

## MEETING MINUTES

<b>Date</b>	Thursday 19 November 2020
<b>Location</b>	Mens Shed Hamilton
<b>Time meeting opened</b>	8.00am
<b>Person keeping minutes</b>	Clare Wilkinson

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Sandra Maloy	SM	QS Books
Kellie Mann	KM	Lotus Fashion
Janice Musumeci	JM	July Jones Studio
Rob Burton	RB	Beaumont Street Newsagency
Kate Ellis	KE	Sportspower
Evan Reid	ER	Commonwealth Bank
<b>Apologies</b>		
Meg, Kate		
<b>Guests</b>		
Meg Purser	MP	Purser Corporate Communication
Clare Wilkinson	CW	Purser Corporate Communication
Thomas Michel	TM	City of Newcastle

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>Bec Murray Address</b>	Has been praised by passers by. Has also gained work from locals for all her work. Still \$ left in budget for artwork. Map provided for kids search for civic precinct. Packages to be made by local businesses for winners. Approved by board. Bench seat artwork to be completed with generic figures. Volunteers to sort out Bec's garden stakes.	Link on social media for Bec's Map. BM to liaise with CW.  Quote to be sent through from Bec to JM.  A4 garden stakes poster.
<b>Governance</b>		
Conflict of interest	Nil	
Previous minutes	Previous mins 22/10/2020 approved by KM and seconded by ER	
Matters arising	Nil	
Correspondence	ATO Letter for BAS statement	

	Letter to RB from John Kime RE: Plants	
Budget	\$100,487 in bank as of today. Payments to be made today: \$50 frolich brothers \$1500 + \$610 double digits PCC \$724.48 Flying spanners \$3200 All approved for payment by board.	
<b>City of Newcastle matters</b>	<p>Data from EFTPOS including local hotels with occupancy rates, average charge</p> <p>3/12/2020 meet and greet 'cup of tea and iced vovo' idea TM finalising the agenda.</p> <p>Newcastle Food Month has met with JM. JM meeting with event committee. This event is across all BIA's.</p> <p>SBR promotion video: Newcastle food month, live spots, pus laneway works.</p> <p>HBA will go for SBR funding for treasure hunt, live spots, mosaics in pavement, lighting in awnings or at entrance to main street areas.</p> <p>Ambassador program: Sam Wilcox to attend next meeting.</p>	<p>TM: Provide regular reports to HBA on visitor economy.</p> <p>TM contact KM for interviews for video.</p> <p>JM to contact Marina as grant writer for this.</p>
<b>Subcommittee reports</b>		
Live Spots	<p>Live spots equipment to be purchased from Scion – KM would like approval from board. Total \$3600. Board approved. Still waiting on Belle Taylor to sign agreement. Belle's insurance was the delay.</p> <p>Invoicing: Belle will invoice us for all performances. This will centralise invoicing for HBA. This puts more responsibility on Fuzion Management.</p>	JM: Contact Grainery for Xmas

Business Support	PCC caught up with Kristin Hughes. Media has been done.	
Visitor economy	KM is coordinating Caves beach to Hamilton bus trip to help build economy for precinct.  Idea for BIA to support this activity.	
Social Media	Short videos via PCC team to help introduce new business to the precinct.  Dana and Deb now have access to social media pages.	JM + PCC: Discuss Payment agreement for videos for social media.
Business Beat	Booked for 1/12/2020 at 10.30am at Clock Tower.	MP: Check date for Xmas – separate from Business Beat.
Events	Xmas at Clocktower shops – TM: waiting on keys  One day sale on 17/12/2020. Poster made. \$30+GST per business.  Sponsorship for events: Waiting on Greater Bank to get back to us about sponsoring for 12 days of Christmas.  Christmas in Hamilton from 9 Dec 2020.	JM: Chase Greater Bank.
Light up	Lighting up trees in James Plaza 7 x solar powered fairy lights @ 20m each plus boom lift hire. Can be done before Xmas. \$3697 total quoted. Only 5 trees – quote will change. Board approved for 5 trees.  Lighting of Clock tower. JM – won't happen before Xmas. Minor works exemption form can make this happen. SCION are sending quote to JM approx. \$6000-7000.	TM send list of trees coming down to JM  JM to get new quote.  TM: Send Minor works exemption form to CW. Send quote for weekly and annual electricity rates to CW

<b>General business</b>		
New businesses in precinct	Charcoal Chicken Flirt Afghani Supermarket Moroccan homewares Convenience store Indian supermarket near sportpower Loan place near calendar girl labour hire above Gloria jeans Reece Hignell – January Il Forno – Pizza. Downtown Beirut. Clocktower café – new owner.	
Planting in Hamilton Streetscape	Letter received and copy issued to all attendees.  Upkeep: KM working with Salvation Army to water plants, street sweep, report issues/graffiti on the street. Meeting with Salvation army in new year to beautify Beaumont street. This can be partnered with reporting on CN app. KM: Make 'Hello Hamilton' vests for 'Work for the Soul'. 20 pots available. Approved by board for \$10 ,000.	RB: Coordinate walk through of businesses to ascertain who wants pots  RB: Mens shed to move plants. Coordinate mens shed. Send map to Mens shed.
Eco Bags (KM)	All business logos printed on brown paper bags. Positive reception from board. Sustainability budget could be used for this. Quote to come back.	KM: Send quote for eco bags to board members.
Outdoor trading policy (SM)	SM: Applied with council, CN came and marked out area. You have to pay for CN to mark out area. \$170 one off fee for this. Took approx. 5 weeks. Positive feedback received from customers. This is what we can tell HBA members.  Mens Shed is making an 'R U OK?' Chair for people to sit on.	Social Media: Sandra supporting the CN process for application for outdoor trading with link.  PCC to print x 50, double sided, BW and invoice HBA.

Work for the soul (KM)	Group of volunteers ready to act. They will man the gift-wrapping store. Thank them with a meat tray and wine from local businesses. They will be invited to the next HBA meeting. \$200 gift pack approved. Hold until January.	CW: Invite volunteers to next meeting through KM.  KM: Ask to January board meeting.
<b>Review: how did we go?</b>		

**NEXT MEETING:**

<b>Date:</b>	Wednesday 16 <sup>th</sup> December 2020
<b>Time:</b>	5.00pm for 5.30pm start
<b>Location:</b>	Northern Star

**MEETING CLOSE:**

<b>Time meeting closed:</b>	9.46am
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