



Cooktown Chamber
of Commerce and Tourism

www.ccct.org.au

MANAGEMENT TEAM MEETING

[Committee]

Tuesday 11 April 2017

Bowls Club Meeting Room

MINUTES

Meeting opened 6.35pm	Discussion Points		Actions
Present	Jilinda Lee (President), Mick Davies (Vice President), Russell Bowman (Treasurer), Cr John Dessman, Jeanene Vicars, Jacqui Collins-Herrmann, Alison Price, Lindy Hanley, Dan Krebs, Rebecca Buldo, Katrina Wright, Sarah Greaves (Secretary)		
Apologies	Margy Dessman, Thomas Anderson, Ramon Samanes		
Minutes of last meeting	Moved R Bowman, 2 nd J Lee		<i>Carried</i>
	J Lee nominated Margy Dessman to be on Management Team, 2 nd A Price. (An oversight from AGM on 28 March 2017)		<i>Carried</i> R Bowman to investigate if attendance via tele-meetings fits Constitution
Short introductions around the table with the new team - Facilitated by Jilinda Lee.	#1 Reason why you joined the team: <ul style="list-style-type: none"> Involved with community Help with CCCT admin & member engagement Improve strategy and tourism Recognition and voice for key industry Tourism growth Coordinating cruise ship arrivals and tours Help small business owners Building industry representation Get everyone involved, share & support all 	One big thing you want to help CCCT achieve: <ul style="list-style-type: none"> Strategic direction A stronger voice Tour group collaboration – next level [quality] Mentoring other small businesses Encouraging new business development Housing Issue (Addressing poor attraction & retention re housing issues) Bring everyone together for focus on big picture Growing Tourism and Agricultural industries 	This exercise was 'step one' towards establishing a strategic direction. Further discussion to be scheduled at future meetings to agree on CCCT mission and values ... and subsequent clear benefits for members.

Business arising from previous meeting	<ul style="list-style-type: none"> • <i>Cooktown Marine Industry Report</i> ongoing • Nambour Consumer Show 21-24 April 	<ul style="list-style-type: none"> • R Bowman to present findings at May meeting • J Collins-Herrmann to ask a colleague if they want to attend. 																
Treasurer's Report	<p>At 31st March:</p> <table> <tr> <td>Cooktown Business Solutions</td> <td>\$ 160.00</td> </tr> <tr> <td>Tuxworths</td> <td>\$ 166.30</td> </tr> <tr> <td>Morgan Freeman Promotions</td> <td>\$ 2340.00</td> </tr> <tr> <td>P&M Carriers</td> <td>\$ 85.59</td> </tr> <tr> <td>Bolton Print</td> <td>\$20,669.00</td> </tr> <tr> <td>Pro-Active Marketing</td> <td>\$ 375.00</td> </tr> <tr> <td>Link Logic</td> <td>\$ 582.64</td> </tr> <tr> <td>Total owing</td> <td>\$24,378.53</td> </tr> </table> <p>Moved R Bowman, 2nd M Davies,</p>	Cooktown Business Solutions	\$ 160.00	Tuxworths	\$ 166.30	Morgan Freeman Promotions	\$ 2340.00	P&M Carriers	\$ 85.59	Bolton Print	\$20,669.00	Pro-Active Marketing	\$ 375.00	Link Logic	\$ 582.64	Total owing	\$24,378.53	<i>Carried</i>
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	<p>Signatories for accounting purposes in 2017 to be: M Davies, R Bowman, J Lee and S Greaves Moved L Hanley, 2nd A Price</p>	<i>Carried</i>																
Secretary's confirmation of contract arrangement	<p>Working on membership and non-members database, membership packs, website and general communications, systems and processes. To be paid at \$45 p/h including GST. Moved D Krebs, Second J Vicars</p>	<i>Carried</i>																
Strategic direction for next 12 months	<p>A survey was circulated in late 2016. One outcome was interest in workshops or professional development suitable for business owners. Top four results:</p> <ol style="list-style-type: none"> 1. Social Media Marketing [for business promotion] 2. Marketing fundamentals [getting the basics right] 3. Leadership development [strategic planning, leading & influencing change] 4. Effective staff management [for managers, supervisors, team leaders] <p>Further feedback from recent member networking nights:</p> <ol style="list-style-type: none"> 5. Essential quals and training for industry – need for sourcing quality training & coordinating delivery across Cooktown businesses [eg: dangerous chemicals, first aid, customer service] 	<p>Explore opportunities</p> <p>Sarah to send advice out to members as locally run courses are offered. Soon:</p> <ul style="list-style-type: none"> • Building Active Communities – Social Media workshop - 10/5/17 • Workforce Vitality – Leadership Development Program – 10/7/17 																
Industry Forums. CCCT to support and promote	<ul style="list-style-type: none"> • Fishing Industry – Presentation of <i>Cooktown Marine Industry Report</i> and outcomes • Building and Construction – Housing Forum 10 May 2017 • Civil Road and Construction • Tourism – “Bi-Annual Summit” – October/ 	<ul style="list-style-type: none"> • Date TBA • J Lee to follow up with Cook Shire Council for more information 																

