

# Minutes and Action Items

## Bundeena/Maianbar Tourism Promoters Working Group

<p><b>Attendees:</b></p> <ul style="list-style-type: none"> <li>• Marnie Sigal, (seakayak at iprimus.com.au)</li> <li>• Marion Stehouwer,(marion_stehouwer@yahoo.com)</li> <li>• Maureen Keller, (maureen@beachhavenbnb.com.au)</li> <li>• Craig Feldick, (cfeldick@bigpond.com)</li> </ul> <p><b>Apologies:</b></p>	<p><b>Meeting no:</b> 2  <b>Date:</b> May 30, 2006  <b>Time:</b> 11.00am  <b>Location:</b> Bundeena RSL  <b>Next Meeting:</b> June 13, 11:00am</p>
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### MAJOR MINUTE ITEMS

<i>Agenda Item/Topic</i>	<i>Speaker/Discussion</i>	<i>Actions/Issues</i>
<p><b>Bundeena/Maianbar “Bazaar”</b></p> <p><b>Sutherland Shire Tourism Subcommittee Tourism Promotion</b></p>	<p>Dorothy from the RSL Women’s Auxiliary gave us an update on the proposed Bundeena/Maianbar Bazaar. Dorothy will be calling a general meeting in a few weeks time to fully discuss the details. Jenny will arrange a meeting in about a month’s time to discuss what the Subcommittee does for the Shire.</p>	<p style="text-align: right;"><b>2.a</b></p>
<p><b>“The Paper” a community paper replacing the Village Noise</b></p>	<p>Craig brought in a copy of the Visit NSW guide as discussed 2 weeks ago. From attending the meeting on the 29<sup>th</sup>, we found out that the guide has an internet site and that anyone can submit tourism related information for free. (<a href="http://www.visitnsw.com.au">www.visitnsw.com.au</a>) and everyone is encouraged to visit and provide their respective details.</p> <p>There was also some discussion about putting together a press release, and the importance of us all working together to provide a well-rounded release. Craig to put together a draft, and Marion will post the contacts on bundeenainfo.com for comment and expansion. Marion contacted Suzanne from “The Paper” and the good news was that Suzanne is more than happy to publish articles on Bundeena/Maianbar Tourism as we see fit. As such, Marion will write up the first article for “The Paper” scheduled to be released in early Aug, and send to everyone for comments</p>	<p style="text-align: right;"><b>2.b</b></p> <p style="text-align: right;"><b>2.c</b></p> <p style="text-align: right;"><b>2.d</b></p> <p style="text-align: right;"><b>2.e</b></p>

<i>Agenda Item/Topic</i>	<i>Speaker/Discussion</i>	<i>Actions/Issues</i>
<b>Tourism Signage</b>	Craig and Marnie shared their photos of Village signs that they saw while on leave, and Maureen is waiting on a mail out of the signage she saw on the Hawksbury, which she will send to us when received.	<b>2.g</b>
	Craig presented some costing for signage, (1.5 X 1.2 for about \$450) which includes a map and key. We decided that we need to formalise what we want included in the sign, and to get some indication from Jenny as to who would pay for it, (will Council do this or do we have to contribute money towards it), what kind of sign could we have, what size, and where would be allowed to put it, etc.	<b>2.h</b>
	Marnie mentioned that there is a new Visitors centre at Audley and she will investigate what material is on hand about Bundeena/Maianbar, and whether we could put up group/individual brochures. Marion suggested that we put a mini version of the signage we are recommending for the Bundeena wharf, and Marnie has agreed to follow up on this- perhaps expanding to include more information, pricing etc.	<b>2.i</b>
	The proposed site for the signage was discussed, and it was mentioned that the building is manned on Mondays from 9-12. We all agreed to check this out and see whether we could include other information. We also realised that to fully man a site would require volunteers, possible rental of site, etc, and that more discussion would be mandatory to figure out whether we could actually realise this.	<b>2.j</b>
	We also thought it would be a great idea to get a local artist to design the sign. Will discuss details in upcoming meetings and whether this should be a competition etc.	
<b>Promoting Winter Tourism</b>	Whale watching is a huge tourism draw, and we need to promote this more extensively. Marnie will talk to Sue about her experiences and Marion will follow up with Bundeena.info.com to see if we can publicise this more. Marion will also include whale watching in her article for "The Paper".	<b>2.k</b>
	We also need to follow up on the survey that Jenny put out to the group and start mapping the relationships between our businesses. Marion will follow up and volunteer to do an analysis.	<b>2.L</b>

