

PORT LINCOLN CHAMBER OF COMMERCE AND TOURISM - Minutes

<b>Description:</b>	General Meeting
<b>Venue:</b>	Video Conference
<b>Date:</b>	Wednesday 23 <sup>rd</sup> April 2025
<b>Time:</b>	5.30pm to 6.30pm
<b>Committee Attendees:</b>	Rachel Hawkins (Chair), Charmaine Caston, Teresa Reid (Minute Secretary); Craig Haslam, Lyn Siviour
<b>Member Attendees:</b>	NA
<b>Apologies:</b>	Simone Bertram (Vice Chair), Anne-Marie Hammond, Valerie Staunton (Port Lincoln City Council Representative), Justine Carey (Events Coordinator), Bryson Keeley (Treasurer), Sue Taylor, Marion Jones, Colleen Lynch, Michael Tarin (Public Officer)

**AGENDA ITEMS**

- **Welcome and apologies:** Rachel welcomed everyone and noted apologies. Meeting opened 5.35pm
- **Meeting overview/confirm agenda:** Confirmed
- **Minutes of previous meetings on 26<sup>th</sup> March 2025** were amended to clarify that the Motion to cancel the membership, with renewal date of July 2025, was related to SA Business Chamber membership. Following this amendment the minutes were accepted, moved by Rachel and seconded by Charmaine.
- **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:** The financial report dated 23 April 2025 was circulated to Committee Members and was tabled at the meeting.
- Opening balance: \$19,662.49  
Closing balance: \$19,198.25

Note shared cost of the Ambulance at the Christmas Event.  
One new member – Eyre Yard Maintenance.

Bryson moved (by way of email) to accept the financial report, and Rachel seconded, accepted.

- **Correspondence:**  
In: Nil noted  
  
Out: Nil noted

- **Business - Action Items**

- Email Database - Justine had previously 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.
- **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 reach out to Kate Wuttke regarding any interest from herself or her Uni SA contacts/students.
- **Media and Communication, including newsletter** - Note 10 newsletters must be sent annually (per Council MOU)  
**Action** - Simone will send out a newsletter for April 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** \$3,500 plus GST to rebuild and include a members' directory page, however does not include hosting.
  - **Wizzit** \$25 per month for hosting, including GST, \$2,600 to redo the website, plug in \$150 US per year.
  - **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. Integrate with email communication. Total quote \$9,140 + gst. Hosting and maintenance would be part of a sponsorship arrangement.

Note we have funding available of up to \$10,000 from Council this financial year.

**Action** – Obtain Member feedback regarding the website, in a survey via the next newsletter. Rachel to discuss with Simone.

**Action** - Rachel to do a comparison of the 2 preferred suppliers, Woof and Cohere. Comparison will consider whether the developer can manage the BEA awards and what sponsorship opportunities would be considered. Review Woof and Cohere's example website for a comparison. Rachel to send Committee Members quotes and sample websites.

Note Simone has uploaded the February and March meeting minutes to the website.

At a previous meeting, the Committee agreed to a budget for paid posts for events of \$100 per event for 10 days. This has been working well.

**Action** – Simone to provide the Committee with statistics at the next meeting.

o **The Christmas New Year Celebrations Activities**

As previously discussed and approved, Rachel submitted a deputation to the 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 is 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.

**Action** – Rachel to provide a summary to the council, reinforcing the PLCCT view that the fireworks and other Christmas and New Year's Eve activities are to be handed over to the Council as soon as possible. This will also align with the relaunch and Council's involvement of the Tunarama 2026 Festival.

**Action** - a subcommittee needs to be formed for Christmas 2025 Pageant and Carols - discuss at a future meeting.

o **Monthly Events**

- o **May:** Training session – Work Safety Training - Wednesday 21<sup>st</sup> May 5.30 to 7pm - Free Event - 2-4 Verran Tce – Trainers/presenters – Kylie Malota (Port Lincoln Training) and Max Coulson (SES).
- o **June:** TBA
- o **July** TBA
- o **August** Movie night (date to be determined)
- o **September** Magic 98.9 event
- o **October** Bendigo Bank, Major event TBA
- o **November** Christmas party on Rumi – Hassie offered to provide transport as a sponsorship arrangement
- o **December** Christmas pageant

**Action** - The remaining calendar of events yet to be determined. Note it was agreed at the last meeting that the BEA will be held alternate year – next event 2026.

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

- o **Membership numbers** - currently 113, a decline of 1, 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. The Committee undertook and assessed some training and it was decided at the March meeting we should not renew the subscription come July 2025.

**Action** – Rachel to communicate our intention to SABC, and determine the SABC appetite to be involved in our member event on a quarterly bases.

**Banner/Signage** – As discussed at previous meetings, the banner at the foreshore playground roundabout courtesy of the Council is problematic, as it needs to be removed whenever the Council have an event to promote.

**Action** – Committee Members to find alternate signage opportunities.  
Charmaine to provide Rachel with a list of signage sponsorship packages

- **Next Meeting:** Wednesday 28<sup>th</sup> May 2025
- **Meeting Closed 6.42pm**