

Date	MINUTES GBDG Meeting 18 th September 2018
Time	7:30am – 8:30am
Venue	Terrace Function Centre, Gawler and Barossa Jockey Club, Barnet Rd, Evanston

Attendees	L Drummond J McColough A Eberhard	G Iremonger T Robson	T George B Beattie	K Fischer K Peake
Guests				
Proxies	T Counce for T Piccolo			
Apologies	S Bailey, T Piccolo			
Absent	P Meznar, G Haidar			

1. Meeting Open: 7:30am

Business Arising from Minutes - Welcome new Board members T Robson, G Haidar and A Eberhard

2. Confirmation of Minutes:

Motion: That GBDG Board accept the Minutes from the meeting held 21st August 2018, as true and accurate record.
Moved: J McColough **Seconded:** K Peake **Carried Unanimously**

3. 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 August 2018.
Moved: Louise Drummond **Seconded:** J McColough **Carried Unanimously**

4. Treasurer's Report: Profit and Loss Report provided.

Motion: That GBDG Board accept the Treasurer's report for August 2018, as an accurate record of the current financial position of the GBDG.
Moved: T Robson **Seconded:** K Peake **Carried Unanimously**

5. Correspondence :

Contacted T Robson, G Haidar and A Eberhard to notify and congratulate them on their appointment to the Board

- Email from R Milanese regarding nomination to the Board. (attached)
- Sent – Letters of Support to H Inat re Gawler Main Street Upgrade Project and Strategic Cycling Connections Project
 Letter of Support to J Vallelonga re The Gawler Regional Conference and Accommodation Precinct
- Received - Registrations for Gawler Christmas Market and Sidewalk Sale
- Message from new admin of the Prince Albert Hotel followed up by a visit to introduce GBDG.

6. 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 August 2018, as a true and accurate record.
Moved: B Beattie **Seconded:** J McColough **Carried Unanimously**

7. Other Business:

- Discuss Christmas Market. Board members roles on the day

- The Bunyip AdImpact renewal
- Annual Report for 2016/17 and 2017/18 has been completed and sent to Council along with the completed financial audits for 2015/16, 2016/17, 2017/18
- T Robson should have access to the ATO portal in addition to the accountant to ensure GBDG accounts are being monitored.

Motion: The T Robson be given access to the ATO portal.

Moved: K Fisher

Seconded: G Iremonger

Carried Unanimously

Email from R Milanese

Hi Adele

Thank you for your email and liaising with Ashleigh regarding this matter.

Although I would like to know the finer details of what is involved in being a board member of GBDG, it is definitely something I am interested in looking further at and I confirm I am nominating for a position.

The reason I feel I could add value to the group and the businesses within the Gawler region is that I am passionate about what I do, run my own business (employing 5 staff members) and have been in business for the last 8 years in Gawler and I deal with many businesses both in Gawler and surrounding areas. Of recent we have seen huge benefit in providing businesses 'coaching' like services to give them the opportunity to bounce their issues off us and for us to provide our views and guidance. The results we have seen are amazing and has created some real success stories within our community.

If you have any queries or would like me to attend in person to discuss further please feel free to contact me

Kind Regards,

Robert Milanese

Director

Milanese & Co.
ACCOUNTANTS

WALTH • COACHING • TAX • SUCCESS

Business Liaison & Marketing Coordinator- Report

Meetings Attended

10 th Aug – L Ansell _ ToG VIC – Permit for Xmas Market	
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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
August 2018	506	2541	13282	5110

New Business Connections/Enquiries

Open2View – D Grantham requested assistance to find someone to draw up a Bill of Sale for her Business
 Gawler Fishing and Outdoors – requested information about the CCTV information session and how to register his attendance for it
 Sportspower – T Zorich called to discuss initiatives the GBDG was planning in regard to supporting the retail sector, and requested to attend the next Board meeting

Blackbird Accountants - the newly formed practice taking over from the previous firm of Robins Harris Gawler. Contacted them to discuss their membership and to welcome them to Gawler.

