

DRAFT MINUTES

KDCCI AGM

Name:	Karratha & Districts Chamber of Commerce & Industry
Date:	Tuesday, 08 October 2024
Time:	5:00 pm to 5:58pm (AWST)
Location:	Karratha International Hotel, Gecko Room,
Board Members:	Nerida Kickett (Chair), Elise Gore (Vice President), Carly Blackney (Secretary), Kirsty Thompson (Treasurer), Niamh Herd, Peter Haskins, Bridgette McDowell
Attendees:	Sarah Whelan
Apologies:	James Corea (Board), Francois Langlois (Board), Nellie Connors (Board), Chelsey Briggs (Board), Julie Attwood (Woodside Energy)
Guests/Notes:	Stephanie Smith (Bez Engineering), George Wilkinson (City of Karratha), Kirsty Fagan (City of Karratha), Sharon Creighton (Dampier Community Association), Gill Furlong (Dampier Community Association), Geoff Harris (Keyspot), Jeffrey Burke (KW Civil & Construction Pty Ltd), Greg Isherwood (KW Civil & Construction Pty Ltd), Chrisna van Deventer (MGIB Insurance), Renae Bebbington (Murujuga Aboriginal Corporation), Kieran Dart (Nationals WA), Jodi Porteous (Northwest Accountancy Pty Ltd), Roslyn Harley (Programmed), Natasha Ambroziak (Karratha Adventure Sports), Nick Fabriziani (Saipem Clough JV), Greg Kneale (Chubb Fire), Mitchell Canny (EPIC), Janice Gorman (The Bra Bar), Julie Chapman (Trend 55), Kieran Cranny (Woodside Energy)

1. Introduction and Welcome

1.1 Welcome and Acknowledgment of Country

- The meeting commenced at 5:06 p.m.
- Elise Gore acknowledged Traditional Owners.
- Elise Gore read through the AGM Agenda.
- A special meeting is proposed directly after the conclusion of the AGM.
- The special meeting is to obtain approval for proposed special edits to the constitution.
- A quorum of 34 is required, 28 attendees and 29 Proxies – Quorum met.

1.2 Review of the Year

CEO report provided by Sarah Whelan

- Organised thirty-three events this financial year.
- Attended numerous members events.
- Some of the events run by the Chamber included Breakfast Briefing Meetings, Business Excellence Awards, Careers Expo, Business Bootcamp, Pilbara Indigenous Business Network Group tradeshow, Pilbara Women in Business International Women's Day forum and Business After Hours.

- Chamber has gone through a staff change – new staff include Nerolie Bishop, Grow Local Program Manager and Emma Scari, Events and Membership and Rachelle Sauddin remains in the Corporate Services role.
- Membership has grown by over 60 percent.
- Financial reporting and transparency are more robust, trackable and process driven.
- Chamber is implementing a new website, members portal and Buy Local Program software.
- Chamber is implementing a new program – Strength and Inclusion – which incorporates Pilbara Women in Business, Psychosocial hazards in workplaces and creating safer environments for all employees.
- Thank you to our members.

Elise Gore thanks Sarah Whelan and team for increasing the members value proposition for being with the Chamber and going above and beyond with their services.

Q: George Wilkinson – City of Karratha – What has been the driver in the increase in number of memberships?

A: Sarah Whelan – KDCCI CEO – The team has been following up on membership and sponsorship renewals and the Chamber has stopped giving away free memberships.

1.3 Review Minutes from 2023 AGM



KDCCI AGM 23 Oct 2023 – Minutes Approved

Proposed *resolution*: That the *minutes* of the KDCCI Annual General Meeting held on October 23, 2023, have been accepted.

Moved: Elise Gore

Second: Kirsty Thompson

Outcome: Approved

2. Financial Report

2.1 Financial Report and Audit Review

The financial report was provided by Kirsty Thompson (Treasurer)

- Chamber has seen significant growth and improvement.
- Improvement on budgeting, forecasting and financial reporting.
- Made more accurate financial planning and risk management.
- There has been an operating profit.
- Operating profit has been reinvested into chamber members and activities.
- Expenses have been well managed.
- Financial Report aligns with Chambers 5 strategic pillars.
- Chamber continues to invest in advocacy and community impact.
- Kirsty extends gratitude to Board, CEO, and team.
- Elise thanks Kirsty and Sarah for cleaning up chart of accounts, collecting on accounts receivable and managing cashflow - incredible work, improved considerably.

Q: Natasha Ambroziak – Karratha Adventure Sports - Why such a high amount for accounting fees?

A: Sarah Whelan – KDCCI CEO – Accounting fees do include the did restructure of chamber program, obtaining clarity and control over finances and obtaining advice and implementing more strategic control.

A: Kirsty Thompson - Astute Bookkeeping (Treasurer) – Accounting fees includes accounting, bookkeeping and accounts receivable services – and most of the costs for this financial year are not expected to continue forward.

Chris Dodd - C.D Dodd – The Chamber has demonstrated the value investing in specialised services to allow the volunteer Chamber Board to focus on more important issues. The Chamber Investment has been well distributed.



KDCCI AGM 2024 – Financial Report Approved

Proposed *resolution*: That the *Financial Report* of the KDCCI Annual General Meeting held on October 08, 2024, have been accepted.

