

## MEETING MINUTES

<b>Date</b>	Monday 17 August 2020
<b>Location</b>	Zoom
<b>Time meeting opened</b>	3:30pm
<b>Person keeping minutes</b>	Clare Wilkinson

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Anthony Strachan	AS	3 Monkeys Café
Cornelia Schulze	CS	Hunter and Coastal Lifestyle Magazine
Damien O'Brien	DO	Obrien Winter Partners Law
Joe Relic	JR	Coco Skin Laser Health
Karl Mallon	KM	Climate Risk
<b>Apologies</b>		
Marty Adnum	MA	Out of the Square
Leigh Shears	LS	Hunter Workers
<b>Guests</b>		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Thomas Michel	TM (CN)	City of Newcastle

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>City of Newcastle</b>	Update on SBR funding: 28 applications \$2.3 million value. \$800,000 available. Important for projects to collaborate and align where possible with BIA and other projects.	TM: Contact BIA's when collaboration forum is open.  TM: Inform BIAs first when projects have been selected prior to public announcement
<b>Governance</b>		
Conflict of interest	Following a number of discussions outside meeting schedule the following was agreed:  The BIA remains supportive of projects that support business and of board members or members with projects but will not provide written or formal endorsements unless tabled and voted upon against: <ul style="list-style-type: none"> <li>• Commercial interest</li> <li>• NFP collaborations</li> </ul>	All: Please note
Previous minutes	Approved.	

Matters arising	The Association must have no less than 5 board members) for the meeting to comply.	All: Please note
Correspondence	<p><b>Service Agreement:</b> CN provided Service Agreement with Newcastle City BIA. Signed by DO.</p> <p><b>Partnerships:</b> PhD student interested in understanding businesses recovery from major events.</p> <p><b>Darby St:</b> Proposal for funded social media with website.</p> <p><b>SBR Funding:</b> Newcastle City BIA has applied to gain up to \$42,000 to support the creation of up to 7 Live Spots for the Newcastle and Darby Street precincts</p>	<p>PCC: to send invoice for \$110,000 as soon as CN provide supplier number.</p> <p>All: assess in budget</p>
Budget	Nil	
<b>Deliverables Plan</b>	Approved.	All: Business Plans to be revised and finalised for each major project
<b>Subcommittee reports</b>		
Project Business Support (CS)	<p>MP and CS met with Steve Wait The Business Centre.</p> <p>This is a cross city initiative with Hamilton and Newcastle already allocating \$10,000 each. Awaiting approved DP form Mayfield and Wallsend.</p> <p>BIA investment will be used to support concierge services for the project.</p> <p>BIA investment will be acknowledged on signage of 265 King Street, websites and media.</p> <p>Project launch TBA</p>	<p>CS and MP to keep BIA updated.</p> <p>MP, CS , DO and Steve Wait from The Business Centre to outline a memorandum of engagement.</p>
Live Spots (JR)	<p>Launch: 10.30 am 27 August 2020 at James Street Plaza.</p> <p>Hamilton has directed and paid for:</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Logo</li> <li>• License with CN</li> </ul>	All: Invitation to attend sent by PCC

Foreshore planning (JR)	Meeting next week	
Hunter Community Alliance (LS)	Move to next meeting – LS not present.	
Social Media Policy (MP)	On Slack.	ALL: Please read social media policy on slack.
NTIG	MP sits on NTIG Round Table as rep of all BIAs. Key BIA projects to be inserted into visitor experience map.  First meeting has occurred with round table establishing key priorities and responsibilities.	DO: also attend – next meeting Wednesday 26 August 2020.
Partnerships (DO)	CN + UoN + BIA working together to increase beautification with architects and innovators.  Tamara Young: Tourism/Visitor experience - got a grant for a homestay project.  PhD student: Georgia Kissa. School of Architecture and Build Environment may be able to assist as part of her research.	KM + DO: Explore competitive pitch ideas for business and UoN combined projects.  MP: Connect with Dr Young about business and UoN Collaboration projects.  DO: Organise a meeting to progress this project.  TM: Send Hunter Knowledge Hub details including Roberta Ryan and Kate Robinson contact information to ALL. DO and KM to meet with Roberta Ryan which TM will facilitate
Hunter Sustainability Network (KM)	No updates.	KM to chase Cal and organise a meeting.
<b>General business</b>	Need to have all areas of Newcastle SBR precinct e.g. Honeysuckle, west end etc	All: Identify options for additional board members to represent whole precinct.
BIA Database from CN	It is a requirement of the BIA to have a membership list by the next AGM.	TM: Chase legal team at CN for this list. Please provide update to MP.  ALL: contacts to be directed to PCC who is creating a data base in preparation for 'SBR rate payers list) to be added.  TM: Look into options for mailing list for all BIA owners or for them to enter details into an online form that BIA can

		send out to locals and access data from.
<b>Review: How did we go?</b>	Good meeting.	ALL: Need to include minimum number of meetings to be compliant board directors. TBC

**NEXT MEETING:**

<b>Date:</b>	Monday 14 September
<b>Time:</b>	3.30pm
<b>Location:</b>	TBC

**MEETING CLOSE:**

<b>Time meeting closed:</b>	5.01pm
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