

Thursday, 17<sup>th</sup> August, 2017

Valley Financial Services, rear Bendigo Bank, 1/65 Main Hurstbridge Rod,  
Diamond Creek

Commencing at 12noon

**Attendance:**

Paige O'Connor Hastings (Mitre10), Darko Popovski (Nillumbik Shire Council), Barry Henwood (Valley Financial Services), Gill Di Pasquale (Gigliola), Heidi Crundwell, Andrew Gillard (Darebin Travel), Ron Vanderzwaart (Overflow Carpets); Claire Nolle – Osteologic Healthcare, P Koiker (Barry Plant)

**1. Apologies**

Victor Wong (H&R Block), Gina Hallal (Platters Café & Bar), Kathleen Coulthard (Simply Beautiful Decorations), Sue Constance – Eltham Glass, Peter Perkins (Nillumbik Shire Council)

**2. Confirmation of election of Chairperson, Vice Chairperson and Treasurer**

It was advised that due to the vacation of the President (Phil Marendaz) since the last meeting there is a position vacant.

H Crundwell advised that there has been one nomination for the position of Chairperson - Ron Vanderzwaart (Overflow Carpets).

It was moved A Gillard, seconded C Nolle, that R Vanderzwaart is nominated to the position of President. There being no further nominations, this proposal was CARRIED.

It was advised that due to the vacation of the Vice President (A Cooper) since the last meeting there is a position vacant.

H Crundwell advised that there has been one nomination for the position of Vice-Chairperson – Sue Constance (Eltham Glass).

It was moved A Gillard, seconded C Nolle, that S Constance is nominated to the position of Vice-President. There being no further nominations, this proposal was CARRIED.

It was advised that due to the resignation of Treasurer (Bernard McCrohan) since the last meeting there is a position vacant.

After some discussion, P O'Connor (Mitre 10) offered to fulfil this role until such time as a nominated replacement is found

It was moved A Gillard, seconded C Nolle, that P O'Connor is nominated to the position of Treasurer. There being no further nominations, this proposal was CARRIED.

B Henwood welcomed the new executive team and spoke about the strength in engaging with the community which will come back in tenfold into each and every business and this is the strength of the local Bendigo Community Bank which has demonstrated how important this engagement and investment is.

**3. Minutes of meeting held 29<sup>th</sup> June, 2017 & 26<sup>th</sup> July, 2017**

Proposed by B Henwood and seconded P O'Connor that the minutes of 29<sup>th</sup> June, 2017 and 26<sup>th</sup> July, 2017 are a true record.  
ACCEPTED.

**4. Diamond Creek Marketing and Promotion Rate Renewal Update**

Committee agreed that H Crundwell prepare a list of which businesses are to contact and ask them to sign letters of support.

At the same time, D Popovski agreed to prepare a summary of the main points why the Special Rate Renewal should be renewed and is to include :- New committee, New Fixed Plan, Opportunity to be Engaged, New Fee's, Encourage people to get onto the committee – Get Involved.

ACTION: H Crundwell to prepare a letter to the CEO requesting that Nillumbik Shire Council recommence the Special Rate Renewal process as the committee is confident that the required approvals will be obtained.

**5. Establishment of sub committee – infrastructure and transport & Marketing**  
**Nillumbik Shire Council – Economic Advisory Committee**

At this point D Popvoski raised the Nillumbik Shire Council (NSC) Economic Advisory Committee representative. The purpose of this group is to advocate for economic policy. D Popvoski advised that P Marendaz has indicated that he would be keen to represent the Diamond Creek Traders Association in his capacity as a member of the Association and report accordingly. B Henwood agreed to also act as a representative on this NSC Sub Committee as required.

Proposed by G Da Pasquale and seconded R Vanderzwart. CARRIED.

Action: H Crundwell to clarify with P Marendaz that the nomination is still acceptable to him.

### **Infrastructure and Transport Sub Committee**

B Henwood agreed to be involved with this sub-committee as well as G Da Pasquale and also invite P Marendaz. A Terms of Reference is required to be established.

Proposed by R Vanderzwart and seconded A Gillard that this sub committee is formed. CARRIED.

Action: H Crundwell to clarify with P Marendaz that the nomination is still acceptable to him.

### **Marketing Sub Committee**

The committee agreed that this Sub Committee is not required as this is a function of this group.

### **6. Budget and Marketing Plan Endorsement**

Some committee expressed concern over endorsing the plan that felt was not consulted appropriately. H Crundwell advised that this has been prepared after talking with traders and had been emailed to the committee three weeks earlier for input with no feedback. It is critical that the Association prepare a blueprint plan outlining where the funding will be directed and a budget. This plan which can be amended as required at committee meetings. Changes will only be made after committee endorsement.

ACTYION: H Crundwell agreed to resend the plan to the committee.

The committee agreed that due to no income stream for the first five months of the calendar year, emergency funding to cover projects, such as Cube Z, will be sought from Nillumbik Shire Council.

ACTION: H Crundwell to prepare a letter requesting \$20K emergency funding for R Vanderzwart to sign.

Community Carols – H Crundwell advised that the local church group had approached the DCTA seeking sponsorship of \$1,000 for the Diamond Creek Community Carol Fireworks. The committee agreed to this funding, provided that more prominent advertising is placed this year.

### **7. Financial Report to 30<sup>th</sup> June 2017**

In the absence of a current Treasurer, H Crundwell tabled the Profit and Loss to 30<sup>th</sup> June 2017.

To assist the Treasurers Role, which can be administrative and onerous, the committee agreed to look into hiring a bookkeeper. It will be the bookkeeper's role to load invoices into MYOB and set up the accounts through Bendigo Bank and alert the signatories that the payments have been loaded and ready for approval. Two signatories to authorise is still required.

It was agreed that:

Paige O'Connor (Mitre10) and Ron Vanderzwart (Overflow Carpets) are added as signatories to Bendigo Bank accounts: 633-000 149206450 and 633-000 123182305.

Approved by A Gillard, and seconded C Nolle. CARRIED.

It was further agreed that if the Diamond Creek Traders Association employ the services of a Boost Your Books Bookkeeping, that director Julie Okaylie of Boost Your Books, is to be able to add invoices to be paid into Bendigo Bank Account - 633-000 123182305, but not be a signatory.

Approved by A Gillard, and seconded C Nolle. CARRIED.

H Crundwell reported that the BAS for the second quarter had been lodged and she was seeking assistance from Marendaz Accounting to lodge the final BAS. Marendaz Accounting had offered to provide this service has been provided gratuitous.

### **8. Set date for the AGM**

Wednesday, 18<sup>th</sup> October, 2017 at The Vines commencing at 6pm.

Meeting closed at 1.40pm

**Next Meeting      Thursday, 14<sup>th</sup> September at 12 noon**