



Minutes
Management Committee Meeting
Held on 3rd May 2016
Annan's Restaurant, River of Gold Motel

Present:

Mick Davies (River of Gold Motel), Russell Bowman (The Lure Shop), Hamish Haslop (Mungumby Lodge), Justin Coventry (Cooktown Tours), Michael Czarnecki (CSC), Kate Dagge (CSC)

Apologies:

Gary Kerr (Cook Shire Council), Sally Eales (Cook Shire Council), Katrina Wright (Hillcrest Guest House), Jacqui Hermann-Collins (James Cook Museum), Jilinda Lee (Workforce Vitality)

Meeting Opened: 10:10 TIME a.m.

Minutes from Last Meeting:

Moved, Mick Davies Seconded, Kate Dagge Carried

Business Arising

Membership Drive

- Request for updated Membership Listing for purposes of correspondence and communications
- Further discussions needed re. consultation with a sample of local businesses and renewal of memberships process

Information Bay

- Damaged signs have been distributed to relevant businesses and information relating to sign makers and possible discounts for 'bulk' orders give to each.
- Sally has been organised the replacement of the Town Map sign
- Recommendation raised at the Fishing and Marine Forum of the possibility of having a smaller version situated at the Wharf.

Treasurer's Report

Account	Balance
Cash Reserve Account	N/a
Bonus Reserve Account	N/a
Operating Account (as of 5/5/2016)	\$ 11,327.28

Approved Expenditures (April)

Item	Payment Amount
River of Gold Motel – alcohol for function	\$ 377.45
Purchase of New computer	\$ 850.00
Pacific Downunder – Commission for “Explore Cooktown”	\$ 7,023.06
Bolton Print – Explore Cooktown Productions	\$ 21,761.87
Slimline Displays	\$ 3,240.26
Office of Fair Trading	\$ 49.95
Australia Post – Post Box Annual Renewal	\$ 34.00

Payments for Approval

Item	Invoice Amount
Morgan Freeman	\$ 147.50
P&M Carriers	\$ 88.00
Tour-dex Pty Ltd – June	\$ 560.00
Neville Dunn	\$ 371.90
Jan Howard – Audit, BAS	\$ 450.00
TOTAL to Be Approved	\$ 1,592.40

Paid Treasurer’s Position

- Need to confirm if Katrina is interested in continuing this paid position. If not, Isabella Hamish may be available as an alternate.

Moved, Hamish Haslop

Seconded, Mick Davies

Carried

Meeting Agenda Items

1. Explore Cooktown 2016 Update

- Hamish has distributed brochures to 20 tour desks in the region and efforts and pamphlets were well received.
- Follow-up was also initiated with businesses who chose not to advertise in the 2016 Update
- Gathering ideas / contact for next brochure.

2. Cairns Home Show 13 to 15 May

- Sally Eales and Jenni James from Cook Shire Council will be manning the Cooktown Stall at the event and Isabella Haslop will assist on the Saturday.

3. Explore Cooktown 2016 Grant - Progress

- Acquittal is due (April 2016)
- Posters and 2 stands (3.3 metre banners) are soon to be delivered in time for the Cairns Home Show
- River of Gold Container offered as possible storage location

- Request for possible ‘windows’ for stands to be displayed in starting with Port Douglas and Atherton and other key locations and then start ringing to around for locations that are reasonably priced (i.e. vacant shop windows)

4. Visitor Information Centre – MOU with National Trust QLD

- Request for update from Jacqui Collins-Herrmann and Gary Kerr regarding their visit to the
- Daintree Discovery Centre.

General Business

1. Fishing and Marine Industry Forum

- Need to start moving on ‘next step’, recommend focus on contacting key stakeholders including Ports North and other Government and Regulatory Authorities. List to be forwarded to CCCT secretary for action.
- Need for tangible steps forward along with the building of a case for all the controlling state authorities.

2. Planning and Development Industry Forum

- Ramon Samanes, U&i Town Plan has requested a similar style forum be offered for stakeholders in the Planning and Development Industry to address matters in relation to the current development application and approval processes.
- First step is to schedule meeting with Gary Kerr as CCCT Secretary and CSC Director for Development, Environment and Planning, representatives from CSC Planning team and Ramon to discuss any specific items of concern
- CCCT agreed to assist where possible in partnering with CSC to continue to refine the process to ensure positive outcomes for businesses and community.

3. TCY/CYSF Meetings

- General discussions focusing on the coming together with promotions and other initiatives.

4. TCY Workshop (5/5/2016)

- Jacqui Collins-Herrmann called out for any questions, comments, information that members may wish for her to take with her to the workshop
- Key request is to find out what are their priorities for the Cook Shire and Cape

5. Cooktown Re-enactment Society

- Thank you for previous year \$5000 donation and seeking donations for 2016 Event
- Decision was held off due uncertainty with current account balances, pending payments, etc.

6. Charitable Donations

- Invitation was made for representative of community groups to attend the CCCT Executive meeting to present their case for their donation request.
- Recommendation made to have request made for ‘concrete’ items rather than blanket donations
- Need to review current budget to determine funds available for donation purposes.

Next Meeting: 10am Tuesday 7th June 2016

Meeting Closed: 11:30 a.m.