

Date	MINUTES of 8th October 2013
Time	7.30-9.05am
Venue	The Church, Symes Accountants, Twelfth St. Gawler South

1. Attendance

Attendees	Louise Drummond (Chair), Personal Touch Home Cleaning- Other Peter Caddy (Treasurer), Symes Accountants- Gawler South Kim Peake, Kornacraft Sewing Centre- Town Centre Gary Iremonger- Eagle Foundry- Other Helen Glen, Employment Directions- Gawler South Trevor Gent, Cr. Kevin Fischer, Town of Gawler Sigrid Murljacic- Business Liaison & Marketing Officer (BLMO)
Guests	Daniel Phillips- Newton's Building & Garden Supplies- Evanston
Apologies	Mick Tucker, Mick's Motorcycles Gawler- Evanston Gawler Bearings & Industrial Supplies- Willaston Greg Matz, Mensland- Town Centre
Absent	

2. Confirmation of Minutes- 10th September 2013
Motion:

The GBDG Minutes of 10th September 2013 are accepted as a true and accurate record.

Moved: Peter Caddy

Seconded: Cr. Kevin Fischer

Carried

3. Business Arising-

 a) Hero Building Quote, John Semmler –Tabled

The quote from John Semmler was thought to be rather expensive by the owners of the Hotbread Bakery. They were now seeking further quotes. There had been delays due to a family tragedy.

 b) Mainstreet SA State Conference 4th April 2014, \$15,000

Council have approved expenditure of \$15,000 for the Mainstreet SA State Conference to be held in Gawler April 2014. It was suggested by Councillors that there should be a focus on Gawler and be able to utilise the expert input by presenters on beautification & activation of Gawler. Clarification in regards to the bus tour, if its focus would be on Gawler or elsewhere, was sought. It was likely that Council would seek financial support/ sponsorship for the event.

c) Business Linc Quote- Tabled

It was generally thought that the quote for business assistance of \$8000.00 did not specify the services, which would be provided, adequately. It was unknown if the sum included assessments and ongoing monthly visits or assessments only for each GBDG member. It was thought that most business assistance could be provided within the Gawler business Community e.g. employment agencies, accountants etc. More business to business promotion would be of benefit e.g. networking function with stalls & flyers etc.

Action: Sigrid to request further detail in quote.

d) AGM Nominations

Several nominations for Board positions had been received- Aura Homewares (Town Centre), Rainbow Pets (Town Centre) & Newton's Building & Garden Supplies (Evanston) & Personal Touch Home Cleaning (Other).

Daniel Phillips- Manager of Newton's Building Supplies is operating the former Cousin's Garden Supplies in Evanston. Newtons has been operating for approx. 30 years and employs 66 people. The Head Office for the company was based in Newton. Expansion over the years created a need to have a northern location and with the help of Cousin's was able to establish a northern depot. Daniel commented that the town had been very supportive and welcoming.

Motion: The new Board, post AGM, to consider marketing and business plans.

Moved: Cr. Kevin Fischer

Seconded: Gary Iremonger

Carried

4. Chair's Report

Louise reported that she had attended several functions;

- Jazz Festival meetings
- RDAB Annual Report
- RDAB Chris Sands- Totally Locally
- Tony Piccolo MP Bus Tour

By increasing GBDG attendance at RDAB functions, it was hoped that the RDAB would become more conscious of the needs of Gawler. The Jazz Festival was progressing well, but there had been several concerns regarding the productivity of the organiser.

5. Treasurer's Report

 a) September Report- Tabled

Income and Expenses
Gawler Business Development Group Inc
SEPTEMBER 2013

Income

Council Receipts	\$37,000.00	
Interest Income	\$81.21	
Kies Training		
Memberships		
Other Revenue	\$122.73	Anita Turton
Total Income	\$37,203.94	

Gross Profit **\$37,203.94**

Less Operating Expenses

Advertising	\$1,067.79	205	
Bank Fees	\$8.25		
Conference			
Speakers	\$2,580.00	202,211	Sarah Davies - no GST (ABN???)
Executive Officer - Sigrid	\$5,652.50	206,212	
Prizes	\$500.00	207	
General Expenses	\$53.64	204	Flyers
Hire of venue	\$1,072.73	208,209	
Insurance			
Membership			
Office Expenses			
Website etc	\$897.18	201,203	incl web hosting annual fee
Graphic design	\$420.00	210	Cara - no GST
Printing & Stationery	\$9.09	206	
Postage	\$234.55	206	
Training			
Total Operating Expenses	\$12,495.72		

Net Profit **\$24,708.22**

Bank Account @ 30/9/13	\$114,147.26
less outstanding cheques	\$2,160.00
	209,210,211
Cash Available	\$111,987.26
GST payable for month	\$3,700.00
GST ITC	\$1,414.31

The Quarterly payment from Council had been received.

