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**MINUTES OF MEETING**  
**Held at Derby Professional Centre Training Room**  
**On 21<sup>st</sup> July 2014 @ 5.00 pm**

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<b>Present</b>	Stewart MILNE	President
	Paul WHITE	Vice President
	Andrew TWADDLE	Ex-Officio (SDWK)
	Kaye FEW	Secretary

Wayne Holland, Rose Thiering, David Bavington, Rosella Hatton.

<b>Apologies</b>	Hans LEENAARTS
	Tim BRAY
	Margaret COWIE
	Geoff SUTTON

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**1**     **Welcome**

Meeting was declared open at 5:07pm by Stewart Milne.

**2**     **Minutes of Meeting held on the 16<sup>th</sup> of June 2014**

Minutes of the meeting held on 16<sup>th</sup> June 2014– confirmed as being a true and accurate record.

**3**     **Incoming and Outgoing Correspondence**

Incoming correspondence – Emma Nguda Industry Forum

**Action:** *Rosella Hutton offered to attend this forum and report back at the next meeting.*

Outgoing correspondence - SDWK, CEO

**4**     **Treasurers Report**

Accounts paid

- a) Badge Mate (Name badges for committee members)
- b) Kings Sound Resort (Catering Mines and Petroleum)
- c) King Sound Resort (Reimbursement of travel and accommodation expenses for the Northern Development Summit.

**5**     **General Business**

**1) Administration**

Chamber Constitution: A workshop will be held to determine what changes are required to the current constitution. This workshop will be held at the Derby Professional Centre Conference Room prior to the next meeting. Stewart, Kaye and Rose have agreed to meet and discuss. Any proposed amendments will be tabled at the next meeting for discussion.

Website photos were taken of committee members and will be uploaded onto the DCCI website. For those members who were not in attendance, Rose will endeavour to get a photo at the next meeting.

The new Derby Chamber banner has been ordered.

## **2) Small Business Incentive Scholarship**

Downer Mouchel has offered to provide annual awards for each of the local schools or to make a contribution to the Derby Chamber of Commerce.

**Action:** Stewart Milne to follow up and confirm intentions.

## **3) Business After Hours Functions (BAHF)**

At the June DCCI meeting, Geoff Sutton offered to hold a BAHF to further promote local businesses whilst raising the profile of the Derby and the Chamber of Commerce.

**Action:** Stewart Milne to follow-up with Geoff with regards to a date.

## **4) Membership**

As part of raising the Chamber's profile, Stewart intends to conduct monthly doorknocks. Once the stickers have arrived Stewart intends to personally present paid up members with a welcome letter, a Chamber of Commerce membership certificate, pen and sticker.

## **5) Small Business Survey**

**Action:** Rose Thiering to provide a report on the outcome of the Small Business Survey.

## **6 Other Business Arising**

**Small Derby Business Expo:** It was agreed that the Derby Business Expo be postponed till July 2015. The following names were suggested as possible sponsors of the 2015 Expo:-

- Jack Burton
- Phil Hams
- Gina Rineheart
- Buru Energy

**Action:** Rose Thiering to contact Rod Giblet @ Totally Workwear to find out the 2015 Derby Race dates. It was agreed that the Chamber will have a better chance of capturing responsive participants around this time of year as many visitors will be in Derby for both the BAOB Festival events as well as the Derby Races.

## **Northern Development Summit**


The Northern Development Summit took place on the 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> June 2014. Wayne Holland provided members with feedback from the conference.

**Action:** Wayne offered to draw up a short document outlining reference points, website details that provide links to discussion papers of some of the guest speakers at the Summit. Members can then access at their leisure. Wayne tabled a booklet, titled 'Local Planning Strategy', produced by the SDWK in conjunction with the Kimberley Development Commission. Members were encouraged to get a copy.

**Next Meeting:** The next meeting will be held on the 11<sup>th</sup> of August, 2014 at 5pm at the Derby Professional Centre Conference Room.

The Meeting closed at 6:30pm

  
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Chairman

  
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Secretary

Dated: