



PORT · LINCOLN

CHAMBER OF COMMERCE AND TOURISM INC.

PORT LINCOLN CHAMBER OF COMMERCE AND TOURISM - Minutes

Description:	General Meeting
Venue:	Port Lincoln Hotel -Mortlock Room
Date:	Wednesday 22nd April 2026
Time:	7.00 pm – 8:30 pm
Attendees:	Irma Ferro (Vice Chair), Dianne Koralewski (Secretary), Emily (Treasurer), Sue Taylor, Lyn Siviour, Valerie Staunton
Apologies:	Jan S-Allen (Chair), Malinda Moreton (Events Coordinator), Brooke Seychell (Marketing and Promotions), Melinda Channon (Public Officer), Craig Haslam

1. Welcome and Apologies

Irma Ferro welcomed attendees and noted apologies.
Meeting opened: 7:08 pm

2. Minutes of Previous Meeting

Date: Wednesday, 25 March 2026
Moved: Emily Murphy
Seconded: Dianne Koralewski
Carried

3. Financial Report

Presenter: Emily Murphy

- Total Income: \$188.60
- Total Expenses: \$305.48
- Surplus/Deficit: (\$116.88)
- Net Cash Movement: (\$116.88)

Summary:

- Opening Balance: \$10,928.66
- Closing Balance: \$10,811.78

4. Updates – Actions from Previous Meeting

- Media Statement (Irma / Jan / Brooke):
Pending. *Action:* Irma to follow up with Jan.

Port Lincoln Chamber of Commerce & Tourism - Email: info@portlincolnchamber.com.au

Postal Address: PO Box 1493, Port Lincoln SA 5606



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- **Membership List (Emily):**
117 members confirmed as at 25/04/2026.
Automation for renewals in progress.
Stripe fee structure under review – decision deferred to next meeting.
 - **Communications / ActiveCampaign (Dianne):**
Reactivated 25/04/2026.
Action: Dianne to arrange training with Justine Carey and distribute April communications.
 - **Website Transition (Dianne):**
Target launch end of April.
Action: Collect committee profile photos.
 - **Old Website Deactivation (Dianne):**
Contact form disabled.
Action: Contact Sharni Bates (or Rachel Hawkins if required) to shut down and transfer domain.
 - **10 April Event Feedback:**
5 non-members and 20 members attended. Positive feedback received.
Action: Malinda to provide written report for newsletter (Dianne to follow up).
 - **Event Planning:**
June 4 event not viable (Mortlock Shield weekend).
Proposed new dates: 28–30 May or 11–15 June.
Action: Confirm date and venue; Emily to provide potential host contacts to Malinda.
 - **Survey Data Review:**
Deferred to next meeting.
 - **Council Calendar:**
Action: Review council event calendar to avoid clashes.
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6. Correspondence

Inward

- **Tourism Promotion Concern (Helen De Le Perelle):**
Lack of Port Lincoln representation at Caravan & Camping Show noted.
Action: Irma to contact Naomi Blacker (Council) and investigate future opportunities.
- **Membership Renewal Cancellation (Adam Hull):**
In progress – Emily to manage.
- **Email Distribution Issues:**
Deferred to business items.
- **Lower Eyre Leadership Group Meeting:**
Noted; no representative available. Suggest Jan attend if interested.
- **Port Lincoln Hotel Invoice:**
Ongoing.
- **RDA Eyre Peninsula – April Updates:**
Includes Small Business Fundamentals Program and Career Roadshow (2 June 2026).
Action: Brooke to promote via Facebook (Dianne to follow up).
- **New Members:**
 - **Celebrant on Eyre (Hazel Manning)**
 - **Commonwealth Bank**
Action: Include in newsletter spotlight (Dianne).

Outward

- **Chamber Contact List (2026) – Closed**
- **AI Event Email (10 April 2026) – Closed**

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7. Business – Action Items

- **Communications (Dianne):**
Aim to distribute agendas, minutes, and newsletters within 24 hours of meetings. Ongoing.
 - **Media & Newsletter (Dianne & Brooke):**
Monthly newsletter to include Chair report, committee listings, acknowledgements, member spotlights, and event updates. Ongoing.
 - **Website & Social Media:**
Upload minutes and newsletters regularly. Ongoing.
 - **SA Business Chamber Update:**
Deferred to next meeting (Jan).
 - **Membership:**
117 members confirmed.
 - **Fundraising / Events:**
 - *Pop Ya Tops for Crops* campaign proposed (Dianne) – recycling initiative to support farmers.
 - *Action:* Lyn to contact Rural Aid to align campaign launch with winter networking event.
 - Explore partnerships with recycling centres, sporting clubs, and local pubs.
 - Dianne to create campaign poster / design.
 - Brooke to assist with promotion (social media & radio).
 - **Other Events Noted:**
 - Long Lunch (25 May) – avoid scheduling clashes
 - Biggest Morning Tea – not a Chamber event
 - SALT Festival – too late for promotion
 - Career Roadshow (2 June) – promotion required
 - **Communication Protocols:**
Members to check Messenger daily.
Communication hours: 7:00 am – 9:00 pm.
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8. General Business

- **Member survey proposed on Tunarama impact (up to 5 questions via SurveyMonkey).**
Action: Dianne to prepare and distribute.
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10. Next Meeting

Date: Wednesday, 27 May 2026

11. Meeting Close

Time: 9:03 pm
