

Minutes of Meeting held

18th May 2021

Meeting Opened: 7.30am

Meeting Closed: 8.50am

Attendees: L Drummond, P Koch, R Stomaci, L Budden, G Iremonger, R Milanese, K Fischer, D Veltman	Guests:
Apologies: V Luke, A. Eberhard, T Piccolo	Absent: L Stovell
Proxies: A Arrifi	

Chairperson's Report:

Motion: That the Board of the GBDG accept the Chairpersons report as a true and accurate record.

Moved: L Drummond **Seconded:** K Fischer **Result:** carried (see attachment)

Confirmation of previous Minutes:

Motion: That the Board of the GBDG accept the minutes from the 20th April 2021 meeting as a true and accurate record.

Moved: K Fischer **Seconded:** G Iremonger **Abstained:** **Result:** Carried

Treasurers Report: –

Motion: That the Board of the GBDG accept the Finance Report as a true and accurate record of the current financial position

Moved: R Milanese **Seconded:** K Fischer **Result:** Carried (see attachment)

Business Arising from previous Minutes:

Report due from R Stomaci and L Budden – Youth Entrepreneur Concept - Report not provided. Brief discussion and action requested on preparation of a document to issue to schools.

Report due from MP T Piccolo and Cr P Koch – Market Research deliverables. Report not provided. Action requested to be provided next month.

Motions via email

Nil

Correspondence:

General invoices

Other Business:

Conference and Sponsor – discussion

BBRF – Variation request still pending.

Governance Training: - 2 options provided – please see attached. - **Deferred**

S Bailey Proposal to be discussed – **Deferred**

Our Town Workshop – G Iremonger – Workshop details are still pending.

Job Marketing – Discussion on the excellent engagement rate being achieved with the monthly “Jobs in Gawler” facebook posts developed and implemented by A Stoakes. The Board would like to expand on this offering and develop a template for businesses to use to provide us information on job vacancies and promote it via a separate newsletter.

Motion: That the Board of the GBDG publicly acknowledge the efforts of Adele Stoakes in developing the facebook posts series for Job Vacancies in Gawler.

Moved: D Veltman **Seconded:** G Iremonger **Result:** Carried

Governance Training – K Fischer provided details of D Speirs proposal.

Motion: That the Board of the GBDG engage D Speir to provide Governance Training. C Brougham to provide topic inclusions to D Speir and organise date for training.

Moved: R Milanese **Seconded:** G Iremonger **Abstained:** K Fischer **Result:** Carried

Secretary/Public Officer – D Veltman has taken up the role of Public Officer/Secretary and the Attorney Generals department on 21st April 2021.

Board Nomination – discussion held on the previous motion in April to defer all nominations to the AGM each year. The decision was overturned with the following motion accepted.

Motion: That the Board of the GBDG overturn the motion from 20th April and to appoint K Cowell to the Board as a General member filling the vacant position left by D McGee.

Moved: G Iremonger **Seconded:** D Veltman **Result:** Carried

Actions

To be actioned by	Task	Status/update
MP T Piccolo Cr P Koch, L Budden	Market Research deliverables - Sub committee to bring a brief to the next meeting.	
L Budden, R Stomaci	Youth Entrepreneur Concept – update due on preparation of document to take to schools	
C Brougham	To organise Governance Training with David Speir	
C Brougham	To include month to date as well as year to date financials for each Board meeting	
C Brougham	To develop sponsorship proposal for 2022 conference	

Next General Meeting: Tuesday 18th May 2021 – 7:30am Gawler Civic Centre Room G3

Signed:



L Drummond

Chair

Executive Consultant - Report

Meetings Attended and Events

22nd Apr – Zoom meeting A Uren – Kiik Start	11 th May – New Member Hub Meeting
27 th Apr 2021 – Tammy's Table	11 th May – GBDG ToG Economic Development Meeting
28 th Apr 2021 – GBDG/RDA Networking Breakfast	12 th May – Finance Meeting
29 th Apr – Contract Law for Small Business	17 th May – ToG GBDG Meeting
4 th May – Tammys Table	

