



Annual General Meeting

6-7pm Tuesday 10th November 2015, The Loft, Gawler Arms Hotel

MINUTES

1. Attendance

Present

Name

Organisation

Karen Redman	Mayor, Town of Gawler
Janet Done	Office of Tony Piccolo MP
Louise Drummond	Personal Touch Home Cleaning
Greg Matz	Mensland
Daniel Phillips	Newtons Building Supplies
Peter Caddy	Symes Accountants
Gary Iremonger	Eagle Foundry B&B
Leonie Iremonger	Eagle foundry B&B
Cr. Kevin Fischer	Town of Gawler
Kim Peake	Kornacraft Sewing Centre
Mignon McLeod	Alchemy Cafe
Pauline Murray	Pauline Murray Accounting
Peter Ward	Peter Ward Consulting
Sarah Rowe	
Sigrid Murljadic	GBDG Communications & Marketing Officer

Apology

Dianne Borrington

Aura Homewares

2. Welcome

Louise Drummond welcomed special guests and attendees.

3. Confirmation of Minutes of AGM held 11th November 2014

Motion: The minutes are accepted as a true and accurate record of the Annual General Meeting held Tuesday 11th November 2014 in the Reserve Room, Gawler Arms Hotel.

Moved: Greg Matz

Seconded: Daniel Phillips

Carried



AGM Attendance

1

Gawler Business Development Group AGM Minutes 2015

4. Chairperson's Report by Louise Drummond- Tabled

The past year has been a successful one for the Gawler Business Development Group with the board providing a range of services to the business community of Gawler.

The upgrade of the website has been challenging but we now have most businesses in Gawler recorded on there and there are a gratifying number of hits, up to 500 a day, on the site with people looking for information about both businesses and events in Gawler. By using the Facebook page in conjunction to promote the town and businesses we have achieved a significant rise in the information getting out to the public.

Our marketing and business liaison officer, Sigrid Murljacic, updates the Facebook page every day. She uses posts from businesses to extend their reach and ensures any matter of note is sent out to all the followers. Often the posts are reposted by others, increasing the spread even further.

Sigrid also prepares and sends out an email version of our quarterly newsletter to every member business in Gawler providing information about the work of the board, training opportunities provided by relevant organisations such as the Polaris Centre and RDA Barossa and news which could be of value to them. We have reached a 35% opening rate which we are told is above industry average for such correspondence although personally I would love to see a much higher rate given it is every business' contribution which provides the wherewithal to provide the services we do.

We held several training sessions this year as part of our networking breakfasts and evenings, giving business owners the opportunity of hearing speakers of great interest as well as meeting other business owners they might not have had the chance to connect with in the past.

The first was a marketing workshop with Bruce Bowen, "Six Fail Proof Tips Guaranteed to Improve Your Sales". His presentation was well attended and received by the audience.

The breakfast in February was organised in conjunction with RDA Barossa B2B and featured two speakers on the power of the internet to increase business by harnessing the tools of Google analytics. Tania Shirgwin of BizEez and Justin McDonald of Stellar Digital each provided compelling reasons for engaging fully with the tools available through the internet.

Our SALA Art Trail for the month of August was another highlight of the year. The concept has been enthusiastically embraced by many artists and venues which curated exhibitions. The board now provides the marketing aspect only, as the artists' collective arranges all exhibits, releasing Sigrid to concentrate on other work. Artists sold work during the month and were very happy with the exposure achieved. We have already had new venues nominating to be part of the Trail next year. This year a number of schools arranged visits by their art classes as a result of the advertising done by the board.

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We celebrated our second Jazz Festival which brought visitors to the town to follow the jazz trail. Fifteen venues enjoyed the patronage of people from around the state as well as interstate. We introduced the concept of jazz at breakfast and provided buskers for a number of cafes throughout the town. Again we have had new venues expressing interest in being part of the program next year and are already planning expansion of the event.