Moved: Elise Gore

Second: Bridgette McDowell

Outcome: Approved

3. Election of Board Members

3.1 Election of Board Members

The following Board Members terms have expired (after 2 years)

- Carly Blackney
- Nellie Connors
- Francois Langlois

The following Board Members have resigned from the Board.

- Peter Haskins
- James Corea

Thank you to all Board Members for their service.

The following Board Members are seeking re-election for another term of 2 years.

- Carly Blackney - has enjoyed working with Chamber CEO and team and would like to continue in the role as Secretary for another term, looks forward to being a part of the amazing work being done by the Chamber.
- Nellie Connors
- Francois Langlois

Nominations have been received for Board Election from

- Anna Jarvie – Aligned Health and Lifestyle – Her profession is as a Nutritionist, is a member and supporter of the Chamber and the Grow Local Program, actively promotes the chamber activities and highly recommends the chamber to all new businesses within Karratha and Districts.
- Stephanie Smith – Bez Engineering - purchased Bez Engineering company 2 years ago, just purchased Pilbara Powder coating business recently, would like to join the board to gain more insight into how the town works. Currently on two other boards - Baynton primary and Karratha Motorcross

Approved Board Members

Carly Blackney, nellie Connors, Francois Langlois, Anna Jarvie and Stephanie Smith appointed the Board.

4. Upcoming Initiatives

4.1 Upcoming Initiatives

Chair Report was provided by Nerida Kickett (Chair)

- Chamber continues to align to five strategic pillars – promote, connect, advocate, support, future.
- All actions under those pillars should be meaningful and effective.

- One key focus area is to keep events and training meaningful.
- Members are encouraged to keep sharing the issues and possible solutions.
- Buy Local Program has been retagged and re-energised – this is an opportunity to make a difference, Xmas spend, great outcomes for local retailers, platform to reward staff, flyers.
- Chamber continues to focus on State and Federal Advocacy – Board and CEO work hard to have meaningful encounters with politicians but require member input to keep issues alive.
- Chamber Projects include Buy Local, website and portal, strength and inclusion network.
- Business Excellence Awards is an opportunity to celebrate the members achievements.
- Chamber acknowledges the Issues identified by our members – housing, cost of living, insurance and commercial tenancy agreements.
- Thank you for all attendees and proxies in showing an interest in the activities of the Chamber.

5. Open Forum

5.1 Open Forum

Q: Geoff Harris – Keyspot – why is a 2-person business in the same category as a 10-person business and that membership category is \$600. A 10-person business have a significant higher business income and can afford that chamber membership more easily. The businesses are not comparable.

A: Sarah Whelan – KDCCI CEO – Currently membership tiers are not on radar to review. A review of sponsorship tiers will be done shortly. The current membership tiers are similar to other chambers, but the Chamber is open to having a look, identifying the members who it impacts, and obtaining feedback from members.

Q: Natasha Ambroziak – Karratha Adventure Sports – Could the Chamber membership tiers align with the Business Excellence Award business category size?

A: Sarah Whelan – KDCCI CEO – It can be considered but not sure how easy it will be to align them.

Action: Sarah Whelan – KDCCI CEO: To review membership tiers over Xmas period

Action: Sarah Whelan – KDCCI CEO – To complete a membership survey when Chamber shifts to new portal.

Q: Sharon Creighton - Dampier Community Association – Does this chamber have a membership tier for Not for Profits?

Action: Sarah Whelan – KDCCI CEO - Sarah to provide NFP pricing information.

Janice Gorman – The Bra Bar – Thank you for the positive and subtle change from Try local to buy local.

6. Closing Remarks

6.1 Closing Remarks

Elise Gore: Thank you to the board, the staff and the members who attended the AGM.

7. Special Meeting

7.1 Special Meeting Resolution

- Elise Gore – The Chamber constitution has been edited to comply with the additional compliance to support the Chambers registration with the Australian Charities and not for Profits Commission application (ACNC).
- The ACNC requires the chamber to have a higher level of governance and holds the chamber more accountable.
- The KDCCI Annual Report indicates that a significant amount of money is currently being processed through the accounts which is another reason for changes within the constitution.
- ACNC Registration provides the Chamber eligible for income tax exemptions, FBT exemptions but won't provide gift deductions.
- A summary of the proposed changes to the constitution is below:
 - Rewording the purpose and objectives to make these statements clearer and more concise.
 - Rewording the purpose and objectives to ensure that they are articulated in a way that aligns to the definition of "charitable purpose" and therefore support the KDCCI's application for registration with the ACNC.
 - Removal of the requirement for membership applications to be endorsed by an existing member
 - Clarify that the majority vote of the Board determines EO appointments (as has been common practice within the KDCCI), rather than the president + two board members.
 - Replacing the eligibility and termination criteria for board members, with direct references to the:
 - Associations Incorporation Act s39-40; and
 - Corporations Act part 2D.6.
 - Opportune edits to ensure consistent terminology, update references, and remove hanging sentences and duplicated content.

Q: Natasha Ambroziak – Karratha Adventure Sports – Please reference Page 22, Clause 5.11, Point 7 – paragraph remains capitalised.

Q: Chris Dodd – C D Dodd – Clause 5.22 does not cross reference correctly.

Decision: To accept proposed changes to the KDCCI constitution, with addition of adjustment to capitalisation on clause 5.11 point 7, and second edit, review and confirm all clause references within the document.

8. Close Meeting

8.1 Close the meeting.

Meeting closed at 6:23pm

Signature: _____

Date: _____