

Date	MINUTES of 8th December 2015
Time	7.30-9.05am
Venue	Symes Accountants, Corner 12th & 14th Streets Gawler South Church building, Entry via church doors

1. Attendance

Attendees	Louise Drummond (Chair), Personal Touch Home Cleaning- Other Gary Iremonger (Deputy Chair), Eagle Foundry- Other Peter Caddy (Treasurer), Symes Accountants- Gawler South Kim Peake (Secretary), Kornacraft Sewing Centre- Town Centre Greg Matz, Mensland- Town Centre - Town Centre Gayle Joyce, Poetic Justice Café Gallery- Town Centre Mignon Mcleod, Alchemy Café- Gawler South Cr. Kevin Fischer, Town of Gawler Sigrid Murljadic- Communications & Marketing Officer (CMO)
Guests	Caren Brougham, ToG Economic Development and Special Projects Officer
Apologies	Daniel Phillips, Newton's Building & Garden Supplies- Evanston
Absent	Brett Whitford, Cups 'n Cakes- Town Centre Dianne Borrington, Aura Homewares- Town Centre

2. Confirmation of Minutes- 13th October 2015

Motion: The GBDG Minutes of 13th October 2015 are accepted as a true and accurate record.

Moved: Kim Peake

Seconded: Gayle Joyce

Carried

3. Business Arising-
a) Executive Committee Election (1 Year Term)

The retiring Executive Committee included; Louise Drummond as Chair Person, Gary Iremonger as Deputy Chair, Peter Caddy as Treasurer and Kim Peake as Secretary. Louise handed over the proceedings of the elections to Greg Matz.

Nominations for the Executive;

Motion: Louise Drummond is nominated for the position of Chair Person.

Moved: Louise Drummond

Seconded: Peter Caddy

Carried

Greg Matz handed the proceedings back to Louise.

Motion: Gary Iremonger is nominated for the position of Deputy Chair Person.

Moved: Gary Iremonger

Seconded: Greg Matz

Carried

Motion: Peter Caddy is nominated for the position of Treasurer.

Moved: Peter Caddy

Seconded: Greg Matz

Carried

Motion: Kim Peake is nominated for the position of Secretary.

Moved: Kim Peake

Seconded:

Carried

b) AGM 10th Nov, Draft Minutes- Tabled

Motion: The AGM draft minutes of 10th November 2015 are accepted as a true and accurate record and are to be approved at the next AGM 8th November 2016.

Moved: Greg Matz

Seconded: Kim Peake

Carried

Sigrid advised that 15-20 people had attended the AGM and the event had been publicised with two advertisements in the Bunyip, emailed in the quarterly newsletter, two hard copy flyers (sent by mail), Facebook and website. The Board discussed ways in which AGM attendance could be improved e.g. Christmas party, networking or end of year event.

Motion: Cr. Kevin Fischer to investigate ways in which AGM attendance could be improved.

Moved: Cr. Kevin Fischer

Seconded: Kim Peake

Carried

c) 2016 Yamaha National Band Competition- Tabled

Caren Brougham, ToG Economic Development and Special Projects Officer, advised that Council had received the preferred route options from the YNBC. The event attracts approximately 4000 spectators (not including participants), entries from interstate, NZ and USA and is expected to inject about \$4.5 million into the economy.

Option 1- Assemble in Tod St. (car park), turn left into Murray St. for a distance of 182m, U-turn and return to car park.

Option 2- Assemble in Tod St. (car park), turn right into Murray St. for a distance of 182m, which would involve a Calton Rd. closure.

The preferred route is Option 1, which does not involve the complete closure of the Lyndoch Rd. intersection. The Murray St. closure would occur from approx. 7.45-11.30am. The Board expressed its support for the event, as it has previously done and is happy to promote to Gawler businesses.

