

ANNUAL PLANNING MEETING

7th February 2021

Meeting Opened: 10:07am

Meeting Closed: 4pm

| | |
|---|-----------------------------|
| Attendees: I Drummond, T Piccolo, K Fischer, G Iremonger, A Eberhard, R Stomaci, D McGee, L Budden, L Stovell, P Koch | Guests: S Bailey, S Gallery |
| Apologies: B Beattie, R Milanese | Absent: |
| Proxies: Cr A Arifi | |

Confirmation of previous Annual Planning Meeting Minutes:

Motion: That the Board of the GBDG accept the minutes from the 7th February 2021 meeting as a true and accurate record.

Moved: **Seconded:** **Abstained:** **Result:**

Business Arising from previous Minutes:

- Gawler Community App: budgeted \$6,000 for business onboarding with only 15 businesses taking up the offer, should this be removed from the budget?

Not discussed, deferred to another meeting.

2020/21 Budget Planning:

- Half year review of actuals vs budget costs per category 2020-2021 (see page 2 and 3)
- Half year review of activities/events held and future events, including rescheduling of cancelled events due to COVID-19
- Discussion of 2021-2022 budget allocations against 2020-2021 budget

Not discussed, all points deferred to another meeting

Strategic Planning: Skana Gallery

- Self-introduction
- Overview of strategic planning/agenda

Purpose of Association (refer Funding Agreement pages 4,5,6) **All results of discussions detailed in attached facilitator report.**

Governance - All results of discussions detailed in attached facilitator report.

GBDG Value Proposition

- Business support, coaching and advice
- Business Development
- Events
- BIE Creative contract
- Shop Gawler proposal
- Representing the interests of members with Council and other bodies

All results of discussions detailed in attached facilitator report.

Other Business: Nil

Next Annual Planning Meeting: Tuesday 17th January, 2022 7:30am Gawler Civic Centre

Signed: 

L Drummond

Profit and loss

Gawler Business Development Group Inc 2
PO Box 402, Gawler SA 5118, Australia

Cash mode
01 Jul 2020 - 30 Jun 2021
ABN: 60986486821
Generated 07 Jan 2021

| | | Total | | | |
|------------------------------------|--|-------------------|-------------------|---------------------|----------------|
| | | Actual | Budget | Var \$ | Var % |
| Income | | | | | |
| Activity Income | | | | | |
| 4-1150 | Workshop-Forum Registrations | 31.82 | - | 31.82 ↑ | - |
| Total Activity Income | | 31.82 | - | 31.82 ↑ | - |
| Funding | | | | | |
| 4-1100 | Council Receipts - Levied Fees | 89,605.76 | 179,211.00 | 89,605.24 ↓ | 50.0% ↓ |
| 4-1110 | BBRF Fund | 11,334.00 | 16,667.00 | 5,333.00 ↓ | 32.0% ↓ |
| 4-1190 | Carry over funds | - | 129,253.00 | 129,253.00 ↓ | 100.0% ↓ |
| Total Funding | | 100,939.76 | 325,131.00 | 224,191.24 ↓ | 69.0% ↓ |
| 4-1140 | Memberships | 850.00 | - | 850.00 ↑ | - |
| Total Income | | 101,821.58 | 325,131.00 | 223,309.42 ↓ | 68.7% ↓ |
| Less Cost of Sales | | | | | |
| Total Cost of Sales | | - | - | - | - |
| Gross Profit | | 101,821.58 | 325,131.00 | 223,309.42 ↓ | 68.7% ↓ |
| Less Expense | | | | | |
| Administration | | | | | |
| 6-1000 | Accounting and Auditing fees | 2,195.15 | 6,000.00 | 3,804.85 ↓ | 63.4% ↓ |
| 6-1120 | BMC Admin Contractor | 31,592.25 | 62,244.00 | 30,651.75 ↓ | 49.2% ↓ |
| 6-1130 | Admin and Marketing Officer | 1,599.80 | 2,184.00 | 584.20 ↓ | 26.7% ↓ |
| 6-1518 | Memberships and Licensing Expense | 1,580.14 | 2,000.00 | 419.86 ↓ | 21.0% ↓ |
| 6-2600 | Insurance | 2,614.23 | 3,000.00 | 385.77 ↓ | 12.9% ↓ |
| 6-4000 | Postage & courier | 150.00 | 750.00 | 600.00 ↓ | 80.0% ↓ |
| 6-4200 | Stationery & Office supplies | 317.13 | 1,000.00 | 682.87 ↓ | 68.3% ↓ |
| 6-5100 | Subscription & Dues | 25.45 | - | 25.45 ↑ | - |
| 6-5600 | Telephone | 575.41 | 1,500.00 | 924.59 ↓ | 61.6% ↓ |
| Total Administration | | 40,649.56 | 78,678.00 | 38,028.44 ↓ | 48.3% ↓ |
| Advertising & Marketing | | | | | |
| 6-1121 | BMC Marketing and Contractors | 8,075.25 | 22,676.00 | 14,600.75 ↓ | 64.4% ↓ |
| 6-1200 | Advertising & New Business Attraction | 1,352.06 | 6,000.00 | 4,647.94 ↓ | 77.5% ↓ |
| 6-1201 | Marketing Admin Officer | 8,518.20 | 19,656.00 | 11,137.80 ↓ | 56.7% ↓ |
| 6-1202 | New Business Attraction / Resources | - | 10,000.00 | 10,000.00 ↓ | 100.0% ↓ |
| 6-1605 | Gawler App & Marketing Support for Members | 150.00 | 6,000.00 | 5,850.00 ↓ | 97.5% ↓ |
| 6-1670 | Digital Marketing Strategy/Campaigns | 15,630.29 | 10,000.00 | 5,630.29 ↑ | 56.3% ↑ |
| 6-1699 | Website & Media support for members | - | 3,000.00 | 3,000.00 ↓ | 100.0% ↓ |
| 6-3612 | IT support and Website Maintenance | 785.38 | 1,500.00 | 714.62 ↓ | 47.6% ↓ |

