

MEETING MINUTES

Date	Wednesday 16 December 2020
Location	Northern Star: 112 Beaumont street, Hamilton NSW
Time meeting opened	5.33pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Sandra Maloy	SM	Q's Books
Kellie Mann	KM	Lotus Fashion
Janice Musumeci	JM	July Jones Studio
Rob Burton	RB	Beaumont Street Newsagency
Evan Reid	ER	Commonwealth Bank
Apologies		
Kate Ellis	KE	Sportspower
Meg Purser	MP	Purser Corporate Communication
Guests		
Clare Wilkinson	CW	Purser Corporate Communication
Thomas Michel	TM	City of Newcastle
Gus Maher	GM	Newcastle Food Month

MINUTES:

Item	Details	Actions
Newcastle Food Month (GM)	<p>Presentation outlining what Newcastle Food Month is, how it will work and how Gus and Louise fit into the scenario. Has a template for how the event will work.</p> <p>Concerns raised by board that this event is Newcastle city specific and other precincts such as Hamilton will miss out.</p> <p>TM outlined that CN has dedicated \$105,000 to this project so far between Hunter Hunter and Newcastle Food month event coordinators.</p> <p>Registration with full details and information due before the 15th January</p>	<p>TM: Check to see if there is contestable funding available now for HBA to apply for, rather than waiting for February when regular contestable funding is available.</p>
City of Newcastle matters (TM)	<p>ABR Data. TM can supply information on request. More to discuss at next meeting.</p>	<p>TM: divide up data by column titles and send all column titles to CW.</p>

	<p>Foot traffic research is now superseded by mobile phone 'pings'. This will be updated in future.</p> <p>Corflute sign up and ready in James St Plaza outlining updates to James st plaza.</p> <p>Tenants are still being chased for Christmas stores.</p>	TM to present information at next meeting.
Governance		
Conflict of interest	Nil	
Previous minutes	Approved KM, seconded JM. 19/11/2020	
Matters arising	RB and ER will walk street and asses who wants pot plants, entry to pot plants, stickers on 23/12/2020.	
Correspondence	Email from Eco Bags owner. To be addressed in 2021. Potential for contestable.	KM: Eco bags to be in next meeting minutes.
Treasurers report (ER)	<p>ER: Balance \$85,00. \$10,000 to be paid to ATO for GST. Paid: \$1374 to Bec Murray for artwork on chairs. \$140 for A/C for 11 Beaumont street to be fixed. \$70 for cleaner for clocktower. \$350 to double digits for one day sale posters. All businesses had a great day on the one day sale. \$800 Little Scalliwags for singing for 17/12/2020. \$600 to Hunter Heroes \$1500 to Scion set up of xmas cave. \$4300 to double digits.</p> <p>Total spent on Xmas so far is approx. \$7000-8000 dollars.</p> <p>Lights in trees invoice to come. Approx \$1000 to be paid.</p>	ER & JM to send invoices and bank account screen shots to CW for reconciling
Budget	Approx \$70,000 left after all bills are paid.	TM: Let JM know how much contestable funding is available for February 2021 session.

AGM Dates 2021	End of March 2021. Venue options:	CW: Planning session for February
Subcommittee reports		
Live spots	KM: Scion. Talent Coordinator exceeds financial limits. Must go to tender. Package for PA system document passed from KM to ER for payment.	TM to help advise CW on creating tender document which meets CN and BIA service agreement requirements.
Business support	Kebab house & coffee shop near adult shop	ER: Get names of new businesses
Visitor economy	One day sale brought more people in.	
Social media	More visitors on social media. Numbers have gone up in the last month. 111 more likes this month so far. Feedback is coming in steady and is interactive. Large responses for Christmas competitions.	
General business		
Vests	50 vests wanted approx. \$950.00 Can be used for promotion in Hamilton and under the 'Work for the Soul' program. Board approved unanimously. QR Code to go on back of vest.	
Mens Shed	Waiting on invoice from Men's Shed for work completed. Idea for mens shed to be on retainer for Hamilton work. JM asked Mens shed to do the bump out for Xmas. Est \$500 for bump out.	RB: Contact mens shed. Retainer idea to be discussed again in January 2021.
Health week (KM)	R U OK bench at front of Mens Shed. More benches desired for Beaumont street. Health week funding to be confirmed. Businesses who have already got permission to trade on footpath.	CW: Contact R U OK organisation to seek permission. Add to agenda for 2021.
Moving pot plants (JM)	ER to walk streets next Tuesday asking local businesses if they would like pot plants	
Toilets	ER: Solution needs to be found for toilets near clock tower. KM suggested more lights to deter	CW: Agenda item for 2021. Toilets near clock tower.

	vandals. Public toilet needs better solutions.	
Maps from Bec Murray	To be sat in businesses to be handed out to children for fun in Hamilton. Allocated to board members.	
Thank you	JM addressed board and congratulated them for a successful year.	
Review: how did we go?	Well. Swiftly.	

NEXT MEETING:

Date:	Wednesday 20 th January
Time:	8am
Location:	Mens Shed

MEETING CLOSE:

Time meeting closed:	7.09pm
-----------------------------	--------