



GRIFFITH BUSINESS CHAMBER INCORPORATED

Executive Committee Meeting

Wednesday 22<sup>ND</sup> February 2017 | Owen Toyota Boardroom, Mackay Ave Griffith | 5.30pm

## MINUTES

Meeting opened: 5.40pm

**ATTENDING:** Paul Pierotti, Paul Snaidero, Pat Pittavino, Dean Owen, Sky Han, Amanda Quarisa, Paula Johns, , Martin Ruggeri, Denis Conroy, Andy Armstrong, Katie Lucantonio, Sky Han

**APOLOGIES:** Julia Puntoriero

### **1: MINUTES OF PREVIOUS MEETING:**

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

Moved: Paul Snaidero

Seconded: Pat Pittavino

Motion Carried.

### **2: BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **- Constitution**

It was noted that Paula Johns was not included on the sub-committee that was formed. It was requested for this to be corrected.

#### **-Schools**

Denis Conroy requested clarity around the point 6.7 from the previous minutes.

Paul Pierotti went on to explain for the purpose of communication the following;

Paul Pierotti, Martin Ruggeri, Paula Johns, Amanda Quarisa, Pat Pittavino attended a focus group conducted by Sauce Communications in December 2016. There has been other meetings with The Minister of Education at the time Adrian Piccoli. Paul Pierotti has sent letter to new Minister Rob Stokes. Chamber and the community are relying on publicity from the government to know where the project is up to. Chamber will pursue with Griffith City Council and former Minister Adrian Piccoli as well as the new minister to keep up the momentum and to ensure it doesn't linger. It was suggested that Chamber should hold a meeting with members to gauge the consensus about this project- from a business point of view not a community point of view. This will help Chamber move forward. It was also noted that any meeting conducted with stakeholders, Chamber are to continually raise the issue of Griffith Base Hospital. Chamber are a major stakeholder in this matter and will continue to pursue this project for it's in the greater interest of the business community.

#### **-Dams**

Paul Rossetto (appointed by Griffith Business Chamber) was fortunate enough to liaise with State Library in Sydney. The documents were reviewed, however there was no further information or clarity on this matter, which brings this back to the drawing board.

### **3: CORRESPONDENCE IN / OUT: Since last Executive Meeting on 9<sup>th</sup> November 2016**

IN:

- My Credit Union Statements
- Invitation from NSW Department of Education (Paul Pierotti) to attend Announcement by Minister of Education Adrian Piccoli
- Griffith City Council – re: decline of funds for Easter event Chamber submitted

- Christmas Card from Griffith City Council & Griffith Tourism Team
- Griffith City Council re: Annual Financial Contribution
- Griffith Central / Ritchies IGA Supermarket
- Creevy Russell Lawyers

OUT:

- Dept Fair Trading A12-T2 Form
- Griffith City Council re: request for funds to establish a new Easter Event to replace non existent La Festa
- Signed Contracts forwarded to Deakin University to commence Trust Mark Research
- Griffith City Council re: submission Guiding Griffith 2040 Draft Community Strategic Plan
- Griffith City Council re: DA submission for Easter Side Walk Sale

#### **4: BUSINESS ARISING FROM CORRESPONDENCE:**

Sky to look into if the A12-T2 Form were sent to Dept of Fair Trading.

#### **5: FINANCIALS**

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

It was requested by the Executive to provide reports -Month to Date and Year to Date

**Moved:** Paul Snaidero

**Seconded:** Dean Owen

**Motion carried.**

#### **6: AGENDA**

##### **6.1. Bank Accounts**

Denis Conroy left the meeting due to conflict of interest.

A motion was moved on 4<sup>th</sup> August 2016 to move bank accounts across to Beyond Bank for the convenience of Internet Banking. Executive requested Sky Han to continue to move forward with this change over and move/merge accounts and term deposits and complete necessary paperwork.

Beyond Bank requested the following information be minuted.

The Griffith Business Chamber authorise Sky Han to liaise with Beyond Bank to open accounts and prepare necessary documentation.

