



# Forster Tuncurry Business Chamber Inc

Forster Tuncurry Business Chamber 2016 Annual General Meeting (AGM)		
Date: Wednesday 14 <sup>th</sup> December 2016	Time Commencement: 6.00pm	Venue: Tuncurry Beach Bowling Club 21 Parkes Street Tuncurry
Attendees	Gary Gersbach ( <b>GG</b> ); Peter Vane ( <b>PV</b> ); Michael Pring ( <b>MP</b> ); Maxine Calladine ( <b>MC</b> ); Grahame Roberts ( <b>GR</b> ); Charles Degotardi ( <b>CD</b> ); Jan Lee ( <b>JL</b> ); Bob Lee ( <b>BL</b> )	
Apologies	Jenny Rodick; John Turner; Cheryl Williamson; Peter Iverson	
Agenda Topics -Minutes taken & documented by MC		
	<ul style="list-style-type: none"> <li>➤ 1) Welcome by Chairperson</li> <li>➤ 2) Apologies</li> <li>➤ 3) Confirmation of Minutes- of the AGM held at 6.00pm on 9th December 2015 at Club Forster</li> <li>➤ 4) Confirm Returning Officer and Assistant RO who will act on and for the purpose of the ballot</li> <li>➤ 5) To receive and adopt the President's report</li> <li>➤ 6) To receive and adopt the Full Financial Treasurer's report for the year ended 30 June 2016- &amp; presentation of audited Financial Statement</li> <li>➤ 7) To declare all Executive Committee positions vacant</li> <li>➤ 8) To appoint a temporary Chair</li> <li>➤ 9) Election of the Executive for the ensuing year               <ul style="list-style-type: none"> <li>-President</li> <li>-Vice President</li> <li>-Secretary</li> <li>-Treasurers</li> <li>-Executive Position One</li> <li>-Executive Position Two</li> <li>-Executive position Three</li> </ul> </li> <li>➤ 10) Appointment of:               <ul style="list-style-type: none"> <li>i : Public Officer</li> <li>ii: Auditor</li> </ul> </li> <li>➤ 11) Address by New President</li> <li>➤ 12) General Business/ General Committee Meeting</li> <li>➤ 13) Date of next Executive Committee Meeting – Wednesday 18<sup>th</sup> Jan 2016 Time: 5.45 pm Venue: Meeting Room- Forster Bowling Club Address: 2 Strand Street Forster</li> <li>➤ 14) Close</li> </ul>	
Agenda Topic 1, 2, 3;4 & 5-		
Discussion	<p>The 2016 Annual General Meeting was called to order at 6.05pm by President Gary Gersbach and declared open.</p> <p><b>GG:</b></p> <ul style="list-style-type: none"> <li>- called for apologies</li> <li>- welcomed all attendees</li> <li>- reviewed &amp; confirmed minutes from 2015 AGM</li> <li>- presented the 2016 President's Report (as per attached document). <b>MP</b> proposed that the President's report be shared with members. <b>GG</b> requested amendments on report.</li> </ul>	
Action Items	Moved by	Seconded



<p>i) Proposed resolution: that the tabled 2015 AGM report be accepted as a true &amp; accurate record. ii) <b>MC</b> to disseminate to members the President’s amended report via Mailchimp &amp; FTBC website.</p>	<b>MP</b>	<b>BL</b>
<p>Agenda Topic 6–Treasurer’s Financial Report</p>		
<p>Discussion</p>	<p>Treasurer’s Financial Report &amp; the 2016 Financial Audit/ Statements prepared by Beaver Novello &amp; Moss (BNM) were read out by Bob Lee (as per attached reports)</p>	
<p>Action Items</p>	<p>Moved by</p>	<p>Seconded</p>
<p>Treasurer’s financial report was tabled at the annual general meeting</p>	<p>Michael Pring</p>	<p>Charles Degotardi</p>
<p>Agenda Topic 7- 10 – Introduction of AGM Chairperson &amp; Election -</p>		
<p>Discussion</p>	<p><b>GG</b> vacated the Chair and <b>PV</b> took over the meeting as the temporary chairperson and declared all Executive Committee positions vacant. <b>PV</b> called for all nominations, quorum and constitution requirements were discussed Total number of committee members to be seven {7}</p> <p>In accordance with the correct protocol &amp; availability of nomination forms for all positions: <b>PV</b> commenced the due process:</p> <ol style="list-style-type: none"> <li>1) President- Gary Gersbach accepted the position &amp; declared passed (no other nominations received)</li> <li>2) Vice President- Michael Pring accepted the position &amp; declared passed (no other nominations received)</li> <li>3) Treasurer- Michael Pring- accepted the position &amp; declared passed (no other nominations received)</li> <li>4) Secretary- Maxine Calladine accepted the position &amp; declared passed (no other nominations received)</li> </ol> <ul style="list-style-type: none"> <li>- 4 Executive Committee Member positions available – 4 nominations received.</li> <li>- Grahame Roberts accepted the position &amp; declared passed</li> <li>- Charles Degotardi accepted the position &amp; declared passed</li> <li>- Jenny Rodick by means of a completed nomination form &amp; via sms messages the position was accepted &amp; declared passed</li> <li>- Bob Lee accepted the position &amp; declared passed</li> </ul> <p>Appointment of Jenny Rodick as the Public Officer &amp; nominating an Auditor to be formalised at the next Committee Meeting.</p>	
<p>Action Items</p>		
<p><b>PV</b> congratulated the committee and handed the Chair back to <b>GG</b> as the re-elected president for 2017.</p>		
<p>Agenda Topic 11 Address by New President</p>		