In April this year the board brought Chris Sands back to present again on the Totally Locally concept he pioneered. Several board members have been working on the Totally Locally campaign and exploring ways to incorporate the concept into local business. It is a grass roots program and needs the cooperation of businesses within the town to be really successful. We are looking at ways of engaging with business owners who want to be drivers of this concept and will continue to do so. Given the dedication of the board members who are involved I am sure this will see success in the coming year.

We have continued engagement with Council, having a monthly meeting with the CEO, sometimes the mayor and sometimes the Economic Development Manager in which we explore ways of working collaboratively as well as presenting the issues of importance to business. We have also provided Council with letters of support when they have applied for government grants which would be of value to the community.

Our "Hero Building" project continued this year by helping the owner of a significant site access a council grant to assist with the upgrade the property. We acknowledge Council's commitment to improving the streetscape of the town by providing a grant to encourage investment in the renovation of properties and thus the sense of place that is attractive to locals and visitors alike.

I thank the members of the board for their hard work and support. Also I acknowledge the hard work and dedication of Sigrid to the role of Marketing and Business Liaison Officer. She always goes well beyond what is expected of her and makes the work of the board very easy. She is a joy to work with.

I am confident that as a board we have provided relevant service to the business community of Gawler and congratulate all concerned.

Motion: The 2014-15 Chairperson's Report presented by Louise Drummond is accepted.

Moved: Louise Drummond

Seconded: Cr. Kevin Fischer

Carried

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5. Financial Report presented by Peter Caddy, Treasurer

Income & Expenses July 2014-June 2015 Tabled

Profit & Loss Gawler Business Development Group Inc JULY 2014

Income		
Council Receipts		
Interest Income	\$71.65	
Kies Training		
Memberships		
Other Revenue		
Total Income	\$71.65	
Gross Profit	\$71.65	
Less Operating Expenses		
Advertising	\$1,887.27	304,305,310,311
Bank Fees	\$2.30	
Conference		
Speakers		
Executive Officer - Sigrid	\$6,492.50	307,313,316
Prizes	\$500.00	306
General Expenses	\$4,768.18	308,309,315
Hire of venue		Work Zone - traffic management
Insurance		Hero building
Membership		
Office Expenses		
Website etc		
Graphic design	\$1,277.69	314
Printing & Stationery	\$456.09	312,313,316
Postage	\$238.68	313,316
Training		
Total Operating Expenses	\$15,622.72	
Net Profit	-\$15,551.07	
Bank Account @ 30/7/14	\$91,285.84	
less outstanding cheques	\$2,243.39	314,315
Cash Available	\$89,042.45	
GST payable for month	\$0.00	
GST ITC	\$1,384.27	

Gawler Business Development Group AGM Minutes 2015

Profit & Loss Gawler Business Development Group Inc AUGUST 2014

Income

Council Receipts	
Interest Income	\$83.26
Kies Training	
Memberships	
Other Revenue	
Total Income	\$83.26

Gross Profit	\$83.26
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Less Operating Expenses

Advertising	\$2,647.14	323,327	
Bank Fees	\$7.90		
Conference			
Speakers	\$2,450.00	319	Bruce Bowen
Executive Officer - Sigrid	\$4,550.00	328,332	
Prizes			
General Expenses			
Hire of venue	\$477.27	331	Barossa Jockey club - Bruce Bowen
Insurance	\$6,000.14	325	
Membership			
Office Expenses			
Website etc	\$3,331.10	317,329	Zynke Design, B Music
Graphic design	\$212.50	330	Cara - no GST
Printing & Stationery			
Postage	\$3.82	328,332	
Training			
SALA	\$4,453.00	318,322,326,324	Banners, catering, posters

Total Operating Expenses	\$19,679.86
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Net Profit	-\$19,596.60
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Bank Account @ 30/8/13	\$59,540.01	
less outstanding cheques	\$2,429.41	331,330,329
ANZ Bank	\$5,000.00	321
ANZ Card	\$500.00	320
Cash Available	\$62,610.60	
GST payable for month	\$0.00	
GST ITC	\$1,945.95	

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Income and Expenses Gawler Business Development Group Inc SEPTEMBER 2014

