

TOURISM KURANDA NOTICE OF MEETING

Notice is hereby given of a General Meeting of Tourism Kuranda, to be held on **Tuesday, 21 January 2014** at the Bottom Pub - Kuranda Hotel at **4.00pm**.

AGENDA

1. Welcome and Introduction

Melanie Wicks (Chair), Cr Jenny Jensen, Glenys Pilat, Marc Sleeman, Robert Matthews, Cathy Flambo, Kevin Parise, Terry Pates, Patricia Green

Apologies

Michael Trout, Chris Grantham, Adrian Pancirov

Visitors

Mayor Tom Gilmore and Kate Bertola

2. Confirmation of Previous Minutes – Tuesday 19 November 2013

Moved: Robert Matthews

"That the minutes of the previous meeting of the 19 November 2013 be accepted as true and correct"

Seconded: Terry Pates

3. Business Arising from Previous Minutes – Tuesday 19 November 2013

ACTION ITEMS

Responsible Person	Action	Date for Completion	Follow-up/Completion
Judy	Organise CSS to talk to Shelia Brim, Ngoonbi and Marg at the Neighbourhood Centre to see what Street to Home can do	21/01/2014	Completed CSS providing Outreach services on a weekly basis
Judy	Follow up with TRC Finance Dept to find out if TRC has received the income from businesses advertising on the Tourism Kuranda website (\$3,800-\$4000)	21/01/2014	Completed. Received \$2,800 to dates
Judy	Follow up with TRC Finance Dept to find out what the expenditure item in the budget report is - ATEC \$1237.	21/01/2014	Completed. Incorrectly coded
Judy	Follow up on the TRC cost of cleaning post Kuranda Festival	21/01/2014	Completed. Extra cleaning cost transferred to FIKS
Marc	January Agenda Item - Discuss FIKS application	TBA	Marc to report back at next meeting
Glenys & Judy	Discuss options with Council's Community Support Service (CSS) regarding engagement options for issues near the new River Walk. Amanda noted that Council has not authority in this area.	21/01/2014	Completed.

	<i>Carried over to next meeting. It was noted that CSS will need to liaise and work with Ngoonbi Cooperative Society as they have started addressing these issues.</i>		
Melanie	Arrange a follow-up meeting with Joe Paronella to resolve the issue regarding \$6 signage on the Kuranda bus. <i>It was noted that the bus is not operating and it may need to be replaced. Further details will be sought on 21/11/2013</i> <i>Carried over to next meeting</i>	21/01/2014	Melanie to follow up with Joe Paronella and report at next meeting
Jenny	Request that Council officers investigate the allocation of interest on all funds generated by Tourism Kuranda, including the benefitted areas levy and other income streams <i>Issue raised with Tom Gilmore by Melanie Wicks and he advised "he will correct it" if elected Mayor. Decision made to invite Mayor Gilmore to attend a future meeting.</i> <i>This matter was raised at a recent council meeting and council resolved to investigate with no decision made yet.</i> <i>It was decided that Cr Jenny Jensen will raise the issue at the next council meeting</i>	21/01/2014	Glenys provided information outlining methodology of calculating interest Glenys to arrange meeting with Mel Wicks and Jen McCarthy to discuss further

4.