New operators of the Prince Albert Hotel

New Memberships

Blackbird Accountants – seventh Avenue

Businesses Updates

Mojo Constructions- closed business in Willaston

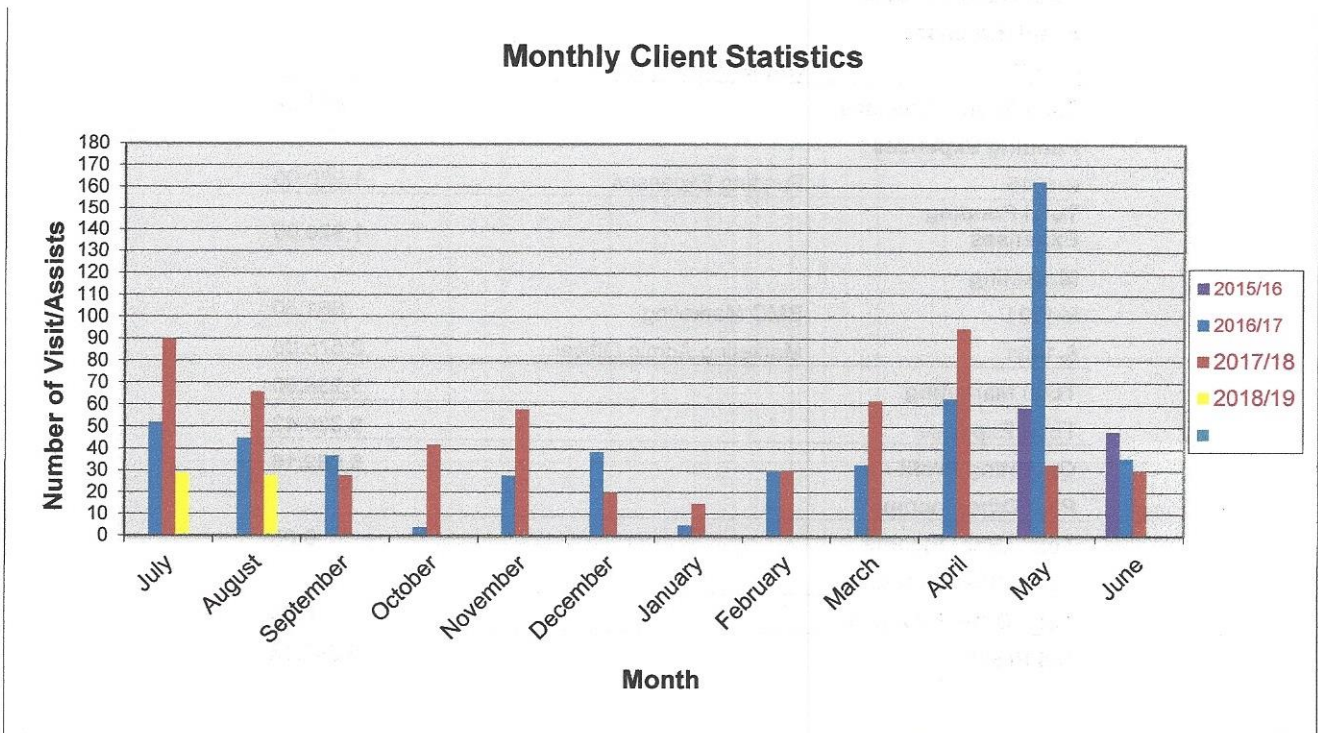
Events

Christmas Market – Planning for this event is progressing very well with over 20 participants registered.

Sidewalk Sale – The uptake of this offer is very poor with only 1 business registered and therefore this will probably be cancelled and the registered business offered a space at the market. 2 others have expressed interest to date.

Gawler Music Month – A poor response rate so far with only 1 business providing details of their November entertainment details. 7 others have expressed interest but have not yet provide information for us to add to our marketing. Follow ups are continuing.

Business Engagement Statistics –29 client sessions. The newly updated reporting processes in our CRM now mean we will be able to report in more detail on client/member interactions/sessions and workshops attended.