Income

Council Receipts	\$40,750.00	ANZ
Interest Income	\$73.79	
Kies Training		
Memberships		
Other Revenue		
Total Income	\$40,823.79	

Gross Profit **\$40,823.79**

Less Operating Expenses

Advertising	\$3,562.12	336,337,338	
Bank Fees	\$8.60		
Conference			
Speakers			
Executive Officer - Sigrid	\$4,165.00	335,340	
Prizes	\$1,500.00	333	
General Expenses			
Hire of venue	\$363.64	334	
Insurance			
Membership			
Office Expenses			
Website etc	\$136.36	339	Zynke Design - web host
Graphic design			
Printing & Stationery	\$44.50	335	
Postage			
Training			

Total Operating Expenses **\$9,780.22**

Net Profit **\$31,043.57**

Bendigo Bank Account @ 29/9/14	\$50,784.31	
less outstanding cheques	\$4,216.83	337,338,339,340
ANZ Bank cash	\$500.00	
Cash Available	\$47,067.48	
GST payable for month	\$4,075.00	
GST ITC	\$827.16	

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Income and Expenses Gawler Business Development Group Inc OCTOBER 2014

Income

Council Receipts	
Interest Income	\$184.03
Kies Training	
Memberships	
Other Revenue	
Total Income	\$184.03

Gross Profit **\$184.03**

Less Operating Expenses

Advertising		
Bank Fees	\$4.75	
Conference		
Speakers		
Executive Officer - Sigrid	\$3,885.00	344,346
Prizes		
General Expenses	\$293.02	341,342 AGM flyer and advert
Hire of venue		
Insurance		
Membership		
Office Expenses		
Website etc	\$1,330.00	343
Graphic design		
Printing & Stationery		
Postage	\$245.95	344,346
Training		
Jazz Festival	\$5,186.00	346,345,347,348,349,350,351,

Total Operating Expenses **\$10,944.72**

Net Profit **-\$10,760.69**

Bank Account @ 30/10/14	\$39,878.56
less outstanding cheques	\$4,760.00 347,348,349,350,351,
Cash Available	\$35,118.56
GST payable for month	\$0.00
GST ITC	\$608.00

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Income and Expenses Gawler Business Development Group Inc NOVEMBER 2014

Income

Council Receipts	
Interest Income	\$123.36
Kies Training	
Memberships	
Other Revenue	
Total Income	\$123.36

Gross Profit	\$123.36
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Less Operating Expenses

Advertising		
Bank Fees	\$6.15	
Conference		
Speakers		
Executive Officer - Sigrid	\$4,672.50	352,366
Prizes		
General Expenses	\$1,000.00	354
Hire of venue	\$272.73	360
Insurance		
Membership		
Office Expenses	\$16.41	366
Website etc		
Graphic design	\$268.30	361
Printing & Stationery	\$239.55	352
Postage		
Training		
Jazz Festival	\$9,016.01	353, 354, 363, 364, 357, 356, 365, 358, 355, 359, 362

Rotary Club Xmas sponsorship
AGM hire room

Total Operating Expenses	\$15,491.64
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Net Profit	-\$15,368.28
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Bank Account @ 29/11/14	\$20,536.31
less outstanding cheques	\$1,988.00 359,360,362
Cash Available	\$18,548.31
GST payable for month	\$0.00
GST ITC	\$1,242.55

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There was no increase to the Marketing Levy in 2014-15.

Income and Expenses Gawler Business Development Group Inc DECEMBER 2014

Income

Council Receipts	\$40,750.00 ANZ
Interest Income	\$142.63
Kies Training	
Memberships	\$150.00
Other Revenue	\$82.50
Total Income	\$41,125.13

Gross Profit **\$41,125.13**

Less Operating Expenses

Advertising	\$1,171.73 375,369	
Bank Fees	\$9.30	
Conference		
Speakers		
Executive Officer - Sigrid	\$4,147.50 368,374	
Prizes		
General Expenses	\$35.00 372	repay over paid member fee
Hire of venue		
Insurance		
Membership		
Office Expenses		
Website etc	\$1,793.00 367	
Graphic design		
Printing & Stationery		
Postage	\$3.91 368	
Training		
Jazz Festival		
Xmas Hampers	\$3,343.91 371,370	
Total Operating Expenses	\$10,504.35	

