

**MINUTES OF THE
INVEST LOGAN BOARD MEETING
HELD FRIDAY 22 MAY 2009**

ID # 6071790

MEETING COMMENCED

7.00am, 22 May 2009

BOARD MEMBERS

Her Worship the Mayor, Councillor P L Parker (Chairperson)
Councillor R B Lutton
Cr T L Smith (7.00am - 8.22am)
Councillor C M Dalley
Mr Grant Dearlove
Mr Phil Kesby

IN ATTENDANCE

Chief Executive Officer	Mr Chris Rose
Deputy CEO - Strategy & Outcomes	Michael Pickering
Economic Development Manager	David van den Brule
Governance Manager	Mr Simon Benham

APOLOGIES

Mr Ian McPherson

MEETING TERMINATED

8.42am

IL1	File No: 593819-1	Id No: 6063585
	APOLOGIES	

Moved: Cr P Parker

Seconded: Cr R Lutton

That Mr Ian McPherson be granted leave of absence for this meeting.

IL2	File No: 593819-1	Id No: 6063612
	DECLARATION OF CONFLICTS OF INTEREST	

There were no conflicts of interest declarations received for this meeting.

IL3	File No: 593819-1	Id No: 6063657
	CONFIRMATION OF MINUTES OF THE GENERAL MEETING HELD ON 24 APRIL 2009	

Moved: Mr G Dearlove

Seconded: Cr R Lutton

1. That the minutes of the General Meeting held on 24 April 2009, be confirmed.
2. That Mr G Dearlove be requested to prepare a list of performance metrics and underlying fundamentals for a Logan City Market Position report for distribution to all board members.

IL4	File No: 593819-1	Id No: 6063688
	MATTERS ARISING FROM THE MINUTES OF THE GENERAL MEETING HELD 24 APRIL 2009	

Moved: Cr R Lutton

Seconded: Cr L Smith

a) City Tour

That Mr D van den Brule be requested to organise a tour of the City as discussed at the meeting and the newly elected Councillor, John Grant be invited to attend.

b) Board Member Business Cards

That Mr D van den Brule progress with developing a design for Invest Logan business cards.

c) Amendments to Constitution

Mr Van den Brule advised the meeting that a report will be going to a future Council meeting formally amending the constitution of the board.

IL5	File No: 593819-1	Id No: 6064300
	LOGAN OFFICE OF ECONOMIC DEVELOPMENT KEY INITIATIVES UPDATE	

a) Facilitate Growth

Mr D van den Brule gave the board an update on the following matters:

- Investment Attraction current client activity report.
- BizConnect Centre Statistics as at 30 April 2009.
- Workforce Development Statistics as at 31 March 2009.

b) LOED Industry Group Interaction

The Board held discussions regarding the suggested framework for the proposed interaction between the industry groups and the Board. Mr van den Brule tabled a proposed Governance model for Economic Development to facilitate and formalise this interaction.

Moved: Cr R Lutton

Seconded: Mr G Dearlove

That the report be noted.

IL6	File No: 593819-1	Id No: 6064342
	DIRECTOR REMUNERATION	

Moved: Cr P Parker

Seconded: Cr C Dalley

1. That the discussion paper tabled by Mr M Pickering regarding non-executive director's remuneration be received.
2. That the external board members remuneration for serving on the Invest Logan Board Pty Ltd be \$8,000.00 per annum paid in quarterly instalments.
3. That any expenses occurred by the external board members for events or commitments associated with the Board outside of South East Queensland will be met by Council.
4. That Mr van den Brule arrange for the remuneration payments to be made.

IL7	File No: 593819-1	Id No: 6064636
	ENDORSEMENT OF LOGAN CITY COUNCIL'S ECONOMIC DEVELOPMENT STRATEGY/INVEST LOGAN STRATEGIC PRIORITIES	

Moved: Cr R Lutton

Seconded: Cr C Dalley

The Mr M Pickering be requested to review the Business Plan to identify ongoing priorities for the Board.