It was discussed that GBDG membership criteria need to be formally established, as the Constitution is not specific on the matter. The dilemma to either remain with the membership based upon Town of Gawler boundaries (historically established as section 42 of the ToG) or progress in a different direction needs to be determined. While a working party was proposed, it was thought that a work shop may be of more benefit. It was suggested that Carmel Rosier be invited to facilitate the workshop in January. The proposed dates are Monday 18th, Tuesday 19th or Wednesday 20th at 6pm Symes Accountants.

Motion: The GBDG Board is to conduct a workshop in January to determine strategic direction and membership. Carmel Rosier is to be invited to facilitate.

Moved: Greg Matz

Seconded: Peter Caddy

Carried

i) Walker Place Angle Parking

Council consultation with businesses on and near for Walker Place had occurred with Sigrid's assistance. Walker Place is to accommodate fifteen car parks (90 degrees to the curb) and two disabled car parks. While angle parking was preferred, its introduction would have reduced the number of car parks to seven. The painting of lines should be completed before Christmas.

j) Communications & Marketing Officer Contract

Louise advised that the Executive Committee had met to discuss the Communication and Marketing Officer contract. The Executive agreed that Sigrid should be offered another two year contract with a three dollar/hour pay increase, which would be reviewed after one year. Sigrid thanked the Board for their offer and advised that in the two month interim she had applied for a position and was awaiting the outcome. Greg Matz suggested that the Board hold the position, until Sigrid was certain of the outcome.

4. **Chair's Report-** ToG Meeting Minutes Tabled

5. **Treasurer's Report**

a) October & November Report- Tabled

Peter advised that the main expense was that of the Gawler Jazz Festival, with costs such as the radio advertising still to come.

Motion: The October and November 2015 Financial report is accepted.

Moved: Peter Caddy

Seconded: Greg Matz

Carried

Income and Expenses
Gawler Business Development Group Inc
OCTOBER 2015

Income		
Council Receipts		
Interest Income	\$149.44	
Memberships	\$150.00	<i>Personal Touch</i>
Other Revenue		
Total Income	\$299.44	
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Gross Profit	\$299.44	
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Less Operating Expenses		
Advertising	\$574.20	<i>1055</i>
Bank Fees		
Conference		
Speakers		
Executive Officer - Sigrid	\$6,400.40	<i>1051,1054</i>
Prizes		
General Expenses		
Hire of venue		
Insurance		
Auditor		
Membership		
Office Expenses		
Website etc	\$980.00	<i>1052</i> <i>B Music</i>
Graphic design		
Printing & Stationery	\$73.64	<i>1051,1054</i>
Postage	\$255.45	<i>1051</i> <i>AGM mailout</i>
Training		
On line Business Directory		
Jazz Festival	\$1,074.05	<i>1053,1054</i>
SALA		
Hero Building		
Totally Localty		
Sponsorship - Gawler Community Radio		
Sponsorship - Gawler Carols		
Xmas Promotion		
Total Operating Expenses	\$578.22	
Net Profit	\$357.00	
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Bank Account @ 31/10/15		
less outstanding cheques		
Online Saver	\$138,336.79	
Cash Available		
GST payable for month	\$0.00	
GST ITC	-\$74.80	

Income and Expenses
Gawler Business Development Group Inc
NOVEMBER 2015

Income		
Council Receipts		
Interest Income	\$140.98	
Memberships		
Other Revenue		
Total Income	\$140.98	
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Gross Profit	\$140.98	
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Less Operating Expenses		
Advertising	\$567.20	1060,1069
Bank Fees		
Conference		
Speakers		
Executive Officer - Sigrid	\$6,229.79	1059,1072
Prizes		Rotary Club - Carols
General Expenses		
Hire of venue	\$213.64	1063 AGM room hire
Insurance		
Auditor		
Membership		
Office Expenses		
Website etc	\$560.00	1071 B Music
Graphic design		
Printing & Stationery		
Postage	\$267.66	1059,1072
Training		
On line business Directory		
Jazz Festival	\$10,526.23	1057,1058,1056,1051,1064,1065,1066,1067,1068,1069,1070
SALA		
Hero Building		
Totally Locally		
Sponsorship - Gawler Community Radio		
Sponsorship - Gawler Carols	\$1,000.00	1062 Gawler Light Rotary
Xmas Promotion		
Total Operating Expenses	\$578.22	
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Net Profit	\$357.00	
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Bank Account @ 30/11/15	\$22,626.33	
less outstanding cheques	\$616.00	1071
Online Saver	\$108,477.77	
Cash Available	\$130,488.10	
GST payable for month	\$0.00	
GST ITC	-\$1,120.02	

