

Narrabri Industrial Network Inc

Executive Meeting

Date: Wednesday 23/6/2021

Time: 6:00PM

Place: Tourist Hotel

Attendees: **President** Justin Smith (late arrival); **Secretary/Treasurer** Gillian Goddard; **Business Development Manager** Kodey Stanford; Will Guest (C & W Financial); Will Childs (WTC Earthmoving).

Apologies: **Vice President** Jack Campbell & Nick McClure (Specialised Civil Services)

Review of actions from previous meeting

- E-payment system for membership application.
- NIN event schedule.

Acceptance of minutes of previous meeting

Proposed resolution: That the minutes of the May executive meeting be accepted.

Moved: GG

Seconded: WG

Passed

Correspondence In/Out

In

- Invoices: MYOB, Telstra, Canva
- Employee Timesheet
- Crossing Theatre – quote & event confirmation
- Social Focus – quote
- Invitation to Region in Focus Luncheon
- Newsletters: Small Business in Focus, Narrabri Localised, Inland Rail, Electorate of Parkes, Business Connect.

Out

- NIN members newsletter
- Employee payslip
- The Courier – feature article
- Membership Prospectus – Platform & Co

President's Report

- President's report to be delivered in July.

Vice President Report

- Vice President's report to be delivered in July.

Treasurer Report

- Treasurer's report to be delivered in July.

Business Development Manager Report

- Reported on general correspondence only.

General Business'

- 1 Feature Video:** BDM supplied correspondence and quote with Social Focus. Executive confirmed to progress forward with video. BDM to arrange schedule.
- 2 NIN workshop:** confirmed 10th August with Ross Carter as guest speaker. President suggestion of extending workshop to include luncheon for members. Supported by executive members. President to source additional guest speaker. BDM to arrange venue.
- 3 Event schedule & discussion:**
 - a. Autumn Gala confirmed date, 2 April 2022.
 - b. Review of available dates for cocktail event. Will Childs highlighted potential conflict with additional events in the Narrabri community. BDM confirmed venue unavailability. Suggestion to sponsor Business Awards.

Motion: Motion to sponsor Chamber of Commerce Business Award.

Moved: GG **Seconded:** WG

- 4 'Regions in Focus' Luncheon:** Member attendance is voluntary.

- 5 Membership's discussion:**

- a. Renewal as of 1 July 2021. Suggestion to update prospectus with corporate sponsorship level - Website and promotional material, invitations to meetings, access to member communications.

Motion: Motion to update prospectus with corporate sponsorship level to replace foundation level.

Moved: JS **Seconded:** WC

- b. New membership queries from GB Craines, The Courier & Logan's Furniture.

Motion: Approve and forward membership forms to relevant applicant's

Moved: GG **Seconded:** KS

- c. Membership drive – BDM to compile list of potential memberships.

- 6 E-payment discussion:** Applicable as of 1 July 2021. Payment system process amended: available through member application.

Next Meeting

Date: Wednesday 28/7/2021

Time: 6:00PM

Place: TBC

Meeting Closed at 7:06pm

Minute taker: Kodey Stanford

Date: June 23, 2021