



Hunter Chefs & Co
Minutes of Committee Meeting held at The Cellar Restaurant
11th March, 2010@ 9am

Present: Ben Neil, (BN), Nick Vivian (NV), Andy Wright (AW), Helen Dyball (HD), Samantha Glover (SG)

Items	Action	By whom	By when
1. Apologies	Robert Molines (RM) ; Andrew Clarke (AC); Jan Molenaar (JM),		
2. Confirm Minutes	2.1 11 February, 2010	Moved HD, 2 ND AW	
3. Business Arising from Minutes	3.1 Draft Calendar was approved with Change tp Awards dinner to now be held on 1 st Nov at TAFE restaurant. SG to dsitribute & add to newsletter & Website. HD to forward dates for awards application, judging etc for inclusion. An email is to be sent to members to tender for lunch/dinners – 1 week to respond.BN to put together short email & forward to SG for distribution.	SG HD BN/SG	Next meeting 11 Mar
	3.2 HVWIA Membership & Committee Involvement. BN advised he attended HVWIA exec committee meeting and gave verbal report. HVWIA would like a chef to attend Marketing sub-committee meetings. It was agreed AW/NV would share this between them and SG would act as back up. BN to advise Geoff Kreiger, HVWIA and pass on schedule for meetings to AW/NV In addition they would like HC&Co to have a representative on exec committee. BN has agreed to do attend for now and assess the value, report back to HC&Co committee and review.	AW/NV BN	Now
	3.3 Utube Links to website It was agreed that this would be a valuable tool to promote events, for education etc. Currently can only give a link to utube. Would be preferable to show within HC&Co website. Need to get quote on this capability from web designer. Maybe contra for membership or opportunity to speak at luncheons.	BN	Next meeting
	3.4 Produce Market – agreed not to pursue any further		
	3.5 Restaurant & Catering speaker for luncheon. SG advised she had approached with very little repsonse. AW will contact and see if he has better response.	SG	Next Meeting
	3.6 Sydney Bus Trip – HD advised that this will not go ahead due to costs involved with transport. Shane from Shanes Seafood has agreed to take 2	AW	Next Meeting



Hunter Chefs & Co
Minutes of Committee Meeting held at The Cellar Restaurant
11th March, 2010@ 9am

	<ul style="list-style-type: none"> - HD will advise dates for applications, judging etc. - HD would like to see Committee in a jacket or shirt to identify them. NV to get price on polo or shirt. 	HD NV	Next Meeting
6. Motion to approve New members	<p>6.1 Business Membership/Individual Membership</p> <p>6.1.1 Petersons Champagne House CONFIRMED MOVED AW 2ND HD</p> <p>6.1.2 Il Cacciatore Restaurant CONFIRMED MOVED NV 2ND AW</p> <p>6.1.3 Robert Mitchell CONFIRMED Moved BN 2nd NV</p> <p>6.2 Update on Membership Status Many members still to pay 2010 dues</p> <p>6.3 Invoicing and other items sent – dues have been issued. HD to send statements.</p>	HD	ASAP
7. Sponsorship	<ul style="list-style-type: none"> - SG advised that \$11000 had been confirmed for 2010. - BN thanked SG for doubling sponsorship and gave some flowers. BN recognised SG's efforts towards the committee and whilst noted that SG is engaged on a fee for service that her efforts towards securing sponsorship needed to be recognised. - BN would like to see others approached ASAP. SG advised that committee member needs to make initial approach and then SG would follow up. SG to email list to committee so they can make calls. 	SG	ASAP
8. Website - JM Newsletter	<ul style="list-style-type: none"> - JM not present so no report on Website. SG advised that she is continuing to update as required - Newsletter; SG has sent template, awaiting responses from some committee. To be out by end of Month - Should we be receiving and sharing HVWIA info. Sg to send Membership info to HVWIA and will complete reciprocal. To discuss with HVWIA? 	SG	31st March
9. Hunter Wine & Food Month	AC not present no report, SG advised that she had completed information for inclusion in collateral.		
10. Luncheons	<p>10.1 Peter Kurivita – all happy with luncheon but can still improve in some areas – raffles good, a bowl or container to draw tickets would be good –NV to talk to benchmark regarding this. SG to provide template runsheet,</p> <p>10.2 Luke Mangan – has agreed tentatively for Sept should still see if we can source another person as nothing set.</p> <p>10.3 It was agreed that it was not worthwhile providing</p>	NV SG	Next Luncheon Next meeting



Hunter Chefs & Co
Minutes of Committee Meeting held at The Cellar Restaurant
11th March, 2010@ 9am

	badges to all members but that we would print labels for all members/attendees at lunches.		
11. General Business	11.1 BN requested Minutes to be sent within 7 days of meeting.	SG	By 1 wk after com meetings
	11.2 HD raised the issue of Branding and this was discussed, she would like to see the association focus on this during 2010. This needs to be included in the SWOT analysis.	HD	
	11.3 JM requested the following items be raised: 1. Visible profile& increase exposure It was agreed the process of putting the business plan and SWOT analysis would address this. 2. Initiative to increase restaurant visitation JN to provide more information.	JN	Next meeting
	11.4 BN discussed the making of decisions and placing of items on agendas to be done at committee level etc rather having issues discussed outside of the committee level. It is important that all concerns and issues be discussed and worked through as a group rather than creating a negative impression of the association out in the industry. BN noted that serving on the committee required individuals time and effort. If any committee member feels that this commitment becomes excessive or that they do not agree with the direction that the association is heading then this needs to be discussed at the committee meetings. As each of us now have key areas of responsibility we must own these areas and be responsible for the progress of actions that relate to these areas.		
12. Next meeting	Thursday 8 th April 2009 9am at The Cellar Restaurant		

The Meeting closed at 11.15 am.

Confirmed

Ben Neil
Chair