



Hunter Chefs & Co
Minutes of Committee Meeting held at The Cellar Restaurant
8th April , 2010@ 9am

Present: Ben Neil, (BN), Andy Wright (AW), Andrew Clarke (AC), Helen Dyball (HD)

Items	Action	By whom	By when
1. Apologies	Nick Vivian (NV); Samantha Glover (SG)		
2. Confirm Minutes	2.1 11 March, 2010	Moved AW, 2 ND AC	
3. Business Arising from Minutes	3.1 Calendar was approved with the following venues to be approached for lunches: May 3rd – Hermitage Lodge (Have since confirmed Esca @ Bimbadgen as Hermitage were not able to host.) June 21st – Muse August 2nd – Sebel September – Tempus Two November 1st – Tafe 6th December – Bimbadgen (Will need to review) SG to approach above members and confirm dates and post on website. NV to arrange PR through Marketing Symphony as a priority for May lunch.	SG	21 Apr
	3.2 Utube Links to website Requires further advice from SG on .	SG	Next meeting
	3.3 Hunter Lifestyle Magazine – It was discussed that Marketing Symphony would follow up with Phill Collins to see if there was an interest in promoting HC&Co in Hunter Lifestyle magazine. BN mentioned that he had previously approached Phill via email but never received any interest.	NV/AP	Next meeting
	3.4 Restaurant & Catering speaker for luncheon. AW is going to approach R&C again. Benchamrk Catering & Stainless have shown interest in speaking. BN is also speaking with HBC.	AW/BN	28 Apr
	3.5 Engagement of Marketing Symphony – HD requested that a full overview be given each month to show what work has been completed. BN suggested that was already done and will ask NV to forward to committee each month.	NV	Next Meeting
	3.6 Committee Areas of Responsibility – BN	All	Next



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	<p>requested that each member be given an agenda item so that they can report on activity in their area of responsibility. This wasn't completed for current meeting across all areas. Just needs to be a brief dot point overview.</p> <p>3.7 Business Plan inc Budget for Assoc Carried over for next meeting.</p>	All	Meeting Before next meeting.
4. New Business	<p>4.1 Hunter Waitstaff/Sommelier Group SG to advise outcome of her follow up with Arthur and report.</p> <p>4.2 Invoicing concerns. It was discussed that SG and HD need to get together and work through concerns with invoicing and the process in which we communicate invoices being sent to new members and confirming that they have paid. SG and HD to present a system to move forward at the next meeting.</p> <p>4.3 Member lunches. On review of the last luncheon it was tabled that we revert back to the host restaurant receiving \$35 per head and that we need to push the lunch promotion to increase participation. Each committee member is asked to promote where possible. AP to build media releases and continue sourcing new PR opportunities.</p>	SG SG & HD All & AP	Next meeting Next meeting For 3rd May lunch
5. Treasurers Report Helen Dyball	<p>5.1 Bank Balance \$13734.64</p> <p>5.2 Invoices. HD asked that AP and SG produce invoices prior to the 30th of the month so they can be approved to pay at the committee meeting.</p> <p>5.3 Outstanding Account. Wilke printing is still to be paid. BN requested that SG advise where this is at as it relates to a poor print quality on the letter head.</p>	HD AP & SG SG HD	 ASAP Next meeting
HC&Co Awards Helen Dyball	<ul style="list-style-type: none"> - Awards presentation is to be held Nov 1st at TAFE Restaurant. - Dean Gibson possible guest or HD is going to invite Jake Nicholson from Circa who is Lexus Young Chef of Year 2009. - HD will advise dates for applications, judging etc. - HD would like to see Committee in a jacket or shirt 	HD HD	



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	to identify them. NV to get price on polo or shirt.	NV	Next Meeting
6. Motion to approve New members	<p>6.1 Business Membership/Individual Membership</p> <p>6.1.1 Muse Restaurant CONFIRMED MOVED BN 2ND AC</p> <p>6.1.2 Woodland Olives CONFIRMED MOVED BN 2ND AW</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"> - Current confirmed sponsorship is \$13,000. - Current membership is 43. Sam to work with Helen to ensure all invoices for sponsorship and membership are being settled. - BN to confirm venue for May 3rd lunch. 	SG & HD BN	ASAP ASAP
8. Website - JM Newsletter	<ul style="list-style-type: none"> - JM not present so no report on Website. Actions carried over to next meeting. SG will have to pick up website actions with the resignation of JM. 	SG	ASAP
9. Hunter Wine & Food Month	Nothing to report on at this point.		
10. Luncheons	10.1 Luke Mangan – has agreed tentatively for Sept should still see if we can source another person as nothing set.	SG	Next meeting
11. General Business	<p>11.1 Jan Molenaar has resigned from his position on the HC&Co committee citing time constraints with business and family etc. It was discussed that the committee should move to appoint a restaurant/FOH candidate to offer a viewpoint from outside the kitchen. BN advised that SG would pick up website actions short term and that Janet Wright was happy to work behind the scenes for adding website content.</p> <p>11.2 Discussion on HVWIA events. It was noted that there needs to be a better outcome going forward. BN proposed a meeting with HVWIA to discuss how HC&Co can better work</p>	BN SG BN	Next meeting Next meeting



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	<p>to assist HVWIA in gaining caterer support for events such as uncorked. It was discussed that possibly HC&Co and HVWIA could part sponsor food stalls so as to make it more appealing for caterers to be involved in such events.</p> <p>11.3 Lunches and sponsors. Host venues need to be reminded that they are to use sponsors products for lunches and that AW will approach sponsors prior to a lunch to see what sort of product they would like to push. The host venue should submit a menu to HC&Co prior and that this menu should be co-branded with a HC&Co logo. It was raised that that the donation of product should not be taken for granted and orders should not be above what is required for the numbers.</p>	AW to action	Next luncheon
12. Next meeting	Thursday 13 th May 2010 9am at The Cellar Restaurant		

The Meeting closed at 11.00 am.

Confirmed

Ben Neil
 Chair