

Cairns and District Chinese Association Inc



Committee

Meeting via Microsoft teams.

When 17-03-2026 at 07:00 PM

Location: CADCAI, CADCAI

Chairperson Nathan Lee Long

Minute taker Tiffany Turnour

Present Lai Chu Chan , Ann Kreger (Collection Manager & Membership Secretary) , Peter Weatherley (Treasurer)

Apologies Tony Chua (Committee member)

Minutes

1. **Welcome Apologies**

Meeting opened at 7:00pm via Teams

Apologies: Maggie Zhao and Tony Chua

Present: Jim Turnour, Jacqui Lee Long, Lorraine Tio, Nathan Lee Long, Tiffany Turnour, Ann Kregar, Chan Lai Chu and Peter Weatherley

Decision

2. **Conflicts of Interest declarations**

No conflicts declared

3. Approval of new CADCAI members

Decision

3.1. New members: May Soon, Yuka Nakamura and Gai Rathnakumar (children:Ava Naidu and Gia Naidu)

Decision

The new members were accepted by the committee. Moved Chan Lai Chu Seconded Jacqui Lee Long Carried.

4. Previous Minutes








 [Committee_Minute_Feb_2026.pdf](#)

Decision

The minute of the committee meeting 24/2/2026 were accepted as a true and accurate record. Moved Tiffany Turnour Seconded Peter Weatherley Carried.

5. Correspondence

Correspondence as attached as noted. Please noted that Julia Volkmar's attachment was on cadcai_letter-feb-2026.

 [MEL_K._responded_by_Ann.png](#)
 [Amelia_Zeng_character_reference.pdf](#)
 [James_Du_character_reference.pdf](#)
 [\(3\)_ACFS_Tasmania_March_Newsletter_2026.pdf](#)
 [L_C_WB_13_March_2026.pdf](#)
 [CADCAI_letter_feb_2026.docx](#)
 [CADCAI_Correspondence_for_March_2026.docx](#)

Decision

The correspondence was accepted. Moved Tiffany Turnour Seconded Peter Weatherley Carried.

Tasks

- Nathan Lee Long will write a thank you letter to Julie Volkmar with committee members photo attached.
Assignee: President (Nathan Lee Long)
Due date: 21-04-2026

6. Financial Report

The financial position report and treasurer report are attached as noted. The committee would meet again to discuss the coming 18 months budget forecast on the 26th of March, 2026.

 [Treasurers_Report_Committee_Meeting_17th_....pdf](#)
 [Preliminary_Report_of_Financial_Position_....pdf](#)
 [Transactions_24-02-2026_to_16-03-2026.pdf](#)
 [Bank_Account_Summary_16th_February_2026.pdf](#)

Decision

The Committee approves the transactions (period 24/2/2026 to 16/3/2026) in the transaction report. Moved Peter Weatherley Seconded Tiffany Turnour Carried.

Tasks

- send out a budget forecast meeting invitation for the committee
Assignee: Secretary (Tiffany Turnour)
Due date: 26-03-2026

7. Cultural Centre Building

Jim Turnour provided overview of the report and document attached.

Jim Turnour suggested the committee to meet with Jo Wills to understand the design and the budget requirement for the museum.

Under the Ergon funding agreements for power utility, Ergon is moving forward with electricity connection for the Culture Centre site. Importantly the infrastructure charge is not covered by CADCAI as we thought might be the case. As a result the draft motion in the original report was amended.

Nathan Lee Long met with Danny Betros - real estate agent to discuss leasing CCHC cafe. Attached the summary of the meeting that Nathan discussed.

 [CADCAI.PDF](#)
 [TERMS_CONDITIONS_REVISED_27.8.2025.docx](#)
 [2603_CCHC_Report.pdf](#)
 [Ergon.pdf](#)
 [FW_CCHC_-_Cafe_Lease.msg](#)

Decision

Motion: The CADCAI Committee approved the contract and any payment to Ergon for connection of power to Chinese Cultural Heritage Centre. Moved by Jim Turnour Seconded Jacqui Lee Long Carried.

7.1. CCHC Exhibition and storage budget

Ann provided draft budget for the exhibition, Michael Marzik quote and Jo Wills quote as attached.

Ann mentioned the draft budget covered different sections such as content section, design section, installation phase, storage and translation, etc.

Ann expressed that the exhibition should have museum standards.

 [Draft_Budget_Exhibition_17032026.docx](#)

 [SMDO_Quote_CADCAI_RTIF_October_2025.docx](#)

 [Michael_Marzik_quote_1_.docx](#)


Decision

The committee agreed to meet and discuss the museum with Jo Wills including curatorial plan, design and budget.

7.2. CCHC Information Jo Wills

Attachment as noted.

 [Delivering_the_museum_at_the_CCHC_.pptx](#)

 [CCHC_Exhibition_Content_Development_Project.pdf](#)


8. Social Media, Website Instagram,

No update.

9. Heritage Report

Ann provided heritage report as attached.

