

Cairns and District Chinese Association Inc



CADCAI COMMITTEE MEETING

Monthly committee meeting to discuss the operation of CADCAI

When 21-04-2026 at 07:00 PM

Location: via Teams meeting, via Teams meeting

Chairperson Nathan Lee Long

Minute taker Tiffany Turnour

Apologies Lai Chu Chan

Minutes

1. Welcome Apologies

Meeting opened at 7:00pm via Teams

Apologies from Lai Chu Chan and Lorraine Tio

2. Conflicts of Interest Declarations

Nil

3. Approval of New CADCAI members : Noreen Kirkman

Decision

Noreen Kirkman was accepted as new member Moved Peter Weatherley Seconded Ann Kreger Carried.

4. Previous Minutes and Museum budget meeting

[2026_March_Committee_Minute_final.pdf](#)
[Budget_and_Jo_Wills_meeting.docx](#)

Decision

The minute of the committee meeting and budget and Jo Wills meeting were accepted Moved Tiffany Turnour Seconded Peter Weatherley Carried.

5. Correspondance

The Committee agreed to prioritize preparations for the museum opening in October and, as a result, to limit further commitments.

Patty Tam is a long term member for CADCAI and her EOI was warmly accepted.

[Sandra_Rato.docx](#)
[Owners_Consent_Form_for_Works_to_a_Water_....pdf](#)
[Valuation_2080_M41823822_07701214767.pdf](#)
[CARMA_Letter_to_Cairns__District_Chinese....pdf](#)
[Julia_Volkmar_thank_you_letter.docx](#)
[20260417_Letter_to_J_Volkmar.pdf](#)
[2026_April_correspondance.docx](#)

Decision

The committee decided to decline the invitation from Sandra Rato due to timing of opening of the new museum around October period.

Patty Tam was appointed by the committee as a committee member. Moved by Tiffany Turnour Seconded Jacqui Lee Long Carried.

6. Financial Report

[Money_availiable_after_construction_to_St....xlsx](#)
[Bank_Account_Summary_20th_April_2026.pdf](#)
[Tranactions_18-03-2026_to_20-04-2026.pdf](#)
[PC03_CCC-01_Progress_Payment_Certificate.pdf](#)
[PC01_CCC-01_Progress_Payment_Certificate.pdf](#)
[PC02_CCC-01_Progress_Payment_Certificate.pdf](#)

Decision

The transaction 18/3/26 to 20/4/26 as attached were approved. Moved Peter Weartherley Seconded Tiffany Turnour Carried.

7. Cultural Centre Building

Jim Turnour thanked Ann for applying RADF grant and her work into the grant.

Jim Turnour will apply the infrastructure for multicultural communities grant after he looked into the criteria. The committee agreed to apply for the museum component fit out or maybe solar panel for reducing operational cost.

- [Application-RADF412025_26-Final.pdf](#)
- [2604_CCHC_Report.docx](#)
- [260413_CCC-01_PCG_Meeting_03.pdf](#)
- [260413_CCC-01_PCG_Meeting_04.pdf](#)
- [260417_Chinese_Cultural_Centre_Weekly_Sit....pdf](#)
- [Infrastructure_for_Multicultural_Communit....pdf](#)
- [2604_The_Cairns_Chinese_Culture_and_Herit....pdf](#)

Decision

7.1. CCCHC Tourism Foundations Framework

Nathan Lee Long recommended the committee to start thinking about the operational of the museum such as opening hours, days and quality of the museum experience.

- [The_Cairns_Chinese_Culture_and_Heritage_C....pdf](#)

Decision

The committee will meet with Nikki Giumelli on the 7th of May at 5:30pm to discuss about her consulting business plan report.

7.2. Sign for the culture center

The committee agreed to use simplified Chinese for the signage for the building.

Lai Chu Chan, Maggie Zhao, Lorraine Tio and Tiffany Turnour had input into the wording of the English translation.

- [Font_Name.docx](#)
- [Font_Name.pdf](#)
- [Chinese_Translation_final.docx](#)

Decision

The committee agreed to use simplified Chinese for the building signage and the attached Chinese translation. Moved by Jim Turnour Seconded Peter Weatherley Carried.

8. Heritage Report

Ann Kregar provided overview of the attached reported.

Ann Kregar suggested to create a YouTube channel for CADCAI to store some of large files and videos. Nathan suggested to use it for live streaming.

Ann Kregar suggested that Vyvien Wong would help to set up the YouTube account and the settings.

[Heritage_Report_21_April_2026.docx](#)

Decision

The committee approved to setup a CADCAI You Tube channel. Moved Ann Kregar Seconded Peter Weatherley Carried.

8.1. list of preferred local suppliers for display and exhibition fit out

Nathan Lee Long suggested Ann to get more information from Jo Wills and Michael Marzik regarding to the type of furniture or objects to be made before the committee approached the local suppliers.

[Brief_update_from_TPG_meeting_14_April_20....docx](#)

Decision

Ann will seek further explanation from Jo Wills and Michael Marzik.

9. Performance Team Report

Tara McGrath gave a summary about the performance team on implementation of child safety policy when the training starts. The performance practice will start on 24/4/26.

Tara McGrath was waiting for a formal written permission letter from the operation manager or principal to use the space at St Mary's Catholic College. Jacqui Lee Long agreed to get in touch of school about the permission to use the space.

Decision

10. General Business

Nathan Lee Long have draft a newsletter sent to all active members and supporters for the building progress and other CADCAI news.

10.1. child safety policy

Child Safety Incident Report was suggested to have one bilingual incident form.

