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| Date | MINUTES GBDG AGM 14 th November 2017 |
| Time | 6pm – 7pm |
| Venue | Function Room, Café Nova |

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| Attendees | L Drummond - Personal Touch Home Cleaning | P Caddy – Symes Accountants |
| | T Shillabeer – Town of Gawler | K Peake – Kornacraft |
| | G Iremonger – Eagle Foundry | K Redman – Mayor, Town of Gawler |
| | G Matz – Mensland | |
| Guests | L Iremonger – Eagle Foundry | |
| Proxies | J Wemmer – Proxy for MP Member for Light, P Koch – Cr. Town of Gawler | |
| Apologies | T George, F Bagnall-Stevens, B Beattie, J McColough, K Fischer, T Piccolo, M Betts | |
| Absent | | |

1. **Meeting Opened** – 6:15pm

Welcome - Louise Drummond welcomed guests and attendees.

2. **Confirmation of Minutes:**

Motion: That the Minutes of the 2016 AGM are accepted as true and accurate records.

Moved: G Matz **Seconded:** K Peake **Carried** yes

3. L Drummond announced vacant positions and stepped down as Chair with Deputy Chair G Iremonger, conducting the election of Chair for 2017-2019.

Motion: That the nomination of L Drummond for position of Chair for GBDG be accepted.

Moved: G Matz **Seconded:** K Peake **Carried** yes

Deputy Chair, G Iremonger announced L Drummond as Chair and handed control of the AGM to the Chair.

4. **Chair's Report:** by Louise Drummond – see attachment 1

Motion: The 2016-17 Chairperson's Report presented by Louise Drummond is accepted.

Moved: L Drummond **Seconded:** G Matz **Carried** yes

5. **Treasurer's Report:** by Peter Caddy –

Motion: The 2016-17 Treasurer's Report presented by Peter Caddy is accepted.

Moved: P Caddy **Seconded:** G Matz **Carried** yes

6. In order to improve Governance the GBDG has been developing and implementing policies and procedures over the last 12 months and it has become apparent that there is currently no formal process in place to assess the suitability of any person nominating for a position on the Board. It is imperative that the Board be able to demonstrate that all Members of the Board are fit and proper persons in relation to fulfilling the role

of Board Member. This would necessitate the introduction of a fit and proper person assessment and/or a Criminal History Check.

Motion: That the GBDG introduce a Fit and Proper Person Assessment and/or Criminal History Check policy and procedure, for all new members of the Board of the GBDG.

Moved: **Seconded:** **Carried** - Carried over for discussion at December 2017 Meeting

7. Nominations:

As per Constitution half the Board positions are vacated. Available positions are;

Secretary/Public Officer

Council Representative

General Board Members:

Town Centre

Evanston

Gawler South

Willaston

Other

As per 6.2.5 of the Constitution of GBDG *"a retiring committee member shall be eligible to stand for re-election without nomination."*

Retiring Committee Members advised that:

M Betts – will not re-stand

K Peake – will stand

F Bagnall-Stevens – will stand

Therefore there remain a maximum of 3 positions available for the Region of Town Centre.

Submitted nominations include;

General Board Member – Region Evanston - B Beattie – term of position 2 years Nov 2017 - Nov 2019

Nominated By: L Drummond **Seconded:** K Peake **Carried** yes

General Board Member – Region Other - J McColough– term of position 2 years Nov 2017 - Nov 2019

Nominated By: K Peake **Seconded:** G Matz **Carried** yes

General Board Member – Region Willaston – P Meznar – term of position 1 year Nov 2017- Nov 2018

Nominated By: K Fischer **Seconded:** T George and council **Carried** yes

Council representative – Region Town Centre – Cr. K Fischer - term of position 1 year Nov 2017- Nov 2018

Nominated By: G Iremonger **Seconded:** G Matz **Carried** yes

8. Future Direction:

New GBDG Website

9. Other Business:

Nil

Next Meeting: Tuesday 12th December 2017**Meeting Closed:** 6:45pm**Signed:**

L Drummond Chairperson GBDG

Chair's Annual Report 2017

2017 has been very successful with the Gawler Business Development Group providing a range of services to the business community of Gawler.

