



GRIFFITH BUSINESS CHAMBER INCORPORATED | Executive Committee Meeting
Wednesday 15th November 2017 | Quest Apartments Conference Room, Railway Street | 5.30pm

Meeting opened 5.40pm

MINUTES

ATTENDING: Paul Pierotti, Joshua Nadzielski, Katie Lucantonio, Amanda Quarisa, Denis Conroy, Greg Collier, Chris Sutton, Kirsty Parish.

APOLOGIES: Dean Owen, Sky Han

1: MINUTES OF PREVIOUS MEETING:

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

Moved: Denis Conroy

Seconded: Amanda Quarisa

Motion carried

2: BUSINESS ARISING FROM PREVIOUS MINUTES

Side Walk Sale

Following discussions with Cr Christine Stead, Paige Campbell and Karly Sivewright on 20th July 2017, it is Griffith Business Chamber's intention to conduct a Side Walk Sale with the assistance of Griffith City Council as a joint venture. It was requested that this discussion be minuted to allow Griffith City Council to formally reply.

Griffith Business Chamber can confirm, we cannot continue to take on the liability moving forward, as it's an unnecessary risk for a non for profit association. Therefore our recommendation is a joint event with Griffith City Council under the Griffith Easter Party marketing banner as follows....

Griffith Business Chamber / Griffith City Council Side Walk Sale

- 1: Distribution of rego forms to all Banna Ave Business to be conducted by Chamber.
- 2: Chamber to co-ordinate RSVP's/ Rego's
- 3: Council to revise terms and conditions and provide to Chamber to include on rego form. Suggestion is to simplify (do's and don'ts list for business operators) and have a unified approach to DA's to reduce confusion.
- 4: Implementation of Balloons on the Easter Saturday morning – outsourced and cost is shared 50/50.
- 5: Council to enforce terms and condition on the day in case there is any breach by business operators
- 6: Event be listed and promoted through all Griffith City Council's marketing channels for Griffith Easter Party.

Amanda to formally write to Cr Christine Stead with the above motion to move forward.

Moved: Chris Sutton

Seconded: Katie Lucantonio

Motion Carried

Toowoomba Delegation

Paul Pierotti explained the delegation to Toowoomba has been postponed due to other avenues being explored with ARDA (Export to ASIA). Denis Conroy indicated a declaration of interest in his employer (being Beyond Bank) showing interest in being a banking provider for the new co-operative being formed by ARDA. It was noted that passenger air travel and the TSBE model are still on agenda to investigate.

Skate Park

Denis Conroy advised this is now on the agenda of CBD Upgrade working committee.

Executive Communication

Amanda Quarisa wanted to reiterate that all Executives are to please respond within a reasonable timeframe to internal requests as well as member events, as she cannot make assumptions with no response.

3: CORRESPONDENCE IN / OUT: Since last Executive Meeting 17th May 2017

- In**
- 18.7.17 – Griffith City Council Re: Review of Tourism & Economic Development Function
 - My Credit Union / Beyond Bank Statements
 - 7.8.17 – Invitation from MLHD– Griffith Base Hospital
 - 10.8.17 – Griffith City Council – Griffith Now Hiring - project update information session
 - 31.8.17 – Griffith City Council – Griffith Business Excellence Awards
 - 24.8.17 – Australian Business Register
 - 7.9.17 - Invitation from MLHD – Griffith Base Hospital
 - 18.9.17 – Griffith Leagues Club – Club Grants Scheme
 - 6.10.17 – ATO re: GST
 - 23.10.17 – C2Hills re: Trust Mark Feedback information
 - 6.11.17 – NSWBC (email) re: communication and appointment of Regional Manager
- Out**
- 24.7.17 – Letter to Paul Snaidero following resignation
 - 6.9.17 - Griffith City Council re: Telecommunications
 - 12.9.17 – Griffith City Council re: Griffith Business Chamber Excellence Awards
 - 19.9.17 – Roy Spagnolo & Associates re: Today Show
 - 3.10.17 – Meet the Candidates State By-Election Invitation
 - 6.10.17 – My Credit Union re: closure of Term Deposit
 - 25.10.17 – ARDA Membership Form

4: BUSINESS ARISING FROM CORRESPONDENCE:

Trust Mark Feedback

Paul explained to new committee about what the Trust Mark is and provided history to where we are up to now. The Chamber are still researching into IP and trademark before releasing to public. This is a long term project and will seek to apply for Grants as they arise to progress this project and continue to liaise with Dr Alvin Lee from Deakin University and C2Hills. Amanda Quarisa passed on information from C2Hills as to why Chamber weren't successful, which was simply that it was highly competitive but the great news was Chamber scored significantly high in all criteria.

