

Date	MINUTES of 13th August 2013
Time	7.30-9.05am
Venue	The Church, Symes Accountants, Twelfth St. Gawler South

1) Attendance

Attendees	<p>Louise Drummond (Chair), Personal Touch Home Cleaning- Other Peter Caddy (Treasurer), Symes Accountants- Gawler South Kim Peake, Kornacraft Sewing Centre- Town Centre Deb Stephan-The Wright Quilting Shop- Willaston Greg Matz, Mensland- Town Centre Gary Iremonger- Eagle Foundry Trevor Gent, Gawler Bearings & Industrial Supplies- Willaston Cr. Kevin Fischer, Town of Gawler Sigrid Murljadic- Business Liaison & Marketing Officer (BLMO)</p>
Guests	
Apologies	<p>Mick Tucker, Mick's Motorcycles Gawler- Evanston Brett Whitford (Deputy Chair), Simplicity Funerals- Gawler South Helen Glen, Employment Directions- Gawler South</p>
Absent	

2) Confirmation of Minutes- 9th July 2013
Motion:

The GBDG Minutes of 9th July 2013 are accepted as a true and accurate record.

Moved: Kim Peake

Seconded: Greg Matz

Carried

3) Business Arising-

a) Martin Johnson- Support for 175th Gawler Anniversary, 'Change' Music Festival
Sigrid reported that she had assisted Martin Johnson and grant writer Jenny Flemming make contact each other. The Board generally thought the 175th Gawler anniversary was an appropriate council event. Cr. Kevin Fischer reported that there was a council committee for the event, but the GBDG may be able to assist with marketing.

b) Support for Christmas Carols Peter Ryan/ Leon Budden- Letter Tabled
The Rotary Club sought \$2000 sponsorship for the Christmas Carols. General discussion concluded that the community event was worth y of support, but \$1000 was sufficient

sponsorship. In return the GBDG would ask that the winners of the Christmas hampers be drawn at the Carols event.

Motion: \$1000 sponsorship is provided to the 2013 Rotary Club Christmas Carols, with the proviso that reciprocal support be received, in the form of sponsorship acknowledgement and that the winners of the GBDG Christmas hampers be drawn at the Rotary Christmas Carols.

Moved: Cr. Kevin Fischer

Seconded: Greg Matz

Carried

c) Hero Building Progress, John Semmler (carried over)

Sigrid had met with John Semmler on site to discuss the 'Hero Building' and 'measure up'. The quote had been delayed due to John's increased work demands and should be received in approximately a week.

4) Chair's Report- Tabled

Louise spoke to the report, mentioning that;

- Zonta would organise a gala dinner for the Jazz festival
- Local people/ music would be utilised as much as possible
- Council CEO, Henry Inat was willing to have a band on the Institute balcony
- Further sponsorship would be sought
- Ant Williams had a contact for wholesale LED lighting
- Louise attended the Cosie Costa's Liberal dinner (as a guest), but there was little discussion with the Shadow Minister.

Motion: The Chair's Report is accepted.

Moved: Louise Drummond

Seconded: Kim Peake

Carried

5) Treasurer's Report

a) July Report- Tabled

b) Internet Banking (carried over)

c) Auditor Appointment

Treasurer Peter Caddy reported that an audit by Pointon's would cost \$1200 to \$1600 and a registered auditor was not required.

Motion: Pointon's is appointed as auditor for the GBDG Inc.

Moved: Peter Caddy

Seconded: Greg Matz

Carried

d) Credit Card Application (carried over)

Profit & Loss
Gawler Business Development Group Inc
JULY 2013

Income

Council Receipts	\$9,090.91	
Interest Income	\$71.89	
Kies Training	\$413.64	
Memberships	\$300.00	<i>G Kennedy, SBRR Tax and Acct</i>
Other Revenue		
Total Income	\$9,876.44	

Gross Profit **\$9,876.44**

Less Operating Expenses

Advertising	\$1,793.44	<i>176,177,180</i>	
Bank Fees	\$6.50		
Conference	\$70.00	<i>181</i>	
Speakers			
Executive Officer - Sigrid	\$6,776.50	<i>172,179,182</i>	
Prizes	\$500.00	<i>174</i>	
General Expenses	\$48.36	<i>172,175</i>	
Hire of venue			
Insurance			
Membership			
Office Expenses			
Website etc	\$1,061.59	<i>171,183</i>	
Graphic design	\$503.50	<i>170</i>	<i>Cara - no GST</i>
PBM - other			
PBM - Website			
Printing & Stationery	\$262.15	<i>179,178</i>	
Postage			
Training	\$10,000.00	<i>173 - Michael Kies</i>	
Total Operating Expenses	\$21,022.05		

Net Profit **-\$11,145.61**

Bank Account @ 30/7/13	\$100,314.81	
less outstanding cheques	\$5,628.48	<i>175,176,177,178,180,181,182,183</i>
Cash Available	\$94,686.33	
GST payable for month	\$909.09	
GST ITC	\$1,994.20	

Gawler Business Development Group Inc
JULY 2013

REPORT:

\$10,000 received from Town of Gawler - make up payment?
cheques outstanding due to most being written out on 31 July
Kies Training - G Kennedy, HG Humphrys X 2, Kornacraft X 5, Country Kitchens,
Adelaide Rd Psychology, others X 3 - cheques banked
printing and stationery includes flyers for SALA
membership was for Zonta

auditor - Pointons estimate between \$1200 and \$1600

Internet and credit card - need to sort signatories before going ahead.