The signatories are the following;

- Paul Pierotti - President
- Pat Pittavino – Vice President
- Sky Han – Treasurer
- Amanda Quarisa - Secretary
- Dean Owen – Public Officer

**Motion:** To also include a visa debit / credit card for President for online purchase only and to enforce an internal process for transparency. ie: Prior written approval (via email is acceptable) from list of current authorised signatories to match our 2 signatories policy for cheque authorisation.

**Moved:** Pat Pittavino

**Seconded:** Dean Owen

**Motion carried**

Denise Conroy returned to meeting and was asked to research how other businesses or incorporated association use a credit card/visa debit facility.

It was also raised that the constitution may have to be amended to include such processes.

Sky Han to look into the Certificate of Incorporation for Beyond Bank.

## **6.2. Sponsorship Policy**

Amanda Quarisa presented a new revised & updated policy which was sent to Executive to review prior to meeting.

**Motion:** To adopt and implement policy.

**Moved:** Dean Owen

**Seconded:** Paul Snaidero

Motion Carried

Sky Han & Denis Conroy left meeting 6.44pm

## **6.3. Guest Speakers/ Events for Members -**

a) **Jobactive PaTH program.** Presented to Chamber from The Office of Sussan Ley. Emailed to Executive prior to meeting.

Summary: From April 2017, the *jobactive* PaTH program (PaTH standing for Prepare – Trial – Hire) aims to assist our young people to become work ready, and enable employers to trial prospective workers in their workplace before hiring them. MP Sussan Ley will be in Griffith and would like to present this program in more detail to members on Thursday 16<sup>th</sup> March 2017.

Executive agreed and Amanda Quarisa to follow up, confirm, book conference room at Griffith Leagues Club (if available) and advertise to members in the lead up to the event.

b) Veritech Corporation presented a members event to Chamber. A Ransomware information session, in conjunction with Chamber. It would be free for members to attend and is directly related to business. A date of Thursday 15<sup>th</sup> June was suggested to held at the Veritech Office.

Executive agreed and Amanda to follow up, confirm, and advertise to members in the lead up to the event.

c) Paula Johns suggested Cappello Rowe Lawyers are interested in holding information sessions on a range of matters related to businesses. Executive were pleased to see new ideas and encouraged Paula to provide further information and dates suitable.

## **6.4. Review of Year to Date**

Amanda Quarisa presented to Executive a comprehensive overview of the work carried out since the AGM. Primarily focused on specific tasks performed by Paul Pierotti and Amanda Quarisa. This ranged from secretarial duties, preparation of newsletters, minutes, correspondence etc, requests from members & NSW Business Chamber, membership, researching of member events, media, trust mark update and more.

## **6.5. Executive Meetings**

Since AGM, Griffith Business Chamber Executive has met on 9<sup>th</sup> November 2016, held a members Christmas/ December Networking event, January no meeting (customary to not hold one) and Executive Meeting on 22<sup>nd</sup> of February 2017. Executive committee are wanting more regular meetings so they are shorter each time and for communication purposes.

**Motion:** To conduct Executive meetings on the 3<sup>rd</sup> Wednesday of every month on a trial basis to commence from April 2017.

Dates will be the following'

Wednesday 19<sup>th</sup> April 2017

Wednesday 17<sup>th</sup> May 2017

Wednesday 21<sup>st</sup> June 2017

Wednesday 19<sup>th</sup> July 2017

Wednesday 16<sup>th</sup> August 2017

Wednesday 20<sup>th</sup> September 2017

Wednesday 18<sup>th</sup> October 2017 – Possible date for AGM

**Moved:** Paula Johns

**Seconded:** Pat Pittavino

### **Dates of Member Events as of 22.2.17;**

Thursday 16<sup>th</sup> March 2017 – Jobactive PaTH program (TBC)

Thursday 15<sup>th</sup> June 2017 – Veritech Event

### **6.6. Grow Our Own**

Paul Pierotti has been volunteering on behalf of Chamber to attend “Grow our Own” meetings as we are a major stakeholder. He can no longer sustain his regular involvement due to his busy schedule. A request has been called for a volunteer from The Chamber Executive to take over this role. Unable to resolve at this meeting and is to be held over til next meeting.

