



APPROVED MEETING MINUTES

Date	24/08/21
Location	ZOOM
Time meeting opened	6.05PM
Person keeping minutes	Janice Musumeci

ATTENDEES

Name	Abbreviation	Business represented
Wayne Rogers	WR	Iona on Robert
James Hingston	JH	Iona on Robert
Phillip Murnain	PM	Blue Gum Hills Men’s Shed
Linda Pinkerton	LP	Spell Bound Botanics
Rhonda Davis	RD	Wallsend Village
Thomas Michel	TM	City of Newcastle
Janice Musumeci	JM	City of Newcastle

APOLOGIES

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MINUTES:

Item	Details	Actions
City of Newcastle Matters	<p>Shopfront Beautification Grant Refer to CoN website 'Local Centres Façade Improvement Scheme' as funding available next fin. Year. Possible promotion to local businesses after xmas. \$4000 per approved application with possible contribution by BIA in next Deliverables Plan. Promote leading up to grant funding opening.</p> <p>TM/JM – Deliverables Plan Update. Acquittal Report to be completed and now applying for \$76k extra funding. Allowing for reimbursement of funds as per Treasurers Report below.</p> <p>PM – requested upgrade update for major works in precinct.</p>	<p>RD – Suggested using 'Relief Funds' account towards this initiative. VOTED and ALL AGREED</p> <p>LP – send JM invoices relating to funds to be reimbursed</p> <p>TM – follow up with Bianca and report back to board at next meeting</p>



<p>Governance</p>	<p>Conflict of Interest -declared by James and Wayne regarding tonight's vote for social media manager. They will remove themselves form room for voting.</p> <p>Correspondence - JH emails relating to Xero invoice received and Nortons 360 antivirus software.</p> <p>Previous Minutes – Accepted by ALL Approved PM Seconded WR</p> <p>Matters Arising – Mainstay Auditors have overdue BAS statements</p> <p>Treasurers Report Relief Fund \$6518.61 Winter Fair Fund \$32,368.01 SBRL Fund \$14,641.30 Membership Fund \$48,749.44 Commonwealth Fund \$110,005.00 Expenses paid \$11,439 LP – suggested now funds are in Commbank from CoN the Commbank fund reimburses Membership fund for related expenses paid</p> <p>ALL AGREED TM – Apply for extra in funding in top up (see previous note above about Deliverables Plan)</p> <p>TM - Discussed adding JM as signatory. Some confusion as to reason as already have 3 signatories and not having trouble paying invoices.</p>	<p>JH -Disregard Nortons and send Xero to Treasurer</p> <p>LP – to follow up with Mainstay</p> <p>LP – Send JM report</p> <p>ALL – decide at next meeting</p>
<p>Subcommittee Reports</p>	<p>Live Spots – Nil during Covid</p> <p>Green St Program – WR some need pruning</p> <p>Events – Book week postponed until September & Winter Festival coming up 18 - 25 September</p> <p>New Members – Would like to build Board to 7</p>	<p>JM – follow up</p> <p>WR – to arrange</p>
<p>General Business</p>	<p>WR – Welcome to Janice in new role</p> <p>WR - Banners – Dana Pichaloff sent through new images with NEWFM logo (possible sponsorship) Presented to Board</p> <p>VOTE – All accepted Design Number 4</p> <p>LM – suggested some changes</p> <p>WR - Business Banter – new monthly event discussion about cost. Suggested trial first one. Agreed an event like this is needed to engage with business community.</p>	<p>WR – follow up on design changes</p> <p>WR – follow up with Double Digits Marketing for cost breakdown of their fee.</p>



	<p>WR – Monthly newsletter quoted by Double Digits Marketing. Board voted against due to cost.</p> <p>WR – Fathers Day Promo – postpone possible to Grand Final weekend. Knights might be able to supply some giveaways.</p> <p>WR – 12 Days of Xmas Event. Hire or buy decorations?</p> <p>12 Days of Xmas VOTE – ALL APPROVED</p> <p>ALL - Bravo Wayne! The rotunda is clean.</p> <p>LP – Flood signage in Tyrell St is flapping and dangerous. Needs to be fixed. Discussed logging these jobs on the CoN website.</p>	<p>WR – Ask Double Digits to refer with contacts. Make calls for hire costs. LP – provide WR with a contact for events hire.</p> <p>WR – to report to CoN</p>
Review	Very productive	

NEXT MEETING: 21/09/21 5.30PM

MEETING CLOSE:

Time meeting closed:	7.05PM
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