



Cooktown Chamber
of Commerce and Tourism

www.ccct.org.au

**MANAGEMENT COMMITTEE MEETING
Tuesday 6th September 2016**

Minutes:

Present:

Mick Davies (River of Gold Motel), Russell Bowman (The Lure Shop), Gary Kerr (Cook Shire Council), Kate Dagge (Cook Shire Council), Alana Czarnecki (Wot Eva Goz Hairdressing), Ramon Samanes (U&I Town Planning), Jacqui Collins-Hermann (James Cook Museum), Hamish Haslop (Mungumby Lodge), Sally Eales (Cook Shire Council), Jilinda Lee (Workforce Vitality), Cr John Dessman (Cook Shire Council)

Apologies:

Nil

Minutes of last meeting

Moved R Bowman, seconded A Czarnecki that the minutes be accepted Carried

Business Arising from Previous Minutes

Nil

Treasurer's Report

Bank Balances

Cheque Account	\$ 6,100.85
Cash Reserve	\$ 1,343.10
Bonus Account	\$25,913.40

Payments for ratification

Payments made June 2016

Lotsa Printing	274.00
Function?	432.00
Pro-Active Marketing	371.90
Tourdex	560.00
Pro-Active Marketing	379.00
Morgan Freeman	147.50
P&M Carriers	88.00
Hamish Haslop	361.50
Morgan Freeman	2,045.00

Payments made July 2016

Tuxworth & Woods	288.42
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Payments made August 2016

Cook Shire Council	123.34
Hamish Haslop	700.00
P&M Carriers	330.33
P&M Carriers	352.00
Morgan Freeman	442.00
CCIQ	275.00
Pro-Active Marketing	1,067.50

Payments for Approval		
Slimline Warehouse	386.43	Grant
Lotsa Print	189.00	Grant
Lotsa Print	85.00	Grant
Isabella Haslop	325.55	Distribution Aug
Isabella Haslop	271.65	Distribution Jun/Jul
Tourdex	560.00	Distribution 1/9 to 30/11
Total	1,817.63	

Aged Debtors Report

Balance at 31 August 2016 \$16,364.20

Comprising:

Information Board	\$2,700.00
Membership	\$1,650.00
Explore Cooktown	\$6,742.00
Membership	\$1,155.00
Memberships	\$1,155.00
Miscellaneous	\$ 307.20
Write Off	
Information Board	\$2,160.00
Memberships	\$ 660.00
Total	\$16,364.20

Transfer of Bank Accounts

With the closing of the Westpac branch in Cooktown it would be prudent to transfer CCCT's bank accounts to the remaining ANZ branch in Cooktown. There also does not appear to be any current reason why three accounts are held and believe that the three Westpac accounts be transferred to one operating account at ANZ

Recommendation:

That the three Westpac accounts be transferred to one ANZ operating account based at the Cooktown branch. Signatories are to be the President, Secretary and Treasurer, those are currently:

President	Mick Davies
Secretary	Gary Kerr
Treasurer	Katrina Wright

Moved G Kerr, seconded R Bowman that the Treasurer's Report be accepted, payments as listed ratified and approved, all outstanding debtors to be chased up for payment and a new bank account for the Chamber be opened with the ANZ Bank, Cooktown branch with the signatories being Mick Davies (President), Gary Kerr (Secretary/Treasurer) and Russell Bowman. Carried

Explore Cooktown 2016 Grant – acquittal

Moved R Bowman, seconded H Haslop that the acquittal form for the Explore Cooktown 2016 grant from Cook Shire Council be signed by the President and the unspent grant amount of \$688.31 be refunded to the Council Carried

Fishing and Marine Industry Forum

The outcomes of the Fishing and Marine Forum on 25 August were tabled and it was agreed that a sub-committee be formed to continue driving the development of the industry with the

sub-committee to be Chaired by R Bowman.

It was also agreed that a funding application be submitted under the Cook Shire Council's economic development grant for \$5,000 (+GST) to undertake a study of the current value of the fishing and marine industry on the local economy.

Building and Construction Forum

It was agreed to delay this forum until February 2017

Membership drive

Current members 43, business not renewing their 2016 membership 33. Networking functions will be organised to encourage new members and support existing members with the aim of achieving 100 members by Christmas 2016.

The first CCCT networking event will be a Business After Hours function at the new Cooktown Hardware shop on Oct 4, 5.30pm to 7pm with the Cooktown Chemist the following function, possibly early December

Explore Cooktown 2017

Proposed budget for 2017 brochure identifies projected income of \$75,000 and outgoings of \$52,000

Brochure distribution

It was agreed that LinkLogic, a brochure distribution house be utilized for the distribution of Explore Cooktown brochures to the central and southern parts of Queensland as well as interstate. Local distribution will continue to be done by the VIC

Visitor Information Centre

It was agreed that the Chamber have a role in assessing or providing advice on the proposed tender for Council's contribution for a Visitor Information Centre. The Chambers representatives on and advisory or assessment panel will be M Davies, H Haslop and R Bowman

Tourism (directional) Signage – joint project with CSC

Held over until next meeting

2020 Advisory Committee – CCCT representative

Held over until next meeting

2017 Show Day

Moved G Kerr, seconded R Bowman that the Show Society be supported in requesting a show day holiday be declared for Wednesday 26 July 2017 Carried

Next Meeting

Tuesday 4 October 2017

Signed as a true and accurate record

Mick Davies, President

Date