Net Profit **\$30,620.78**

Bank Account @ 30/12/14	\$103,165.78
less outstanding cheques	\$391.50 369
Cash Available	\$102,774.28
GST payable for month	\$4,090.00
GST ITC	\$1,049.50

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Income and Expenses Gawler Business Development Group Inc JANUARY 2015

Income	
Council Receipts	
Interest Income	\$176.36
Kies Training	
Memberships	\$300.00
Other Revenue	
Total Income	\$476.36
Gross Profit	\$476.36
Less Operating Expenses	
Advertising	\$1,204.55 379,380
Bank Fees	\$6.15
Conference	
Speakers	
Executive Officer - Sigrid	\$4,375.00 377, ANZ 1001
Prizes	
General Expenses	
Hire of venue	\$170.00 ANZ 1003
Insurance	
Membership	
Office Expenses	
Website etc	\$3,159.00 378,376
Graphic design	\$100.00 ANZ 1002
Printing & Stationery	
Postage	\$1.95 1,001
Training	
Jazz Festival	
Xmas Hampers	
Total Operating Expenses	\$9,016.65
Net Profit	-\$8,540.29
Bank Account @ 30/1/15	\$96,203.09
less outstanding cheques	
Cash Available	\$96,203.09
GST payable for month	\$30.00
GST ITC	\$1,148.61

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Income and Expenses Gawler Business Development Group Inc FEBRUARY 2015

Income

Council Receipts	
Interest Income	\$124.89
Kies Training	
Memberships	
Other Revenue	
Total Income	\$124.89

Gross Profit **\$124.89**

Less Operating Expenses

Advertising		
Bank Fees		
Conference		
Speakers		
Executive Officer - Sigrid	\$4,375.00	ANZ 1008,1009
Prizes		
General Expenses	\$68.82	1,008 Budget meeting food, drinks
Hire of venue		
Insurance		
Membership		
Office Expenses		
Website etc		
Graphic design		
Printing & Stationery	\$7.27	1,008
Postage	\$1.95	1,008
Training		
Jazz Festival	\$550.00	ANZ 1005,1006 JAZZ radio, APRA fee
Xmas Hampers		
Total Operating Expenses	\$5,003.05	

Net Profit **-\$4,878.16**

Bank Account @ 27/2/15	\$90,304.48
less outstanding cheques	\$2,310.00 1009
Cash Available	\$87,994.48
GST payable for month	\$0.00
GST ITC	\$500.30

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Income and Expenses Gawler Business Development Group Inc MARCH 2015

Income

Council Receipts	\$40,750.00	
Interest Income	\$199.45	
Kies Training		
Memberships		
Other Revenue	\$10,000.00	Hero Building grant from Council
Total Income	\$50,949.45	

Gross Profit **\$50,949.45**

Less Operating Expenses

Advertising		
Bank Fees		
Conference	\$645.45	1012 Mainstreet SA conference
Speakers		
Executive Officer - Sigrid	\$5,022.50	1010,1011
Prizes		
General Expenses		
Hire of venue		
Insurance		
Membership		
Office Expenses		
Website etc		
Graphic design		
Printing & Stationery	\$27.22	1011
Postage	\$266.00	1011
Training		
Jazz Festival		
Xmas Hampers		
Total Operating Expenses	\$5,961.17	

Net Profit **\$44,988.28**

Bank Account @ 30/3/15	\$138,171.63
less outstanding cheques	\$710.00 1012
Cash Available	\$137,461.63
GST payable for month	\$4,075.00
GST ITC	\$596.12

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Income and Expenses Gawler Business Development Group Inc APRIL 2015

Income

Council Receipts	
Interest Income	\$177.90
Kies Training	
Memberships	
Other Revenue	
Total Income	\$177.90