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

Income	Actual	Budget
Council Receipts	\$40,750.00	\$163,000.00
Interest Income	\$755.67	
Memberships	\$671.59	
Other Revenue	\$400.00	\$1,000.00
Total Income	\$42,577.26	\$164,000.00
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Gross Profit	\$42,577.26	
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Less Operating Expenses		
Advertising	\$1,141.40	
Bank Fees	\$0.00	
Conference	\$0.00	
Speakers/Networking/Breakfasts	\$262.20	\$20,000.00
Executive Officer - Sigrid	\$20,277.69	\$55,000.00
Prizes	\$0.00	
General Expenses	\$0.00	
Hire of venue	\$213.64	
Insurance	\$0.00	\$3,500.00
Auditor	\$0.00	\$2,000.00
Memberships	\$177.27	\$1,000.00
Office Expenses	\$0.00	
Website etc	\$3,174.40	\$7,000.00
Graphic design	\$0.00	
Printing & Stationery	\$73.64	\$2,000.00
Postage	\$526.32	\$1,500.00
Training	\$0.00	
On-line Business Directory	\$0.00	\$8,000.00 business education etc.
JAZZ Festival	\$11,600.27	\$22,000.00
SALA	\$2,018.22	\$4,000.00
Hero Building	\$0.00	\$5,000.00 Facilitation
Totally Locally	\$357.00	\$6,000.00 Promotion, printing etc
Sponsorship - Gawler Community Radio	\$0.00	\$500.00
Sponsorship - Gawler Carols	\$1,000.00	\$1,000.00
Xmas Promotion	\$0.00	\$4,000.00
Total Operating Expenses	\$40,822.05	\$142,500.00
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Net Cash Flow	\$1,755.21	

6. Communications & Marketing- Summary Report Tabled

a) GBDG Facebook- 2034 Likes

April 1756, May 1826, June 1848, July 1868, August 1905, September 1935 Likes

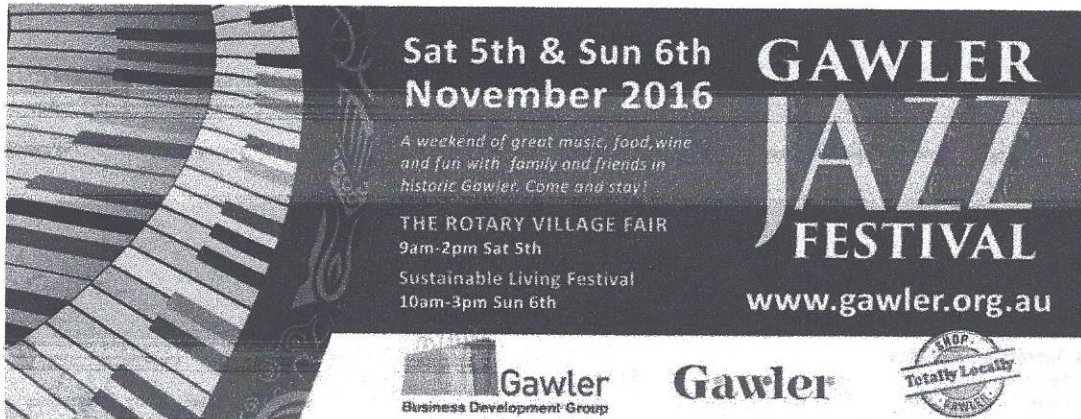
Mignon Mcleod offered to assist Sigrid with Facebook marketing.