Business and Membership Movements

New Businesses to Gawler	Business Changes	New Members
B Hub		B Hub
		Chilli Recruitment
		Little ASD Socialites
		Purposeful Life

Social Media and Digital Platforms

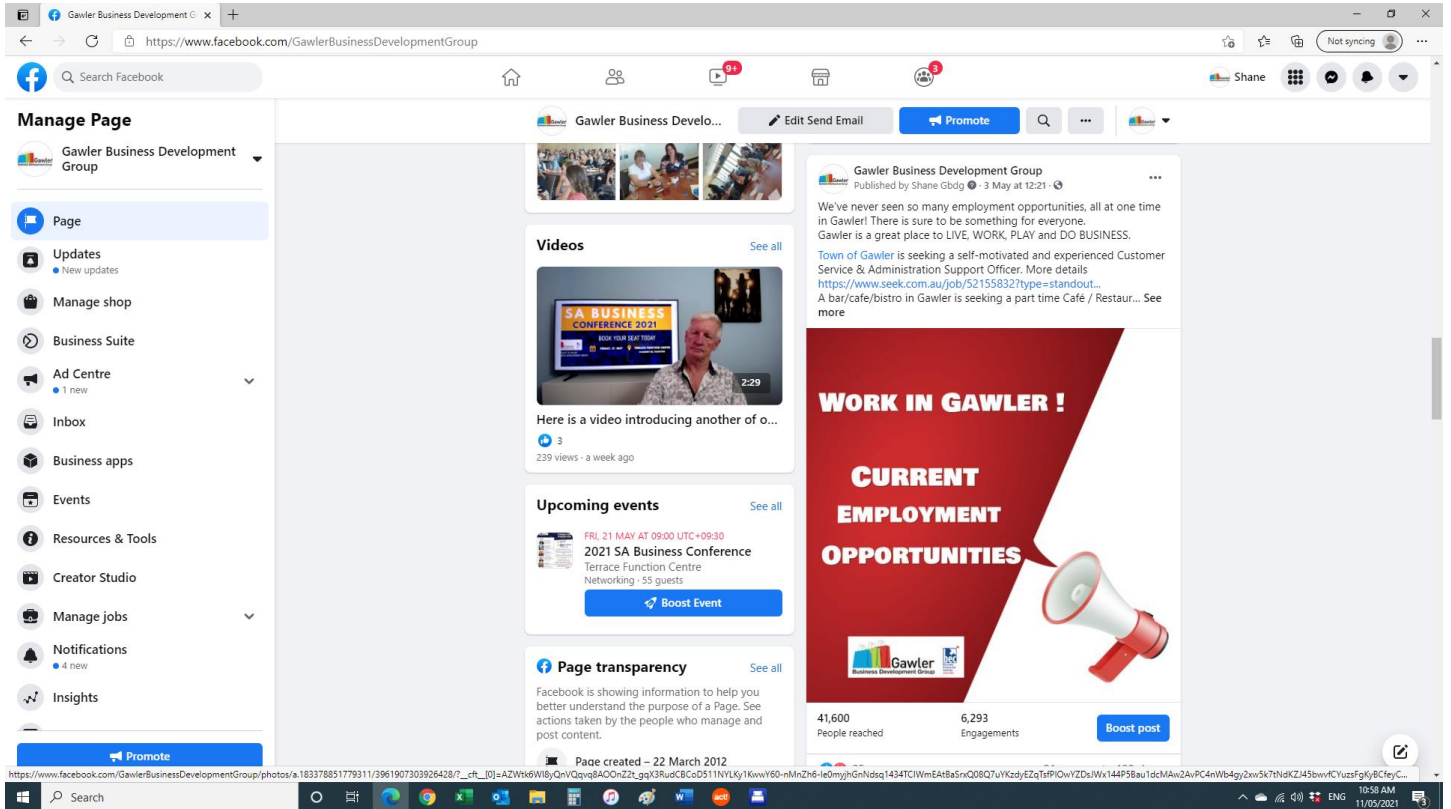
GBDG Facebook Page

Date Range	Video Views	Post Reach	Post Engagement	Total Likes	Total Page Follows
Jan 2021	5900	14996	3598	3290	3807
Feb 2021	6090	30795	6767	3458	3995
Mar 2021	2908	14981	3373	3492	4035
Apr 2020	1434	57612 and NO BOOSTS 41,600 on one post alone	7770	3760	4313

The following post is continuing to increase in post reach and engagement. There has been zero money spent to build the audience meaning we have an organic reach of almost 50,000. Adele introduced this concept 18 months ago and the audience is growing continually. We now have employers reaching out to us and requesting that we advertise their job vacancies.

