

## **Minutes**

**Karratha & Districts Chamber of Commerce & Industry Inc.**

**Monthly Board Meeting held at the PDC Board Room, L2 The Quarter**

**20<sup>th</sup> February 2020**

### **1. ATTENDANCE, OPEN WELCOME AND APOLOGIES**

#### **Attendance**

##### **Members**

Vaughan Corps	President
Jared Fitzclarence	Vice President
Jodi Porteous	Treasurer
Chris Schilling	Board Member
Jessica Ireland	Board Member
Jessica Browne	Board Member
Petula Ranson	Board Member
Jason Hunter	Board Member
Tony Simpson	Board Member
Tanya Dodd	CEO
Carla Stafford	Office Manager

##### **APOLOGIES**

Buster Slood	Board Member
Cory Byers	Board Member
Rob Ammerer	Board Member

##### **OPENING**

Meeting opened by KDCCI President @

Welcome and acknowledgement of the traditional owners of the land.

### **2. DECLARATIONS OF INTEREST**

Jodi Porteous declared an ongoing interest in Item 5 – Financial Reports as Treasurer of KDCCI and a paid consultant accountant, with annual accounts and monthly reporting.

### **3. CONFIRMATION OF MINUTES**

The Board of the KDCCI resolves to accept the minutes of the KDCCI Board Meeting held on the 16<sup>th</sup> January 2020 as circulated are a true and accurate record of proceedings.

<b>Moved</b>	Chris	<b>Seconded</b>	Jessica Ireland
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#### 4. ACTION FROM PREVIOUS MINUTES

N/A

#### 5. FINANCE REPORTS

The Board of the KDCCI resolves to accept the finance report

<b>Moved</b>	Tony	<b>Seconded</b>	Chris
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#### 6. CEO's REPORT

The Board of the KDCCI resolves to accept the CEO's report

<b>Moved</b>	Tony	<b>Seconded</b>	Jessica Ireland
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#### 7. DISCUSSION ITEMS

##### 7.1 Membership Fees and Structure

- 7.1.1 Board was presented with current membership structure
- 7.1.2 Jessica Browne questioned KDCCI prices and made comparison to Broome Chamber membership prices
- 7.1.3 Grow Local Non-member Attendees will be offered discounted rate (\$99) to join until end of Financial year
- 7.1.4 Staff to look at charging application fee for all non-members nominating for Business Excellence Awards in 2020

##### 7.2 Upcoming Events – Ideas & Thoughts

- 7.2.1 Tanya requested board supply list of training courses relevant to their business currently not offered by North Regional TAFE – to be provided by next board meeting
- 7.2.2 Board were asked for their opinion on workshops to be run in 2020 for staff to investigate
  - Petula Ranson – Human Resources
  - Tony Simpson – Industrial Relations
  - Jessica Browne – Fringe Benefit Taxes
  - Jared Fitzclarence – Understanding your risk and exposure in relation to insurance

##### 7.3 KDCCI Office premises

- 7.3.1 Board were presented with rough proposal of merger with Business Centre Pilbara (Attached)
- 7.3.2 Board requested more information before decision could be made
- 7.3.3 Further discussion to take place following meeting with BCP board member, KDCCI CEO & KDCCI President on Tuesday 25<sup>th</sup> February 2020

	<b>FINANCE</b>	<b>RISK</b>	<b>STRATEGY</b>
JAN/FEB	6mth review	Asset review / needs	
MAR/APR	Funding opportunities & events planning	Funding & events review	
MAY/JUN	Next Budget	Advocacy Priorities	
JUL/AUG	Review Prior Year	Succession Planning & Discuss AGM	
SEP/OCT	Major Events / Financial Review / Reports		Prep for AGM
NOV/DEC	Cashflow during quiet time	Training Requirements	New Board Induction & Expectations

## **8. GENERAL BUSINESS**

**Meeting Closed @ 1.25pm**

**NEXT MEETING: 19<sup>th</sup> March 2020**