5: FINANCIALS

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

Held over til Sky Han can present at next meeting. Committee advised they'd like to see comparisons YTD v Previous.

6: AGENDA

6.1 Meeting with Austin Evans

Chamber would like to formally meet with new Member for Murray Austin Evans once we have reviewed our 10 Point Plan.

Moved: Katie Lucantonio

Seconded: Kirsty Parish

Motion carried

6.2 Recommendation of Griffith City Council's Economic Structure.

The appointment of Phill Harding was to replace Greg Lawrence, Manager Tourism & Economic Development of Griffith City Council for the interim, however this position has now been elevated to replace Neil Southhorn – Director of Economic Development. We are pleased for Phill and look forward to building a great relationship. The original position remained unfilled and the Chamber are unclear of the future roles. Chamber would like to be advised of the recommendation of Griffith City Council's Tourism & Economic Structure. The committee have requested to send a letter requesting this information.

Moved: Kirsty Parish
Seconded: Josh Nadzielski
Motion carried

6.3 Review of TVC Advertising & Budget

In previous years, Chamber have allocated an approx budget of \$10K per year to WIN TV. Discussions were raised about the complex content and that the message needs to be simplified. It was decided that the 10 point plan needs to be revised before the committee are willing to commit to another campaign. The script and production will need adjusting and a budget will then be decided accordingly.

Moved: Kirsty Parish
Seconded: Greg Collier
Motion carried

6.4 Exploring the cultivation of business chamber sister city opportunities

Discussions were raised in the purpose of a sister city and examples and history were raised. If a sister city was to be formed it would be tourism and/or industry based. It would need to link into our 10 Point Plan which is up for review. Katie Lucantonio is prepared to research and provide more information on this topic for further discussion.

6.5 NSWBC Communication

There hasn't been regular contact or engagement with NSWBC since Ben Foley left. Amanda Quarisa has been in touch with Kim Hargraves, Lee Toomey & Sue Mills on a range of topics to open communication channels. A new Regional Manger will be appointed soon. Hopefully a visit will occur in the near future and we see a regular presence of NSWBC in Griffith. Amanda Quarisa will meet with Sue Mills on Thursday 16th November to discuss a range of topics.

6.10 10 Point Plan

Needs to be workshopped as it requires a specific meeting to discuss in more detail. Executives were encouraged to research the priorities prior to meeting.

6.6 2018 Member Events

Paul Pierotti asked that all Executive bring ideas to committee at any stage. We are looking to offer different events for every type of industry and every level of engagement with Chamber. Ideas that were floated were a Tour of exciting, innovative businesses, a fun speed networking event, training in customer service, marketing etc. A survey to members will help navigate what businesses are interested in and help structure the content of the events. Our Jingle & Mingle Christmas Celebration will be held on 30th November and encourages everyone to attend a great networking evening.

6.9 Survey

Will be workshopped when we discuss the 10 Point Plan. Amanda Quarisa to send previous survey and provide new questions for consideration and ask for further suggestions to be brought to workshop.

6.11 Business Awards 2018

A letter dated 31st August 2017 was sent to Chamber in regards to Griffith Business Chamber's intention to reignite a Business Awards.

Subsequent to this letter, a meeting was held on Friday 8th September 2017, initiated by NSW Business Chamber & Griffith City Council staff. Paul Pierotti and Amanda Quarisa met with Phil Harding, Leanne Austin and Sue Mills During this meeting discussions were held about logistics of such an event and as a result, in principle Griffith Business Chamber will conduct a Business Awards Event the first half of 2018, following the structure of NSW Business Chamber. It was also discussed that Griffith City Council in principle will also provide assistance to implement our event and possible sponsorship.