Action: Sigrid is to add Mignon Mcleod as a Facebook Administrator/ Editor.

b) Jazz Festival Facebook- 950 Likes

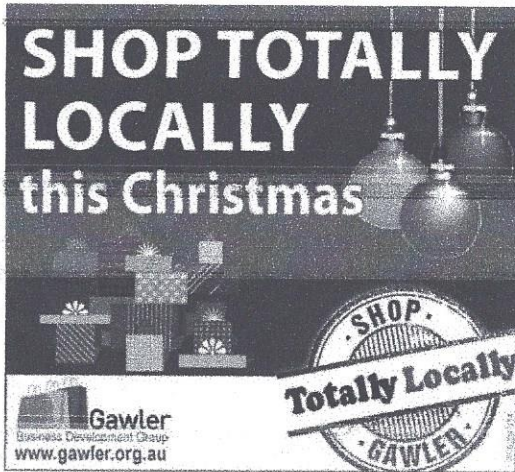
Noted

c) 2016 Gawler Jazz Festival- Tabled



The new 2016 Jazz Festival colour scheme had been uploaded to the Jazz Festival Facebook page and would be used for all 2016 Jazz Festival marketing.

d) Christmas Totally Locally- Tabled



Above- The Totally Locally advert appearing in The Bunyip.



Above- The Christmas Totally Locally advert appearing on Facebook and the Gawler Business Directory.

e) Christmas Display Competition- Tabled



Above- The Christmas competition advert appearing in The Bunyip, on Facebook and the Gawler Business Directory.

f) Christmas Decorations- Tabled

Sigrud had purchased over \$800 (credit card) in Christmas decals and solar lights from Neds and distributed them to CBD businesses. There were still more decorations to come.

Action: Sigrud will inquire about the cost of Christmas lights to be installed on the two trees at the entrance of the Victory Square car park.

7. Website/ Electronic Media Report-

a) November Report- (Carried Over)

8. Correspondence- Oct/Nov/Dec 2015

Noted

9. Communications & Marketing Officer- Summary Reports Tabled

Noted

10. Other Business

a) Confirmation of Contact List Details

Sigrud asked that all Board members check their details on the contact list.

b) BizLinks Seminar, Caren Brougham

Caren organised a Bizlinks seminar for the 24th June at the Sport & Community Centre.

Action: The GBDG will assist with promoting the BizLinks event.

c) Welcome Pack Checklist

Gayle is working on a check list to assist new commercial tenants.

d) 2016-17 GBDG Business Plan due to Council March 2016

Noted

e) Gawler Carols \$1000 Sponsorship Paid- Silver Package

Noted. The Carols will occur on 19th December.

f) Mobile Phone Ap.- Tabled

Sigrid had met with Jack Haines of Codefish Studio to discuss the possibility of a GBDG phone ap. with push notifications, blue tooth technology and beacons. Mignon reported that her business has a phone ap. with the Alchemy Cafe menu.

Action: Shane Bailey is to investigate and report to the Board on the logistics and functionality of the GBDG mobile phone ap. proposal by Codefish Studio.

g) Business Breakfast Meetings

Due to a high occurrence of meetings in November, the planned Sandy Rix (Director of Northern Economic Plan) breakfast was postponed until February. The Northern Economic Plan will be released in early 2016, so the February business breakfast would be timely.

It was also discussed that business breakfasts could be;

- i. Combined with the RDAB/ B2B and occur on either a monthly or bi-monthly basis
- ii. Inclusive of all RDAB areas ie. Mallala, Two Wells and Gawler, not only the Barossa
- iii. Organised in 2016 to include guest speakers Sandy Rix, Tom Koutsantonis MP and Geoff Brock MP

Motion: Louise Drummond and Peter Caddy are to discuss with Anne Moroney (CEO of Regional Development Australia Barossa) and Tony Piccolo MP (Member for Light), the possibility of joint business breakfasts and their scheduling for 2016.

Moved: Cr. Kevin Fischer

Seconded: Peter Caddy

Carried

11. Next Meeting: 7.30-9.00am Tuesday 12th Jan 2016.

12. Closed: 9.05am

Signed by;

Louise Drummond

Chairperson

