

MEETING MINUTES

Date	Wednesday 16 June 2021
Location	OOTs: 7/77 Hunter street, Newcastle
Time meeting opened	3.01pm
Person keeping minutes	Georgia Hughes

ATTENDEES

Name	Abbreviation	Business represented
Cornelia Schulze	CS	Hunter and Coastal Lifestyle Magazine
Mike Chapman	MC	Colliers International
Marty Adnum	MA	OOTs
Damien O'Brien	DO	O'Brien Winter Partners Law
Apologies		
Karl Mallon	KM	Climate Risk
Guests		
Georgia Hughes	GH	Purser Corporate Communication
Thomas Michel	TM (CN)	City of Newcastle
David Grejsen	DG	City of Newcastle

MINUTES:

Item	Details	Actions
City of Newcastle matters	<p>DG: East End Project Update 7 May, provided a flyer to all businesses within East End Project.</p> <p>Received feedback from businesses impacted by construction: majority said to minimise construction at Christmas time.</p> <p>Group discussion about project.</p> <p>Looking into sending flyers as a digital version to database.</p> <p>TM: Next Monday UpSkills Training.</p> <p>Release the SBR City Contestable Funding first week of July</p> <p>Board discussion about upcoming SBR Contestable Funding</p>	<p>TM: To send updated NewSkills to MA</p>
Governance		
Conflict of interest	Cornelia Schulze to relinquish her vote for Hunter & Coastal Lifestyle: Marketing proposal for Newcastle	

	City BIA: "Streets of Newcastle" due to conflict of interest.	
Previous minutes	19/05/2021 Accepted by all. Approved by MA Seconded by CS	
Matters arising	nil	
Correspondence	nil	
Budget	Board approved for Damien O'Brien and Cornelia Schulze to be signed onto Newcastle City BIA Incorporated Bank Account as dual signatories: BSB: 062-815 Account Number: 10588696	
Subcommittee reports		
Business Support (CS)	nil	
Live Spots	Live Spots meeting being held on Friday 18 June, with rep from each BIA, ATWEA, Fuzion Management and City of Newcastle to discuss strategy for Live Spots.	
Social Media	Board seeking quotes for someone to manage Facebook page. GH: Presented Social Media Strategy from Whitecrow Digital for NCBIA	
Partnerships (DO)	nil	
NTIG	CS: Attended NTIG Meeting Look into giving them funding if it fits in with upcoming Deliverables Plan	
General business	MA: Update on HUNTERhunter articles MA: Hunter Marketing Solutions marketing campaign proposal for NCBIA. Board to look over proposal. Hunter & Costal Lifestyle: Marketing proposal for Newcastle City BIA: "Streets of Newcastle" board to look over proposal and email their vote.	PCC: Look into Social Media

	Board discussion regarding building an email database of businesses within the Newcastle City Precinct.	MA: To reach out to companies for EOI re/database
Review: how did we go?	Very productive.	

NEXT MEETING:

Date:	Wednesday 14 July 2021
Time:	3:30 pm
Location:	OOTS

MEETING CLOSE:

Time meeting closed:	4:15PM
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