

MEETING MINUTES

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| Date | Wednesday 31 March 2021 |
| Location | Newcastle Men's Shed- 99 Beaumont St Hamilton |
| Time meeting opened | 8.09 am |
| Person keeping minutes | Georgia Hughes |

ATTENDEES

| Name | Abbreviation | Business represented |
|--------------------|---------------------|--------------------------------|
| Kellie Mann | KM | Lotus Fashion |
| Janice Musumeci | JM | July Jones Studio |
| Rob Burton | RB | Beaumont Street Newsagency |
| Kate Ellis (phone) | KE | Sportspower |
| Evan Reid | ER | Commonwealth Bank |
| Apologies | | |
| Sandra Maloy | SM | QS Books |
| Clare Wilkinson | CW | Purser Corporate Communication |
| Guests | | |
| Gracyn Endacott | GE | Purser Corporate Communication |
| Georgia Hughes | GH | Purser Corporate Communication |
| Thomas Michel | TM | City of Newcastle |
| Bianca Field-Vo | BF | City of Newcastle |

MINUTES:

| Item | Details | Actions |
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| City of Newcastle | <p>Bianca Field-Vo - James Street Plaza update</p> <p>In design phase – 80% has been design Has been developed from the master plan that was put to the community to chose. Terrace: Engaged to do the design to revitalise the plaza</p> <p>Engaged UON to produce and animation that will be shown in the plaza Kept it deliberately open, to encourage activation of the space. Wording to pay respect to the Awabakal people.</p> <p>Construction is due to commence soon, construction is being done internally. Foot traffic will be maintained through James Street Plaza at all times. Disabled parking will be maintained at all times.</p> | <p>Speak to department that looks after or maintains toilets.</p> <p>BF: Supplying department contact details for Board</p> |

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| | <p>CON: Liaised with ANZ, Clock Tower Café re construction. Engineering a structure to have a fold away stage in the plaza. Potential to give BIA's key or code to access the GPO's and stage, for things like Live Spots.</p> <p>JM: Question about the birds.</p> <p>BF: The tree out the front of the Clock Tower Café will be removed. Other two trees have to remain but monitoring the bird situation.</p> <p>Payphone and toilets are the main issue</p> <p>No plans to upgrade the toilets at the moment,</p> <p>Discussion about HBA liaising with CON department that maintain the public bathrooms.</p> <p>BF: Confirmed that the bins will be upgraded</p> <p>BF: Once construction starts they will start community drop in sessions, one during the week one during the weekend to vote on their favourite lighting animation.</p> <p>Complete construction at the end of 2021 financial year. Once completed host an opening event.</p> <p>Discussion about the furniture that is being removed from the plaza that will be given to the Newcastle Men's Shed.</p> <p>Clock Tower Café will be able to move further out into the Café</p> <p>Thomas Michel: Prospective tenants looking at the Clock Tower building.</p> | |
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| | <p>BF: spoken to the property team there might be a few upgrades to the building</p> <p>SBR: Due to open on 07/04/21 Schedule next meeting to be open to the public, TM to put together a presentation on the Contestable SBR Funding. Community Hive: Potential space to host public information meeting. Change to the guidelines, someone from the board to be on the selection committee. TML Noted that HBA can still apply for funding they just have to declare conflict of interest.</p> <p>JM: Questions about conditions around completing the project within a certain amount time</p> <p>TM: City of Newcastle releasing a funding program: New Skills For training programs to fill emerging skills gap.</p> <p>Chat about the program, potential businesses to attend.</p> | |
| Governance | | |
| Conflict of Interest | nil | |
| Previous Minutes | <p>24/02/2021</p> <p>Approved: JM Seconded by: ER</p> | |
| Matters Arising | nil | |
| Correspondence | nil | |
| Budget | <p>Remaining \$64,311.52 as of today.</p> <p>Approved to pay:</p> <ul style="list-style-type: none"> - Meraki Hair Co to be paid for Valentines Gift Box for Giveaway - Double Digits to be paid deposit for seniors week - Scion audio and Events to be paid for Live Spots equipment and maintenance | |