A similar process has been applied real estate opportunities – rental and purchase of residential properties, commercial opportunities for leasing a space and businesses for sale.

These processes very neatly tick 3 boxes of our tag line, Live, Work, Play and do Business in Gawler and they cost us nothing but Adele's time.



LinkedIn

Date Range	Followers	Following	Connections	Contacts
Jan 2021	1001	1023	1001	3636
Feb 2021	1007	1032	1007	3636
Mar 2021	1008	1033	1008	3642
Apr 2020	??	??	1007	3642

Twitter

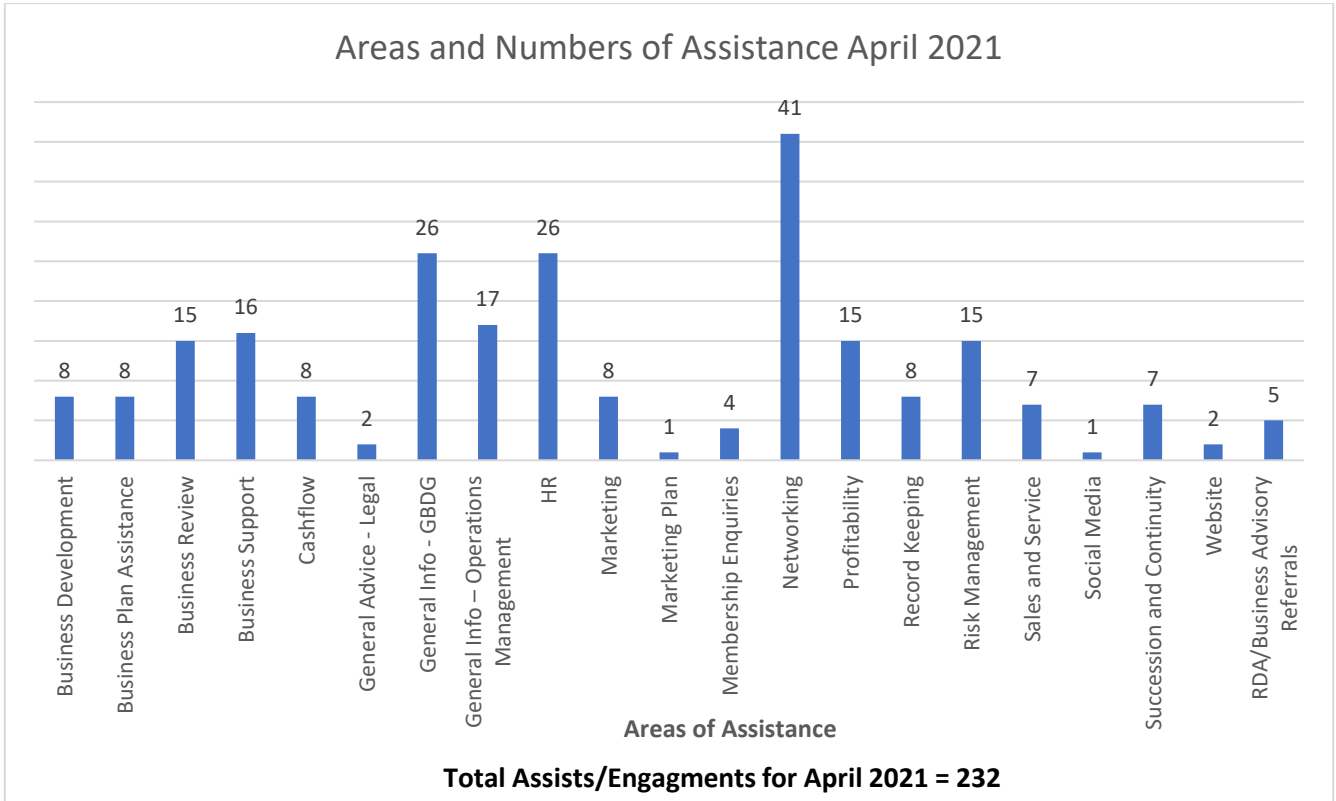
Date Range	Tweets	Retweets	Followers	Followers Changes	Mentions
Jan 2021	1	0	61	0	0
Feb 2021	0	0	61	0	0
Mar 2021	2	3	61	0	0
Apr 2020	3	3	117	61	1

