



APPROVED MEETING MINUTES

Date	14/09/21
Location	ZOOM
Time meeting opened	5.30pm
Person keeping minutes	Janice Musumeci

ATTENDEES

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

Guest Speakers

Mitchell Reese	MR	Curious Legends
Hannah		Curious Legends

MINUTES:

Item	Details	Actions
City of Newcastle Matters	<p>Update on major works in precinct Contestable SBR Funding pool. Money sitting in the fund approx. \$50k. Curious Legends presenting at meeting today with potential project event idea.</p> <p>Deliverables Plan – sitting with CoN for approval now</p>	TM follow up next meeting
Governance	<p>Conflict of Interest – Nil Correspondence – Nil Previous Minutes – Approved JH Seconded LP Matters Arising – Overdue BAS JH will give his time to completing BAS for the BIA. Mainstay will only be used to conduct audits if/when necessary.</p> <p>Banner design – changes submitted by WR Xmas Event – Decoration hire or buy</p> <p>Treasurers Report Relief Fund Winter Fair Fund SBTL Fund Commonwealth Bank \$110,005.00</p>	<p>JH – to complete BAS statements for BIA as required. 2 x BAS outstanding.</p> <p>WR – Follow up for next meeting</p> <p>LP & WR – visit Commonwealth Bank to arrange online banking for Commbank account and transfer of funds to</p>



	<p>Commbank account not set up for online banking</p> <p>Annual Insurances now due to be paid</p> <p>JM -asked for online banking to be set up ASAP and reimbursed funds to be transferred ASAP.</p>	<p>be reimbursed to Membership fund. As agreed in previous minutes \$21,176.50 and other expenditure in the past month \$9067.00</p>
<p>Subcommittee Reports</p>	<p>Social Media – JH Post reach up over 200% in the first 2 weeks of his engagement. Posting MON Wed Fri & either Sat or Sun. Will watch insights to test the best times for posting content.</p> <p>JH – Proposed engaging a supplier to produce videos of local businesses for socials like the 'Hello Hamilton' page. This helps build rapport and awareness with local businesses.</p> <p>VOTE - Video production for socials. Unanimously agreed.</p> <p>JH – Advised there are 2 FB pages one for Winter Fair with 4k followers and the Wow Wallsend with 2k followers.</p> <p>VOTE - Proposed changing name of Winter Fair to WOW WALLSEND and deleting WOW WALLSEND page. ALL AGREED.</p> <p>Green St Program – WR arranged some pruning all looking good now.</p> <p>Winter Festival / Events: WR meeting with Double Digits and events pushed back now due to Covid. New calendar of events for November.</p>	<p>JH / JM/ LP – Seek quotes for next meeting.</p> <p>JH – Transition WOW WALLSEND to Winter Fair fb page.</p>
<p>General Business</p>	<p>Website – WR proposed to delete the current Winter Fair and Wallsend Town websites.</p> <p>VOTE – All agreed to remove websites x 2</p> <p>Mural – Mural location approved by CoN. Condition to be attached to mortar not the brick due to heritage listing of site.</p> <p>Curious Legends Presentation – Expanding on their Made in Newcastle project in conjunction with Newy with Kids looking to do a Halloween</p>	<p>JH – Close down both websites contact Jezweb to stop hosting.</p> <p>PM – Mens Shed to install will inspect the site.</p>



	<p>styled event. Goal to increase foot traffic to precinct over a day / night event. Business to be involved in the 'scavenger hunt' with a map for kids to find prizes. Markets in the brickworks site for the event. Potential SBR funded project approximately \$10-15k.</p>	<p>Curious Legends to send Board, Thomas and Rhonda (for Wallsend Village) a scope for the event to be approved between Board meetings.</p> <p>TM – Follow up to get approval from assessment panel ASAP</p>
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NEXT MEETING: Tuesday 12/10/21 at 5.30pm ZOOM

MEETING CLOSE: 6.40pm