

<b>Date</b>	MINUTES GBDG Meeting 21 <sup>st</sup> August 2018
<b>Time</b>	7:30am – 9.10am
<b>Venue</b>	Terrace Function Centre, Gawler and Barossa Jockey Club, Barnet Rd, Evanston

<b>Attendees</b>	L Drummond J McColough	G Iremonger	T George B Beattie	K Fischer K Peake
<b>Guests</b>				
<b>Proxies</b>	T Counce for T Piccolo			
<b>Apologies</b>	S Bailey, T Piccolo			
<b>Absent</b>	P Meznar, G Matz			

- Meeting Open:** 7:36am
- Business Arising from Minutes** - Nil
- Confirmation of Minutes:**

**Motion:** That GBDG Board accept the Minutes from the meeting held 17<sup>th</sup> July 2018, as true and accurate record.  
**Moved:** G Matz                      **Seconded:** K Fischer                      **Carried**

- Chair's Report:** L Drummond provided an overview of the monthly Town of Gawler, GBDG meeting.

**Motion:** That the GBDG Board accept the Chairs Report for July 2018.  
**Moved:** Louise Drummond                      **Seconded:** Kevin Fisher                      **Carried Unanimously**

- Treasurer's Report:** Profit and Loss Report provided.

**Motion:** That GBDG Board accept the Treasurer's report for July 2018, as an accurate record of the current financial position of the GBDG.  
**Moved:** L Drummond                      **Seconded:** K Fisher                      **Carried Unanimously**

- Correspondence :**

ATO BAS Notifications, Email to and response from H Inat re: Business Innovation Hub (attached), Request for Letter of Support for TV commercial grant sent out to relevant organisations (attached), Letters of Support for grant received, 2016-17 Audit report

- Business Liaison and Marketing Coordinator's Report (see attached)**

**Motion:** That GBDG Board accept the Business Liaison and Marketing Coordinators Report for the month of June 2018, as a true and accurate record.  
**Moved:** B Beattie                      **Seconded:** S Bailey                      **Carried**

- Other Business:**

- Send a letter to council thanking them for their time for the tour and explanation of the civic centre.
- Financials - Provide more detail e.g. sub categories, of administration and marketing expenses
- Request a copy of the business survey from Tara (council) by email for feedback of the survey form.

- TV Commercials - Meeting 18<sup>th</sup> September with Andrew (Cosi) Costello, small representative group L Drummond, C Brougham, J McColough, G Iremonger, G Matz to meet and discuss TV commercial proposal. Board members to provide questions and suggestions to C Brougham prior to meeting.
- C Brougham is researching funding opportunities for commercials.
- Updated Constitution – Board members to review new Rules of the Association and provide feedback. Add to constitution as 7.7.3: Ability for GBDG Board members to deal with urgent matters & voting via email correspondence.
- *Innovation Hub - Ratification of Board decision to tender for Business Innovation Hub & S Bailey and L Drummond to discuss. Respond to Henry and request a meeting with David and himself to discuss how the council see the GBDG having a footstep in the innovation hub and what role they would like GBDG to have in the hub.*
- Grant application to Grants SA, for publication of TV commercial; submitted on 14/8/18

**Motion:** The executive tasked to seek advice on our current employment arrangements to inform GBDG of appropriate levels of remuneration for contractors

**Moved:** K Fisher

**Seconded:** J McColough

**Carried Unanimously**

#### **Board Nominations/Expressions of Interest for Vacancies – Board to discuss and vote.**

Greg Matz has decided to resign his position on the Board and as a result we now have an additional vacancy.

Currently there are 2 vacant positions plus the position as Treasurer that Gary Iremonger took on temporarily to meet compliance requirements with our Constitution after the resignation of Peter Caddy. Gary has been fulfilling this role in addition to his role as Deputy Chair. We have received 3 expressions of interest to fill vacant Board positions as listed below.

Tina Robson 31st July 2018

To the Gawler Business Development Group Inc (GBDG) Board

I would like to express interest in becoming a member of GBDG's board, specifically the position of Treasurer.