Gross Profit **\$177.90**

Less Operating Expenses

Advertising		
Bank Fees		
Conference		
Speakers		
Executive Officer - Sigrid	\$4,375.00	1015,1017
Prizes		
General Expenses	\$10,000.00	1016 Hero Building payment
Hire of venue		
Insurance		
Membership		
Office Expenses		
Website etc	\$1,322.18	1013 B Music
Graphic design	\$1,311.70	1018 no GST
Printing & Stationery	\$440.91	1017,1019 envelopes
Postage	\$104.55	1014 PO Box rental
Training		
Jazz Festival		
Xmas Hampers		
Total Operating Expenses	\$17,554.34	

Net Profit **-\$17,376.44**

ANZ Business Extra @ 30/4/15	\$8,885.71	
less outstanding cheques	\$2,496.70	1012,1018,1019 #1012 from March
ANZ Online Saver @ 30/4/15	\$112,073.55	
Cash Available	\$118,462.56	
GST payable for month	\$0.00	
GST ITC	\$1,624.26	

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Income and Expenses Gawler Business Development Group Inc MAY 2015

Income

Council Receipts	
Interest Income	\$141.24
Kies Training	
Memberships	
Other Revenue	
Total Income	\$141.24

Gross Profit	\$141.24
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Less Operating Expenses

Advertising		
Bank Fees	\$75.40	
Conference		
Speakers		
Executive Officer - Sigrid	\$5,180.00	1020,1023
Prizes		
General Expenses		
Hire of venue	\$452.00	1021
Insurance		Totally Locally catering
Membership		
Office Expenses		
Website etc		
Graphic design		
Printing & Stationery	\$197.00	1022
Postage	\$236.40	1020
Training		
Jazz Festival		
Xmas Hampers		
Total Operating Expenses	\$6,140.80	

Net Profit	-\$5,999.56
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ANZ Business Extra @ 31/5/15	-\$358.34
less outstanding cheques	
ANZ Online Saver @ 31/5/15	\$112,214.79
Cash Available	\$111,856.45
GST payable for month	\$0.00
GST ITC	\$606.54

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Income and Expenses Gawler Business Development Group Inc JUNE 2015

Income

Council Receipts		\$44,825 received 1 July
Interest Income	\$118.56	
Kies Training		
Memberships		
Other Revenue		
Total Income	\$118.56	

Gross Profit **\$118.56**

Less Operating Expenses

Advertising		
Bank Fees	\$0.90	
Conference		
Speakers		
Executive Officer - Sigrid	\$4,586.32	1024,1028
Prizes		
General Expenses	\$500.00	1025 Gawler Radio sponsorship
Hire of venue		
Insurance		
Membership	\$409.09	1026 SALA registration
Office Expenses		
Website etc	\$1,218.40	1027
Graphic design		
Printing & Stationery		
Postage	\$1.30	1024
Training		
Jazz Festival		
Xmas Hampers		
Total Operating Expenses	\$6,716.01	

Net Profit **-\$6,597.45**

ANZ Business Extra @ 30/6/15	\$12,074.57
less outstanding cheques	
ANZ Online Saver @ 30/6/15	\$92,333.35
Cash Available	\$104,407.92
GST payable for month	\$0.00
GST ITC	\$621.51

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Income and Expenses ex GST Gawler Business Development Group Inc JULY 2014 to JUNE 2015

Income	
Council Receipts	\$122,250.00
Interest Income	\$1,617.12
Kies Training	\$0.00
Memberships	\$450.00
Other Revenue	\$10,082.50
Total Income	\$134,399.62
Gross Profit	\$134,399.62
Less Operating Expenses	
Advertising	\$10,472.80
Bank Fees	\$121.45
Conference	\$645.45
Speakers	\$2,450.00
Executive Officer - Sigrid	\$55,178.82
Prizes	\$2,000.00
General Expenses	\$16,665.02
Hire of venue	\$1,735.64
Insurance	\$6,000.14
Membership	\$409.09
Office Expenses	\$16.41
Website etc	\$12,290.05
Graphic design	\$3,170.19
Printing & Stationery	\$1,412.54
Postage	\$1,104.52
Training	\$0.00
JAZZ Festival	\$19,205.01
Xmas Hampers	\$3,343.91
Total Operating Expenses	\$136,221.02
Net Profit	-\$1,821.40
ANZ Business Extra @ 30/6/15	\$12,074.57
ANZ Online Saver @ 30/6/15	\$92,333.35
Cash Available	\$104,407.92

