

NEWCASTLE CITY BIA INC.

INC ID NUMBER: INC1901584

MEETING MINUTES

Date	04 May 2020
Location	Zoom
Time meeting opened	1.30pm
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
Also in attendance		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Apologies		
Cornelia Schulze	CS	Hunter and Coastal Lifestyle Magazine
Damien O'Brien	DO	Obrien Winter Partners Law
Karl Mallon	KM	Climate Risk

MINUTES:

Item	Details	Actions
Previous minutes accepted	AS confirmed. 2 nd LS.	
Conflict of Interest	None declared	
Matters arising	See Deliverables Plan	
Governance	AS welcomed and appreciated time and work from everyone.	
Correspondence	ABN has been approved today. Insurance confirmed from Markey Insurance.	
Deliverables Plan	Together Not Alone Due to the time required to gain funding approval (with all BIAs requiring approval of their deliverables plan) MA will move forward without BIAs as the TNA campaign cannot be held back any longer due to the risk of losing valuable airtime. The BIA's can reconnect with MA once they are aware of their funding position. At which time it can be determined if there is any possibilities of an alternate way to support and be involved. New Usual	PCC: Deliverables and minutes to board 5 May 2020

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	<p>Approved to progress once funding is received.</p> <p>General Discussion General structure okay but discussion around each area followed with revisions and additions o:</p> <ul style="list-style-type: none">• Add stakeholder list• Covid19 initiatives to include cross BIA initiatives such as busking, lighting, activation of dead spaces• Funding• Partnerships• Endorse BIA initiatives in busking, lighting and public art options• Access for future planning• Inform planning for major events such as supercars etc.	
Sub committees	<p>Further to off-line discussions by CS, DO and AS, each board member to sit into sub-committees of working parties to develop business plans or project activations.</p> <p>Suggested responsibilities for further discussions with those who could not attend or left early are:</p> <ul style="list-style-type: none">• AS – Social media and marketing• JR – Busking/live spot and lighting projects with other BIAs• MC – Partnerships/membership• DO – Partnerships/membership• LS – Partnerships/membership• CS –• MA –• KM – sustainability	ALL: consideration and action
General Matters	<p>Logo: Board expressed preference to have a logo that is tied to the City of Newcastle</p> <p>MA: Left 3.31pm</p>	MP: to raise with Council
Review	Meeting went well.	

NEXT MEETING:

Date:	Monday 25 May 2020
Time:	3pm
Location:	Zoom

MEETING CLOSE:

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Time meeting closed:

4.10pm