I have about 25 years experience in the finance industry, I've enjoyed (and continue to enjoy) my various employment positions. I hold a Certificate IV in Finance (Bookkeeping) and previously held my own BAS Agent consultancy practice. I've gained excellent knowledge and am passionate about small businesses, I feel it's time for me to give back to the small business world. Outside of the finance industry I am a Director of an IT company that my husband and I commenced in 1986. I am proud to say that we are a strong business and have succeeded in maintaining high quality services and values. For example, I ensure I always hold a current DCSI clearance, and can declare I am a fit and proper person. I have recently had the pleasure of working with Caren Brougham and assisted her to set up and use MYOB effectively. I have been involved in discussions with Caren and Ha Wong (AA Taxation and Accounting), I currently understand the transactions involved and what reporting is required. My interest in not-for-profit organisations is clear as I continue to favour working in these environments. I am aligned with the goals and focus of the GBDG, and appreciate the efforts of volunteers and workers alike who bring strong community values and focus. I'm confident my finance experience and knowledge will be a beneficial addition to the Board, and I'd be thrilled to have the opportunity to serve the GBDG.

Kind Regards, Tina Robson

**Motion:** That the GBDG Board appoint T Robson to a vacant position of Treasurer on the Board with access to manage all aspects of bank accounts and financials.

**Moved:** J McColough

**Seconded:** K Peake

**Carried Unanimously**

**Motion:** That GBDG Board appoint Shane Bailey to a vacant position for Town Centre.  
**Moved:** G Matz                      **Seconded:** T Piccolo                      **Carried Unanimously**

Dear Caren,

I would like to express interest in becoming a board member on the Gawler Business Development Group. Since becoming a business owner in the Town of Gawler, I have attempted to use a 'whole of Gawler' approach in all my commercial dealings and believe that membership in the GBDG is an extension of that. I would do my best to represent the businesses that are not in the main street of Gawler and hope to get to know many business owners. I believe I could be an asset on the management committee as I have been involved in small businesses for over 20 years. I also understand departmental governance due to 10 years working for the Department of Education in a finance and management role. I look forward to hearing from you.

Best Regards, Ali Eberhard, Manager Gawler Caravan Park

**Motion:** That the GBDG Board appoint A Eberhard to a vacant position on the Board for the region of Other.  
**Moved:** K Fisher                      **Seconded:** T George                      **Carried Unanimously**

Hi Caren,

Hope you are well. I would like to express interest in becoming a board member on the Gawler Business Development Group

Kind Regards **Gaby Haidar** Sia there!!

**Motion:** That the GBDG Board appoint G Haidar to a vacant position on the Board for the region of Evanston.  
**Moved:** K Fisher                      **Seconded:** J McColough                      **Carried Unanimously**

**Next Meeting:** Tuesday 18<sup>th</sup> September, 2018 at the Gawler Barossa Jockey Club

**Meeting Closed:** 9:07am

Signed:



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L Drummond Chairperson GBDG

**Business Liaison & Marketing Coordinator- Report**
**Meetings Attended**

16 <sup>th</sup> July – G Iremonger to provide him a financial overview	23 <sup>rd</sup> July – L Ansell _ ToG VIC – Permit for Xmas Market
16 <sup>th</sup> July – ToG and GBDG monthly meeting	31 <sup>st</sup> July – T Taylor – RDA Catchup

**Marketing Activities – GBDG Facebook Page**

Date Range	New Likes	Video Views	Post Reach	Post Engagement
May 2018	19	1420	2796	2674
June 2018	18	1661	3255	3870
July 2018	19	2035	6202	5310

**New Business Connections/Enquiries**

Gawler Slice Pizza – requesting assistance with parking issues.

Ruediger Constructions – requesting assistance with lease agreement and training courses for Directors and officers.

**New Memberships**

No new members, renewals only

**Businesses Updates**

Possible new business in old Cups n Cakes site, Henley Gifts and Accessories, not been able to make a contact yet, no-one on site, but stock in shop.

**Email to H Inat**

Good morning all

The Gawler Business Development Group Board have discussed the current tender for the Civic Centre/Innovation Hub and feel that the timeframe set for applications is inadequate. The Board is concerned that this short time frame may deter a new, quality applicant and leave the Town of Gawler potentially having to select from applicants who were unsuccessful last round and therefore could be seen as not up to par.

This project is of high value to the region and the Board wishes to see the facility showcase Gawler as a high tech, progressive region that businesses want to be a part of. The Board wishes to formally request an extension to the tender closing date.

**Reply from H Inat**

Dear Caren,

The Business Innovation Hub Request for Proposal was released to the market on Tuesday 10 July. It closes at 5pm on Monday 30 July 2018. This provides 3 weeks for respondents to put together submissions which Council believes is a suitable timeframe and consistent with timeframes that have implemented by Council for similar requests. Respondents that were unsuccessful in

the original request for proposal process undertaken in 2017 were unsuccessful for a range of reasons and deemed unsuitable to manage the Hub. Therefore, in the event that quality submissions are not received via the current process, Council will not be defaulting to these unsuccessful respondents.