## **CURRENT AND NEW ACTIONS**

<i>Reference</i>	<i>Description</i>	<i>Action By</i>	<i>Original Action Date</i>	<i>Revised Action Date</i>
<b>1.g</b>	Maureen to confirm we have all relevant info for the B&B's and other accommodations- and will circulate	Maureen	30/05/06	13/06/06
<b>2.a</b>	Jenny to arrange meeting to discuss the Sutherland Shire Tourism Subcommittee	Jenny	30/05/06	
<b>2.b</b>	Marnie will send out an email to tell everyone about the Visit NSW site and to get them to sign up their info their for free	Marnie	30/05/06	
<b>2.c</b>	Craig will put together a draft of a Bundeena/Mainabar press release and then send out for comments and changes	Craig	30/05/06	
<b>2.d</b>	Marion will put the contact list of agencies for press releases up on bundeena.info.com, and will ask the group for any other contacts that they may know of.	Marion	30/05/06	

<i>Reference</i>	<i>Description</i>	<i>Action By</i>	<i>Original Action Date</i>	<i>Revised Action Date</i>
2.e	Marion will work on an article for “The Paper” incorporating what we are doing as a group, the projects we are working on, i.e., signage around the village, and other related items like the Bazaar.	Marion	30/05/06	
2.f	Maureen to let us know whether the Progress Committee was receptive to the idea of using the Garage display case.  (The Progress Association has agreed to allow us the use of the board at the garage. Maureen Keller to be responsible for it, and the association can at any time withdraw this benefit if the board is not kept in proper order)  At the next meeting we need to organise how the board will look and what information will be put in	Maureen  All	30/05/06	update with new action included
2.g	Maureen to send out signage info when she receives it.  (Maureen has had confirmation that the signage info is in the post)	Maureen	30/05/06	Update
2.h	Craig will come up with a draft proposal for the signage based on the photos taken and the items we listed at the last meeting. Craig will also follow up with Jenny regarding issues related to who pays, what we can have, and where we can put it.	Craig	30/05/06	
2.i	Marnie will put together a draft of the Tourism information that we would like placed in the Audley Visitors centre- after investigating what we can and cannot include.	Marnie	30/05/06	
2.j	All of us should go to the proposed signage site (police contact/aged care) building on a Monday to see what is happening there and whether it is appropriate to add some Tourism related information	Marion, Marnie, Maureen, Craig	30/05/06	
2.k	Marnie to follow up with Sue on Whale watching- Marion to follow up with Bundeenainfo.com, on how we can promote this more extensively	Marion and Marnie	30/05/06	
2.l	Marion to follow up with Jenny on the survey and map the results	Marion	30/05/06	

## CLOSED ACTIONS

<i>Reference</i>	<i>Description</i>	<i>Action By</i>	<i>Original Action Date</i>	<i>Revised Action Date</i>
1.a	Maureen to follow up with Jenny Stefas to see if the working group can have access to the agenda and minutes of the Sutherland Shire Tourism Subcommittee.  (Maureen discussed the issue with Jenny and it was determined that the agenda and minutes would be of little use to the group. Instead, Jenny will arrange a meeting to discuss the Subcommittee in about a months time, and Maureen will keep us informed of any issues that may be of relevance to the group)	Maureen	12/05/06	Complete
1.b	Craig to bring “Sydney Guide” to the next meeting and discuss possibilities.  Marnie to follow up with related information- see action 2.b	Craig	12/05/06	Complete
1.c	Marion will contact “The Paper” to see if we can submit articles relating to tourism that they will publish free of charge.  Yes- and Marion will kick off with Aug issue	Marion	12/05/06	Complete
1.e	Marion and Craig to look into signage options and possible costs and report back to the group. (Craig provided cost from his contact, Marion will email hers. Craig will put together a draft and follow up with Jenny. See action 2.h for next step action)	Marion & Craig	12/05/06	Complete

<i>Reference</i>	<i>Description</i>	<i>Action By</i>	<i>Original Action Date</i>	<i>Revised Action Date</i>
<b>1.f</b>	All of us to look on the internet for examples and to take pictures of existing signage.  <i>(photos will be emailed if not already done so)</i>	Marnie, Marion, Maureen & Craig	12/05/06	Complete

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