

Narrabri Industrial Network Inc

Executive Meeting

Date: Wednesday 26/5/2021

Time: 6:00PM

Place: GOAT Lounge – Tourist Hotel

Attendees: **President** Justin Smith; **Vice President** Jack Campbell; **Secretary/Treasurer** Gillian Goddard; **Business Development Manager** Kodey Stanford; Will Guest (C & W Financial); Nick McClure (Specialised Civil Services); Will Childs (WTC Earthmoving).

Apologies: Nil.

Correspondence In/Out

In

- Invoices:
- Membership query: ARTC (*Approved for application*)
- Trans4m Community Assistance Fund

Out

- Kodey Stanford – NIN BDM Introduction email

President's Report

1. Kodey onboard as Business Development Manager.
2. Discussion around Trans4m Rail. Multiple enquiries from Members regarding communication from Trans4m following the meeting. No response has been directly received.
3. Discussion around current and new memberships – submission accepted at end of financial year.

Vice President Report

Treasurer Report

- Financial Report

General Business'

1. **NIN Workshop:** Winning business with tender workshop to be branded as NIN event. Covers Available to Narrabri businesses as membership drive. Date to be confirmed with Ross Carter. Discussions around additional guest speaker.
2. **NIN Event schedule:** Aim for quarterly events.
 - a. Discussion of winter cocktail event. BDM to source venue options and costs.
 - b. Discussion of NIN annual major event. Will Guest suggested Autumn black tie gala to avoid conflicting events such as Nosh. BDM to source venue options and costs. Potential for fundraising event for local charity – expression of interests welcomed by NIN. Source guest speaker. Subcommittee will be formed to assist with organisation.

3. **Discussion of additional funding:** Community grants available. President advised of Trans4m Community Assistance Fund. Gilly to follow up as SBLO.
4. **Media Release:** Social and marketing schedule to resume, member feature to be included.
 - a. Monthly features for Platinum/ Foundation members. Discussion with GFS for current feature. Courier Article introducing new employee and upcoming workshop.
 - b. Revisited discussion on NIN video. Will Childs suggested Social Focus for production. BDM to follow up. Platinum/Foundation partners to receive filming for overview video, social snippets, content is used for NIN productions. All members to receive filming for social snippets, content also used in NIN productions.
 - c.
5. **BDM schedule:** Gilly suggested fortnightly report to executive.
6. **Member Items:** Training opportunities/Professional Services – Will Childs suggests correspondence with Civil Construction Federation
7. **Membership Inquiries:** BDM informed executive of meeting and membership requested by ARTC N2N. Query on membership payment by credit card. Gilly suggested online payment platforms through NIN website. Meeting to discuss impact of projects in Narrabri. Kodey, Gilly and Justin to attend. Date to be confirmed.

Motion: Motion to establish online payment form for membership application

Moved: Justin Smith **Seconded:** Will Childs

Next Meeting

Date: Wednesday 23/6/2021

Time: 6:00PM

Place: TBC

Meeting Closed at 7:30pm

Minute taker: Kodey Stanford

Date: May 26, 2021