Profit and Loss Report

GBDG 31 Aug 2018

		Total
Income		
Funding		
4-1100	Council Receipts - Levied Fees	14,382.58
Total Funding		14,382.58
Total Income		14,382.58
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		14,382.58
Less Expense		
Activity Expenses		
6-1600	Business Support Expense	125.45
Total Activity Expenses		125.45
Administration		
6-1000	Accounting and Auditing fees	1,065.00
6-1120	BMC Admin	992.25
6-1518	Memberships and Licensing Expense	572.00
6-3550	Meeting Expenses	556.00
Total Administration		3,185.25
Event Expenses		
6-1509	Gawler Music Month	853.22
Total Event Expenses		853.22
Funding Expenses		
6-1515	Funding Expenses	1,920.00
Total Funding Expenses		1,920.00
Marketing		
6-1121	BMC Marketing	661.50
6-1201	Marketing Admin Officer	2,575.00
Total Marketing		3,236.50
Total Expense		9,320.42
Operating Profit		5,062.16
Plus Other Income		
Total Other Income		0.00
Less Other Expense		
Total Other Expense		0.00
Net Profit		5,062.16

Balance Sheet
GBDG 31 Aug 2018

		Total
Asset		
Banking		
1-1000	ANZ Bus Extra **11045	12,306.47
1-1200	Petty cash	-17.00
1-1400	ANZ Bus Online **11053	83,024.46
Total Banking		95,313.93
Current Assets		
1-1800	Accounts receivable	47,462.53
Total Current Assets		47,462.53
Fixed Assets		
Total Fixed Assets		0.00
Total Asset		142,776.46
Liability		
Credit Card		
2-1400	Visa C Brougham	237.60
Total Credit Card		237.60
Current Liabilities		
2-2100	ATO - Integrated Client Ac	-31,688.98
2-2200	GST collected	4,424.78
2-2400	GST paid	-2,583.79
2-2500	GST Clearing Ac	0.73
Total Current Liabilities		-29,847.26
Funding		
2-1560	Council levied funding	14,382.59
Total Funding		14,382.59
Long Term Liabilities		
Total Long Term Liabilities		0.00
Total Liability		-15,227.07
Net Assets		158,003.53
Equity		
Current Earnings		
3-1800	Current year earnings	-346.49
Total Current Earnings		-346.49
Retained Earnings		
3-1600	Retained earnings	158,490.44
Total Retained Earnings		158,490.44
3-8000	Allocate me (Withdrawal)	-228.60
3-8001	Allocate me (Deposit)	88.18
Total Equity		158,003.53

GBDG - DRAFT FINANCIAL COMMITMENT 2018/19 (subject to change)

Item	Amount
Carry over June 30, 2018	\$136,784.00
Business Development Levy 2018/19	\$172,591.00
Memberships (Voluntary)	\$ 900.00
Event Income	\$ 2,500.00
Total Funds Available	\$312,775.00
Business Plan Expenditure 2018/19	
Marketing	
- Print media (newspapers, letterbox distribution)	\$ 7,000.00
- Event marketing (radio, digital)	\$ 3,000.00
- Contractor fees	\$ 70,460.00
- Business Expo/Gawler Big Sale Event	\$ 7,000.00
- New Business Attraction	\$ 4,000.00
New Initiatives & Incomplete Projects	
Website & Social Media Support for Business Community	\$ 3,000.00
Television Commercial	\$ 30,000.00
Projects – Campaigns, Business attraction, Gawler Triathlon, Sidewalk Sales	\$ 20,000.00
Events	
Business Expo/Gawler Big Sale Event	\$ 25,000.00
Networking events	\$ 1,500.00
B2B services (value add to RDA B2B)	\$ 4,000.00
Business Development	
Start Your Own Business Initiatives	\$ 1,000.00
Profit Improvement Program	\$ 24,000.00
Digital Marketing Programs (build your own website, social media, market your business)	\$ 5,000.00
Workshops /activity consultants	\$ 6,000.00
Administration	
Contractor fees	\$ 49,400.00
Insurance	\$ 5,000.00
Audit/Bookkeeper and Accounting fees	\$ 12,000.00
Postage, printing, licences, memberships, admin costs	\$ 5,000.00
Website/IT Maintenance	\$ 4,000.00
Other	
Community Grants /SALA/Music Month	\$ 10,000.00
Business Development Admin, Conferences & Forums	\$ 5,000.00
Total Planned 2018/19 Cash Expenditure	\$ 301,360.00
Estimated surplus at June 30, 2019	\$ 11,415.00

Next Meeting : Tuesday 16th October 2018

Meeting Closed: 8:30am

Chairperson L Drummond