



**MEETING MINUTES**

<b>Date</b>	Tuesday 12 January 2021
<b>Location</b>	Iona on Robert: 52 Robert St, Wallsend
<b>Time meeting opened</b>	5.40pm
<b>Person keeping minutes</b>	Clare Wilkinson

**ATTENDEES**

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Rhonda Drivas	RD	Wallsend Village
Wayne Rogers	WR	Iona on Robert
James Hingston	JH	Iona on Robert
Phillip Murnain	PM	Blue Gum Hills Mens Shed
Linda Pinkerton	LP	Mrs Bouquets
Mary Metcalfe	MM	Vegetation Sensation
<b>Guests</b>		
Gracyn Endacott	GE	Purser Corporate Communication
Clare Wilkinson	CW	Purser Corporate Communication
Thomas Michel	TM	City of Newcastle
Ashlee Abbott	AA	City of Newcastle

**MINUTES:**

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>City of Newcastle</b> (AA)	<p>Operations and purpose of BIA:</p> <ul style="list-style-type: none"> <li>addressed deliverables plan and urgency for its finalisation</li> <li>CN role with BIA's under new structure</li> <li>PCC role with BIA's and CN</li> <li>Structure outlined: Constitution &gt; Service Agreement based on deliverables plan submitted to CN</li> <li>How SBR is paid and collected</li> <li>Processes of operations with CN and PCC</li> <li>Membership fees account still has 'significant' funds – potential use for these funds need to be discussed. This has to be spent differently to BIA money. This is for the BIA board to determine. CN and PCC are not to be involved in this process.</li> </ul>	<p>CW: AICD folders for training to go to WTBA members one at a time to read through.</p> <p>CW: Re-send the deliverables plan to board to be approved on 2/2/2021</p>
<b>Governance</b>		
Conflict of interest	nil	
Previous minutes	LP accepted. MM Seconded. 28-10-2020.	
Matters arising	PO box ?	CW: Tiff and Craig to be contacted to get keys.
Correspondence	Nil	
<b>Election of executive committee</b>	<p>Unanimous for all roles.</p> <p>Chair - Wayne Rogers</p>	



	Vice Chair – James Hingston Public Officer – Phil Murnain Secretary/Treasurer – Mary Metcalfe	
<b>Introduction to board operations of BIA (CW)</b>	Slack, Service Agreement, Deliverables plan, Constitution, Directors intent forms, Insurances, Meetings, Minutes, Media attention, and head shots.	
<b>General Business</b>	WR: Can other people attend meetings? Not currently – preference is reports submitted to board prior to meeting.	
Newcastle Food Month	Newcastle Food Month – PM was contacted by Gus Maher. PM contacted local businesses about an opportunity for this.	
Database	Database to have OPT IN function for newsletter – to be discussed in future.	
Social Media	Social Media – to be discussed at the next meeting.	ALL: Consider what you want to reflect on WTBA social media pages.
Events	All events still supported not matter what scale.	ALL: consider what types of events you would like in future and how this applies to the deliverables plan.
<b>Review: how did we go?</b>	Productive – roles selected was a positive.	

**NEXT MEETING: AGM**

<b>Date:</b>	Tuesday 2 February 2021
<b>Time:</b>	5.30pm
<b>Location:</b>	Iona on Robert

**MEETING CLOSE:**

<b>Time meeting closed:</b>	6.37pm
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