

PORT LINCOLN CHAMBER OF COMMERCE AND TOURISM - Minutes

Description:	General Meeting
Venue:	Port Lincoln Hotel
Date:	Wednesday 26th March 2025
Time:	7.00 pm – 8:00 pm
Committee Attendees:	Rachel Hawkins (Chair), Simone Bertram (Vice Chair), Justine Carey (Events Coordinator), Bryson Keeley (Treasurer), Charmaine Caston, Sue Taylor, Lyn Siviour, Marion Jones, Colleen Lynch
Member Attendees:	
Apologies:	Anne-Marie Hammond (Minute Secretary), Craig Haslam, Michael Tarin (Public Officer), Valerie Staunton (Port Lincoln City Council Representative), Teresa Reid (Minute Secretary);

AGENDA ITEMS

- **Welcome and apologies:** Rachel welcomed everyone. Meeting opened 7:15pm
- **Meeting overview/confirm agenda:** Confirmed
- **Minutes of previous meetings on 19th February 2025** to be accepted, moved by Rachel and seconded by Simone.
- **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. A summary of the changes was sent Mia. Mia requested for someone to identify where changes are referenced and located in the constitution. Decision to be made who will do this or request that Mia do this activity.
- **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 the Committee.
Opening balance: \$21,372.41
Closing balance: \$19662.49

Noting significant expenditure, Fireworks \$14,850, which is a 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 before 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 about 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 communications
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. Addresses may differ from the initial email provided.

7.20pm - 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 working with Simone and Justine regarding events, distributing newsletters etc. The role has been advertised with little success. Consideration for it to be a paid role.
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 a newsletter for March 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 being available, there will need to be a change to the host and domain name ownership. The committee obtained quotes from the following.
 - **Cohere Creative** (quote received) \$3,500 plus GST to rebuild and include a members' directory page, which does not include hosting.
 - **Wizzit** (quote received) \$25 per month for hosting, including GST, \$2,600 to redo the website, plug in \$150 US per year).
 - **Woof Media** (haven't gotten back to Rachael). Scope of works, to manage website refresh, change in host and domain ownership, and set up the ability to possibly outsource the registrations process. Rachel to follow up on Woof. Summarise the three quotes and provide them to the committee to vote.

Action - Rachel to arrange a health check of the website to determine whether a 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 moved, Charmaine seconded) to a budget for paid posts for events of \$100 per event for 10 days.

Action - Simone to trial for March event and monitor outcomes

- o **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, and light festoons will likely need a refresh/upgrade. The work the Committee is undertaking for the decorations and fireworks activities is significant for the PLCCT 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 - Rachel submitted a deputation to Council at the March 17th Council Meeting and provided suggestions to Council around the Christmas events and the role of the Chamber in providing support to businesses in decorating their store fronts etc. The PLCCT Committee was comfortable continuing its involvement in the Pageant and Carols. However, Chamber feels that managing the towns Christmas decorations and fireworks falls outside of its scope of operations. The fireworks and other Christmas and New Year's Eve activities are to be handed over to the Council once the 3-year agreement is completed in 2025. All PLCCT members in attendance approved and motioned for this transition.

- o **Monthly Events** -

- o **March:** Thursday 13th SA Business Chamber Event held a half day morning event at the Port Lincoln Hotel and was free for members.
- o **April:** Tuesday 1st April Event themed Mental Health in Business. TickSA and RDA spoke to Casey who will help promote the event. Bell Horgin has funding to do presentations, she can deliver a presentation on a date to be determined.
- o **May:** Mel from Telstra will be approached for an event on Friday, 19th May.
- o **June:** Workplace Health and Safety Max Coulson and/or Rachael's sister working at Port Lincoln Training, (Date to be determined)
- o **July** TBA
- o **August** Movie night (date to be determined)
- o **September** Magic 98.9 event
- o **October** Bendigo Bank, Major event BEA
- o **November** Christmas party on Rumi
- o **December** Christmas pageant

Action - The remaining calendar of events yet to be determined.

Move BEA in 2026 and not 2025 a motion was presented to the Committee and it was passed to hold BEA every alternate year.

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

Action - Justine to email Chair@ and Events@ with details.

- o **Membership numbers** - currently 114, an increase of 3, noting the Council MOU is a minimum of 100.

- o **General Business**

SA Business Chamber membership is an annual cost of \$4,200. Members can obtain up to \$2,000 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 - Rachael proposed cancelling the subscription. Motion passed, and all agreed to cancel the membership. Renewal Date in July 2025.

- **Next Meeting:** Wednesday 23rd April 2025
- **Meeting Closed 8.25 pm**