Correspondence

Inward Correspondence

- 12/11 email from Robert Matthew re: KSR & Skyrail attending next Chamber meeting
- 15/11 e-mail complaint from Toni Rogers re: Newsletter
- 15/11 e-mail from Jenny Jensen re: Cleaning Charges
- 18/11 e-mail from Michele Woods re: website advertising
- 18/11 e-mail from Jaelee Denman re: info on newsletter database
- 18/11 e-mail from Kylie Lloyd re: Kuranda map supply request
- 19/11 e-mail from Marni Barnett – Skyrail re: facebook campaign
- 19/11 e-mail from Michele Woods requesting website link on website
- 19/11 e-mail from Charlie Allcorn re: I love Cairns Deals proposal
- 20/11 e-mail from B. Brooks – Butterfly Shop thanking TK for our support
- 22/11 e-mail Tom McPartland re: In-sight magazine (don't forget them)
- 28/11 e-mail from Cheryl Kelly re: 2014 TNQ Showcase
- 2/12 e-mail from Vicki Tang – TTNQ re: Chinese New Year
- 2/12 e-mail from Jenny Jensen re: TRC/MSC Australia Day Awards
- 3/12 e-mail from Marni Barnett – Skyrail re: facebook campaign details
- 5/12 e-mail from Kevin Parise re: Skyrail contribution to facebook campaign
- 6/12 e-mail from Phil Kennedy – Aussie World Travel USA thanks for sending newsletter
- 6/12 e-mail from Andrea Falvo – Tablelands Advertiser re: Arts Co-Op news story
- 12/12 e-mail from Colyn Huber with full link to high res images of Kuranda Festival
- 16/12 e-mail from Kylie – Tablelands Advertiser re: New Kuranda activities (Xmas Candy)
- 16/12 e-mail from Melanie re: 20/20 Group restructure notification with new contact details
- 16/12 e-mail from Jenny Jensen apologies for TK Dec meeting and nominating Matthew Hyde
- 16/12 e-mail from Ivana KSR requesting TK to share Facebook post etc
- 18/12 e-mail from Sue at Adlink media with 2014 proposal
- 18/12 e-mail from Cathy Harvey re: Bendigo Bank app proposal
- 19/12 e-mail from Marni – Skyrail advising TK who won the facebook promotion
- 2/1 e-mail from Louise Mabbutt requesting information re: TK distribution
- 6/1 e-mail Cheryl Kelly – ATEC Sydney Showcase registrations open
- 6/1 e-mail Ivana KSR advising of 2 for 1 promotion
- 6/1 e-mail from John Middleton re: Gateway advertising proposal for 2014
- 11/1 e-mail from Kelly at TTS (Hilton) re: Mobility and Disability
- 13/1 e-mail from Ivana at KSR re: December figures
- 14/1 e-mail from Studio Spec design co. requesting use of images for HIS

15/11 e-mail fro Adam – Skyrail re: Upcoming ATEC Sydney Showcase (joint calls)

Outward Correspondence

13/11 e-mail to all Kuranda business owners – Discover Magazine EOI
15/11 e-mail to Toni Rogers re: TK newsletter
15/11 e-mail to Ben Woodward – Capta re: ATE 2014 coordinator ABS
15/11 e-mail to Carol Day re: Kuranda Festival - Undie Fun Run money
18/11 e-mail to Colyn Huber re: Kuranda Festival Photography
20/11 e-mail to Susan Crockford thanking her for the wonderful support over the last 4 years
20/11 e-mail to all the business owners re: Christmas Shopping Special Newsletter
25/11 e-mail to Michele Woods explaining our position re: website advertising
25/11 e-mail to Marni Barnett with some new images for their newsletter'
25/11 e-mail to all Kuranda business owners with Skyrail update
26/11 e-mail to Alison @ kaleidoscope retreats re: website listing
26/11 e-mail to Kuranda Police re: after hours for TK and new MSC from 1st Jan 2014.
26/11 e-mail to Michael Trout re: Joint Meeting invitation
26/11 e-mail to Rod Ferguson re: Joint meeting invitation
27/11 e-mail to Kuranda restaurant owners re: support for facebook promotion
29/11 e-mail to Chris Grantham re: Tropic Wings coaches in Coondoo Street
29/11 e-mail to KDCC with my November EO report
29/11 e-mail to all Kuranda business owners re: Christmas newsletter
29/11 e-mail to KSR & Skyrail requesting contact for retail sales
29/11 e-mail to Robert Matthews – KDCC with retail contacts for Skyrail & KSR
5/12 e-mail RSVP to TTNQ for networking function
9/12 e-mail to Andrea Falvo from Tablelands Advertiser re: Arts Co-Op photo shoot
9/12 e-mail to Toni Rogers & Mollie Bosworth re: photo shoot opportunity
9/12 e-mail to Josephine – Atherton Info Centre re: 23 RACQ boxes brochures
9/12 e-mail to all Kuranda business re: Kuranda Range - slope stabilisation works
10/12 e-mail to all the ATEC IUN delegates with link to facebook album
12/12 e-mail to Rod Marti re: TK social media & newsletter etc..