Extending the response timeframe does not in itself create a greater opportunity for Council to receive quality submissions. Council believes that the current timeframe of 3 weeks promotes submissions from organisations that are already operating in the Innovation Hub environment as they already have successful business plans operating that can form the basis of their submission. It could be argued that a time extension will actually attract lower quality responses as it provides respondents with more time develop business plans and models that are theoretical rather than tested and proven successful.

Council acknowledges the Board's concerns regarding the request for proposal timeframe but, for the reasons above, will not be extending the timeframe as requested.

Regards

**Henry Inat** | Chief Executive Officer

Town of Gawler | 43 High Street Gawler East | PO Box 130 | Gawler SA 5118 Ph 8522 9276 | Mobile 0403 060 779

#### Request for Letter of Support email

Dear -----,

The Gawler Business Development Group is seeking funding from Grants SA for the production of a Gawler commercial and a spot on the South Aussie with Cosi show.

The production of the commercial will involve young people and marginalised and disadvantaged residents of Gawler and will build their skills and knowledge in digital media and also create a sense of community participation and inclusion.

A letter of support for this funding submission from -----, would be most appreciated and when funding is received, the GBDG will work closely with you to engage and involve members of the community.

*I have attached a template letter for your reference. If you can sign and return on your letterhead, that would be most appreciated. Alternatively, you are welcome to write your own letter. Our deadline for receipt of letters is Tues 14 August.*

Thank you for your support for this innovative project that seeks to give young and unemployed people a chance to connect and build pride in themselves and their community.

Please contact me if you need any further information.

Kind Regards,

Adele Stoakes

Administration Officer

Gawler Business Development Group

**The Bunyip July 25th**

# Music month rocking into town

**MATTEO GAGLIARDI**

GAWLER is set to host musicians of all genres this November, as the Gawler Business Development Group (GBDG) looks to branch out from only bringing in jazz artists to perform locally this year.

After holding the Gawler Jazz Festival every November for the past five years, the GBDG is looking to replace it with the Gawler Music Month in 2018.

GBDG co-ordinator Caren Brougham said the decision was a practical one.

"Jazz, whilst being enjoyable, is a niche genre and draws limited numbers of people into the town," she said.

"The GBDG strives to put on events that will bring as many visitors to the region as possible who will enjoy all that Gawler has to offer whilst they are here, and contribute to the economy of the region."

"The new Gawler Music Month should attract a much wider audience, as each venue in town will

book the hands that they and their patrons wish to hear, and the GBDG will assist with marketing."

The GBDG has put a call-out to all local venues to see if they would like to be a host location for the festival, with free marketing and promotion available for acts they book over November.

"We are hopeful that at least one venue will still offer jazz and maybe other venues could offer hard rock, 50s/60s rock and roll, country and more," Mrs Brougham said.

Mrs Brougham said the GBDG's promotion of the festival will be extensive.

"There will be radio advertising, print and social media advertising, flyers, letter-box dropped to a minimum of 30,000 homes and posts will be shared on numerous websites," she said.

"All of this at no cost to the venues."

Anyone interested in hosting events throughout Gawler Music Month, or assisting the GBDG, is encouraged to contact Mrs Brougham, on 0488 440 588, or by emailing [caren@gawler.org.au](mailto:caren@gawler.org.au)



Gawler Business Development Group co-ordinator Caren Brougham (left) and administration officer Adele Spokes are looking forward to hosting Gawler Music Month in November. PHOTO: Matteo Gagliardi

## Music event gets a tune-up

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## Clock ticking for Gawler Art Trail 2018 start date

**LAURA COLLINS**

THE countdown is on for the South Australian Living Artists (SALA) Festival's local event, with the Gawler Art Trail set to launch next Wednesday.

The trail is organised by the Gawler Business Development Group and aims to recognise and promote local artists by encouraging them to display their work at locations across town.

The 2018 event includes a variety of artists, who will exhibit their work in the trail's four designated locations, including Mem-

ber for Light Tony Piccolo's office, Café Nova, Poetic Justice Café and the Gawler Community Gallery.

Gawler Business Development Group co-ordinator Caren Brougham said it's expected this year's trail will excite, with many outstanding exhibitions on offer.

