



MANAGEMENT TEAM MEETING  
[Committee]  
**River of Gold Motel August 2018**

**MINUTES**

Meeting opened	Discussion Points	Actions
Present	Mick Davies (President), Sarah Greaves (Secretary), Russell Bowman (Treasurer), Dan Krebs (Vice President), Ramon Samanes, Julie Hillhouse, Barb Leys (via email)	
Apologies	Kristina Davidson, Cr Robyn Holmes, Jacqui Collins-Herrmann, Scott Orchard, Sally Eales, Bec Buldo,	
Minutes of last meeting	Moved: Mick Davies Seconded: Russell Bowman	<i>Carried</i>
Business arising from previous meeting	Eric George sent through a receipt for \$500 prior to receiving payment. Russell to transfer money into his account regarding the Railway Project, managed by "Stay Another Day" group.	
Treasurer's Report		<i>Writing off outstanding payment from Lions Den Hotel; Moved Mick, 2<sup>nd</sup> Ramon. Carried</i>
VIC Update	<ul style="list-style-type: none"> <li>April – July 2018 Qtr saw 6322 visitors, an increase of 1343 from the same period last year</li> </ul> <b>Primary requests:</b> <ul style="list-style-type: none"> <li>Information about CYP – roads, facilities, what to see</li> <li>Information about Cooktown – facilities, what to see, accommodation</li> <li>Bookings for Parks / complaints about Parks system</li> <li>Information about the Botanic Gardens</li> <li>Lakefield National park, Bloomfield Track, CREB track</li> </ul>	
Tourism Officer Cook Shire Council - Sally	<ul style="list-style-type: none"> <li>A3 Town Maps now available from Cook Shire Council</li> <li>Cook Shire Council attending Trade Show in Townsville this weekend</li> </ul>	
Cooktown Dredging Steering Committee	Discussion around status of project. CCCT to invite Mayor Peter Scott and CEO Linda Cardew to meet with Cooktown Dredging Steering Committee and	Sarah to organise meeting and background paperwork

update [by Russell]	work out lead Officers and assign roles.	
Statistics from Hoteliers  (Sarah)	Sarah together with Jacqui Collins-Herrmann, worked on a number of questions to ask Hoteliers and Cooktown's Accommodation owners a series of questions regarding accommodation capacity. A monthly survey will begin to roll out, including back-dating to January 2018 if possible. This data, combined with data from Dept Transport and Main Roads (available from CSC) and also James Cook Museum and Cook Shire Visitor Information Centre data will be reported into monthly statistics. This will be displayed on our website, ccct.org.au and shared with Cook Shire Council for their Economic Profile information.	Sarah to create Survey with Survey Monkey, contact all Accommodation providers and work on collecting data from them plus liaising with CSC staff on TMR traffic data. Ongoing work, which will include collecting statistical data, creating reports and uploading information to website. All input will be shared with stakeholders.
2020 Committee Update	Sally not present and Russell has been absent from past meetings, however lots of momentum happening behind the scenes now.	Sarah to request copies of previous Minutes and send on to CCCT Members.
Councillor Update	Not present. Russell Bowman mentioned the Charlotte Street Revitalisation Plan has been finalised.	Sarah to forward amongst CCCT members
Cook Shire Council Rep update	Not present	
Gateway to Cape Project	Discussion around Project and CCCT's level of involvement. Signage Board would be beneficial to members, directing visitors to Cooktown. Level of financial support not decided nor design plan but all agreed at this early stage to support project in it's early conception and provide letter of support.	Sarah to write letter of support to Waratah in aid of their Grant Funding application.
Cook Shire Reconciliation Project Feedback	Discussion around Indigenous Action Plan and new roles within Cook Shire Council.	Sarah to draft feedback form to Mick for Indigenous Action Plan.
General Business	<ul style="list-style-type: none"> <li>• Charlotte Street Revitalisation Plan – discussion on proposed changes.</li> <li>• Cooktown Progress Association and CCCT Membership Drive with cheaper membership for ABN holders or Youth Champions? Look at Constitution to see if small business owners can join for a cheaper price.</li> <li>• Cultural Tours partnership with Adventure Tours.</li> </ul>	
Next meeting	September 2018 PM Discussion around the idea of Hamish Haslop to give presentation to a General Meeting regarding 2019 membership and advertising in Explore Cooktown. Best to wait until October, when details are finalised and Reports back from Neville Dunn. Could be an opportunity for the new LTO Officer to introduce themselves?? Change of Constitution, opportunity to entice new members and new direction for Chamber.	Sarah to Re-Type Constitution (no digital copy on Laptop) Explore venue and catering options Liaise with Hamish and CSC regarding dates and availability Reports back from Neville Dunn

Meeting closed	10.10am	