Discussion	In <b>GG's</b> address as President re-elect, he thanked <b>PV</b> for his assistance and contribution to the AGM. <b>GG</b> further discussed the newly formed MidCoast Business Chamber. General discussion re i) The benefits to FTBC with continued membership drive ii) Breakfast meetings		
Conclusions	<b>PV</b> recommended some potential future speakers for breakfast meetings & will forward contact details to <b>MC</b> . <b>PV</b> exited meeting at 7.10pm		
Action Items		Person Responsible	Deadline
Follow up with <b>PV</b> re potential speakers for BC breakfast meetings.		<b>MC</b>	Feedback findings at Jan 2017 committee meeting
Agenda Topic 8 General Business Item A Christmas Window Display Competition			
Discussion	<b>MP</b> raised the 2016 Christmas Window Display competition. <b>CD</b> proposed the Business Chamber cancel running the event this year due to work commitments & limited time available to execute the competition with excellence.		
Conclusions	Unanimous agreement from all the committee that <b>CD's</b> recommendation for a window display is an excellent idea for 2017.		
Action Items		Person Responsible	Deadline
Take forward organising the window display competition earlier in 2017		All	Commence discussions October 2017 committee meeting
Agenda Topic 8 – General Business Item B Tuncurry Village Group			
Discussion	<b>JL</b> stated there is still money held in the BC Greater account that belongs to the Tuncurry Village Group. This money became available when Michele Chapman resigned from the FTBC committee in 2015 & asked to have this money deposited into 'a kitty' in the Chamber account.		
Conclusions	In collaboration with Michele Chapman identify an area to invest this money back into Tuncurry Village.		
Action Items		Person Responsible	Deadline
<b>MC</b> to follow up with Michele Chapman		<b>MC</b>	Feedback to committee next meeting
Agenda Topic 8 – General Business Item C Council Meeting			
Discussion	<b>MP</b> asked if any of the FTBC committee members attended the 13/12/16 Council Meeting		
Conclusions	<b>GG</b> states he sent an apology. <b>MP</b> will follow up with Tracey Farrant from Council		
Action Items		Person Responsible	Deadline
MP will ask Tracey Ferrant for an update on the outcome from the meeting		<b>MP</b>	Feedback Jan 2017
Agenda Topic 8 – General Business Item D Stockland Car Parking Restriction Area			



Discussion	<b>BL</b> discussed parking restrictions in designated RTA car spaces in Stockland carpark. MP suggested the car spaces may be leased.		
Conclusions	<b>BL</b> to investigate		
Action Items	Person Responsible	Deadline	
<b>BL</b> to follow up with Stockland management & provide feedback to committee members re findings	<b>BL</b>	Jan 2017 committee meeting.	
Agenda Topic 8 – General Business Item E Business Chamber Branded Building Forster CBD			
Discussion	<b>MC</b> raised the Business Chamber branded building located on the corner of Little & Wallis Streets. Stating this building looks derelict & is in an unsightly condition. This building reflects badly on the Business Chamber due to the “Chamber of Commerce” branding written on the front of the building.		
Conclusions	<b>GR</b> to follow up with the owners of the building.		
Action Items	Person Responsible	Deadline	
<b>GR</b> to follow up with building owners/ Trish Ayres from Pivot Fashion.	<b>GR</b>	Provide feedback at next Committee Meeting	
Agenda Topic 8 – General Business Item F MidCoast Business Chamber			
Discussion	<b>MP &amp; GG</b> attended the MidCoast Business Chamber (MCBC) Group meeting on 30/11/16. Discussion re constitution. Outcome- the newly formed BC must have an AGM/ only MCBC committee members have voting rights/ across the merged chambers there are collectively 300 members. The MidCoast Business Chamber has been designed on the Manning Valley BC model. <b>MP</b> raised the proposed cost to belong to the MCBC is \$550 pa plus an additional 20% of all membership fees.		
Conclusions	Unanimous agreement from the FTBC committee members that the requested 20% of membership fees is exorbitant for FTBC to be affiliated with the MidCoast Business Chamber. Furthermore the committee inquired as to where the joining fee & membership % will be spent?		
Action Items	Person Responsible	Deadline	
<b>MP</b> to challenge & block the requested 20% membership fee / & investigate how the annual renewal membership will be spent?	<b>MP</b>	Provide feedback at next Committee Meeting	
Agenda Topic 8 – General Business Item F MidCoast Business Chamber Awards Night			
Discussion	<b>MC</b> provided an update on the Business Awards Night. 4 people are on the organising committee. The event is scheduled for May 5 <sup>th</sup> 2017 at Tuncurry Beach Bowling Club. Sponsorship packages are being designed. i) Platinum Sponsorship \$4,400 (only one available- taken) ii) Gold Sponsorship \$3,300 iii) Silver Sponsorship \$2,200 iv) Corporate Package \$880		
Conclusions	<b>MC</b> to continue providing updates to FTBC committee re event progress.		
Action Items	Person Responsible	Deadline	



# Forster Tuncurry Business Chamber Inc

Updates	<b>MC</b>	Ongoing
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- Meeting Closed: 8.15 pm
- Next meeting scheduled:  
Date: 18th January 2016  
Time: 5.45pm  
Venue: Forster Bowling Club  
2 Strand Street Forster