

PORT LINCOLN CHAMBER OF COMMERCE AND TOURISM - Minutes

Description:	General Meeting
Venue:	Video Conference
Date:	Wednesday 28 th May 2025
Time:	7.00pm to 8.00pm
Committee Attendees:	Rachel Hawkins (Chair), Simone Bertram (Vice Chair), Anne-Marie Hammond, Teresa Reid (Minute Secretary), Lyn Siviour, Justine Carey (Events Coordinator), Bryson Keeley (Treasurer)
Member Attendees:	Brooke Seychell
Apologies:	Sue Taylor, Marion Jones, Colleen Lynch, Michael Tarin (Public Officer) Charmaine Caston, Craig Haslam, Valerie Staunton (Port Lincoln City Council Representative)

AGENDA ITEMS

- **Welcome and apologies:** Rachel welcomed everyone and noted apologies. Meeting opened 7pm
- **Minutes of previous meetings on 23rd April 2025** previously circulated to members were accepted as a true record of the meeting.
- **Constitution update** – awaiting Mia from Mellor Ollson to update the Constitution for the changes previously approved by the Members.
This item has not progressed. Following a summary of the changes sent Mia, she requested for someone to identify where changes are referenced and located in the constitution, then Mia can produce a final document for approval.
Action - Rachel to provide Teresa with previous correspondence from Mia and discuss next steps with Rachel prior to the next meeting.
- **Financial report:** The financial report dated 27 May 2025 was circulated to Committee Members and was tabled at the meeting.
Opening balance: \$19,198.25
Closing balance: \$19,265.06

New members – Port Lincoln Racing Club, NBN Co

Bryson moved to accept the financial report, and Rachel seconded, accepted.

- **Correspondence:**
In:
 - Port Lincoln Prestige has invited Committee Members to attend their opening launch 29th May 2025 11am.
 - A representative from ADF will be attending Port Lincoln for Careers Day and will be available to meet Members at the Lincoln Hotel at 10am
 - Ben from Home Affairs is keen to meet with Members to assist with Visa application process for local businesses. He is available on 4th June.

Action – Simone to add these invitations to the PLCCT chat.

- An update on the desalination plant has been received.

Action – Include this information in the upcoming newsletter to Members.

Out: Nil noted

- **Business - Action Items**

- **Email Database** - Simone has created “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. **Closed.**
- **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. Karen Farmer has expressed interest in assisting with the Secretary duties.
- **Action** - Teresa to invite Karen Farmer to the June meeting. Rachel asked that Committee Members to reach out to any Uni SA contacts/students
- **Media and Communication, including newsletter** - Note 10 newsletters must be sent annually (per Council MOU)
Action – Justine to send out May Newsletter.
- **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 – Anne-Marie, Simone and Justine meet with Woof Media to review the proposal and consider whether the developer can manage the BEA awards moving forward. Anne-Marie, Simone and Justine will make a recommendation to the Committee at the next meeting.

- 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.

- **Member Feedback**

Marion has put together a draft Member feedback survey. The Committee discussed the need to keep the survey concise to say 10 questions with the theme of how the PLCCT can best serve Members.

Action – Rachel to circulate to Committee Members asking to rate their 10 preferred questions and table at the next meeting for decision.

- **The Christmas New Year Celebrations Activities**

The Council has accepted taking control for the future Christmas events such as fireworks and Christmas decorations, **Closed**.

Action - a subcommittee needs to be formed for Christmas 2025 Pageant and Carols – to be decided by July meeting.

- **Monthly Events**

- **May:** Training session – Work Safety Training - Wednesday 21st May 5.30 to 7pm - Free Event - 2-4 Verran Tce – Trainers/presenters – Kylie Malota (Port Lincoln Training) and Max Coulson (SES).
This was a very successful event.
- **June:** Suggested a SAPOL information session for Business Owners on Security, focussing on shoplifting, theft and vandalism. Possibly early morning breakfast event say 7am to 8.30am. Justine to coordinate with Anne-Marie. Date determined by the Lincoln Hotel availability.
- **July** Justine working on a Business workshop event for 21st July.
- **August** Movie night (date to be determined) Justine has emailed Lincoln Cinema
- **September** Magic 98.9 event
- **October** Bendigo Bank, Major event – waiting to hear back from Bec and Prue (Bendigo Bank)
- **November** Christmas party on Rumi – Hassie offered to provide transport as a sponsorship arrangement
- **December** Christmas pageant

Action – Justine to continue working on event coordination.

- o **Membership numbers** - currently 116, noting the Council MOU is a minimum of 100.

- o **General Business**

SA Business Chamber membership previously agreed to not renew the upcoming membership.

Action – Rachel to communicate to SABC.

Banner/Signage – Due to alternative marketing strategies such as sponsoring ads for events, radio interviews, Port Lincoln Times exposure, all having a great impact, it was agreed that signage is no necessary. **Closed.**

- **Next Meeting:** Wednesday 25th June 2025
- **Meeting Closed 8.08pm**