

APPROVED MEETING MINUTES

Date	15/09/21
Location	ZOOM
Time meeting opened	4.30PM
Person keeping minutes	Janice Musumeci

ATTENDEES

Name	Abbreviation	Business represented
Evan Reid	ER	Commonwealth Bank
Sandra Malloy	SM	Qs Books
Rob Burton	RB	132 Newsagency
Kate Ellis	KE	Sportspower
Reece Hignell	RH	CakeBoi
Amanda Hinds	AH	Community Member
Thomas Michel	TM	CoN
Janice Musumeci	JM	CoN

APOLOGIES

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MINUTES:

Item	Details	Actions
CoN Matters	<p>TM - Funding due in account within 1 week Early Oct small James St Plaza media launch by CoN due to Covid. Suggested for Curious Legends to keep some of their SBR funding grant for a soft launch event later in year – ALL AGREED</p>	
Governance	<p>Conflict of Interest – Nil Correspondence – Nil Previous Minutes – Approved KE Seconded ER Matters Arising - Nil Budget \$37.62 PLUS GST refund of \$3352 Outstanding Invoices to be paid; Invoice 2021 – 1 Community Hive \$10 Balance outstanding on SBR Contestable funding meeting room hire Invoice 2021 – 2 Community HIVE \$30 Seniors Week Bingo Invoice 2021 – 4 Community Hive \$30 Seniors Week Expo Invoice 1264 GENR8 Live Spots x 2 pull u banners \$198</p>	

	<p>Invoice 1382 Book Week Corflute signage \$105</p> <p>Invoice 1685 Double Digits \$350 Newsletter July</p> <p>Invoice 1689 Double Digits \$350 Newsletter August</p> <p>Invoice 1688 Double Digits \$95 Book Week Bookmarks</p> <p>Invoice 1690 Double Digits 50% Fee Book Week Event \$1250</p> <p>Invoice 0170 Herb Urban portable watering system \$2975.50</p> <p>Invoice 1688 Purser \$702.90 NAIDOC Newcastle Weekly Full Page Ad</p> <p>Invoice 76885 Kwik Kopy Newsletter Printing July \$103.40</p> <p>Invoice 2021/002 Shafi & Co Accountants \$1050</p> <p>JM – Overdue BAS and EOFY Tax returns due at ATO. ER Approved Accountant to update and resulted in GST refund above and information about self assessment for BIA as non for profit org to declare itself income tax exempt.</p> <p>VOTE - Accountant to continue doing BAS</p> <p>Approved KM Seconded RB</p>	<p>ER – Call JM to arrange self assessment form to declare BIA Income Tax Exempt</p>
<p>Subcommittee Reports</p>	<p>Live Spots – KM Advised now live streaming Thursday nights at 7.30pm on FB</p> <p>Events – Business Banter postponed due to Covid. 6 month Event Calendar and Xmas Event Proposal presented to Board but undecided. Sub Committee to meet with Double Digits. Will Clocktower premises be available.</p> <p>Event Sub Committee is ER, RH, AH, KM</p> <p>Markets – James St Plaza will be delayed. Gregson Park still in approval process.</p>	<p>JM – Check with CoN commercial leasing if Clocktower available for Xmas</p> <p>ER – Organise sub committee meeting.</p> <p>ER – Follow up with Homegrown about Plaza</p> <p>JM – Follow up with CoN everts team about Park</p>

	<p>Social Media – 1000 followers on both platforms!</p> <p>AH Historical posts doing really well. Good reach and engagement.</p> <p>RH – Proposed using a content creator with budgeted funds for socials. Tailor made posts for businesses. \$120PH</p> <p>VOTE – ALL AGREED Trial one business Sorella Hair Salon</p> <p>Beautification – Presented Herb Urban quote to continue with hanging planters. Newsletter shout out for interested businesses.</p> <p>Approved RB</p> <p>Seconded ER</p>	<p>RB – Approach Limoo, IGA and S Dessert Bar once reopened.</p>
General Business	<p>Nomination of new Public Officer – Rob Burton ALL APPROVED.</p> <p>RB – Reported James St Plaza is not clean and has graffiti</p> <p>SM – Email address on newsletter incorrect</p>	<p>JM – Email to Rob with more details about duties.</p> <p>JM – Provide Board with details on how to report such matters to CoN</p> <p>JM – Check this</p>
Review	<p>How did we go? ALL - very efficient</p>	

NEXT MEETING: 13/10/21 at 4.30pm ZOOM

MEETING CLOSE:

Time meeting closed:	5.45pm
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