



MANAGEMENT TEAM MEETING  
[Committee]  
**River of Gold November 2018**

**MINUTES**

Meeting opened 9.15am	Discussion Points	Actions
Present	Sarah Greaves (Secretary), Russell Bowman, Lawrence Booth, Shelley Britton, Lee Davies (by Proxy), Jacqui Collins-Herrmann	
Apologies	Mick Davies, Sally Eales, Ramon Samanes, Dan Krebs, Julie Hillhouse, Barb Leys, Cr Robyn Holmes, CEO Linda Cardew,	
Minutes of last meeting	Moved: Russell Bowman Seconded: Sarah Greaves	<i>Carried</i>
Business arising from previous meeting	Cooktown Booklet around 25-26K in stock. Enough to start beginning of season, but not enough for entire 2019.	

<p>Treasurer's Report</p>	<p style="text-align: center;"><b>Treasurer's Report as at 15/11/2018</b></p> <p><b>Balance at 15 November 2018</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>ANZ Operating Account</b></td> <td style="width: 40%; text-align: right;">\$ 41,523.26</td> </tr> <tr> <td><b>Westpac acc</b></td> <td style="text-align: right;">\$ 2.05</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ 41,525.31</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"> OCT &amp; NOV Expences</td> </tr> <tr> <td colspan="2">Payments made for Approval</td> </tr> <tr> <td>Itourism Pty Ltd      Sept</td> <td style="text-align: right;">\$ 455.57</td> </tr> <tr> <td>LinkLogic Pty Ltd</td> <td style="text-align: right;">\$ 104.65</td> </tr> <tr> <td>Sarah Greaves      Aug</td> <td style="text-align: right;">\$ 292.50</td> </tr> <tr> <td>LinkLogic Pty Ltd</td> <td style="text-align: right;">\$ 146.88</td> </tr> <tr> <td>Jan Howard</td> <td style="text-align: right;">\$ 75.00</td> </tr> <tr> <td>Eric George</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>Sarah Greaves      Oct</td> <td style="text-align: right;">\$ 225.00</td> </tr> <tr> <td>Sarah Greaves      Sept</td> <td style="text-align: right;">\$ 292.50</td> </tr> <tr> <td>Sarah Greaves      repay</td> <td style="text-align: right;">\$ 24.20</td> </tr> <tr> <td>LinkLogic Pty Ltd</td> <td style="text-align: right;">\$ 842.29</td> </tr> <tr> <td>ProActive Marketng and Tourism</td> <td style="text-align: right;">\$ 705.00</td> </tr> <tr> <td>ProActive Marketng and Tourism</td> <td style="text-align: right;">\$ 1,093.50</td> </tr> <tr> <td style="text-align: right;">total</td> <td style="text-align: right;">\$ 4,757.09</td> </tr> <tr> <td colspan="2"> <b>Current Outstanding for Approval</b></td> </tr> <tr> <td>LinkLogic Pty Ltd</td> <td style="text-align: right;">\$ 109.89</td> </tr> <tr> <td>BAS ATO</td> <td style="text-align: right;">\$ 245.00</td> </tr> <tr> <td><b>Balance after payments</b></td> <td style="text-align: right;"><b>\$ 41,373.37</b></td> </tr> </table>	<b>ANZ Operating Account</b>	\$ 41,523.26	<b>Westpac acc</b>	\$ 2.05	 		<b>TOTAL</b>	<b>\$ 41,525.31</b>	 OCT & NOV Expences		Payments made for Approval		Itourism Pty Ltd      Sept	\$ 455.57	LinkLogic Pty Ltd	\$ 104.65	Sarah Greaves      Aug	\$ 292.50	LinkLogic Pty Ltd	\$ 146.88	Jan Howard	\$ 75.00	Eric George	\$ 500.00	Sarah Greaves      Oct	\$ 225.00	Sarah Greaves      Sept	\$ 292.50	Sarah Greaves      repay	\$ 24.20	LinkLogic Pty Ltd	\$ 842.29	ProActive Marketng and Tourism	\$ 705.00	ProActive Marketng and Tourism	\$ 1,093.50	total	\$ 4,757.09	 <b>Current Outstanding for Approval</b>		LinkLogic Pty Ltd	\$ 109.89	BAS ATO	\$ 245.00	<b>Balance after payments</b>	<b>\$ 41,373.37</b>	<p><i>Moved: Russell Bowman</i> <i>Seconded: Shelley Britton</i></p>
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<p>VIC Update Not present</p>	<p>Barb Leys resigned from her position at the Cook Shire Visitor Information Centre.</p>	<p>Sarah to contact Nature's Powerhouse re: Visitor Stats until newly appointed representative attends.</p>																																														
<p><b>TSICA</b></p>	<ul style="list-style-type: none"> <li>• Applications for position being reviewed. Will be based in Cairns, taking over the LTO for this area.</li> <li>• Do we combine the booklet or keep them separate?</li> <li>• Possibly enough until May but would need advertising and printing finished by March.</li> <li>• Cost of shipping would need to be covered by Link Logic.</li> <li>• Could be a 2019/20 brochure or smaller print run and big print run for 2020 Event.</li> </ul>	<p>Find all advertising rates, documents and marketing paperwork in readiness for TSICA position. Lawrence to speak with Mayor Peter Scott. 2020 Event to be highlighted in upcoming booklet print run.</p>																																														

		Sarah to draft letter to members regarding 2019 Membership and Explore Cooktown booklet.
2020 Committee Update	Merryn Hughes started working on 2020 Event. Forming relationships with key stakeholders and working on securing funding. \$10-\$20M would be ideal, however scaled back event delivery would be dependent on size of funding. Emphasis on ongoing, sustainable infrastructure development and upskilling for economic benefits.	
Councillor Update – from Lawrence Booth	<ul style="list-style-type: none"> <li>Northern Tour to Portland Roads, communicating to residents different changes in Council. Issues such as addressing Black Spots and water issues. Coen clean up for a week and good feedback from patrons at local pub.</li> <li>Discussion around condition of Cape York roads and accessibility after the Wet Season and start of tourist season.</li> <li><a href="#">TTNQ Strategic Plan</a></li> </ul>	Chamber of Commerce Strategic Plan to be updated and formatted. To be sent out with 2019 Membership.
General Business	<ul style="list-style-type: none"> <li>Constitution and 2019 Membership. Discussion around different membership tiers and fees.</li> </ul>	Sarah to review formatted Constitution and work on new membership letters and forms.
	<ul style="list-style-type: none"> <li>Carols in the Park donation \$500.00</li> <li>Christmas lights competition \$500.00</li> </ul>	Sponsorship Moved RB, Second JCH. Matched funding from Council?
Next meeting	17 <sup>th</sup> December?	Special Meeting at Venue TBD.
Meeting closed	11.00am	