IL8	File No: 593819-1	Id No: 6064723
	INVEST LOGAN STRATEGIC FUNCTION	

Moved: Cr L Smith

Seconded: Mr G Dearlove

1. That Mr D van den Brule be requested to prepare a one (1) page reporting framework for each of the sub-committees that identifies and promotes the strategic direction for each sub-committee including a twelve (12) month Operational Plan.
2. That the sub-committees will formally report to the General meetings of the board.
3. That the Logan Office of Economic Development have the primary responsibility for coordinating sub-committee meetings and the subsequent reports for Board meetings.

IL9	File No: 593819-1	Id No: 6064758
	GENERAL BUSINESS	

There was no formal General Business.

IL10	File No: 593819-1	Id No: 6064765
	NEXT MEETING	

The next meeting of the Board is Friday 26 June 2009 commencing at 7.00am.

CLOSE

The meeting terminated at 8.42am.

Her Worship the Mayor, Councillor P L Parker (Chairperson)
INVEST LOGAN PTY LTD BOARD MEETING

OUTSTANDING ACTIONS SCHEDULE AS AT 22 MAY 2009

Matter	Date Requested	Responsible Officer	Date Required
English Study Tour That Mr McPherson provide information on an English study tour from the Australia-China Vocational Training Services to the Governance Manager for forwarding to Council's Community Engagement and Marketing Manager for investigation and reply.	February 09	M Bignell	
Logan Officer of Economic Development Key Initiatives Update 1. That the Deputy Chief Executive Officer - Strategy and Outcomes raise with SLPT, the future focus of Council's sister city relationship including its role in attracting economic and investment opportunities to the city. 2. That the Governance Manager make contact with <i>Protocols Queensland</i> to investigate the process for Logan City Council becoming part of their protocols list for future Queensland Government events and trade missions. 3. That Mr G Dearlove send a copy of the "Green book" prepared by Colliers to Mr N McGuire from the Council's Economic Development branch.	April 09	M Pickering	
2. That the Governance Manager make contact with <i>Protocols Queensland</i> to investigate the process for Logan City Council becoming part of their protocols list for future Queensland Government events and trade missions.	April 09	S Benham	
3. That Mr G Dearlove send a copy of the "Green book" prepared by Colliers to Mr N McGuire from the Council's Economic Development branch.	April 09	G Dearlove	
Strategic Discussion & Key Actions That Mr C Rose, Mr M Pickering and Mr N McGuire meet to discuss and prepare the framework and reporting structure for the three (3) sub committees.	April 09	CR, MP & NM	
Confirmation of Minutes of the General Meeting held on 24 April 2009 That Mr G Dearlove be requested to prepare a list of performance metrics and underlying fundamentals for a Logan City Market Position report for distribution to all board members.	May 09	G Dearlove	
Matters arising from the Minutes of the General Meeting held 24 April 2009 City Tour That Mr D van den Brule be requested to organise a tour of the City as discussed at the meeting and the newly elected Councillor, John Grant be invited to attend. Board Member to Business Cards That Mr D van den Brule progress with developing a design for Invest Logan business cards.	May 09	D van den Brule	
Board Member to Business Cards That Mr D van den Brule progress with developing a design for Invest Logan business cards.	May 09		

Matter	Date Requested	Responsible Officer	Date Required
<p>Endorsement of Logan City Council's Economic Development Strategy/Invest Logan Strategic Priorities</p> <p>The Mr M Pickering be requested to review the Business Plan to identify ongoing priorities for the Board.</p>	May 09	M Pickering	
<p>Invest Logan Strategic Function</p> <ol style="list-style-type: none"> 1. That Mr D van den Brule be requested to prepare a one (1) page reporting framework for each of the sub-committees that identifies and promotes the strategic direction for each sub-committee including a twelve (12) month Operational Plan. 2. That the sub-committees will formally report to the General meetings of the board. 3. That the Logan Office of Economic Development have the primary responsibility for coordinating sub-committee meetings and the subsequent reports for Board meetings. 	May 09	D van den Brule	