



LOXTON CHAMBER OF COMMERCE INC.
MINUTES

Meeting:	<i>Executive Committee Meeting</i>	Date:	<i>10th April 2017</i>
Chair:	<i>Deb Petch</i>	Location	<i>Loxton Hotel</i>
Time:	<i>7.30pm</i>	Taken by:	<i>Tessa Kirk</i>
Attendees:	<i>Lew Gibbs, Sonya Altschwager, Sharyn Schlein, Annette Winter, Ryan Seaman, Catarina Santini, Tessa Kirk, Deb Petch, Paul Lewis, Kristy Hobbs</i>		
Apologies:			

Agenda #	Topic/Discussion	Action	Responsible
•	Confirmation of previous Executive Committee Meeting Minutes dated Sunday 12 February 2017	<i>No changes. Moved: Sharyn Schlein Seconded: Annette Winter</i>	N/A
•	Business Arising:	<i>NIL</i>	
•	Correspondence in: <ul style="list-style-type: none"> <i>a) Invitation to promote in the "South Australian Footballer". A free online digital magazine.</i> <i>b) Company & George pass on sincere gratitude and appreciation for waiving outstanding membership.</i> <i>c) Loxton Waikerie Council advised of temporary closure of East Tce public toilets from the 28th-31st March.</i> <i>d) Complaint from shopper in regard to shop staff parking in East Terrace.</i> <i>e) Sally Goode of the Loxton and Districts Health Advisory Council regarding offer of Pedal Prix Catering opportunity. They will be having bacon and egg rolls and drinks.</i> 		

	<p>f) <i>Loxton Waikerie Council sent acknowledgment that our 2017/2018 Community Support Application was received.</i></p> <p>g) <i>The Loxton News, Stephanie Thompson. Enquiring about story on East Terrace parking (to be discussed further later in this agenda).</i></p>	<p><i>Moved: Paul Lewis</i> <i>Seconded: Catarina Santini</i></p>	
<ul style="list-style-type: none"> • 	<p>Correspondence out:</p> <p>a) <i>Tracey Bye of Visitor Information Centre regarding the Regional Tourism Summit.</i></p> <p>b) <i>Letter to Loxton Waikerie Council regarding Drabsch Street Parking.</i></p> <p>c) <i>Letter to Caroline & Stefan of Company and George regarding waiving of outstanding membership fee.</i></p> <p>d) <i>Report to Loxton Waikerie Council summarizing Loxton Historical Village survey Q&A. As well as offering to participate in future discussions re. the village.</i></p> <p>e) <i>Reminder to Gold Members about “Shop Small, Win Big” Promo finishing on the 24th March.</i></p> <p>f) <i>Invitation to Chamber Members for 2017 Loxton Pedal Prix Catering opportunity.</i></p> <p>g) <i>March Chamber Chat.</i></p> <p>h) <i>Letter to the Loxton Waikerie Council: Funding Request of our existing \$10,000 allocated in current 2016/2017 budget to contribute to the Woolworths Walkthrough Project.</i></p> <p>i) <i>Provided Peter Ackland at Loxton Waikerie Council an update of current sponsorship list for Pedal Prix.</i></p>	<p><i>Moved: Lew Gibbs</i> <i>Seconded: Catarina Santini</i></p>	

•	<p>Business Arising from correspondence:</p> <p><i>Question was raised about the way prize money is given in Chamber Competition Promos (e.g Shop Small, Win Big). It was decided that prizes should be given in the form of Loxton Vouchers not cheques to encourage winners to use the prize money locally with a three month expiry date.</i></p>	<p><i>Moved: Paul Lewis Seconded: Catarina Santini All in favour</i></p>	
•	<p>Treasurer's report</p> <p><i>See copy of report attached.</i></p> <p><i>Names of businesses with outstanding membership owing has been blocked out to maintain privacy in the minutes.</i></p>	<p><i>Report tabled by Catarina Santini.</i></p> <p><i>There was discussion regarding the procedure to follow to chase outstanding debtors. Catarina Santini and Deb Petch will do so.</i></p> <p><i>We will check in next executive meeting to see how the debt follow up has progressed.</i></p> <p><i>Moved: Kristy Hobbs Seconded: Annette Winter</i></p>	<p>Catarina Santini & Deb Petch</p> <p>Tessa Kirk to put on next agenda</p>
•	<p>Business & Events Manager Report</p> <p><i>a) Arts On Terrace: save the date has been sent out. Collecting sponsorship.</i></p> <p><i>b) Currently working on: Pedal Prix. We have a list of sponsors (see attached). Next point to focus on is the catering.</i></p>	<p><i>Report tabled by Sonya Altschwager.</i></p>	<p>B&EM</p> <p>B&EM</p> <p>B&EM</p>