Motion: The July Financial Report is accepted.

Moved: Peter Caddy

Seconded: Cr. Kevin Fischer

Carried

6) Marketing

- a) July 'Winter Warmer' Campaign won by Penelope McNicholl of Gawler
- b) SALA competition, no on-line entries yet

c) Christmas Campaign, Hampers

Items and/or vouchers to be purchased from Coles, Foodland, Crestline Meats, Woolworths etc. Louise, Kim and Sigrid to make up a list of items suitable for the Christmas hampers.

d) Gawler Glowing / Merchandising training to start 2nd Sept

e) Jazz Festival Update (carried over)

f) Michael Kies Training- 4th session

Numbers for the training had commenced at 36 and dropped to approximately 25 participants over the period.

g) Marketing Committee

Motion: Gary Iremonger of Eagle Foundry and Kim Peake of Kornacraft Sewing Centre are nominated to the Marketing Committee.

Moved: Deb Stephan

Seconded: Greg Matz

Carried

7) Website/ Electronic Media Committee-a) July Report- Tabledb) Facebook (FB) Guidelines- Tabled**Motion:** The Authorising Officer for 'Shop Gawler' Facebook is Shane Bailey.**Moved:** Cr. Kevin Fischer**Seconded:** Trevor Gent**Carried**c) Website Content Guidelines- Tabled

The Authorising Officer for Website content is Sigrid Murljadic.

Website content changes require approval by two (2) members of the Website Committee.

Motion: The draft 'Policy for Management of the GBDG Website & Social Media Forums' is adopted.**Moved:** Cr. Kevin Fischer**Seconded:** Kim Peake**Carried**

d) Website Maintenance Contractor- Contractual Agreement (carried over)

e) Terms of Reference (carried over)

8) Correspondence- Tabled**9) Business Liaison Report- Summary Report Tabled**BLO away August 22-29th

BLO Contract (carried over)

10) Other Businessa) Resignation of Margie Betts

A formal letter of appreciation is to be sent to Margie Betts for her service to the GBDG.

b) Appointment of New Public Officer/ Secretary**Motion:** Kim Peake of Kornercraft is nominated to the position of Secretary and Public Officer.**Moved:** Greg Matz**Seconded:** Deb Stephan**Carried**c) Removal of Tony Harnett & Margie Betts as Signatoriesd) Appointment of Two New Signatories

Motion: Chairperson, Louise Drummond of Personal Touch Home Cleaning and Secretary, Kim Peake of Kornercraft are appointed as signatories to replace former Chairperson Tony Harnett and Secretary Margie Betts.

Moved: Greg Matz

Seconded: Deb Stephan

Carried

e) Barossa Living Magazine- Tabled

Tony Swan of Barossa Living Magazine had approached Sigrid in regards to Gawler businesses now being able to advertise in the Barossa Living Magazine. Previously Gawler was not included in the Barossa region and unable to advertise in the publication. General discussion concluded that Barossa Living Magazine was responsible for its own recruiting, but businesses may benefit from knowing about the change in circumstances.

f) 5CS/5AU Classic Hits, Gulf Region Radio- Tabled

5CS/5AU Radio had approached Louise and Sigrid to inform them of the broadcasting packages that were available the week preceding the Gawler Show. Louise commented that the rates were very competitive/ attractive and may be of interest to businesses.

Motion: Sigrid to inform businesses of advertising opportunities/packages via the newsletter and database.

Moved: Kim Peake

Seconded: Greg Matz

Carried

g) Business Linc- Tabled

'Business Link' had approached Sigrid in regards to services and consultation they are able to provide for businesses. For \$55/ month membership, a business could have a monthly face to face consultation. General discussion saw this as benefit to businesses and the Board questioned whether membership and service could be extended to include all GBDG members.

Motion: Sigrid to invite Business Link to make a presentation at the September GBDG meeting regarding services they are able to provide for GBDG businesses.

Moved: Trevor Gent

Seconded: Deb Stephan

Carried

h) Caroline Scutcheon, Iphone/ Mobile Concept -Tabled

Caroline had approached Sigrid regarding optimisation for the website to be more mobile phone/ Ipad compatible.

Action: Referred to the Website Committee.

11) Next Meeting: 10th September 2013

12) Closed: 9.05am



Louise Drummond

Chairperson