Instagram

Date Range	Posts	Followers	Following
Jan 2021	97	451	437
Feb 2021	123	477	437

Mar 2021	128	504	437
Apr 2020	131	536	439

Business Engagement Statistics – Clients Engagements 232



Balance Sheet as at 30 April 2021

Balance Sheet

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

Accrual mode
30 Apr 2021
ABN: 60986486821
Generated 12 May 2021

		Total
Asset		
Banking		
1-1000	ANZ Bus Extra **11045	19,695.15
1-1200	Petty cash	6.80
1-1400	ANZ Bus Online **11053	148,974.74
Total Banking		168,676.69
Current Assets		
1-1810	Overpayment	24.00
Total Current Assets		24.00
Total Asset		168,700.69
Liability		
Credit Card		
2-1400	Visa C Brougham	254.51
Total Credit Card		254.51
Current Liabilities		
2-2100	ATO - Integrated Client Ac	692.00
2-2200	GST collected	4,574.64
2-2400	GST paid	-1,561.71
2-2500	GST Clearing Ac	0.64
Total Current Liabilities		3,705.57
Funding		
2-1560	Council levied funding	29,868.24
Total Funding		29,868.24
Long Term Liabilities		
Total Long Term Liabilities		0.00
Total Liability		33,828.32
Net Assets		134,872.37
Equity		
Current Earnings		
3-1800	Current year earnings	4,290.46
Total Current Earnings		4,290.46
Retained Earnings		
3-1600	Members Funds - Accum Surplus-deficit	130,581.91
Total Retained Earnings		130,581.91
Total Equity		134,872.37