5. Confirmation of Budget Report and Approval of Accounts for Payment

Moved: Melanie Wicks

"That the budget report be accepted and that the accounts be approved for payment"

Seconded: Robert Matthews

6. Confirmation of Executive Officer Report

7. General Business

7.1 Update on Mareeba Shire Council

Glenys provided update on the MSC Organisational Structure and included an Economic Development Officer role that would work with Tourism Kuranda.

Jenny provided an update on the new Council and that the Councillors are working towards handing down budget 30/01/14.

7.2 Future Financial Reporting Requirements

Kate discussed previous and current financial reporting. It was decided that Marc would meet with the Finance Team and work through the budget requirements in line with the Strategic Plan.

7.3 Gateway Media Chinese Map

Marc advised that Tourism Kuranda had not advertised via this medium for several years and queried whether it should be considered. Alternately create a Chinese version of the Directory/Map and branded as TK. Marc will obtain quotes for printing and Chinese, Japanese and English Directory/Map and consider packaging advertising in all three publications.

7.4 Office Printer

Marc advised that the officer printer was not working prior to Christmas however has been able to get working again. No need to replace at this point in time.

7.5 Website Advertising

Marc discussed pro-rata option of website advertising until the end of the Financial Year. Suggested amount would be \$60 instead of \$110. This was accepted by the Committee and Marc was advised to commence on this task as soon as possible.

7.6 Kuranda Festival

Marc advised that the tentative date for the Kuranda Festival is 18-19 October 2014. The Committee discussed the need to check that the date did not clash with other events within the region. General discussion regarding the need to obtain external funding to support the event and what role Council and the Chamber of Commerce could potentially play.

7.7 Social Media Google ad words

Marc provided an overview of key word search results in relation to the TK website. Marc will include this information when approaching businesses to advertise on the website.

7.8 ATEC Sydney Showcase

Marc will be attending the event in Sydney from 18 February and will be away for one week.

7.9 Billy Cart Derby

Robert advised that Rotary would like to organise a Billy Cart Derby event. Currently in the early stages of planning and would like to know if Tourism Kuranda would be interested in being involved. It could be combined with the Easter event. It was agreed that Tourism Kuranda would be interested in helping to promote the event as part of its Easter Celebrations, as long as Rotary took responsibility for the organisation and insurance of the event.

8. Next Meeting: Tuesday, 25 February 2014

Meeting closed at 5:23pm

ACTION ITEMS

Responsible Person	Action	Date for Completion	Follow-up/Completion
Marc	January Agenda Item - Discuss FIKS application	25/02/2014	Marc to report back at next meeting
Melanie	Arrange a follow-up meeting with Joe Paronella to resolve the issue regarding \$6 signage on the Kuranda bus. <i>It was noted that the bus is not operating and it may need to be replaced. Further details will be sought on 21/11/2013</i> <i>Carried over to next meeting</i>	25/02/2014	Melanie to follow up with Joe Paronella and report at next meeting
Jenny	Request that Council officers investigate the allocation of interest on all funds generated by Tourism Kuranda, including the benefitted areas levy and other income streams	25/02/2014	Glenys to arrange meeting with Mel Wicks and Jen McCarthy to discuss further
Glenys	Arrange for Marc to receive funding alerts when the Grants Officer commences	TBA	
Marc	Obtain costs for printing Kuranda map/brochure in Chinese, Japanese and English.	25/02/2014	Marc to report back at next meeting