| | | | | | |
|---|---|------------------|-------------------|---------------------|-----------------|
| Total Advertising & Marketing | | 34,511.18 | 78,832.00 | 44,320.82 ↓ | 56.2% ↓ |
| Business Development | | | | | |
| 6-1145 | Workshop Expense & Activity Consultants | 1,247.62 | 4,000.00 | 2,752.38 ↓ | 68.8% ↓ |
| 6-1600 | Business Support Expense and B2B | 4,387.33 | 20,000.00 | 15,612.67 ↓ | 78.1% ↓ |
| 6-1900 | Start Your Own Business Initiatives | - | 1,000.00 | 1,000.00 ↓ | 100.0% ↓ |
| 6-1903 | Digital Marketing Programs | - | 10,000.00 | 10,000.00 ↓ | 100.0% ↓ |
| 6-1905 | Business Coaching | 322.73 | 7,080.00 | 6,757.27 ↓ | 95.4% ↓ |
| 6-1907 | Business Development Programs | 992.18 | 10,000.00 | 9,007.82 ↓ | 90.1% ↓ |
| Total Business Development | | 6,949.86 | 52,080.00 | 45,130.14 ↓ | 86.7% ↓ |
| Community Support | | | | | |
| 6-1450 | Community Support and Sponsorship | - | 1,000.00 | 1,000.00 ↓ | 100.0% ↓ |
| Total Community Support | | - | 1,000.00 | 1,000.00 ↓ | 100.0% ↓ |
| Event Expenses | | | | | |
| 6-1509 | Gawler Music Month | - | 3,000.00 | 3,000.00 ↓ | 100.0% ↓ |
| 6-1514 | Conference/Expo Expenses | - | 25,000.00 | 25,000.00 ↓ | 100.0% ↓ |
| 6-1520 | Networking Events | 7,442.81 | 1,000.00 | 6,442.81 ↑ | 644.3% ↑ |
| Total Event Expenses | | 7,442.81 | 29,000.00 | 21,557.19 ↓ | 74.3% ↓ |
| Funding Expenses | | | | | |
| 6-1530 | BBRF Grant Fees | - | 6,500.00 | 6,500.00 ↓ | 100.0% ↓ |
| Total Funding Expenses | | - | 6,500.00 | 6,500.00 ↓ | 100.0% ↓ |
| GBDG Board and Other | | | | | |
| 6-1125 | Board Expenses | 15.02 | 2,500.00 | 2,484.98 ↓ | 99.4% ↓ |
| Total GBDG Board and Other | | 15.02 | 2,500.00 | 2,484.98 ↓ | 99.4% ↓ |
| New Initiatives & Projects | | | | | |
| 6-1205 | Event Marketing | 430.10 | - | 430.10 ↑ | - |
| 6-1250 | BBRF Program | 2,066.06 | 39,156.00 | 37,089.94 ↓ | 94.7% ↓ |
| 6-1703 | Christmas Promotion | 3,230.95 | 4,000.00 | 769.05 ↓ | 19.2% ↓ |
| 6-1750 | Other Projects | - | 5,000.00 | 5,000.00 ↓ | 100.0% ↓ |
| Total New Initiatives & Projects | | 5,727.11 | 48,156.00 | 42,428.89 ↓ | 88.1% ↓ |
| Total Expense | | 95,295.54 | 296,746.00 | 201,450.46 ↓ | 67.9% ↓ |
| Operating Profit | | 6,526.04 | 28,385.00 | 21,858.96 ↓ | 77.0% ↓ |
| Plus Other Income | | | | | |
| 6-1200 | Interest Income | 28.82 | - | 28.82 ↑ | - |
| Total Other Income | | 28.82 | - | 28.82 ↑ | - |
| Less Other Expense | | | | | |
| Total Other Expense | | 0.00 | - | 0.00 | - |
| Net Profit | | 6,554.86 | 28,385.00 | 21,830.14 ↓ | 76.9% ↓ |