

PORT LINCOLN CHAMBER OF COMMERCE AND TOURISM - Minutes

<b>Description:</b>	General Meeting
<b>Venue:</b>	Port Lincoln Hotel
<b>Date:</b>	Wednesday 19th Feb 2025
<b>Time:</b>	7.00 pm – 8:00 pm
<b>Committee Attendees:</b>	Rachel Hawkins (Chair), Simone Bertram (Vice Chair), Justine Carey (Events Coordinator), Bryson Keeley (Treasurer), Valerie Staunton (Port Lincoln City Council Representative), Charmaine Caston, Sue Taylor, Teresa Reid (Minute Secretary)
<b>Member Attendees:</b>	Irma Ferro (Des's Cab's), Max Coulson (SES)
<b>Apologies:</b>	Anne-Marie Hammond (Minute Secretary), Lyn Siviour, Marion Jones, Craig Haslam, Colleen Lynch, Michael Tarin (Public Officer)

## AGENDA ITEMS

- **Welcome and apologies:** Rachel welcomed everyone to the first meeting of 2025, in particular member attendees Irma and Max. Max, representing the SES, is keen to promote SES through the CCT network, to assist with SES volunteer drive.
- **Meeting overview/confirm agenda:** Confirmed
- **Minutes of previous meetings on 27th November 2024** to be accepted, moved by Rachel and seconded by Simone, all in favour, motion carried.
- **Constitution update** - awaiting Mia from Mellor Ollson to update the Constitution for the changes previously approved by the Members.  
**Action** - Rachel to follow up Mia for final document and will send out summary of the changes to the Committee.
- **Financial report:** Bryson read a summary of the financial report dated 13th February 2025. **Action:** Secretary will send out with minutes - note Bryson has since circulated to Committee.  
Opening balance:\$10,100.28  
Closing balance: \$21,372.41  
  
Noting significant expenditure Fireworks \$14,850 which is similar cost to last year.  
  
Bryson moved to accept the financial report and Rachel seconded, accepted.  
  
**Action** - For future meetings, Bryson to send financial report to Committee prior to the meeting, to table at the meetings and take questions.
- **Correspondence:**  
In: - A member complaint on not receiving any CCT correspondence (discussed below)  
- A general complaint of the state/quality of the 2024 Christmas decorations (discussed below)

Out: Nil significant

- **Business - Action Items**

- Email Database - Justine completed a review of the database, findings as follows:-
  - reason for some members not receiving correspondence - members have opted out of emails or are using a generic office email, some were bouncing
  - have moved inactive members to general newsletter comms**Action** - Simone to create "preferred email address" for when members register online, to ensure CCT correspondence is delivered to the member's correct email address.

7.30pm - The Chair welcomed Charmaine to the meeting

- **Business - Action Items**

- **Secretary Role** - remains vacant. Simone, Justine and Rachel are sharing the load of the Secretary Role. Essentially the role is responsible for the info@ communications and work in with Simone and Justine re events, distribute newsletters etc.  
**Action** - Rachel to continue discussions with Marion from Line and Label.
- **Minute Secretary Role** - Rachel nominated and appointed Teresa Reid to assume the role effective immediately.
- **Media and Communication including newsletter** - note 10 newsletters must be sent annually (per Council MOU)  
**Action** - Simone will send out newsletter on Monday 24th February 2025.
- **Website and Social Media** - Simone and Justine have been updating the website, however the website requires a refresh. Due to the current website developer no longer available, there will need to be a change to the host and domain name ownership. Committee currently obtaining quotes from Cohere Creative - Wizzit - Woof media. Scope of works, to manage website refresh, change in host and domain ownership and set up the ability to possibly outsource the registrations process.  
  
**Action** - Rachel to arrange a health check of the website to determine whether a the development of a new website is required

**Action** Minutes of meetings to be uploaded to website - Simone to action.

Simone suggested we consider some paid boosting for events on social media. The Committee agreed (Rachel move, Charmaine seconded) to a budget for paid post for events of \$100 per event for 10 days.

**Action** - Simone to trial for March event and monitor outcomes

- **The Christmas New Year Celebrations Activities** - The Committee discussed the success of the event for 2024.  
**Action** - a subcommittee needs to be formed for 2025 - discuss at a future meeting.  
Christmas Decorations are looking tired - noting feedback received. The bows, the Hope, Love and Joy signs, light festoons will likely need a refresh/upgrade.

The work the Committee is undertaking for the Decorations and Fireworks activities is significant for the CCT volunteers and is not considered to be part of its core objectives. The Committee believes the Council should take back control of the entire process for Decorations and Fireworks.

**Action** It was agreed for Rachel to submit a deputation to Council at the upcoming March Council Meeting.  
The Committee was comfortable continuing its involvement in the Pageant and Carols.

o **Monthly Events -**

The next event is this Friday night (21st February), a social meet and greet after work, at the Hotel Boston at 5.30pm. 26 tickets sold to date.

Thursday 13th March - SA Business Chamber Event. Is a half day morning event at the Port Lincoln Hotel and is free for members.

**Action** - Remaining calendar of events yet to be determined.

Sue has a business coach contact who would be interested in speaking at an event.

**Action** - Sue to email Chair@ and Events@ with details.

o **Membership numbers** - currently 111, an increase of 7, noting the Council MOU is a minimum of 100.

o **General Business**

**SA Business Chamber membership** is an annual cost of \$4200. Members can obtain up to \$2100 worth of SABC online training. No training has been charged to date, members are not taking up on the opportunity.

**Action** - Committee to undertake and assess the training. A decision to be made at the next meeting whether we continue with the subscription.

**Banner/Signage** - There is an opportunity to display a banner at the foreshore playground roundabout courtesy of the Council - however this requires an application to Council for each time the sign is put up. Committee discussed other signage opportunities such as sporting grounds.

**Action** - Committee to investigate signage opportunities with their respective contacts and provide an update at the next meeting.

- **Next Meeting:** Wednesday 26th March 2025

- **Meeting Closed 8.40pm**