

NEWCASTLE CITY BIA INC.

INC ID NUMBER: INC1901584

APPROVED MEETING MINUTES

Date	Monday 25 May 2020
Location	Zoom
Time meeting opened	3.09pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Anthony Strachan	AS	3 Monkeys Cafe
Joe Relic	JR	Coco Skin Laser Health
Leigh Shears	LS	Hunter Workers
Marty Adnum	MA	Out of the square media
Mike Chapman	MC	Colliers International
Cornelia Schulze	CS	Hunter and Coastal Lifestyle Magazine
Also, in attendance		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Apologies		
Damien O'Brien	DO	O'Brien Winter Partners Law

Item	Details	Actions
Previous minutes accepted	Confirmed	PCC to provide to CN
Conflict of Interest	None declared	
Matters arising	None declared	
Governance	ABN finalised BIA Insurance in place Registered association GST – waiting on Tax Agent advice	PCC Apply for GST registration
Correspondence	<ul style="list-style-type: none">Letter sent to City of Newcastle on 25 May 2020 from the Chairs of Wallsend, Mayfield, Hamilton and Newcastle regarding rate inequity for commercial property ownersEmail introduction to Leigh Shears and Callan Lawrence from Hunter Community Alliance with a view to Leigh be a conduit for information between two organisations	LS to connect and report at next meeting.
Job Keeper Scheme	Was suggested by LS but removed from agenda.	
Deliverables Plan <i>(added to agenda in meeting)</i>	Introduction: LS indigenous persons may not identify with the Newcastle area. Exercise mindfulness in this area. Project Renewal: CS and AS have developed a project that aims to attract more businesses into vacant buildings by	PCC to review identity in Newcastle BIA documents. CS and AS to get one pager to PCC for inclusion in Deliverables Plan. PCC to

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	<p>providing a resource pack that would include: Useful contacts, information, links to suppliers. Ideally suited in a partnership with real estate agents and City of Newcastle.</p> <p>Social Media: AS has sources quotes for professional agency to create and manage networks. MP: Platforms imperative and necessary sooner rather than later - but needs to be informed by strategy that must identify the tools as:</p> <ul style="list-style-type: none"> • Critical communication tool with audiences including members, Council, other BIAs and customers • To show that you are doing something • Place for information now and not once you have developed full projects. E.g. – the BIA has more than 30 stories collected through New Usual that can be used as content as well as profiles of each board member and hints of projects on the drawing board (build the narrative) • Build it slowly and collaboratively with others (BIAs, etc) • Cost relative benefits to BIA <p>AS: Can the Darby Street Traders utilise BIA funds to manage social media? No but BIA will work with the group and CN to assess if they can apply for SBR contestable funding.</p>	<p>Speak with CN re opportunity to collaborate.</p> <p>AS to provide costs for plan</p>
<p>Day to Day activities</p>	<p>Shared documents and information hub.</p>	<p>PCC to create shared document space.</p>
<p>Roles and responsibilities of executives/directors</p>	<p>Not discussed but note that all roles on board are explained in Constitution. Additionally, as the board develops individuals are appointed or nominate to take on roles that can:</p> <ul style="list-style-type: none"> • Link the BIA to other networks, associations or businesses that can inform BIA processes and strategy • Inform and connect with other organisations <p>Note the following to date:</p> <ul style="list-style-type: none"> • JR – Business Loves Live Spots (Busking) • KM – Hunter Sustainability network • LS – Hunter Community Alliance • CS and AS – Project Renewal • AS – Social media • DO – University of Newcastle 	<p>PCC: add subcommittee or director reports to meeting agenda</p> <p>All: Subcommittee or director reports to be submitted prior to each board meeting to be included in board papers.</p>
<p>City of Newcastle</p>	<p>Lean in Newy:</p>	<p>CN: to provide update</p>

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	<p>Overall perspective of group is that while it has potentials it is a bit hard to understand or engage with.</p> <p>Recovery Taskforce: BIA keen to participate and inform the process as they believe its important to get the perspective of thousands of small and micro business and their economic impact. LS declared his role with Hunter Workers in subcommittee conversations.</p>	<p>PCC: to seek update.</p>
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NEXT MEETING:

Date:	Tuesday 9 June 2020
Time:	3 pm
Location:	Zoom

MEETING CLOSE:

Time meeting closed:	5.08pm
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