

# Meeting Minutes

## February 2008



Minutes of Meeting Bayside Business Board held 7:30am to 9am at Hemisphere Conference Centre on Thursday 21 February 2008.

**Present:** Matt Nichols (Chair), Laura Copley, Cr Andrew McLorinan, Andrew Murrowood, David Willersdorf, Vicki Crowe

**Council Officers:** Anthony Jacobs, Julie Reid

**Apologies:** Alistair Murray, Louise Cooper-Shaw,

Agenda Item No	Context	Action Outcome	Person (s)	Due	Status
1. Welcome	The Chairman welcomed members.				
2. Minutes of Previous Meeting	Minutes of the previous meeting held 22 November 2007 be adopted. It was also discussed that after adoption the minutes of the meeting should be posted on the BBN website to keep members of the Network apprised of the Board's deliberations.	That the minutes of the Bayside Business Board Meeting held 22 November 2007, be adopted.  That the Board endorse the posting of the minutes on the BBN website after adoption  Moved - Andrew Murrowood & Matt Nichols - Carried	Anthony Jacobs	N/A	Adopted
3. Board Membership	1. Discussion of terms of reference and number of Board members  A number of issues in relation to the number and composition of the Board were discussed.  2. Selection process for 2008 – 2010 members	Board Members note that appointment of officer bearer is to be undertaken at the next meeting. Nominations will be required for: <ul style="list-style-type: none"><li>Chair</li></ul>	Anthony Jacobs	25/03/2008	Recommended for Council action

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	<p>Current terms of reference require:  <i>The Board will consist of a Chair, Deputy Chair, Treasurer and Secretary, elected on an annual basis.</i></p> <p><i>The Board may form Subcommittees as required and elect a Coordinator for the Subcommittee. Each Subcommittee will have a specific objective and will report back to the Board</i></p> <p>Board members also considered positions and roles on sub-committees.</p> <p>The Chair advised of the interview and selection process of applicants for the Board noting the numbers and quality of candidates.</p> <p>Due to the overwhelming number of applicants some candidates would need to be advised that they were unsuccessful.</p>	<ul style="list-style-type: none"> <li>• Deputy Chair</li> <li>• Treasurer</li> <li>• Secretary</li> </ul> <p>The Board endorse the following recommendations to Council:</p> <p>That Peter Wright, Warren Harmer and Angie Shackleton be recommended for appointment to the Board by Council.</p> <p>A revision to the Terms of Reference requesting Council to:</p> <ul style="list-style-type: none"> <li>• Reduce the maximum number of Board Members from 15 to 10.</li> <li>• Establish a Sub committee structure noting the limited resources of Council to support these.</li> <li>• Unsuccessful applicants for the Board to be advised by Council and where appropriate be invited to join sub committees. .</li> </ul> <p>Moved - Andrew Murrowood &amp; David Willesdorf - Carried</p>	Anthony Jacobs	March	Adopted by Council 25/03/08

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<b>4. Business Board - Business Plan</b>	<p>1. Discussion on direction and focus</p> <p>The Chair outlined the facilitation process that had been undertaken in late 2007 to assist the Board in ensuring it was focused on deliverables. The Chair indicated that the Board should be smaller with committed members that were prepared to work. The Business Plan developed out of the facilitation process committed the Board to a significant level of outcomes.</p> <p>2. Process</p> <p>Council officers outlined the need for Council approval and adoption of the Board's recommendation for changing the terms of reference.</p>	<p>The Board note the Business Plan and endorsed the recommendation to Council.</p> <p>Moved Vicki Crowe &amp; Laura Copley Carried</p>	<p>Matt Nichols</p>	<p>N/A</p>	<p>N/A</p>
<b>5. Budget 2007/08</b>	<p>A brief discussion on the financial position of the Network was held.</p>	<p>The Board noted the finance report</p> <p>Moved - Andrew Murrowood &amp; Matt Nichols - Carried</p>	<p>Laura Copley</p>	<p>21 Feb</p>	<p>To be actioned</p>
<b>6. Sub-Committee Reports</b>	<p><u>1. Communications, Marketing &amp; Sponsor</u></p> <p>Website update – An update on the new website was provided by Council Officers.</p>	<p>All Board Members to review information on the website and identify any changes, corrections and or improvements suggestions.</p> <p>All Board Members to utilise their own communications channels to promote the Network.</p> <p>Board Members to consider ways of better recognising and value adding for the contribution of sponsors.</p>	<p>All</p>		<p>As required</p>

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	<p><u>2. Events</u> The event program for 2008 was discussed. The Board also considered conducting industry specific seminars to assist with networking and information sharing. This could also act to attract membership from other business sectors. Given the increased level of sponsorship it was agreed to arrange a high quality sponsors lunch as soon as possible as a way of thanking them for their support.</p>	<p>The Board endorse the Event Schedule.  Members to provided information on ideas for industry specific surveys dates to the Events Sub-committee.  Sponsor's lunch to be arranged.</p>	All & Anthony Jacobs	March 2008	To be actioned
	<p><u>3. Breakfast</u> To improve the connection with retailers in the municipality it was decided to extend an invitation to representatives of the traders associations.  In the preparation of the running sheet more time to be allocated to networking – consideration to be given to a “Speed networking” type concept.</p>	<p>The Board endorse the invitations to representatives of the Traders Associations.  It was decided given the time limitations at the breakfasts that it was more appropriate to promote the networking evenings.</p>	Anthony Jacobs	March 2008	To be actioned
	<p><u>4. Seminars</u> The Board noted the review of the 2007 schedule and its extension to an eight-month program.</p>	<p>The Board note the 2008 extended program and arrange for a roster of Board Members to introduce the seminars.</p>	Anthony Jacobs	March 2008	To be actioned
	<p><u>Networking Evenings</u> The Board noted the expansion to the program as it was considered the most effective way of networking. A schedule is to be developed for Board Members to open the evenings, remind attendees that the event has been facilitated by the BBN. A non – intrusive way of controlling the evening to “Members Only” is also to be developed.</p>	<p>The Promoting of the evenings as the BBN's premier networking event is to be undertaken.  A system of selected entry is to be developed.  Sub committees reports moved in block – David Willesdorf &amp; Vicki Crowe. Carried</p>	Matt Nichols	N/A	To be actioned
<b>7. Women's Business</b>	Luncheons	The Board note the 2008 program and the new venue of the Middle Brighton Baths.	Vicki Crowe	N/A	

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<b>8. Other Business</b>	Confirmation of Council contacts and roles	All members to use Anthony Jacobs as the first point of contact.	N/A	N/A	N/A
	Outcomes of EOI process for contractors	An update is to be provided at the next meeting.	Anthony Jacobs	N/A	N/A
	Sister City Program	Discussion deferred to the next meeting.	Alistair Murray	N/A	N/A
	Bayside Mayoral Charity Golf Day	All encouraged to promote.		N/A	N/A
	BBN support for BAYCISS and mentor program. A discussion on the Board adopting a charity was undertaken and it was agreed that this should be reviewed on an annual basis.	The Board endorsed BAYCISS as its adopted charity for 2008 The Board note and endorse the mentoring program for young women.	N/A	N/A	N/A
	Confidentiality agreements. Given the possibility of Board members coming across private information in their roles all members are to sign privacy and confidentiality agreements.	Suitable privacy and confidentiality agreements to be executed.	Anthony Jacobs	Upon appointment of new Board	April 2008
<b>9. Next Meeting</b>	Thursday 24 April 2008				