Profit and Loss 30 April 2021

Year to date

Profit and loss

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

Cash mode
01 Jul 2020 - 30 Apr 2021
ABN: 60986486821
Generated 12 May 2021

		Total			
		Actual	Budget	Var \$	Var %
Income					
Activity Income					
4-1150	Workshop-Forum Registrations	2,109.13	-	2,109.13 ↑	-
Total Activity Income		2,109.13	-	2,109.13 ↑	-
Event Income					
4-1160	Conference/Expo Income	502.74	-	502.74 ↑	-
Total Event Income		502.74	-	502.74 ↑	-
Funding					
4-1100	Council Receipts - Levied Fees	149,342.76	149,340.00	2.76 ↑	0.0%
4-1110	BBRF Fund	11,334.00	-	11,334.00 ↑	-
4-1190	Carry over funds	-	107,710.00	107,710.00 ↓	100.0% ↓
Total Funding		160,676.76	257,050.00	96,373.24 ↓	37.5% ↓
4-1140	Memberships	1,678.18	-	1,678.18 ↑	-
Total Income		164,966.81	257,050.00	92,083.19 ↓	35.8% ↓
Less Cost of Sales					
Total Cost of Sales		-	-	-	-
Gross Profit		164,966.81	257,050.00	92,083.19 ↓	35.8% ↓
Less Expense					
Administration					
6-1000	Accounting and Auditing fees	2,545.15	5,000.00	2,454.85 ↓	49.1% ↓
6-1120	BMC Admin Contractor	52,359.75	51,870.00	489.75 ↑	0.9% ↑
6-1130	Admin and Marketing Officer	5,461.00	1,820.00	3,641.00 ↑	200.1% ↑
6-1518	Memberships and Licensing Expense	1,580.14	1,660.00	79.86 ↓	4.8% ↓
6-2600	Insurance	2,614.23	3,000.00	385.77 ↓	12.9% ↓
6-4000	Postage & courier	150.00	620.00	470.00 ↓	75.8% ↓
6-4200	Stationery & Office supplies	533.55	830.00	296.45 ↓	35.7% ↓
6-5100	Subscription & Dues	401.74	-	401.74 ↑	-
6-5600	Telephone	972.78	1,250.00	277.22 ↓	22.2% ↓
Total Administration		66,618.34	66,050.00	568.34 ↑	0.9% ↑
Advertising & Marketing					
6-1121	BMC Marketing and Contractors	12,732.75	18,890.00	6,157.25 ↓	32.6% ↓
6-1200	Advertising & New Business Attraction	1,420.86	5,000.00	3,579.34 ↓	71.6% ↓
6-1201	Marketing Admin Officer	13,253.00	16,380.00	3,127.00 ↓	19.1% ↓
6-1202	New Business Attraction / Resources	-	8,334.00	8,334.00 ↓	100.0% ↓
6-1605	Gawler App & Marketing Support for Members	150.00	5,000.00	4,850.00 ↓	97.0% ↓

6-1670	Digital Marketing Strategy/Campaigns	24,630.29	8,334.00	16,296.29 ↑	195.5% ↑
6-1699	Website & Media support for members	-	2,500.00	2,500.00 ↓	100.0% ↓
6-3612	IT support and Website Maintenance	1,544.98	1,250.00	294.98 ↑	23.6% ↑
Total Advertising & Marketing		53,731.68	65,688.00	11,956.32 ↓	18.2% ↓
Business Development					
6-1145	Workshop Expense & Activity Consultants	1,765.21	3,330.00	1,564.79 ↓	47.0% ↓
6-1600	Business Support Expense and B2B	6,729.73	16,660.00	9,930.27 ↓	59.6% ↓
6-1900	Start Your Own Business Initiatives	-	500.00	500.00 ↓	100.0% ↓
6-1903	Digital Marketing Programs	-	8,330.00	8,330.00 ↓	100.0% ↓
6-1905	Business Coaching	355.00	5,900.00	5,545.00 ↓	94.0% ↓
6-1907	Business Development Programs	992.18	8,330.00	7,337.82 ↓	88.1% ↓
Total Business Development		9,842.12	43,050.00	33,207.88 ↓	77.1% ↓
Community Support					
6-1450	Community Support and Sponsorship	-	830.00	830.00 ↓	100.0% ↓
Total Community Support		-	830.00	830.00 ↓	100.0% ↓
Event Expenses					
6-1509	Gawler Music Month	-	2,500.00	2,500.00 ↓	100.0% ↓
6-1514	Conference/Expo Expenses	13,948.32	16,000.00	2,051.68 ↓	12.8% ↓
6-1520	Networking Events	7,602.81	830.00	6,772.81 ↑	816.0% ↑
Total Event Expenses		21,551.13	19,330.00	2,221.13 ↑	11.5% ↑
GBDG Board and Other					
6-1125	Board Expenses	2,619.04	2,080.00	539.04 ↑	25.9% ↑
Total GBDG Board and Other		2,619.04	2,080.00	539.04 ↑	25.9% ↑
New Initiatives & Projects					
6-1205	Event Marketing	990.21	-	990.21 ↑	-
6-1250	BBRF Program	2,066.06	32,630.00	30,563.94 ↓	93.7% ↓
6-1703	Christmas Promotion	3,308.22	4,000.00	691.78 ↓	17.3% ↓
6-1750	Other Projects	-	4,160.00	4,160.00 ↓	100.0% ↓
Total New Initiatives & Projects		6,364.49	40,790.00	34,425.51 ↓	84.4% ↓
6-5200	Sundry expenses	-0.17	-	0.17 ↓	-
Total Expense		160,726.63	237,818.00	77,091.37 ↓	32.4% ↓
Operating Profit		4,240.18	19,232.00	14,991.82 ↓	78.0% ↓
Plus Other Income					
8-1200	Interest Income	50.28	-	50.28 ↑	-
Total Other Income		50.28	-	50.28 ↑	-
Less Other Expense					
Total Other Expense		0.00	-	0.00	-
Net Profit		4,290.46	19,232.00	14,941.54 ↓	77.7% ↓

