

<b>Date</b>	<b>MINUTES of 8<sup>th</sup> July 2014</b>
<b>Time</b>	<b>7.30-8.50am</b>
<b>Venue</b>	<b>The Church, Symes Accountants, Twelfth St. Gawler South</b>

**1. Attendance**

<b>Attendees</b>	<b>Louise Drummond (Chair), Personal Touch Home Cleaning- Other                  Peter Caddy (Treasurer), Symes Accountants- Gawler South                  Kim Peake (Secretary), Kornacraft Sewing Centre- Town Centre                  Dianne Borrington, Aura Homewares- Town Centre                  Trevor Gent, Gawler Bearings &amp; Industrial Supplies- Willaston                  Cr. Kevin Fischer, Town of Gawler                  Sigrid Murljadic- Communications &amp; Marketing Officer (CMO)</b>
<b>Guests</b>	<b>Debbie Robins, Advanced Personnel Management</b>
<b>Apologies</b>	<b>Gary Iremonger (Deputy Chair)- Eagle Foundry- Other                  Greg Matz, Mensland- Town Centre                  Daniel Phillips- Newton's Building &amp; Garden Supplies- Evanston</b>
<b>Absent</b>	<b>Matthew Doecke, Rainbow Pets- Town Centre</b>

**2. Confirmation of Minutes- 10<sup>th</sup> June 2014**
**Motion:**

The GBDG Minutes of 10<sup>th</sup> June 2014 are accepted as a true and accurate record.

**Moved:** Debbie Robins

**Seconded:** Kim Peake

**Carried**

**3. Business Arising-**

a) Council Elections- John Bolton 8am

John Bolton presented information on the;

i. Council Procurement Policy

The Local Government Procurement Policy is a well expressed and meaning document, essentially promoting the support of local businesses. The policy does not direct Local Government to decide solely on price point, but advocates supporting the local community even if the purchase price is slightly higher than offered elsewhere. The policy takes into account the benefits of purchasing locally such as employment, convenience and support to the community. John is to seek from Council, information on the proportion of purchases made locally and of those, if any were at higher purchase price than the lowest tender, essentially supporting the spirit of the Procurement Policy. The Town of Gawler supports purchasing via the Local Government Authority (LGA) e.g. stationery supply is purchased

interstate and is meeting with neighbouring councils to develop purchasing practices. Council should recognise the negative impact upon local economic growth, jobs and flow on effects to community, of such practices.

ii. Local Government Election Enrolment

On Friday 8<sup>th</sup> August election enrolment closes for people who live outside the Town of Gawler and either own commercial/industrial property or a business within the Town of Gawler. Voters living outside the council area must enrol for each election. It was discussed that business and property owners be encouraged to enrol to vote and to lobby individuals to stand for Council so business interests are better represented.

**Action:** Sigrid conduct a notification mail-out to businesses regarding Council enrolment ASAP.

b) Hero Building-

The Hero Building has been newly completed. Peter Dibben has taken photos of the development and these will be available shortly. Organisation of the next Hero Building (OPSM) owned by Brian Ivkovic is underway.

c) 175<sup>th</sup> Anniversary (carried over)

Gary Iremonger, representative for 175<sup>th</sup> Anniversary is an apology.

d) Gawler Jazz Festival

The progress has been slow due to organisation of Bruce Bowen training, Council elections enrolment mail-out and Gawler SALA Art Trail.

e) Loxton Traders Association Gift Vouchers, Cr. Kevin Fischer- Report tabled

Loxton Traders gift voucher summary;

- the objective was to capture money in/for the town
- two vouchers were sold from the website
- there had been no fraud
- \$60,000 of vouchers were sold over a two and a half year period
- vouchers were spent in their entirety, no cash back
- the vouchers were purchased from the Visitor Information Centre (VIC)
- there was no information available regarding un-presented vouchers
- there was an opt-in choice to accept vouchers

**Income and Expenses  
Gawler Business Development Group Inc  
JUNE 2014**

<b>Income</b>	
Council Receipts	\$37,000.00
Interest Income	\$65.06
Kies Training	
Memberships	
Other Revenue	
<b>Total Income</b>	<b>\$37,065.06</b>
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<b>Gross Profit</b>	<b>\$37,065.06</b>
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<b>Less Operating Expenses</b>	
Advertising	\$771.18 <small>301,302</small>
Bank Fees	\$6.50
Conference	
Speakers	
Executive Officer - Sigrid	\$4,550.00 <small>298,303</small>
Prizes	
General Expenses	
Hire of venue	
Insurance	
Membership	
Office Expenses	
Website etc	\$558.00 <small>299</small>
Graphic design	
Printing & Stationery	\$239.09 <small>300,303</small>
Postage	\$249.77 <small>298</small>
Training	
Jazz Festival	
Xmas Hampers	
<b>Total Operating Expenses</b>	<b>\$6,374.55</b>
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<b>Net Profit</b>	<b>\$30,690.51</b>
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Bank Account @ 029/6/14	\$105,977.89
less outstanding cheques	
<b>Cash Available</b>	<b>\$105,977.89</b>
GST payable for month	\$3,700.00
GST ITC	\$636.80



