

**MEETING MINUTES**

<b>Date</b>	Wednesday 28 October 2020
<b>Location</b>	Wallsend Baptist Centre: 58 Cowper st, Wallsend
<b>Time meeting opened</b>	5.00pm
<b>Person keeping minutes</b>	Clare Wilkinson

**ATTENDEES**

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Rhonda Drivas(Phone)	RD	Wallsend Village
Craig Budden	CB	Baptist Care
Tiffanie Campbell	TC	Picture Perfect Hair
Phillip Murnain	PM	Blue Gum Hills Mens Shed
Linda Pinkerton	LP	Mrs Bouquets
<b>Guests</b>		
Meg Purser	MP	Purser Corporate Communication
Clare Wilkinson	CW	Purser Corporate Communication
<b>Apologies</b>		
Thomas Michel	TM	City of Newcastle

**MINUTES:**

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>Governance</b>		
Conflict of interest	Nil	
Previous minutes	Approved by LP and CB.	
Correspondence	Letter for informing businesses needs to updated, printed and passed on to the Wallsend business precinct.  Small Business support centre flyer. BIA chairs to be briefed.	PM to walk letters along to local businesses. PCC to follow up a week later.  MP will set meeting.
Budget	Accounts payable: \$6,000 total. Lemongrove and Optus from 2019 event.	TC: Send emails about outstanding invoices to PCC.
Administration	CN to provide details on A-frames, pot plants or anything for sidewalks for local businesses.  TC provided Facebook access to MP for social media update.  TC and CB do not intend to be on WTBA board next year.	MP to confirm with TM from CN about sidewalk allowances for pot plants/a-frames etc.  Call for new board members.
<b>Deliverables plan</b>	Deliverables plan almost finalised. CN to review once new board has approved.	



<p><b>City of Newcastle</b></p>		
<p><b>General business</b></p>	<p>AGM booked for 2/12/2020          Wallsend Diggers Club          5.30pm start          Catering must be purchased.          Call for memberships and board positions.          TC pay for AGM from membership.</p> <p>Mayfield Business Beat moved to 8/11/2020 if anyone from WTBA is able to attend. They were happy to follow WTBA's lead.</p> <p>Website: Jeremy Dawes from Jezweb.</p> <p>Facebook: Remove Deborah and Rhonda from Facebook administrators</p> <p>Hard drive/keys/chequebooks/paperwork: TC meeting with Deborah to get any remaining items/assets from her. Also Deb &amp; Rhonda to be removed from bank accounts, websites, and any other WTBA documents.</p> <p>Potential personnel for BIA board 2021</p> <p>Wallsend Village/Centre. Santa in the village.</p> <p>Pot Plants on Main street being collected by Wallsend Community Garden.</p> <p>Event Insurance – signed by TC</p> <p>Live Spots dates:          Wed/Thurs are busier days for WTBA precinct.          Approx. 40 performers booked through Livespots.com.au already.</p>	<p>PCC to facilitate - invite Jeremy Bath, Sonia Hornery, TM and Ash Abbott.          PCC to add as an event on Facebook, and email database for WTBA making them aware of AGM date.          Can constitution be updated to reflect new SBR membership details</p> <p>PCC: Liaise with Jezweb</p> <p>TC: Remove Rhonda and Deborah from Facebook.</p> <p>TC/CB: Remove old WTBA personnel (Rhonda and Deb) from all WTBA sites, accounts, permissions etc. Check storage shed.          PCC: Once keys are found, PCC to audit shed and understand assets available.</p> <p>MP: Contact RD about contacts in WTBA precinct.          PCC: Check SBR area map and confirm locations and send to PM.          PCC: confirm the village/centres intentions and event plans to try and work together.</p> <p>PCC: Look on facebook for post about this.</p> <p>PCC: send to Markeys insurance for processing, Inform WTBA members when finalised.</p>



	LP: Event idea: Halloween 2021 German Witches Dance gone viral "shake your bacon" loosely translated. Potential idea for 2021 deliverables.	
<b>Review: how did we go?</b>	Great progress. Very open communication.	

**NEXT MEETING: AGM**

<b>Date:</b>	2/12/2020
<b>Time:</b>	5.30pm
<b>Location:</b>	Wallsend Diggers

**MEETING CLOSE:**

<b>Time meeting closed:</b>	6.15pm
-----------------------------	--------