23/11/2015

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Income and Expenses Gawler Business Development Group Inc BUDGET JULY 2015 to JUNE 2016

Income	
Council Receipts	\$163,000.00
Interest Income	\$1,000.00
Kies Training	
Memberships	\$1,000.00
Other Revenue	
Total Income	\$165,000.00
Gross Profit	\$165,000.00
Less Operating Expenses	
Advertising	\$10,000.00 promote breakfasts, training
Auditor	\$2,000.00
Bank Fees	
Conference	\$1,000.00 Main Street
Speakers	\$20,000.00 quarterly breakfast speakers and associated costs
Executive Officer - Sigrid	\$55,000.00
Prizes	
General Expenses	\$1,000.00
Hire of venue	\$2,000.00
Insurance	\$3,200.00 Association, officer, public liability general etc
Membership	
Office Expenses	
Website etc	\$12,000.00 maintenance and updates
Graphic design	\$1,000.00
Printing & Stationery & Postage	\$3,500.00
Hero Building	\$5,000.00 Exec Officer time
Training	\$10,000.00 Martin Grunstein, Social media marketing, retail shop front, streetscape
JAZZ Festival	\$22,000.00
SALA	\$4,000.00
Venue Insurance - SALA, Jazz Festival?	\$7,000.00 to check what we are covered for
Xmas Hampers/Promotion	\$5,000.00 support Carols, business as part of the Community
Total Operating Expenses	\$163,700.00
Net Profit	\$1,300.00

23/11/2015

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Expenditure undertaken during the year was mainly for the purpose of;

- Supporting members with training and business breakfasts
- Attracting new customers
- Sponsorship of the Gawler Christmas Carols (\$1000)
- Facebook/ Social Media
- Gawler Jazz Festival
- IT & Website Maintenance
- Marketing and Administration

Motion: The 2014-15 Treasurer's Report presented by Peter Caddy is accepted.

Moved: Peter Caddy

Seconded: Cr. Kevin Fischer

Carried

6. Nominations- 2 Year Positions

Louise Drummond handed over the proceedings to Cr. Kevin Fischer.

As per Constitution half the Board positions are vacated. Retiring Board Members are;

- Kim Peake, Kornacraft Sewing Centre
- Dianne Borrington, Aura Homewares
- Daniel Phillips, Newtons Building Supplies
- Louise Drummond, Personal Touch Home Cleaning

Submitted nominations for 2 year positions include;

- Kim Peake, Kornacraft Sewing Centre- Town Centre
- Dianne Borrington, Aura Homewares- Town Centre
- Louise Drummond, Personal Touch Home Cleaning- Other
- Daniel Phillips, Newtons Building Supplies- Evanston
- Gayle Joyce, Poetic Justice Café Gallery- Town Centre
- Mignon McLeod, Alchemy Café, Gawler South

Cr. Fischer called for further nominations from the floor, but there was no up-take. There are still one and two year Board vacancies for the Willaston and Evanston areas.

Motion: Kim Peake, Dianne Borrington, Louise Drummond, Daniel Phillips, Gayle Joyce and Mignon McLeod are nominated to the GBDG Board for a period of two years to represent their associated business area.

Moved: Greg Matz

Seconded: Gary Iremonger

Carried

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Louise Drummond resumed chairing the proceedings.

7. Future Direction

Peter Ward discussed working closely with Regional Development Australia Barossa. Services they provide;

- visitation service to Gawler to assist businesses
- B2B program, whereby Kodo Technologies are offering high speed Internet and free WiFi and were available to explain and advise on the National Broadband rollout
- workshops to assist and educate businesses

8. Other Business

No further issues were raised.

9. Next AGM: 6-7pm Tuesday 8th November 2016

10. Closed: 6.45pm

Signed



Louise Drummond

Chairperson