	<p>c) Also working on May Promo: 500 Reasons.</p> <p>d) Attended the recent Council Meeting.</p> <p>e) Norwood Cycling: we will approach to discuss after their next event if we can be included in some way.</p> <p>f) Loxton Show: have sent information for their sites. Do we look at purchasing a 3x3m site to allow small business members to display?</p> <p>g) Future Ideas Matrix: chair idea. The Rocking Chair has left Prospect. Have been speaking to the artist Tim Boulderstone, he would love for the Loxton community to possibly display it in some way. If it eventually goes up for sale he won't sell to anyone else before alerting us.</p> <p>h) May General Chamber Meeting: Sonya an apology.</p> <p>i) Also an apology for second half of the Pedal Prix day from 10am onwards.</p>	<p>f) It was discussed and decided no.</p> <p>h) Still waiting for confirmation on Research Centre as venue.</p> <p>i) Annette to volunteer her help.</p> <p>Moved: Annette Winter Seconded: Paul Lewis</p>	<p>B&EM</p> <p>B&EM Annette</p>
<ul style="list-style-type: none"> • 	<p>Business arising from February 2017 Executive Planning Meeting:</p>	<p>Nil</p>	
<ul style="list-style-type: none"> • 	<p>Loxton Gift Voucher signage/promotion</p> <p>Regarding the council updating their existing signage. We were invited to update ours also.</p>	<p>Discussed and decided the current sign is still perfectly fine so we will keep as is.</p>	

		<p><i>Sonya will email an A4 Voucher Sign to members to print and display in their stores if they choose to.</i></p> <p><i>Moved: Ryan Seaman Seconded: Catarina Santini All in favour</i></p>	
•	<p>Evaluation of March Shopping Promotion</p> <p><i>40 Gold members total. 27 involved (others not applicable). 15/27 returned their entry forms. 1700/8000 entry forms were received back. Majority of entries were Riverland based. Total cost = \$3950 (forms/advertising/wages/prizes/tv)</i></p> <p><i>March and May promo combined cost = \$8000</i></p>	<p><i>Idea was raised that next year instead of the March/May promo we could run a radio campaign.</i></p> <p><i>Motion: investigate a more cost effective promotion for members. Including the above radio suggestion, professional social media videos, etc.</i></p> <p><i>Moved: Ryan Seaman Seconded: Annette Winter All in favour</i></p> <p><i>Motion: to remove all unpaid gold members (i.e. outstanding debtors) from May TV Promo if not paid by the 24th April 2017.</i></p> <p><i>Moved: Annette Winter Seconded: Kristy Hobbs All in favour</i></p>	<p>B&EM</p> <p>Catarina Santini, Sonya & Kristy</p>
•	<p>Easter Event planning</p> <p><i>All is running smoothly.</i></p> <p><i>10 businesses on board which equals \$400 in sponsorship.</i></p> <p><i>Call out for some extra volunteers.</i></p>	<p><i>Catarina Santini volunteered to help out.</i></p> <p><i>Lew Gibbs offered the use of his spare photocopy machine.</i></p>	
•	<p>Complaint about business owners and employees parking in East Terrace.</p>	<p><i>Motion: story to be written by Stephanie Thompson for The Loxton News under approval by Sonya.</i></p>	B&EM

	<i>The Loxton News have offered to write a piece about the situation.</i>	<p><i>Moved: Lew Gibbs Seconded: Ryan Seaman</i></p> <p><i>Motion: include a reminder in the next Chamber Chat, along with a letter to the Council.</i></p> <p><i>Moved: Paul Lewis Seconded: Catarina Santini</i></p>	B&EM
•	2017/18 Membership benefits and budget	<i>Catarina Santini, Sonya Altschwager, Deb Petch, Annette Winter and Sharyn Schlein will meet on Anzac Day (25th April 2017) to discuss.</i>	
•	Rotary Pride Of Workmanship Awards. <i>Chamber was represented by Leonie Lawson. Award winners have been listed in The Loxton News.</i>		
•	2017/18 Membership: <i>topic needs to be added to an upcoming executive agenda. Tess enquired which one would be preferable.</i>	<i>August Executive Meeting suggested.</i>	Tessa Kirk
	Meeting Close: 9.25pm	<p><i>Next Meeting: Monday 8th May 2017.</i></p> <p><i>General Chamber Meeting.</i></p> <p><i>Venue: to be confirmed. Possibly Research Centre</i></p>	

Treasurer's Report - April 10th 2017

- 2016/2017 Memberships outstanding;



[Redacted text block]

- [Redacted text block]

- [Redacted text block]

- Awaiting SA Regional Tourism Summit invoice to pay
- 2017/2018 Budget – Deb, Sonya and I will meet up on Anzac Day to prepare Budget. Sharon, would you be able to make that day also?
I suggest a special meeting at end of April to pass budget through Executive meeting as we don't meet until June.
- Sonya's Long Service Leave Pro Rata – This is still in progress, however I just thought I would bring it up again to keep everyone up to date. The entitlement will be included as a provision on this year's Financials.

Vouchers have been going well. Many have been processed in the last few months especially with the big sale of vouchers in December.

Pedal Prix List of Sponsors

Loxton Hotel - existing

Hentschke Transport - existing

Loxton Community Centre*

Trility

Rotary

Loxton Club

Riverland Motor Group

Bakery

Goodyear Autocare

Loxton Chamber

AJ First Aid

Chris Bonney Electrical