"The SALA Festival is a major event in South Australia, showcasing artworks from a large number of artists with varying artistic styles," she said.

"The month-long festival is an opportunity for people in the region to look at art right here in

their home town, rather than having to travel into Adelaide to visit the art gallery.

"Gawler is very easy for tourists to get to and offers visitors many options for dining and entertainment."

"The Gawler Art Trail is usually well-attended, and contributes to the local economy annually."

Flyers for the Gawler SALA Art Trail are available from the Gawler Visitor Information Centre and local businesses Bmusic, Kornacraft, Forever Lee, Spellbound, K. Brereton Showcase Jewellers, Prides Bakery, Cibo and Zambreno.

**Profit and Loss Report GBDG**
**1 Jul – 31 Jul 2018**
**ABN: 60986486821**

		<b>Total</b>
<b>Income</b>		
4-1140	Memberships	1,100.00
<b>Total Income</b>		<b>1,100.00</b>
<b>Less Cost of Sales</b>		
<b>Total Cost of Sales</b>		<b>0.00</b>
<b>Gross Profit</b>		<b>1,100.00</b>
<b>Less Expense</b>		
<b>Activity Expenses</b>		
6-1500	Workshop Forum Expenses	776.91
6-1600	Business Support Expense	90.90
<b>Total Activity Expenses</b>		<b>867.81</b>
<b>Administration</b>		
6-1000	Accounting and Auditing fees	4,035.85
6-1120	BMC Admin	4,263.76
6-1125	Board Expenses	153.64
6-1518	Memberships and Licensing Expense	605.00
6-2600	Insurance	2,591.62
6-3610	Computer expenses - Hardware and Software	1,080.00
6-4200	Stationery & Office supplies	82.23
6-5100	Subscription & Dues	81.82
6-5600	Telephone	104.55
<b>Total Administration</b>		<b>12,998.47</b>
<b>Event Expenses</b>		
6-1510	SALA Expense	2,261.68
6-1512	Jazz Festival Expense	-50.00
<b>Total Event Expenses</b>		<b>2,211.68</b>
<b>Marketing</b>		
6-1121	BMC Marketing	1,985.63
6-1200	Advertising	1,112.00
6-1201	Marketing Admin Officer	1,750.00
<b>Total Marketing</b>		<b>4,847.63</b>
<b>Total Expense</b>		<b>20,925.59</b>
<b>Operating Profit</b>		<b>-19,825.59</b>
<b>Plus Other Income</b>		
8-1200	Interest income	34.36
<b>Total Other Income</b>		<b>34.36</b>
<b>Less Other Expense</b>		
<b>Total Other Expense</b>		<b>0.00</b>
<b>Net Profit</b>		<b>-19,791.23</b>

**Balance Sheet GBDG**

1 Jul – 31 Jul 2018

ABN: 60986486821

		<b>Total</b>
<b>Asset</b>		
<b>Banking</b>		
1-1000	ANZ Bus Extra **11045	22,348.64
1-1200	Petty cash	-17.00
1-1400	ANZ Bus Online **11053	83,026.28
<b>Total Banking</b>		<b>105,357.92</b>
<b>Current Assets</b>		
<b>Total Current Assets</b>		<b>0.00</b>
<b>Fixed Assets</b>		
<b>Total Fixed Assets</b>		<b>0.00</b>
<b>Total Asset</b>		<b>105,357.92</b>
<b>Liability</b>		
<b>Credit Card</b>		
2-1400	Visa C Brougham	146.20
<b>Total Credit Card</b>		<b>146.20</b>
<b>Current Liabilities</b>		
2-2100	ATO - Integrated Client Ac	-31,688.98
2-2200	GST collected	110.00
2-2400	GST paid	-1,909.24
2-2500	GST Clearing Ac	0.73
<b>Total Current Liabilities</b>		<b>-33,487.49</b>
<b>Long Term Liabilities</b>		
<b>Total Long Term Liabilities</b>		<b>0.00</b>
<b>Total Liability</b>		<b>-33,341.29</b>
<b>Net Assets</b>		<b>138,699.21</b>
<b>Equity</b>		
<b>Current Earnings</b>		
3-1800	Current year earnings	-19,791.23
<b>Total Current Earnings</b>		<b>-19,791.23</b>
<b>Retained Earnings</b>		
3-1600	Retained earnings	158,490.44
<b>Total Retained Earnings</b>		<b>158,490.44</b>
<b>Total Equity</b>		<b>138,699.21</b>