A major focus of the Board has been to not only grow the Gawler Business Development Group Membership base and increase the business engagement statistics but to also further engage home based businesses. These areas have been challenging but fruitful with an average of 58 businesses per month either attending forums, business development workshops or seeking assistance.

The Board has continued to provide networking and educational opportunities and successfully expanded its reach into neighbouring regions by building closer business relationships with Federal, State and Local Government bodies and other business groups.

The current website has a high number of hits of up to 500 a day, with people looking for information about both businesses and events in Gawler. By using the Facebook pages in conjunction with the website to promote the town and businesses we have achieved a significant increase in providing information to the Business Community.

The soon to be launched new GBDG website will feature more detail about each business the GBDG represents, and the ability for any business to include much more information and gallery images on their page, effectively giving every business a "mini site", which is particularly helpful for those with little to no web presence presently. Events throughout the area, from entertainment to business education, will be showcased in more detail and venues hosting such events highlighted.

All this being delivered with an ability for the user to search in any number of ways, depending on how they are used to accessing their information. There is much to discover about the businesses and services available in the region. Locals will be assured of finding something on the new site they had no idea existed in their local area. For those outside the district, presenting what Gawler has to offer in more detail and in a modern, clean and image rich way will attract them to visit or consider making it their home.

Business Development, Networking and Assistance Sessions

The sessions have provided information and assistance to local businesses and an expansion of the business educational component implemented early 2017 has provided valuable assistance to local businesses with many realising an increase in their profitability after just a few short months. Statistical data for all business engagement, education, advisory sessions is collected and stored in our Customer Relationship Management system, ACT. This system enables us to capture vital information on how local businesses are tracking and potential areas for further assistance. The system allows us to develop reports on all aspects of the regions businesses and will assist with validating claims made in future funding applications.

Sessions Held 2017

There have been 28 different workshops, forums, events and programs provided for the business community of the Gawler region this year. The range of opportunities offered have incorporated elements of business education, networking, growth guidance, mentoring, legal and accounting assistance, leasing issues and assistance with planning and development applications.

WORKSHOPS

EMPLOYER ESSENTIALS - HELD TWICE

RECORD KEEPING ESSENTIALS – HELD TWICE

TAXATION ESSENTIALS – HELD TWICE

INTRODUCTION TO SUPERVISION

SELLING SKILLS FOR RETAILERS

START YOUR OWN BUSINESS

FAMILY BUSINESS 101

TEAM DEVELOPMENT

FORUMS

GAWLER BRANDING STAGE 1

GAWLER BRANDING STAGE 2

EVENTS

BUSINESS WOMENS NETWORKING LUNCH – HELD TWICE

SALA

GAWLER JAZZ FESTIVAL

GAWLER SMALL BUSINESS EXPO

NETWORKING EVENTS – HELD TWICE

PROGRAMS

BUSINESS FUNDAMENTALS FOR START UPS – 5 WEEK PROGRAM, HELD TWICE

BUSINESS FUNDAMENTALS PLUS – 5 WEEK PROGRAM

PROFIT IMPROVEMENT FOR EXISTING BUSINESS – 6 MONTH PROGRAM, HELD TWICE

BUILD YOUR OWN WEBSITE – 6 WEEK PROGRAM, HELD TWICE

THE 4 P's OF MARKETING – 5 WEEK PROGRAM

Meetings attended by Caren Brougham – Coordinator GBDG

Politicians – 5

Media – 12

Town of Gawler – 16

Workshop Facilitators – 21

Business Associates – 15

Business Groups/Bodies – 14

Industry leaders Groups - 2

State Government Depts – 3

Federal Govt Depts - 2

Systems Training and Information – 4

Individual Board Members – 3

GBDG Business Members – 19

Event Suppliers – 9

Forums - 3

Meetings attended by Louise Drummond– Chair GBDG - 18

We have continued engagement with Council, and have worked hard to achieve a much stronger and more collaborative partnership. GBDG and Council are working together to produce an Information Pack for all new businesses making enquiries to conduct business in the region. These potential new businesses will be issued with the Information pack and directed to the GBDG. This will allow us to welcome them to Gawler and offer assistance where and if required.

Our “Hero Building” project continued this year with a major space, Essex House, upgrading and repairing the façade and verandah roof. 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 continued support. I am confident that as a board we have provided relevant service to the business community of Gawler and congratulate all concerned.