It was discussed that it would be possible, however difficult, to operate the gift voucher program in Gawler due to the large number of businesses. If adopted in Gawler, vouchers could be sold from the VIC for a 10% commission (as is the practice for VIC bookings).

**Motion:**

Cr. Kevin Fischer to continue to explore the concept of Gawler gift vouchers for retail, cinema, hotels etc.

**Moved:** Cr. Kevin Fischer                      **Seconded:** Dianne Borrington                      **Carried**

f) Bruce Bowen- 30<sup>th</sup> July

Bruce Bowen training scheduled for 30<sup>th</sup> July. Sigrid is scheduled to meet with Bruce, who is overseas, upon his return early July.

**Motion:** Proceed with Bruce Bowen training on 30<sup>th</sup> July 2014.

**Moved:** Dianne Borrington                      **Seconded:** Kim Peake                      **Carried**

g) Marketing Levy Ratio

Sigrid reported that she had emailed ToG Finance Manager, Paul Horwood and requested an overview of various ratio scenarios. Sigrid to follow up the request with Paul Horwood.

h) Free WiFi

Cr. Kevin Fischer reported that Adelaide City Council had adopted a free WiFi zone, supplied by Internode. Kevin to contact Internode to determine the cost of set up and data usage. Telstra has introduced that unused WiFi data can be transferred for use elsewhere e.g home. It is possible for Telstra to set up hot spots.

**Motion:** Cr. Kevin Fischer to further explore establishing and on-going costs of free WiFi.

**Moved:** Cr. Kevin Fischer                      **Seconded:** Debbie Robins                      **Carried**

#### 4. Chair's Report-

#### 5. Treasurer's Report

a) June Report- Tabled

Fourth quarter payment from Council had been received.

**Motion:** The June Financial Report (below) is accepted

**Moved:** Peter Caddy                      **Seconded:** Cr. Kevin Fischer                      **Carried**

**6. Marketing**

- a) June Competition Winner- Wayne Richard, Hewett
- b) July- August Competition- SALA Gawler Art Trail/ Art in August- Tabled

**7. Website/ Electronic Media Committee-**

- a) Zynke Design Website

**Action:** Sigrid to progress website development process.

Dianne Borrington departed 8.45am

**8. Correspondence- June Tabled**

Noted

**9. Communications & Marketing- Summary Report Tabled**

Noted

**10. Other Business**

- a) Insurance

Sigrid reported she had made enquiries regarding insurance for events i.e. Gawler SALA Art Trail and Jazz Festival. Quote to be provided in due course.

**11. Next Meeting:** Tuesday 12<sup>th</sup> August 2014

**12. Closed: 8.50am**



**Louise Drummond**  
**Chairperson**

**Income and Expenses  
Gawler Business Development Group Inc  
JULY 2013 to JUNE 2014**

<b>Income</b>	
Council Receipts	\$157,090.91
Interest Income	\$860.53
Kies Training	\$413.64
Memberships	\$300.00
Other Revenue	\$657.73
<b>Total Income</b>	<b>\$159,322.81</b>
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<b>Gross Profit</b>	<b>\$159,322.81</b>
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<b>Less Operating Expenses</b>	
Advertising	\$20,965.58
Bank Fees	\$77.30
Conference	\$5,070.00
Speakers	\$8,940.00
Executive Officer - Sigrid	\$54,736.73
Prizes	\$3,949.09
General Expenses	\$6,743.73
Hire of venue	\$2,785.23
Insurance	\$2,854.42
Membership	\$409.09
Office Expenses	\$0.00
Website etc	\$5,269.86
Graphic design	\$3,510.20
Printing & Stationery	\$1,605.30
Postage	\$1,353.39
Training	\$14,600.00
Jazz Festival	\$24,351.84
Xmas Hampers	\$4,802.05
<b>Total Operating Expenses</b>	<b>\$162,023.80</b>
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<b>Net Profit</b>	<b>-\$2,700.99</b>
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b) Audit (carried over)

c) ANZ Bank (carried over)