However, it was noted that Griffith Business Chamber will need to formalise this matter during our next Executive Meeting and respond formally to Griffith City Council.

The executive were delighted to run an awards program again and preparations are underway. NSWBC will release the awards criteria within the next few weeks, Chamber hope that it has been simplified as it was a strong reason as to why businesses found it complicated to enter the awards in the past. Amanda Quarisa provided Kim Hargraves with this feedback and discussed the importance of support from NSWBC to encourage nominations and provide some sort of assistance for businesses to nominate.

Motion: To conduct a Business Awards aligned with NSWBC for 2018 and to form a sub committee, with the support and sponsorship of Griffith City Council.

Move: Amanda Quarisa

Seconded: Denis Conroy

Motion Carried

6.12 Banking

As per previous minutes dated 4th August 2016, a motion was moved to transfer all funds from My Credit Union to Beyond Bank. At the time we decided to leave open our general working account with My Credit Union as memberships were still being paid into this account. Term Deposit also hadn't matured at the time. Chamber are now in a position to transfer all remaining funds, however since My Credit Union & Beyond Bank will merge Chamber do not need to transfer any accounts.

Our current signatories are Amanda Quarisa, Paul Pierotti, Pat Pittavino, Sky Han and Dean Owen.

6.13 Constitution

The current Model Constitution needs updating. Amanda Quarisa to amend as necessary and report recommended amendments to committee for approval before preparing a Special Resolution Meeting to adopt the amended constitution.

6.14 Grow our Own

Griffith Business Chamber are a proud stakeholder of this initiative. Grow Our Own is an exciting regional movement, developed to provide information to potential students and on-the-job trainees, and to business people in this region. The aim is to encourage people to build a career while living locally, and to encourage local business to invest in local people through employment, training, mentoring and motivation.

Work, study, follow a degree pathway to get ahead. Gain the qualifications you need while maintaining your current lifestyle. Prepare for your career without having to relocate. Build your business with local talent.

Paul Pierotti has been a representative of Chamber for quite some time and requires a new Executive member to volunteer on his behalf. Kirsty Parish will discuss with Marg Couch and investigate becoming a representative of Chamber.

Denis Conroy left meeting 7.40pm

7. GENERAL BUSINESS

Thank you

Paul Pierotti thanked previous committee for their contribution over the past 12 months and was hopeful their time on the committee proved valuable and gained a better understanding of Griffith Business Chamber.

Today Show

The previous Executive Committee undertook a vote via email on 24th August 2017 to financially contribute to The Today Show being broadcasted live in Memorial Park. Unanimously all agreed that it was a fantastic opportunity to showcase Griffith on a large scale.

Griffith Now Hiring

The previous Executive Committee undertook a vote via email on 30th May 2017 to financially contribute towards Griffith City Council's new marketing campaign called "Griffith Now Hiring". A campaign to Attract Skilled Workers to Griffith through the NSW Government under the Regional Growth Marketing and Promotion Fund. We were pleased

Griffith City Council were successful in obtaining \$50,000 funding and happily contributed \$2,200 towards the campaign.

Sonia Casanova has provided feedback and results to date from the digital campaign and website enquiries, which Amanda Quarisa outlined to the new committee. The results were great to see so far. The Executive have asked for a breakdown of the contributions above the \$50,000 grant and seeking approval if information / leads from website enquiries can be sent to members to pursue job opportunities within their business.

Export

Paul Pierotti & Pat Pittavino attended a meeting in Canberra on Thursday 19th October 2017, following our presentation Export to ASIA by ARDA. Member Mat Ryan from Murray Cod Australia also attended. The initiative is to create a group of regional producers to explore the level of demand for a logistics, cold store and export hub to a suitable site for the export of consumables and perishable fresh produce from Central and Southern NSW to Asia.

8. NEXT MEETING

Members Event: Jingle & Mingle Thursday 30th November 2017

Next Executive Meeting:TBC

Meeting closed 8pm

Amanda Quarisa | Secretary