



Minutes
Management Committee meeting
held on 5th January 2016
River of Gold Motel

Present:

Mick Davies – President (River of Gold Motel), Russell Bowman (The Lure Shop), Loretta Sullivan, Gary Kerr (Cook Shire Council), Sally Eales (Cook Shire Council), Sarah Greaves (Cook Shire Council), Hamish Haslop (Mungumby Lodge), John Tritton (Milkwood Lodge), Justin Coventry (Cooktown Tours)

Apologies:

Viv Tritton (Milkwood Lodge), Katrina Wright (Hillcrest Guest House)

Meeting opened 10.10am

Minutes from last meeting:

Moved R Bowman, seconded L Sullivan Carried

Business Arising

GK to follow up with Katrina re membership and advertising board renewals (Action GK)

Explore Cooktown 2016 Brochure update

- Enough existing brochures to last until end March 2016.
- Concerns over Hot Croc's creative capabilities: delay in turnaround, providing not what is being asked
- Local phone book is competing for our traditional advertisers
- Agreed that people delegated to follow up businesses do so over the next two weeks
- Follow up producing 2016 brochure also as a e-book for loading on CCCT website (Action: HH)
- Agreed that there is an opportunity to host a business forum on 9 Feb promoting broader CCCT marketing activities, secure more brochure commitments and membership recruitment. Project group – JC, HH, MD, SE, JT – first meeting 3pm Friday 11 Jan at Milkwood Lodge

Information session for businesses on Cooktown Hardware development

Follow up with Peter Geard. (Action GK)

Cruise Ships

It was agreed that a debrief be organized for 5.30pm Monday 11 Jan and invite broad cross section of businesses, including Council. (Action GK, SE)

Membership drive

It was agreed that the committee consult with local businesses at the planned for the 9 Feb business forum about what they would expect from a Chamber of Commerce. This will inform and finalise the draft recommendations for the following:

- Member benefits
- Schedule of member functions
- Membership prospectus, certificate and decal
- Member recruitment activities

(Action Forum project team)

It was also agreed to find out what the Treasurer has put in place for membership renewals for 2016 after she returns from leave on the 19 Jan. (Action GK)

Draft Member Benefits

The following draft was presented for committee to consider and adopt at the next committee meeting:

The Cooktown Chamber of Commerce & Tourism Inc. (CCCT) is a business membership based not for profit organisation providing strong leadership and advocacy for the business community in the Cooktown region.

We do this by involving you in gathering and disseminating business information, developing extensive relationships with key people and organisations whose decisions impact on your business and holding events and networking opportunities that helps you in your business.

How your business will benefit from a CCCT membership

- Connect with a group of like-minded business people who share a common goal to achieve vibrant growth in the region;
- Maximize your business exposure locally through networking events and seminars;
- 20% discount on advertising rates for Explore Cooktown brochure
- Special members offers and reduced event pricing;
- Access to an informative newsletter and website resources;
- Access to CCCT's membership directory;

Membership certificate and decal demonstrating your commitment and contribution to the future of the Cooktown region.

It was agreed that membership fees should be payable online through the CCCT website utilising the Eventbrite facility. (Action GK)

A membership prospectus is to be prepared for the next committee meeting. (Action GK)

A new logo is to be developed prior to the development of membership certificates and decals (Action HH)

Draft Schedule of Member Functions

The following functions were considered and approved with the recommendation that the Business Conference originally scheduled for August be rescheduled for October/November.

January 2016	Information evening – Cooktown Hardware development
9 February 2016	Tourism marketing business forum
2 March 2016	Business Dinner with mayoral and councillor candidates
June 2016	CCCT Annual General Meeting with guest speaker
October 2016	Gala business dinner in conjunction with annual Business Conference
November 2016	End of year business function

Other events can be initiated around opportunities as they arise.

Website

The URL www.ccct.org.au has been registered along with ccct.org.au email addresses and a website hosting package. Content is currently being developed with the view of having the website live for the 9 Feb business forum

Committee members were also asked to promote members and others to 'like' CCCT's new facebook page at www.facebook.com/cooktownchamber

Strategic Plan

A draft of the strategic plan was presented and committee members are to provide feedback and input to the Secretary prior to the next meeting.

2016 AGM Date

Prior to setting the 2016 AGM date it was agreed that the latest copy of the CCCT Constitution be obtained from ASIC. (Action GK)

Next Meeting:

10am Tuesday 2nd February 2016

Meeting closed 12.15pm.