Profit and Loss 30 April 2021

Month to date

Profit and loss

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

Cash mode
01 Apr 2021 - 30 Apr 2021
ABN: 60986486821
Generated 18 May 2021

		Total			
		Actual	Budget	Var \$	Var %
Income					
Event Income					
4-1160	Conference/Expo Income	359.10	-	359.10 ↑	-
Total Event Income		359.10	-	359.10 ↑	-
Funding					
4-1100	Council Receipts - Levied Fees	14,934.12	14,934.00	0.12 ↑	0.0%
4-1190	Carry over funds	-	10,771.00	10,771.00 ↓	100.0% ↓
Total Funding		14,934.12	25,705.00	10,770.88 ↓	41.9% ↓
4-1140	Memberships	578.18	-	578.18 ↑	-
Total Income		15,871.40	25,705.00	9,833.60 ↓	38.3% ↓
Less Cost of Sales					
Total Cost of Sales		-	-	-	-
Gross Profit		15,871.40	25,705.00	9,833.60 ↓	38.3% ↓
Less Expense					
Administration					
6-1000	Accounting and Auditing fees	-	500.00	500.00 ↓	100.0% ↓
6-1120	BMC Admin Contractor	4,558.50	5,187.00	628.50 ↓	12.1% ↓
6-1130	Admin and Marketing Officer	420.00	182.00	238.00 ↑	130.8% ↑
6-1518	Memberships and Licensing Expense	-	166.00	166.00 ↓	100.0% ↓
6-4000	Postage & courier	-	62.00	62.00 ↓	100.0% ↓
6-4200	Stationery & Office supplies	48.14	83.00	34.86 ↓	42.0% ↓
6-5100	Subscription & Dues	110.84	-	110.84 ↑	-
6-5600	Telephone	76.81	125.00	48.19 ↓	38.6% ↓
Total Administration		5,214.29	6,305.00	1,090.71 ↓	17.3% ↓
Advertising & Marketing					
6-1121	BMC Marketing and Contractors	1,336.50	1,889.00	552.50 ↓	29.2% ↓
6-1200	Advertising & New Business Attraction	-	500.00	500.00 ↓	100.0% ↓
6-1201	Marketing Admin Officer	1,260.00	1,638.00	378.00 ↓	23.1% ↓
6-1202	New Business Attraction / Resources	-	833.00	833.00 ↓	100.0% ↓
6-1605	Gawler App & Marketing Support for Members	-	500.00	500.00 ↓	100.0% ↓
6-1670	Digital Marketing Strategy/Campaigns	-	833.00	833.00 ↓	100.0% ↓
6-1699	Website & Media support for members	-	250.00	250.00 ↓	100.0% ↓
6-3612	IT support and Website Maintenance	-	125.00	125.00 ↓	100.0% ↓
Total Advertising & Marketing		2,596.50	6,568.00	3,971.50 ↓	60.5% ↓
Business Development					