 [CADCAI_Julia_Volkmar.doc.docx](#)

 [Heritage_Report_Final_17_March_2026.docx](#)

 [CCHC_Curatorial_Concept_Plan_Dec_2023.docx](#)

Tasks

- The president visits the heritage volunteers on 30th of March.
Assignee: President (Nathan Lee Long)
Due date: 30-03-2026

10. Performance team report

James Sing proposal for Cairns festival parade as attached.

Chan provided the overview of lion income.

 [2026_Lion_income.pdf](#)

 [2026_cairns_festival_parade_Jame_Sing.pdf](#)

Decision

Motion: The committee supported James in the participation of Cairns festival parade. Moved
Lai Chu Chan Seconded Lorraine Tio Carried.

11. CNY

Yum Cha and dinner reported as noted.

 [2026_YUM_CHA__Dinner_REPORT.pdf](#)

11.1. How to manage the 1000 boas

Mel Kingsley suggested to use her house freezer to store the boas.

The boas had to be removed from Big Asia by the end of March.

Tasks

- Approach Mel to ask the possibility of storing the boas at her place.
Assignee: Secretary (Tiffany Turnour)
Due date: 31-03-2026

12. General Business

Tony Chua resigned to the committee.

The committee thanks him for his service as a committee member.

Decision


Tasks

- The president will write a thank you message to Tony for contribution to the committee.
Assignee: President (Nathan Lee Long)
Due date: 31-03-2026

12.1. Child Safety Policy and blue card update

Policy should be drafted at the end of the week of 23rd of March. Tiffany Turnour will table to the committee.

Only blue card holders can work with children in CADCAI activities.

 [CADCAI_BlueCard_March.docx](#)

13. Next Meeting Tuesday 14 April 2026

Amended the next meeting on 21st of April, 2026.

14. Close of meeting

Close of meeting 8:40 pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of Committee on 17-03-2026

Summary of Matters Arising

Decisions

Item Decision

1.

3.

3.1

The new members were accepted by the committee. Moved Chan Lai Chu Seconded Jacqui Lee Long Carried.

4.

The minute of the committee meeting 24/2/2026 were accepted as a true and accurate record. Moved Tiffany Turnour Seconded Peter Weatherley Carried.

5.

The correspondence was accepted. Moved Tiffany Turnour Seconded Peter Weatherley Carried.

6.

The Committee approves the transactions (period 24/2/2026 to 16/3/2026) in the transaction report. Moved Peter Weatherley Seconded Tiffany Turnour Carried.

7.

Motion: The CADCAI Committee approved the contract and any payment to Ergon for connection of power to Chinese Cultural Heritage Centre. Moved by Jim Turnour Seconded Jacqui Lee Long Carried.

7.1

The committee agreed to meet and discuss the museum with Jo Wills including curatorial plan, design and budget.

10.

Motion: The committee supported James in the participation of Cairns festival parade. Moved Lai Chu Chan Seconded Lorraine Tio Carried.

12.

Tasks

Item	Task	Assigned to	Due date
5.	Nathan Lee Long will write a thank you letter to Julie Volkmar with committee members photo attached.	President (Nathan Lee Long)	21-04-2026
6.	send out a budget forecast meeting invitation for the committee	Secretary (Tiffany Turnour)	26-03-2026
9.	The president visits the heritage volunteers on 30th of March.	President (Nathan Lee Long)	30-03-2026
11.1	Approach Mel to ask the possibility of storing the boas at her place.	Secretary (Tiffany Turnour)	31-03-2026
12.	The president will write a thank you message to Tony for contribution to the committee.	President (Nathan Lee Long)	31-03-2026

Summary of Attachments

Attachments

Item	File Name
4.	Committee_Minute_Feb_2026.pdf
5.	MEL_K._responded_by_Ann.png Amelia_Zeng_character_reference.pdf James_Du_character_reference.pdf (3)_ACFS_Tasmania_March_Newsletter_2026.pdf L_C_WB_13_March_2026.pdf CADCAI_letter_feb_2026.docx CADCAI_Correspondence_for_March_2026.docx
6.	Treasurers_Report_Committee_Meeting_17th_....pdf Preliminary_Report_of_Financial_Position_....pdf Tranactions_24-02-2026_to_16-03-2026.pdf Bank_Account_Summary_16th_February_2026.pdf
7.	CADCAI.PDF TERMS_CONDITIONS_REVISIED_27.8.2025.docx 2603_CCHC_Report.pdf Ergon.pdf FW_CCHC_-_Cafe_Lease.msg
7.1.	Draft_Budget_Exhibition_17032026.docx SMDO_Quote_CADCAI_RTIF_October_2025.docx Michael_Marzik_quote_1_.docx
7.2.	Delivering_the_museum_at_the_CCHC_.pptx CCHC_Exhibition_Content_Development_Project.pdf
9.	CADCAI_Julia_Volkmar.doc.docx Heritage_Report_Final_17_March__2026.docx CCHC_Curatorial_Concept_Plan_Dec_2023.docx
10.	2026_Lion_income.pdf 2026_cairns_festival_parade_Jame_Sing.pdf
11.	2026_YUM_CHA__Dinner_REPORT.pdf
12.1.	CADCAI_BlueCard_March.docx

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > Committee