

## MEETING MINUTES

<b>Date</b>	Monday 01 February 2021
<b>Location</b>	July Jones Studio: 95 Beaumont street, Hamilton
<b>Time meeting opened</b>	8.10am
<b>Person keeping minutes</b>	Clare Wilkinson

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
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>		
Sandra Maloy	SM	QS Books
<b>Guests</b>		
Gracyn Endacott	GE	Purser Corporate Communication
Clare Wilkinson	CW	Purser Corporate Communication
Thomas Michel	TM	City Newcastle
Sarah Horan	SH	City of Newcastle
Dana Pichaloff		Double Digits Marketing
Deb		Double Digits Marketing

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>City of Newcastle</b>	<p>SH as a guest this week to update on James street plaza.</p> <p>New project manager (Bianca Field-Vo) has been assigned. Architects have been engaged. University of Newcastle engaged for creative ideas on lighting display. UoN makes concepts which go to public exhibition. There will be public consultation on lighting ideas where HBA will get first consult prior to public voting.</p> <p>Construction to start late April-May this year. CN aims to have exhibition to public by May-June.</p> <p>Grant application has been submitted. HBA submitted a letter to DPIE via SH.</p> <p>Design for plaza: Re-using mosaics idea. Concerns from CN with</p>	<p>SH to consider Live Spots sign design near power source in James street plaza.</p> <p>JM: Contact Paul who made the mosaics initially.</p> <p>SHH: Contact Property section of CN about repainting clocktower.</p> <p>SH: Contact Ruth Cotton about lighting concept from UoN which encompasses heritage and history.</p>

	<p>durability of mosaics and potential locations for them. Idea to use images of new patterns and print on to new furniture, or use them in the lighting display. Essential reinterpretation of mosaic design. Live spot space usage at the plaza to be considered by CN.</p> <p>Discussions surrounding best use of mosaics if they are taken from the concrete. Re purposing or reimagining are potential options.</p> <p>Signify/Phillips to work with UoN for creative concepts.</p> <p>Clocktower: To be repainted. Property section of CN to be consulted. Lighting to be improved as part of new project.</p>	
<p><b>Governance</b></p>	<p><b>COI:</b> Nil.</p> <p><b>Previous mins:</b> Approved KE Seconded RB</p> <p><b>Matters arising:</b> Actions of last minutes revised.</p> <p><b>Correspondence:</b> Charlotte McCabe contact on Facebook. Congratulations emails for receiving the Community award from Aaron Whitcam from the office of Sharon Clyadon. ATO letter coming soon re: BAS from last quarter.</p> <p><b>Treasurers Report:</b> Remaining \$74,528.02 as of today. Approval to pay: - Flower palace (\$1320) and Newcastle flower studio (\$1200). Hunter Valley strings \$940 for 4 hours of music.</p> <p>Scion pre-xmas \$1500. ER to check.</p>	<p>JM to speak to Newcastle flower studio to match price.</p> <p>CW to check where flowers fit into the Deliverables plan.</p> <p>JM to check if scion invoice has been paid.</p> <p>Chase Evan for invoices to match up bank details.</p>

	<p>Cleaning from Beaumont street newsagency \$70 final clean up at santa cave/wrapping station.</p> <p>Double digits marketing</p> <p>Newcastle Food Month has been paid y ER. To be reimbursed by HBA.</p> <p>Double Digits marketing invoice.</p> <p>All approved .</p>	
<b>AGM</b>	<p>How to run AGM discussed with board</p> <p>Ideally a hospitality presence would be valuable.</p> <p>Roles to be considered.</p>	<p>CW Send letter to JM for approval.</p>
<b>Double Digits Marketing update</b>	<p><b>Christmas in Hamilton:</b> Snapshot document provided to HBA board (attached) from 12 days of Christmas in Hamilton. Discussed.</p> <p>ER noticed more businesses using superheroes bringing life to Hamilton precinct.</p> <p>\$500 donation from Double Digits to the mens shed raised from wrapping station and santa cave.</p> <p>Successes:</p> <ul style="list-style-type: none"> <li>- Free nature of event was highlight for many.</li> <li>- Scalliwags show went down well with families.</li> <li>- All numbers indicate positive outcome</li> </ul> <p><b>Valentines day:</b></p> <ul style="list-style-type: none"> <li>- Took on board HBA suggestions for valentines day.</li> <li>- Person to deliver roses will be one female and one male with planned outfits and approaches. Between 10am-2pm. Friday 12<sup>th</sup> February.</li> </ul> <p>JM/ER: Potential for a Hashtag competition. Promote in store son</p>	<p>CW: Attach snapshot document to these minutes.</p> <p>ER t o add Deb back to social media.</p> <p>CW send current financial breakdown to Janice and Evan.</p>

	<p>the day. Ensure contact details on card going out. Group reviewed and edited card to be handed out with flowers.</p> <p>Health Week 2021:</p> <ul style="list-style-type: none"> <li>- Local medical/health services to be showcased for National Health week (May).</li> <li>- More work needed.</li> </ul> <p>Food month:</p> <ul style="list-style-type: none"> <li>- Food event activations to be finalised for food month.</li> <li>- Sticky tickets for one event to make corralling people easier.</li> <li>- Dana: idea for media partner.</li> </ul> <p>Pooch parade:</p> <ul style="list-style-type: none"> <li>- Budget to be consulted.</li> <li>- Local vets to be consulted.</li> <li>- Work in progress.</li> <li>- Suggested date</li> <li>- Voting on social media commencing 15/3/2021. Crowning Saturday 20<sup>th</sup>.</li> <li>- Potential involvement from Animal Watch.</li> </ul>	<p>ER to consult Gus Maher from Newcastle Food Month.</p> <p>CW: Budget for 'Hounds of Hamilton' and how it fits in to Promo/Beaut/Ec Dev to be considered.</p>
<b>New Businesses</b>	<p>Cake Boi opens Saturday 6<sup>th</sup> February.</p> <p>Circe of friends closing – open space.</p>	
<b>General</b>	<p>Street numbers: KM to get artwork proposal.</p> <p>Live spots restart once contract signed.</p> <p>Letter to go out to for AGM ASAP.</p> <p>Hello Hamilton stickers to go out with letters and application forms.</p> <p>KM to film local businesses</p> <p>Mockingbird dinner on 23 April planned. Lord Mayor and Citizen of the year have been invited. Carol Duncan, \$120 for 5 courses and matching wines. Other BIAs to be involved. Tickets not live yet.</p>	<p>ER to print AGM letters.</p> <p>JM to email Georgia for Citizen of year details and Lorn Mayor invite to dinner.</p>

	<p>Human Library: Humanlibrary.org. JM to send through a proposal to HBA board.</p> <p>Hanging baskets: RB. Team is working on the baskets. Social media opportunities. RB speaking with</p>	<p>ALL: research human library. TM send JM contacts at library.</p>
<b>Review: how did we go?</b>	Efficient and productive.	

**NEXT MEETING:**

<b>Date:</b>	Tuesday 23 February
<b>Time:</b>	8.00am
<b>Location:</b>	Mens Shed

**MEETING CLOSE:**

<b>Time meeting closed:</b>	9.41am.
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