6-1145	Workshop Expense & Activity Consultants	-	333.00	333.00 ↓	100.0% ↓
6-1600	Business Support Expense and B2B	585.00	1,666.00	1,081.00 ↓	64.9% ↓
6-1903	Digital Marketing Programs	-	833.00	833.00 ↓	100.0% ↓
6-1905	Business Coaching	-	590.00	590.00 ↓	100.0% ↓
6-1907	Business Development Programs	-	833.00	833.00 ↓	100.0% ↓
Total Business Development		585.00	4,255.00	3,670.00 ↓	86.3% ↓
Community Support					
6-1450	Community Support and Sponsorship	-	83.00	83.00 ↓	100.0% ↓
Total Community Support		-	83.00	83.00 ↓	100.0% ↓
Event Expenses					
6-1509	Gawler Music Month	-	250.00	250.00 ↓	100.0% ↓
6-1514	Conference/Expo Expenses	8,745.09	6,000.00	2,745.09 ↑	45.8% ↑
6-1520	Networking Events	-	83.00	83.00 ↓	100.0% ↓
Total Event Expenses		8,745.09	6,333.00	2,412.09 ↑	38.1% ↑
GBDG Board and Other					
6-1125	Board Expenses	-	208.00	208.00 ↓	100.0% ↓
Total GBDG Board and Other		-	208.00	208.00 ↓	100.0% ↓
New Initiatives & Projects					
6-1205	Event Marketing	145.04	-	145.04 ↑	-
6-1250	BBRF Program	-	3,263.00	3,263.00 ↓	100.0% ↓
6-1750	Other Projects	-	416.00	416.00 ↓	100.0% ↓
Total New Initiatives & Projects		145.04	3,679.00	3,533.96 ↓	96.1% ↓
6-5200	Sundry expenses	-0.17	-	0.17 ↓	-
Total Expense		17,285.75	27,431.00	10,145.25 ↓	37.0% ↓
Operating Profit		-1,414.35	-1,726.00	311.65 ↑	18.1% ↑
Plus Other Income					
6-1200	Interest Income	5.01	-	5.01 ↑	-
Total Other Income		5.01	-	5.01 ↑	-
Less Other Expense					
Total Other Expense		0.00	-	0.00	-
Net Profit		-1,409.34	-1,726.00	316.66 ↑	18.3% ↑

Hi Kevin

Price is the same for you guys no matter how long we go for. In a perfect world it would normally be 2.5 to 3hrs to get it done with a case study as well to encourage discussion etc. For you guys, I think somewhere between 1.5 and 2hrs should be ok.

Kind regards,

David Spear

Director

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Adelaide 5000
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30th March 21

Kevin Fischer
Board Member
Gawler Business Development Group
GAWLER SA

Dear Kevin

Thank you for the opportunity to submit a proposal for Governance Training for your organisation.

VUCA is a boutique advisory firm which helps organisations deal with disruption and critical challenges – particularly Volatility, Uncertainty, Complexity and Ambiguity – the VUCA elements.

Founded in 2014, its five Directors are trusted advisors with extensive industry experience and vision. VUCA also benefits from the counsel of its Senior Associates, a group of experienced thought leaders who share our passion to build and optimise individual and organisational excellence.

VUCA's aim is to provide high-impact, practical solutions for companies seeking lasting and measurable improvement in the effectiveness and performance of its Board and/or Executive at an individual and organisational level.

