

**APPROVED MEETING MINUTES**

<b>Date</b>	Tuesday 1 June 2021
<b>Location</b>	Iona on Robert
<b>Time meeting opened</b>	5:35 PM
<b>Person keeping minutes</b>	Georgia Hughes

**ATTENDEES**

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Wayne Rogers	WR	Iona on Robert
Phillip Murnain	PM	Blue Gum Hills Men's Shed
Linda Pinkerton	LP	Spell Bound Botanicas
Rhonda Drivas	RD	Wallsend Village
<b>Apologies</b>		
James Hingston	JH	Iona on Roberts
<b>Guests</b>		
Georgia Hughes	GH	Purser Corporate Communication
Thomas Michel	TM	City of Newcastle
Quentin Van Essen	QE	InTouch Magazine

**MINUTES:**

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>In Touch Magazine (QVE)</b>	<p>QE: Presentation from Intouch Magazine</p> <p>Examples of previous work with WTBA in 2019</p> <p>Launched InTouch Magazine 7 years ago.</p> <p>Print, digital and social media</p> <p>Previously promoted WTBA events and businesses.</p> <p>Board approved a 12 month half page ad campaign, articles to be run every second month.</p>	
<b>City of Newcastle</b>	<p>Digital UpSkilling Training: Request to have in Wallsend. TM can set up one for the end of the month.</p> <p>Board approved to have workshop on Tuesday 29<sup>th</sup> June 5:30PM – 7PM at Wallsend Library</p> <p>SBR Contestable Funding: 1 Application, rejected by panel.</p> <p>TM: To see if they can re-open application</p> <p>Deliverables Plan 2021/22 ready for July.</p>	
<b>Governance</b>		



Conflict of interest	nil	
Previous minutes	Minutes from 04/05/2021  Accepted by all Approved PM  Seconded WR	
Matters arising	nil	
Correspondence	Lina and Lisa Maroulis have stood down from WTBA Board.	
Budget/Finance	WTBA: May 2021 Report  Greater Bank Accounts  Wallsend Relief Fund: \$6,518.71  Winter Fair: \$32,386.01  SBRL Funds: \$14,641.30  Membership Funds: \$54,430.97	
<b>Live Spots</b>	WR: Put in order for PA System, will follow up with Scion.	WR: To follow up with Belle Taylor and Scion Audio and Events
<b>Social Media</b>	WR: Received a quote form Hunter Marketing Solutions to manage WTBA Social media. Board to review quote.	Board: Send out EOI for social media manager.
<b>Green Street Program</b>	nil	
<b>Winter Festival</b>	Winter Fair  WR: Quotes for Winter Festival  Agnes & Read: \$9,500 & \$11,500  Double Digits Marketing: \$14,470  Board approved for Double Digits to be event coordinators for Wallsend Winter Festival.	WR: To contact Double Digits
<b>General Business</b>	Board discussion about potential new board members.  Plan for upcoming deliverables plan:  Board to meet on 8 June 2021 to discuss potential ideas for deliverables plan.	JH: To post social media post seeking new board members
<b>Review: how did we go?</b>	Very successful. Informative.	



ABN: 87 421 344 002 | INC ID NUMBER: INC9895536

**NEXT MEETING:**

<b>Date:</b>	6 <sup>th</sup> July 2021
<b>Time:</b>	5:30 PM
<b>Location:</b>	Iona on Robert

**MEETING CLOSE:**

<b>Time meeting closed:</b>	6:55 PM
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