### **6.7 What is the Goal of Chamber? –9 Achievable Goals**

Paula Johns requested more clarification on Chambers direction & strategy moving forward.

Paul Pierotti, Pat Pittavino & Paul Snaidero explained that everything Chamber participate in, lobby for or against relates back to these goals and directly links back to our vision which is to support, generate & facilitate the growth of a strong business sector. To retain and create employment, regenerate pride & a positive profile within the community. The goals have been implemented into stakeholder documents and Chamber have been commended for such vision. Chamber continue to be a positive influence and contribute significantly into decision making processes of these goals with other stakeholders.

The 9 Achievable Goals is a living document and can be reviewed at any stage with the changing needs of the Griffith business community. Executive agreed that the goals are achievable and are in line with our vision, however the wording could be more polished.

**Motion:** Refine the language and reword document.

**Moved:** Paula Johns

**Seconded:** Pat Pittavino

Motion Carried

### **6.8. GCC Tourism Strategic Meeting**

Prompted by Paige Campbell from Griffith City Council to conduct a Strategic Tourism meeting, which came about by an email from Quest Apartments re: lack of things to do in summer in Griffith and a wanting to see a Tourism push in this area. Chamber were pleased to see momentum in this area and encourage more events for Griffith to fill that void. This has sparked an underlying issue for Chamber about The Regional Aquatic Centre wanting to squeeze a 50m pool into the current site and Chamber instigating the need and drive for a magnetic tourism destination plan. Katie Lucantonio has shown interest in this area and has agreed to attend of Chambers behalf with Chamber’s focus in mind.

### **6.9. Trust Mark Update**

In summary, contracts have been signed, payment of Grant funds have been sent to Deakin University and the project has officially commenced. Deakin University have started the initial research and continue to work closely with Paul Pierotti and Amanda Quarisa. A comprehensive visit will take place in the near future which Paul and Amanda will meet with Deakin to assist with background/history and vision of Griffith.

### **6.10. Easter 2017 Side Walk Sale**

Amanda Quarisa presented to Chamber where this event was up to.

Side Walk Sale will be held on Saturday 15<sup>th</sup> April 2017 from 9-5pm.

Balloons will be displayed on the day of the event.

DA has been sent to Griffith City Council and is waiting for approval.

Griffith Business Chamber will comply with Griffith City Council and supply a list of businesses who register by a closing date. TBC.

It will be free to members and non members to participate.

It is up to the individual businesses based on their business needs if they wish to stay open til 5pm.

The areas include; bottom block, middle block and top block businesses.

Tony Joe’s Amusement rides will also be located in Kooyoo Street as part of Chambers DA.

Registration forms will be sent to Chamber members via email as the event draws closer and can be also downloaded from Chamber’s website for non members.

Martin Ruggeri to liaise with Amanda re: future DA requirements and conditions of 2017 DA requirements.

### **6.11. Griffith Central**

Paul Pierotti explained the contents of a letter that was sent by Griffith Central to the Executive. Providing background information on the matter.

Paul Pierotti then left the meeting while executive discussed the matter and Paul Snaidero took over as acting President.

**Motion:** Griffith Business Chamber will forward an appropriate response to the matters raised in the letter and will support Paul Pierotti to resolve this matter expeditiously.

**Moved:** Pat Pittavino

**Seconded:** Martin Ruggeri

Paula Johns will circulate letter to Executive for approval and Amanda Quarisa to advise Griffith Central that the Executive will provide a response.

## **7. GENERAL BUSINESS**

**7.1. D.A Process** – Martin Ruggeri raised that new legislation being brought in, that next year when submitting a DA for the Side Walk Sale it may prove difficult. Once Martin has explained this in more detail with Amanda, Chamber are to write letter to council.

**7.2. Website** – Paul Pierotti requested Amanda Quarisa to look into the latest technology options of online payments and provide updated website quotes from previous suppliers.

## **8. NEXT MEETING**

Wednesday 19<sup>th</sup> April 2017. Venue TBC.

There being no further business the meeting was closed at 8.45pm

Amanda Quarisa  
Secretary