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| | - Markey to be paid for HBA Insurance Renewal | |
| Election of Board Roles | Chair: JM Vice Chair: KM Public Officer: JM Treasurer: ER Secretary: SM Approved by all board members | |
| Subcommittee reports | | |
| Live Spots | KM: Looking at other spots, due to James Street constructions Work with Big Picture Fest, where emerging artist will perform at Civic. Meeting will them and Belle Taylor next Thursday KM & Belle Taylor identified a few new spots. Belle Taylor has put 5 new spots to City of Newcastle. Chat about Big Picture Fest | KM: To confirm dates and times for Live Spots PCC: To investigate getting more Live Spots signs made (Add Live Spots website) |
| Social Media | Facebook Advertisement for HBA, getting universal card from post office. Board approved putting \$500 on universal gift card | ER: To organise card |
| Small Business Workshop | ER: Idea to run workshops, with specialist from different areas (digital, social media, customer service, shop front) for local business owners to attend. Help with their business and aesthetics of the street. Could tie in with CON New Skills Program. TM: CON liaising with Small Business Digital Solutions: Holding a workshop | |
| New Businesses | 96: has been leased to a Book Shop Corset: Open in 6-8 weeks Muse Pilates opened IV Lounge has moved from The Junction to Hamilton Precinct Name change from Café to Beaumont to Overtime Café & Bar EuroBar Building: Has been sold Flight Centre building has been leased | |

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| | Newcastle Flower Studio closing Visionary Health is up for lease | |
| General Business | <p>Deliverables Plan Workshop: To be held at The Community Hive on 29/05 @ 2PM</p> <p>PCC Video Quote: GE explanation of the quote and how the process will work. Approved PCC to film 10 businesses Update on expenditure against old deliverables plan</p> <p>KM: Meals on Wheels – Have a Chat Program, asking public to have 15-minute chat with someone in need, HBA to consider promoting on Facebook</p> <p>JM: Paul Maher, applying for contestable funding to fix Beaumont St mosaic pavements. HBA to top up depending on SBR contestable funding outcome.</p> <p>Newcastle Live Advertising: Approved by board.</p> <p>Hunter Hunter Advertising: Approved by board.</p> <p>Rebecca Murray: Street art 8 light poles @ \$200 per pole, \$1600 total. To be completed at Islington end of Hamilton. Approved by board.</p> <p>Up and Up: Mural quote for Hive Community wall. HBA to provide part of funds.</p> <p>HBA: Approached by Piggott's Pharmacy re/ providing a defibrillator. Cost: \$2958. Board to consider. JM: To see if Piggott's would display a Hamilton Business Association sponsored sign.</p> <p>Double Digits Marketing: Event Cinemas Volunteers Week event: Event Cinemas, VMAX cinema minimum of 100, invite volunteers. Three prizes given away. Minimum cost: \$1500 Board decided to not approve this event.</p> | <p>PCC: to send spending spreadsheet</p> <p>PCC: To see how Defib can fit into deliverables plan</p> <p>PCC: Send event Coordinator brief for tender to JM</p> <p>BOARD: to liaise with 10 businesses re videos</p> <p>ER: Quote for Up and Up Mural</p> <p>PCC: To see if DEFIB fits into deliverables plan.</p> |

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| | <p>Seniors Week: Underway Double Digits: To start promoting the event across social media, local businesses.</p> <p>Board discussion about potential new board members, Amanda Hynes and Reece Higgins.</p> <p>Mother's Day Event: HBA to buy tickets to local Mother's Day events to run giveaway on Facebook. Looking at buying around 10 tickets.</p> <p>Double Digits to organise event and giveaway.</p> <p>Board to consider giving away flowers for Mother's Day on the Friday, like Valentine's Day event.</p> | <p>JM: Invite RH next meeting</p> <p>Double Digit's: To research local Mother's Day events.</p> |
| Review: how did we go? | Efficient and productive | |

NEXT MEETING:

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| Date: | 21.04.2020 |
| Time: | 8:00am |
| Location: | The community Hive (150 Beaumont Street, Hamilton) |

MEETING CLOSE:

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| Time meeting closed: | 10:09 am |
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