- [CADCAI_CHILD_saftey.pdf](#)
- [CADCAI- Incident_form-Nancy_Lau_Draft.docx](#)
- [CADCAI_child_safety_report_CHN_version_24....docx](#)
- [CADCAI_child_safety_report_24-3-26.docx](#)
- [CADCAI_Child_safety_policies__procedures.pdf](#)

Decision

The committee adopted the child safety policies and procedures, noting that the procedure will be updated in line with the bilingual form to be clearly outlined in the procedure. Moved by Tiffany Turnour Seconded Ann Kregar Carried.

10.2. Motion Nominate Child Safety Contact

- [Motion_to_Nominate_Child_Safety_contact_\(4\).docx](#)

Decision

Maggie Zhao accepted the nomination of child safety contact. Moved by Tiffany Turnour Seconded Peter Weatherley Carried.

10.3. Social Media Policy

- [Photo_and_Media_Consent_Register.xlsx](#)
- [Vice-President_April_2026.docx](#)
- [SOCIAL_MEDIA_policy_and_procedures_2026.docx](#)

Decision

The committee adopted the social media policy and procedures. Moved by Ann Kregar Seconded Peter Weatherley Carried.

10.4. Meeting with Koko Tanielu from child safety department to give a training on child safety to the committee members and coordinators

Tiffany Turnour continued to approach child safety department for a child safety training for the committee members and coordinators. Tiffany will have a conversation with Koko Tanielu in coming days.

10.5. CARMA performance and food stall

The committee was not supported to have a food stall at CARMA performance due to the cost.

The committee was in favor to support CARMA as a member.

11. Next Meeting Tuesday 19th May 2026

12. Close of Meeting

The meeting closed at 9:05pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of CADCAI COMMITTEE MEETING on 21-04-2026

Summary of Matters Arising

Decisions

Item Decision

3. Noreen Kirkman was accepted as new member Moved Peter Weatherley Seconded Ann Kreger Carried.

4. The minute of the committee meeting and budget and Jo Wills meeting were accepted Moved Tiffany Turnour Seconded Peter Weatherley Carried.

5. The committee decided to decline the invitation from Sandra Rato due to timing of opening of the new museum around October period.

Patty Tam was appointed by the committee as a committee member. Moved by Tiffany Turnour Seconded Jacqui Lee Long Carried.

6. The transaction 18/3/26 to 20/4/26 as attached were approved. Moved Peter Weatherley Seconded Tiffany Turnour Carried.

7.

7.1 The committee will meet with Nikki Giumelli on the 7th of May at 5:30pm to discuss about her consulting business plan report.

7.2 The committee agreed to use simplified Chinese for the building signage and the attached Chinese translation. Moved by Jim Turnour Seconded Peter Weatherley Carried.

8. The committee approved to setup a CADCAI You Tube channel. Moved Ann Kregar Seconded Peter Weatherley Carried.

8.1 Ann will seek further explanation from Jo Wills and Michael Marzik.

9.

10.1 The committee adopted the child safety policies and procedures, noting that the procedure will be updated in line with the bilingual form to be clearly outlined in the procedure. Moved by Tiffany Turnour Seconded Ann Kregar Carried.

Item Decision

10.2

Maggie Zhao accepted the nomination of child safety contact. Moved by Tiffany Turnour
Seconded Peter Weatherley Carried.

10.3

The committee adopted the social media policy and procedures. Moved by Ann Kregar
Seconded Peter Weatherley Carried.

Summary of Attachments

Attachments

Item	File Name
4.	2026_March_Committee_Minute_final.pdf Budget_and_Jo_Wills_meeting.docx
5.	Sandra_Rato.docx Owners_Consent_Form_for_Works_to_a_Water_....pdf Valuation_2080_M41823822_07701214767.pdf CARMA_Letter_to_Cairns__District_Chinese....pdf Julia_Volkmar_thank_you_letter.docx 20260417_Letter_to_J_Volkmar.pdf 2026_April_correspondance.docx
6.	Money_available_after_construction_to_St....xlsx Bank_Account_Summary_20th_April_2026.pdf Tranactions_18-03-2026_to_20-04-2026.pdf PC03_CCC-01_Progress_Payment_Certificate.pdf PC01_CCC-01_Progress_Payment_Certificate.pdf PC02_CCC-01_Progress_Payment_Certificate.pdf
7.	Application-RADF412025_26-Final.pdf 2604_CCHC_Report.docx 260413_CCC-01_PCG_Meeting_03.pdf 260413_CCC-01_PCG_Meeting_04.pdf 260417_Chinese_Cultural_Centre_Weekly_Sit....pdf Infrastructure_for_Multicultural_Communit....pdf 2604_The_Cairns_Chinese_Culture_and_Herit....pdf
7.1.	The_Cairns_Chinese_Culture_and_Heritage_C....pdf
7.2.	Font_Name.docx Font_Name.pdf Chinese_Translation_final.docx
8.	Heritage_Report_21_April_2026.docx
8.1.	Brief_update_from_TPG_meeting_14_April_20....docx
10.1.	CADCAI_CHILD_saftey.pdf CADCAI-_Incident_form-Nancy_Lau_Draft.docx CADCAI_child_safety_report_CHN_version_24....docx CADCAI_child_safety_report_24-3-26.docx CADCAI_Child_safety_policies__procedures.pdf
10.2.	Motion_to_Nominate_Child_Safety_contact_(4).docx
10.3.	Photo_and_Media_Consent_Register.xlsx Vice-President_April_2026.docx SOCIAL_MEDIA_policy_and_procedures_2026.docx

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > CADCAI COMMITTEE MEETING