	<p>November. No further details yet.</p> <ul style="list-style-type: none"> • Retail and Service Providers - Christmas lights competition, shop local campaign, night-time street markets over the Christmas period 2017. • South East Cape Trade Fair - Thursday 15 June. For local high school students. No local business involvement yet, 30 expressions of interest from agencies outside the region. After much discussion, two clear outcomes: <ol style="list-style-type: none"> 1. Little or no value for CCCT to have a stand at this event [school students not our target market or membership base] 2. Instead, more need for a local forum to address a range of employment issues, with government agencies, funded support services, schools & parents. 	<ul style="list-style-type: none"> • Cairns Hardware offering sponsorship. General CCCT commitment to coordinate, subject to main street business support. • S Greaves to send an email to members to see who's interested - to contact Fran Maddern, (DATSIP). • J Lee to meet and discuss future forum options with Fran Maddern (DATSIP)
Membership	Member functions, membership benefits and 'welcome' folders ...	To be discussed at next meeting.
Committee roles / member working teams	<ul style="list-style-type: none"> • Tourism – <i>Explore Cooktown</i> Booklet • Member Events Coordination – Bi-monthly Members Network Nights, Dinner events, Guest speakers, set up, etc. • Membership Drive – <i>Welcome Packs</i> + visiting local businesses 	<ul style="list-style-type: none"> • Hamish Haslop (Mungumby Lodge) + Scott Orchard (Pam's Place) • Jacqui Collins-Herrmann, Lindy Hanley, Jeanene Vicars, Rebecca Buldo • Jilinda Lee, Jeanene Vicars, Sarah Greaves
Industry Reps	<ul style="list-style-type: none"> • Fishing and Marine – Thomas Anderson, Russell Bowman, Mick Davies, Dan Krebs • Building and Construction – Jeanene Vicars, Ramon Samanes • Civil Construction and Transport – Lindy Hanley and Alison Price • Tourism – Jacqui Collins-Herrmann, Mick Davies, Katrina Wright, Dan Krebs & Visitor Information Centre advisory group - CCCT member [TBA] • Retail and Professional Services – Rebecca Buldo, Dan Krebs, Ramon Samanes, Margy Dessmann 	Industry reps to actively engage with others in these industries, to keep them informed, encourage membership, gain contact details for CCCT database, and gain feedback / ideas.
Upcoming Events	MAY 10 Cook Shire Council – Building Active Communities, Social Media workshop.	<ul style="list-style-type: none"> • S Greaves to send out email promo to members

	<p>MAY 27 Next CCCT Business Networking night – trialling a Saturday night</p> <p>AUGUST 5, 12, 19? [TBC] Home-Based Business Expo [pushed back date from May to allow for better prep]. To be held on a Saturday near the Markets. Marquees to be sourced [Cook Shire Council?].</p>	<ul style="list-style-type: none"> • Events coordinators to source suitable venue - CCCT member [club, pub or restaurant]. To be agreed at next mtg. • S Greaves to promote, once locked in. • J Lee to check with CSC re permit/dates. Lock in date next mtg.
General Business	Nil ... meeting ran overtime.	
Next meeting	Tuesday, 2 nd May 2017 - 6.30pm Cooktown Bowls Club	P - Jilinda Lee away Chaired by VP- Mick Davies.
Meeting closed	8.50pm	