

Hamilton Business Association Inc.

ABN: 43 576 863 540 | INC ID NUMBER: INC1901585

BOARD MEMBERS

Name	Abbreviation	Business represented
Reece Hignell	RH	Cakeboi
Sandra Malloy	SM	Qs Books
Kate Ellis	KE	Sportspower
Kellie Mann	KM	Lotus Fashion
Rob Burton	RB	132 Newsagency
Amanda Hinds	AH	Origin Arhcitecture
Chelsea Willis	CW	YPT
Brendon Jones	BJ	Sanderson Meats
Vicki Coughlan	VC	Community

GUESTS

Cr Carol Duncan	CD	CN
Cr Jenny Barrie	JB	CN
Janice Musumeci	JM	JM Consultancy Services

MEETING OPEN: 5.36pm

MEETING CLOSE: 6.38pm

MEETING MINUTES

Date	23/06/2022
Location	Blind Monk – Private Room
Minute Taker	Janice Musumeci

APOLOGIES

Chelsea Wills	CW	YPT
Vicki Coughlan	VC	Community
Thomas Michel	TM	CN

MINUTES

Item No	Agenda Item	Details	Actions
1. Welcome and Administration – JM 2. Previous Minutes – None was DP workshop in May 3. Correspondence – nil 4. Conflict of Interest – JM reminder about CN service agreement and constitution being the rules we are governed by and what is deemed to be a Conflict of Interest follow up from JM email sent to Board members – All understood 5. Budget At Bank \$43.78			
5.1.	City of Newcastle Matters – TM/CD	<p>SBR Contestable funding projects not decided awaiting further meeting with panel.</p> <p>Deliverables Plan approved</p> <p>Acquittal completed and submitted to CN by JM funds released new fin year – July some time.</p> <p>CD – CN have responded to enquiry regarding missing bin doors. Public damage and plan to replace in 2023</p> <p>CD – Community concerns about Hamilton Park. Investigation underway of lighting and street signage.</p>	
6. General Business			
2.1	Markets for James St Plaza - RH	<p>Report received form market coordinator. Good feedback from stall holders.</p> <p>AH - Community looking for more food stalls</p> <p>RH/JM have secured 3 good regulars. Up to Board to all be involved please.</p> <p>JM - Submitted new event application to CN until Dec</p> <p>Marketing required. Logo done and a map for digital use completed so far. This will link Hamilton Markets and James</p>	<p>RH – Asked ALL to actively seek expressions of interest from foodie businesses. Leads to be sent o to coordinator.</p> <p>JM – Provide coordinator details to Board.</p>

		<p>St markets. Can develop into flyers. Print medial required too.</p> <p>CD – Critical that markets succeed to continue activating the Plaza.</p> <p>RH – This is a big financial commitment for BIA it is our weekly event.</p> <p>CD – Live Spots doing well to draw people to the plaza.</p>	
2.2	Social Media - RH	<p>Social Media Team have met with local businesses that have not been featured as yet to collect content.</p> <p>Numbers are still on the rise. KPI for Social Media Team is double numbers in the next year.</p> <p>CD – Is it possible to post a ‘Jobs in Hamilton’ style post?</p>	JM – Follow up with social team
2.3	Beautification - RB	<p>Maintenance budget approx. months. \$10k planned in next round of funding.</p> <p>Hanging planters’ program to continue from Lindsay to Donald St. Awaiting SBR Contestable funding projects to be announced as supplier has applied for a grant to continue the program.</p>	.
2.4	Business Networking Event – KM/KE	First ‘Hello Hamilton Business Brekky Club’ July 14 at Overtime Café 7.30pm	JM – Logo required – VOTE approved RH seconded KE

		<p>Limit of 10 guests to connect with businesses in a more intimate way.</p> <p>RH – Must ensure a good mix of businesses</p> <p>JM – Build database with contact details, take photography to promote for future. Who will collect content for socials?</p>	<p>BJ – to connect with logo designer</p> <p>JM – Email Social Media Team and RH</p>
2.5	The Local - SM	<p>Commencing August SM will write a column in The Local about Hamilton happenings. Will email Board for feedback and content.</p> <p>SM will email RH to approve.</p>	
2.6	Hello Hamilton Blog – RH/CW	RH advised CW has set up a Blog and this is her project.	
2.7	VC – Emailed her Snap Send Solve has been actioned and plants have been refreshed in James St Plaza		

NEXT MEETING: July 28th 5.30pm