Based on our recent conversation, I have set forth a table outlining the program I can run for you, with the fees outlined separately, along with some available dates.



Product Type	About the product
Board Governance training on 'Duties and Responsibilities'	<p>A 1-1/2 hr workshop training session (which is very tight from a time perspective) specifically designed to lead the Board through a series of engagements and interactions on the Role of the Board and the Director and the delineation between its role and Managements role.</p> <p>This session is designed to be interactive and thought provoking. This session will highlight the following areas (time permitting);</p> <ul style="list-style-type: none"> ✓ Directors Duties and Responsibilities ✓ Role of the Board ✓ Managing V's Directing ✓ Define your Company ✓ Stakeholders/Shareholders ✓ Who can be called a Director? ✓ Directors acting in good faith ✓ Corp Governance Principles ✓ The Boards function ✓ The Boards role in Strategy ✓ Conflict of Interest ✓ VUCA Principles for Boards ✓ Directors Duties related to Finance ✓ Sub Committees ✓ Regulators ✓ Director Breaches ✓ Director Rights ✓ Director Protection ✓ Board Performance

Fees

A 1 and ½ hr Training Workshop including content, notes and travel = \$1,500.00 + GST.



Chair's Report

May 2021

On April 21 I attended The Adelaide Plains business breakfast in Mallala and promoted the conference to council staff and business owners. In the afternoon I delivered brochures to businesses in Kapunda.

On April 28 I attended the RDA B2B breakfast and with Caren promoted the conference. After that I went to businesses in Gawler delivering brochures and promoting the conference.

On May 6 I spent time with the Mayor, Karen Redman, when she interviewed me for her Gawler Conversations and that has now gone up on YouTube.

Yesterday was the monthly meeting with council. Development applications have mainly been for residential properties however Drakes are building a new supermarket at Springwood and the childcare centre there has had the slab laid. There are still negotiations regarding Woolworths plans to open up in the home centre because it is a change of use from bulky goods.

Council would like to do a presentation to the GBDG in July to seek opportunities for collaboration with us on the delivery of the Economic Development Strategy and Tourism Plan. There has been an assumption on council staff's part we would collaborate on a variety of aspects of the plans. There is a forum on May 24 for the Tourism plan and Gary has registered to attend. I am sure he will be our representative for that forum.

The quarterly report and budget have been submitted to council and I will be attending the council meeting on May 25 to answer any queries from councillors. It is now time to address our funding agreement with council and if council resolves to continue funding the GBDG after June 2022 a new funding agreement will be required by December 2021.

TREASURERS REPORT – APRIL 2021

Balance Sheet

As at 30th April 2021, total monies in the bank accounts is above \$168,000 with minimal liabilities associated with this. This is an increase by approximately \$31,000 compared to the prior month due to the council levy for the quarter being received but a decrease of approximately \$17,000 compared to the end of last financial year

All other assets and liabilities are minimal and considered immaterial for comment

Profit and Loss

GBDG ran at a small loss of \$1,409 for April 2021. This has been a common trend and comparable to prior months. We had budgeted for a loss of \$1,726 for April 2021. Our larger expenses for the month included \$8,745 relating to the Conference and these expenses will continue into May.

Other

General tidy up of the file occurred this month and the revenue had been allocated to the incorrect account which I fixed prior to my meeting with Caren.

Saving invoices into the file is occurring each month now. There is still some for earlier in the financial year to enter but Caren will perform this when time prevails. It was mentioned this process of saving the invoices into the file takes up a large amount of time. If this continues, I can sit with Caren to see what process is occurring and if there is a more efficient way of undertaking this task.

I requested copy of advice from Rudall's about contractor's super obligation. This is important to ensure it would be considered a genuine contractor relationship from the perspective of Superannuation and Return to Work obligations.

I suggest that included in the monthly reports distributed in the profit and loss for the month as my Treasurer's report generally refers to these figures

Robert Milanese

18/05/2021