

GENERAL MEETING
RIDDOCH BUSINESS & COMMUNITY ASSOCIATION

MINUTES

DATE: Monday, 8 February 2021
VENUE: KOONARA
TIME: 6PM

Ref	Item	Action
1.0	PROCEDURAL	
1.	Opening/Welcome	
1.1	Attendance- Rebecca Trotter, Nicole Reschke, Dean Burrows, Jon Conti, Cate Cooper Apologies – Simone Kain, Hannah Timms, Leigh Hardcastle, Leolla Baulk, Rick Paldrige	
2.0	STANDING ITEMS	
2.1	Minutes of previous general meeting held on Monday 30 November Recommendation: “That the minutes of the previous general meeting held on November 30, 2020 be passed as a true and correct record.”	Moved: Jon Conti Seconded: Cate Cooper
2.3	Treasurer’s Report Recommendation: “That the committee adopt the Treasurer’s Report as presented.”	Moved: Jon Conti Seconded: Cate Cooper
3.0	GENERAL BUSINESS	
3.1	Late Night Shopping and Raffle	See Action items
3.2	Stuffed Santa/Upscaled Christmas Icon	Section Action items
3.3	Christmas Street Party	Reviewed, great success, see action items

3.4	Network Coffee Morning	Great success, should occur every 3 months
3.5	Consideration of a Paid Secretary	All in favour to explore, see action items
3.6	Forward Planning See planning document from 2020 attached.	Should be accepted at next meeting inline with budget. Budget and planning meeting. Monday 15th February 5pm at Koonara.
3.5	Sub Committees Community planning (SK, AJ) Marketing/Events (RT, NR, SS) – come up with a quirky name Business/Investment/Tourism (JC, SK, LB)	Membership committee added. Cate Cooper to chair committee
3.6	Membership Drive	See Action items
3.7	Merchandise	Consider as Arts Festival competition. See action items
3.10	Youth Communication Intern	Pending
3.11	Youth Leadership Program	Pending
3.12	Marketing Window Decals, Meet in the Middle Campaign, Current Video, TVC's	See Action items
4.0	CORRESPONDENCE	
4.1	Correspondence In LCLGA Letter from LCLGA with regards to state tourism funding now available for up to \$50,000 (attached) RDA Letter from Lyn Howes with regards to South Australian Polo Association wanting to hold an event in the Limestone Coast (attached) Penola Coonawarra Arts Festival Letter from Jacinta Jenkins with regards to sponsorship of the 2021 Festival (attached)	Decided best for CVA to pursue See action items
4.2	Correspondence Out Wattle Range Council Simone sent a grant acquittal document to Wattle Range Council for the Community Fund Day. Penola Golf Club Simone wrote a letter of support for a grant application by the Penola Golf Club for irrigation on the fairways.	Noted
5.0	ANY OTHER BUSINESS	

ACTION LIST	
	The following list is the entire action list from the previous meeting for reference
	<p>Action – From Late Night Shopping 3.1</p> <ul style="list-style-type: none"> • Nicole to survey business to get indication of success of the night, how many new customers, how many customers from outside Penola, % of increased revenue from being involved from average day surrounding LNS night. Results can be used to entice other businesses to be involved in future years. • Raffle to include disclaimer, cannot be won by a family member of a RBCA committee member • Square is a must (have the option for CC payments) • Ensure tickets are available for sale at key events rather than relying on the businesses to sell tickets. <p>Action – From Stuffed santa</p> <ul style="list-style-type: none"> • Cate, to get quote to buy 50 Santa suits • Recruit entries in middle of the year • Engage the help of Coonawarra store more in reaching businesses in Coonawarra • Potentially include entry into stuffed santa with membership? <p>Action – Xmas Street party</p> <ul style="list-style-type: none"> • Book VR for next Xmas party - it was a great success • Santa very happy to be involved again <p>Action – Network coffee mornings</p> <ul style="list-style-type: none"> • To be booked at different venues quarterly <p>Action – Paid secretary</p> <ul style="list-style-type: none"> • Bec to talk to Simone about engaging Brooke Hutchesson on a person on gap year, could combine with marketing mentoring. <p>Action – Membership drive</p> <ul style="list-style-type: none"> • Nicole to supply list of members with each meeting documents • Committee to prepare collateral for membership drive • Membership drive activity from now until new membership year is getting systems ready for membership drive <p>Action – Merchandise</p> <ul style="list-style-type: none"> • Nicole to liaise with Simone to see if we could hold a competition at the Arts Festival for merchandise designs. Could be hosted at a venue and the public vote for the design they like <p>Action - Marketing</p> <ul style="list-style-type: none"> • Decided RBCA should use the existing video more and spend \$30 on facebook marketing in targeted SA and VIC markets, by end of March <p>Action – Australian Polo Association</p> <ul style="list-style-type: none"> • Rebecca to make contact with CVA once new EO appointed to discuss CVA driving proposal. <p>Action – Arts Festival</p> <ul style="list-style-type: none"> • Bec to make contact with committee to see if RBCA could contribute to the launch of the program, then we would potentially host our own event. <p>Continuing action items</p> <p>Action</p> <ul style="list-style-type: none"> • Simone and Nicole to review memberships late January. <p>Action</p> <ul style="list-style-type: none"> • Bec to write a letter to Wattle Range Council asking where black spots are currently in Penola Coonawarra region, making note of eftpos problems in town. <p>Action</p> <ul style="list-style-type: none"> • Bec to write a return letter to Jo Edwards acknowledging RBCA's full support of her letter and suggestions to Wattle Range Council for better recognition of our region's First Nation's people, particularly with regards to signage. Bec will ask if Jo would like to pursue this further with Council with support of RBCA and connect her with another member of the community who has also shown interest in this area of work. <p>Action</p> <ul style="list-style-type: none"> • Lachlan Smith from NH is keen to put Penola news in the paper. Leolla to provide email addresses for press release