Expenditure included;

- Sarah Davies (Visual Merchandising)
- Jockey Club venue (VM)
- Catering for Michael Kies
- Web hosting

Action: Sigrid to check on the ABN of Sarah Davies

Motion: The September Financial Report is accepted.

Moved: Peter Caddy

Seconded: Kevin Fischer **Carried**

b) Internet Banking (carried over)

c) Credit Card Application (carried over)

6. Marketing

a) October Campaign- Tabled

Advertisement featuring piggy bank – 'Tax Crunch Time'

b) Marketing meeting- Tabled

Advertising monthly promotions changed from the Barossa Herald to the Leader because as a purchased paper, it probably has a better readership.

c) SALA Debrief

Motion: A formal 'thank you' to be sent to Council for their support and assistance of the SALA Festival.

Moved: Kim Peake

Seconded: Gary Iremonger

Carried

Action: Sigrid to complete a SALA Report for next meeting.

d) Christmas Campaign, Hampers (carried over)

Action: Sigrid to follow up with Foodland for the next meeting.

e) Gawler Glowing Workshops

Sarah Davies and course participants are very pleased with the positive changes occurring as a result of responding to the course. Great ideas to improve street appeal have emerged.

f) Getting Buildings Ready for Gawler Glowing

It was hoped that Council could assist in contacting landlords whose building are unsightly and request that they improve the building's cleanliness and appearance on behalf of the GBDG. Unfortunately due to the 'Privacy Act' this cannot be done. Council (Jeanette Lockwood) will follow up with a Freedom of Information (FI) submission to determine if the GBDG can have access to the landlord (membership) data.

Action: Cr. Kevin Fischer to follow up.

g) Jazz Festival Update/ Poster/ Draft Contract- Tabled

Marketing material- 200 posters printed. Draft contract to be finalised. Areas of concern and to be clarified;

- First refusal & acceptance
- Sponsorship & funding
- Food & beverage
- Promotion costs
- First option of renewal
- Payments
- Marketing Plan

Initially Simon Duncan of Adelaide Hills Events submitted the proposal, which was accepted. It has since been revealed that the company Production Solutions undertaking the Gawler Jazz Festival, while a contractor (staging and sound) for the Hoot Festival, is not a part of the Adelaide Hills Events. Simon Duncan has since taken other employment

Action: Helen Glen and Gary Iremonger to meet with Ant Williams of Production Solution to finalise the contract.

h) Michael Kies Survey and Evaluation

The responses to the survey had been very positive and participants who remained (16 out of 36) found the training of great value.

7. Website/ Electronic Media Committee-

- a) September Report- Tabled
- b) Terms of Reference (carried over)
- c) Mobile /website compatibility quote (carried over)

8. Correspondence- Tabled

9. Business Liaison Report- Summary Report Tableda) BLO Contract

Louise to locate former BLO contract, to be forwarded to Peter Caddy.

10. Other Businessa) Nomination of Helen Glen, Gawler South- Tabled

Helen Glen has attended numerous Board meetings and has requested to take the place of resigned member Brett Whitford, commencing a two year term in November and representing Gawler South.

Motion: Helen Glen of Employment Directions is nominated to the GBDG Board to represent Gawler South for a two year term commencing in November 2013.

Moved: Cr. Kevin Fischer

Seconded: Gary Iremonger

Carried

Noted-

- b) Gawler Connect Forum feedback (www.gawler.sa.gov.au/page.aspx?u=729)
- c) Community Plan Discussion Paper- 16 & 30 Oct, 7-8pm Rotary Room, GSCC
- d) Child Friendly Gawler- 25th Oct, 10am-3pm, GSCC

11. Next Meeting: 12th November 2013 (morning) & AGM (evening)**12. Closed: 9.05am**

Louise Drummond
Chairperson