

NEWCASTLE CITY BIA INC.

INC ID NUMBER: INC1901584

MEETING MINUTES

Date	20/4/2020
Location	Zoom
Time meeting opened	3.03pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Anthony Strachan	AS	3 Monkeys Cafe
Cornelia Schulze	CS	Hunter and Coastal Lifestyle Magazine
Joe Relic	JR	Coco Skin Laser Health
Leigh Shears	LS	Hunter Workers
Damien O'Brien	DO	O'Brien Winter Partners Law
Marty Adnum	MA	Out Of The Square
Michael Chapman	MC	Colliers International
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Simon Massey	SM (CN)	City of Newcastle
Apologies		
Karl Mallon	KM	Climate Risk

MINUTES:

Item	Details	Actions
Previous minutes accepted	Provided.	
Governance	Office Bearers elected: AS – Chair JR – Vice Chair MC – Treasurer DO - Public Officer & Secretary AGM can be completed at a later date.	<ul style="list-style-type: none">• PCC email directors required details
Conflicts of Interest		
City of Newcastle	SM – CN overview <ul style="list-style-type: none">• Promoting financial hardship policy.• Payments on rates hold 15 months.• Local waiting on contracts over next 12 months.• Invoice payment period shortened.• 50% rent relief for all CN owned buildings in line with Commercial Tenancy Code.• Community grants program announced recognising NFP to be impacted heavily.• Lean in Newy App coming soon.• GreenB details have been sent to BIA's by Simon.	SM: <ul style="list-style-type: none">• Send updates through to PCC for dissemination ALL: <ul style="list-style-type: none">• Newcastle BIA to consider further discussion with CN regarding rate relief.• BIA to consider how it can provide a rep/information to CN

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	<ul style="list-style-type: none"> E-library increases in use, as well as LinkedIn and Linda learning. 15000 courses available online for free. Studiosity available as well. Taskforce established with 17 organisations contributing resources to support ongoing conversations and plans. City taskforce is partnering with media and communications organisations & financial institutions. Forecasting for people to return to city. No date as yet. <p style="text-align: right;"><i>3.36pm Simon exits meeting</i></p>	<p>for Taskforce information – with other BIAs.</p>
<p>Precinct Matters</p>	<p>Welcome Leigh Shears – first visual contact with BIA</p> <p>Board discussion about adjusting draft Deliverables Plan (as per planning session 24 February and two drafts to date).</p> <p>New items to be included in draft:</p> <ul style="list-style-type: none"> Include funding to projects that exist or are emerging that support the promotion of business now. – key theme would be Think and Act local. Collaborate with other BIAs and projects and CN for key projects that support promotion and economic development as priorities during crisis and to support recovery. Potential for TV/Radio/Newspaper campaigns to support Newcastle local business. Suggested budget of \$40,000 to \$50,000. Prioritise initial thinking around access (car parking etc) for 2021 onward. Consider working with education, health others to identify additional collaborations. <p style="text-align: right;"><i>4.08pm MA departs</i></p> <p style="text-align: right;"><i>4.38pm LS departs</i></p> <ul style="list-style-type: none"> Database of members: Tag on Facebook as a 'shoutout' type of system. We can build our own database and track communication. How do we manage social media, do we pay someone, director take it on? <p style="text-align: right;"><i>4.49pm CS departs meeting</i></p>	<ul style="list-style-type: none"> Additional idea to be sent ASAP to PCC for inclusion into next draft. Revise draft Deliverables Plan and provide to board by 24 April 2020
<p>General business</p>	<p>BIA formal processes remaining:</p> <ol style="list-style-type: none"> BIA: Elect office bearers Send Full names and TFN to CW CW applies for ABN ABN approved, Insurance cover commences Deliverables becomes actionable Funding agreement to be signed with CN 	

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NEXT MEETING:

Date:	Thursday 30 April 2020
Time:	1.30pm
Location:	Via Zoom

MEETING CLOSE:

Time meeting closed:	4.51 pm
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