

Surf Coast Tourism Board Meeting					
<b>Date</b>	4 June 2015	<b>Time</b>	5.06pm	<b>Venue</b>	Surf Coast Shire Council 1 Merrijig Drive, Torquay
<b>Chair</b>	Raylene Fordham	<b>Minutes</b>	Simon Loone		
<b>Tourism Board Members Present</b>	Raylene Fordham, Barrie Sutherland, Sandi Chambers, Cr Clive Goldsworthy, Chris Tutungi				
<b>In Attendance</b>	Matt Taylor, Simon Loone, Michael Hastings				
<b>Ag. No.</b>	<b>Issue Topic</b>	<b>Background/Officer</b>	<b>Points of Discussion</b>		<b>Action Required Resolution / Decision</b>
1	<b>WELCOME</b>				
		The Chair welcomed all Board members and opened the meeting at 5.00pm.			
2	<b>APOLOGIES</b>				
		The Chair called for any apologies.	Apologies received from: <ul style="list-style-type: none"> <li>Dean Newell</li> </ul>		<b>Moved:</b> Sandi Chambers <b>Seconded:</b> Barrie Sutherland That the apologies be accepted.  <b>CARRIED</b>
4	<b>DISCLOSURE OF INTERESTS</b>				
		The Chair invited the Board to declare any conflicts of interest with agenda items.	<ul style="list-style-type: none"> <li>No interests were declared for any items on the agenda</li> </ul>		
5	<b>CONFIRMATION OF MINUTES</b>				
		Confirmation of the minutes from 2 April 2015 Surf Coast Tourism Board Meeting.			<b>Moved:</b> Sandi Chambers <b>Seconded:</b> Barrie Sutherland That the 2 April 2015 Surf Coast Tourism Board

				meeting minutes be recorded as true and correct. <b>CARRIED</b>
<b>6</b>	<b>BUSINESS ARISING</b>			
		<p>The Board discussed the following issues from the Business Arising report:</p> <ul style="list-style-type: none"> <li>Anglesea, Torquay and Lorne representatives collectively review the responsibilities of the Tourism Board in the DAP's and bring the list to the June Meeting for discussion.</li> <li>That the sub-committee reviewing Destination Action Plans review the budget as relevant to Surf Coast Tourism Board and provide a summary to the full Board highlighting any identified gaps.</li> </ul>	<p>The Board discussed the following points:</p> <ul style="list-style-type: none"> <li>No need for budget submission to Council</li> <li>New corporate GORRT website is now live, however the visitor website is still under development and is planned to go live in September 2015.</li> </ul>	<p><b>Moved:</b> Barrie Sutherland <b>Seconded:</b> Chris Tutungi</p> <p>That the submissions to Business Arising report be accepted.</p> <p><b>CARRIED</b></p>
<b>7</b>	<b>GENERAL BUSINESS</b>			
	<b>Instrument of Delegation Review</b>	<p>The Board discussed the Review of the Tourism Board Instrument of Delegation by Bill Fox &amp; Associates.</p> <p>This was accompanied by a presentation to discuss the potential formation of a Tourism Reference Group in place of a Tourism Board.</p>	<p>The Board discussed the following points:</p> <ul style="list-style-type: none"> <li>Confirmation that all Board members had been consulted with</li> <li>The desire of industry to maintain communication with Council while Great Ocean Road Regional Tourism (GORRT) model gets settled</li> <li>The report to Council provides an opportunity to be positive and promote the achievements of the Board over the past 10 years and the social benefits of networking and industry collaboration.</li> <li>A need for more transparency over the application of the commercial differential rate</li> <li>The proposal of a Tourism Reference Group made</li> </ul>	<p><b>Moved:</b> Barrie Sutherland <b>Seconded:</b> Sandi Chambers</p> <p>That the Surf Coast Tourism Board provide a letter to Council expressing their support of a Tourism Reference Group</p> <p><b>CARRIED</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Chairperson to draft a</li> </ul>

			<p>sense in that there could be continued engagement with traders and industry but focused around workshops on specific topics to keep the discussion highly relevant. This would be supported by an increased level of engagement by Council direct with Trader Groups.</p> <ul style="list-style-type: none"> <li>• Acknowledgement of the efforts of Cr Goldsworthy combined with a strong desire to see more ward Councillors actively engaged with their respective trader groups.</li> <li>• Board agreed to make a submission to Council as an appendix to the 23 June 2015 Council Report on the Review of the Instrument of Delegation</li> <li>• Supportive of the Tourism Reference Group model in principle, on the proviso that: <ul style="list-style-type: none"> <li>○ clear timelines are set out for the establishment of a Tourism Reference Group</li> <li>○ the Group is reviewed after 12 months</li> <li>○ Stronger engagement occurs between ward Councillors and Trader Groups.</li> </ul> </li> </ul>	<p>letter to Council on Tourism Reference Group by 9 June</p> <p><b>Moved:</b> Chris Tutungi  <b>Seconded:</b> Sandi Chambers</p> <p>The draft letter be provided to all board members for approval prior to submission</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Chairperson to provide draft letter to all board members prior to submission</li> </ul>
<b>8</b>	<b>NEXT MEETING</b>			
		Meeting closed at 6.45 pm		
<p><b>Ground rules for our Meeting</b></p> <ul style="list-style-type: none"> <li>• We start on time and finish on time</li> <li>• We all participate and contribute – everyone is given an opportunity to voice their opinions</li> <li>• We use improvement tools that enhance meeting efficiency and effectiveness</li> <li>• We actively listen to what others have to say, seeking first to understand then to be understood</li> </ul>			<ul style="list-style-type: none"> <li>• We follow-up actions for which we are assigned responsibility and complete them on time</li> <li>• We give and receive open and honest feedback in a constructive manner</li> <li>• We use data to make decisions (whenever possible)</li> <li>• We strive to continually improve our meeting process and build time into each agenda for reflection</li> </ul>	

<b>Action List</b>	<b>Meeting Date</b>	<b>By Whom</b>
• Chairperson to draft a letter to Council on Tourism Reference Group by 9 June	4 June 2015	Raylene Fordham
• Chairperson to provide draft letter to all board members prior to submission	4 June 2015	Raylene Fordham