it was a positive meeting and the chamber received a lot of pleasing feedback.
9. **Reports**
  - a) **Treasurer’s Report, Mike Taylor**
    - \*Michael Taylor said that he was still in the process of reconciling June following a very busy period.
    - \*A number of chamber memberships were still unpaid and Sonya Altschwager said she would follow up payment. There was also discussion about moving the date of next year’s membership drive until the new financial year (after July 1) to make processing easier for the treasurer.
    - \*Mike Taylor sought the executive committee’s guidance on an issue with one of the chamber’s prize vouchers. It was utilized at a local business, which contacted the chamber because it had not been reimbursed for the voucher’s amount. However, Mike Taylor received neither tax invoice nor voucher in the mail. The executive committee decided that the voucher should be honored. However, Sonya would verify the identity of the winner and ask him/her to keep a copy of voucher in the

future for verification purposes. Also, the local business will be asked to print off a tax invoice for vouchers in the future.

Moved: Paul Lewis. Seconded: Annette Winter.

\*Mike Taylor also asked the executive committee for guidance what action to take regarding a gold member business which failed to pay part of its membership fees in the last financial year. It was moved that the chamber write it off as a bad debt.

Moved: Deb Petch. Seconded: Sharyn Schlein.

**b. Business & Events Manager Report, Sonya Altschwager**

\*Sonya Altschwager said she was pleased with entries for junk art competition at this weekend's Arts on Terrace event.

\*Another survey will be sent out to members businesses about the impact of Arts on Terrace/Loxton Goes to Sale event.

\*July voucher sales: \$620.

\*Nuts About Fruit opening Wednesday night. Sonya will chase up a gift/card for the business owners welcoming them to the chamber.

**General Business**

**a) East Terrace Revitalisation. Seek resolution whether to form a sub-working group/committee to follow progress/delivery of project.**

It was moved that the executive committee would write a letter to the Loxton Waikerie Council stating that it would like to see the previous sub-working group/committee reinstated for future development of main street to construction plans.

Moved: Ryan Seaman. Seconded: Paul Lewis.

**b) Update on Treasurer's position.**

Sue McKee (Fudge n' More) has volunteering to take on the treasurer's position following Michael Taylor's resignation. It was decided that Deb Petch and Michael Taylor would set aside a time to meet with Sue and discuss the role.

\*It was moved that Sonya would contact the Loxton Visitor Information Centre about enforcing a minimum purchase amount of \$25 for the Loxton gift vouchers to lessen the workload on the new treasurer.

Moved: Ryan Seaman. Seconded: Sharyn Schlein.

\*In addition, it was decided that the chamber would change meetings to the second week of the month from the September AGM onwards to give the treasurer more time to prepare financial reports.

Moved: Ryan Seaman. Seconded: Paul Lewis.

**c) Video Marketing Project update (formerly known as 'go pro' project). Executive committee to decide on a definite plan for the video as resolved at last executive meeting.**

Held over until next executive meeting.

**d) Visual examples of potential generic roundabout banner signage.**

Held over until next executive meeting.

**e) Adoption of 2015/16 Budget**

Tabled by Mike Taylor. Moved: Paul Lewis. Seconded: Ryan Seaman.

f) **Next Meeting:** Monday, **October 12, 2015** at 7.30pm, Loxton Hotel.

g) **Closure:** 9.35pm.