

**MEETING MINUTES**

Date	Tuesday 29 September 2020
Location	Wallsend Baptist Centre: 58 Cowper st, Wallsend
Time meeting opened	5.00pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Rhonda Drivas	RD	Wallsend Village
Craig Budden	CB	Baptist Care
Tiffanie Campbell	TC	Picture Perfect Hair
Phillip Murnain	PM	Blue Gum Hills Mens Shed
Linda Pinkerton (via phone)	LP	Mrs Bouquets
Guests		
Meg Purser	MP	Purser Corporate Communication
Clare Wilkinson	CW	Purser Corporate Communication

MINUTES:

Item	Details	Actions
Governance		
Conflict of interest	Nil	
Previous minutes	14 September minutes approved by TC, PM and CB.	PCC: Copies to CN
Correspondence	Yianni M who attended the last WTBA meeting has decided not to join board. He has been contacted to see if the BIA can improve on anything.	
Budget	CN has advised that there is \$288,837 currently within the Wallsend precinct 'bucket'	TM: to confirm: <ul style="list-style-type: none">• Funds and sanctioned use as discussed in 2019• Contestable portion and timing
Administration	MP advised that PCC did not have access to any administration information, financial records or activities of the BIA. To ensure that the BIA can enter a future Service Agreement with CN, the BIA must be able to acquit all activities and budgets to date as well as provide administrator access to all records to PCC. Information required: <ul style="list-style-type: none">- Tax File Number- Public Officer contact number- Ongoing conflicts of interest- Bank Name- Bank BSB	WBTA: to determine and confirm.

	<ul style="list-style-type: none"> - Bank account number - Website administration internet address - Website administration login and password details - Social Media login details and passwords (facebook, Instagram, twitter etc) - Emma Dumbrill contact number - Bank account statements for 2019 and 2020 for all accounts held – no access is required to any bank accounts. <p>PCC has confirmed current insurances as of 4.00pm, 02 October 2020 are held with Markey Insurance.</p>	<p>PCC: Certificates of Currency to be sent to WTBA</p>
<p>Deliverables plan</p>	<p>Deliverables Plan to be updates in accordance with previous confirmed minutes.</p> <p>Note: the following projects are underway for the benefit of the WTBA.</p> <p>Business Beat: PCC has worked with Police with launch of new initiative to be held in Wallsend 1 October 202. This is</p> <p>Live Spots: Two live spots to be held on October long weekend - Museum Park and Darby street. More information about Live Spots at www.livespots.com.au</p> <p>Lighting: Board showed interest in other precinct lighting projects with particular interest in Christmas 2020.</p> <p>Forward planning: MP encouraged board members to start thinking about collaborations and opportunities to apply for contestable funding for larger scale initiatives</p>	<p>WTBA: attend business beat launch.</p> <p>PCC: send live spots link to WTBA</p> <p>PCC: to intro Kellie Mann to WTBA o discuss further.</p>
<p>City of Newcastle</p>	<p>City Parking and Cycling Strategy: MP sat into initial CN stakeholder meeting representing BIAs with Hunter Business Camber reps. Key points:</p> <ul style="list-style-type: none"> • All precincts have differing needs • Further business input will be available in due course. 	
<p>General business</p>	<p>WTBA: CB advised that he believed a 'yellow folder' that contained cheque books, bookwork and a key to a storage unit was given to Ash Abbott or Meg Purser either late in 2019 or in early February 2020. MP advised that she did not receive or hold the folder and would investigate further.</p> <p>SLACK: All have been added to this document storage system.</p>	<p>PCC: check with CN and meeting records.</p> <p>CB and TT check with bank if cheques have been drawn and deposited since 7 February 2020.</p> <p>PCC: add media statements and resend links to all WTBA persons.</p>



Review: how did we go?	Minutes approved.	
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NEXT MEETING:

Date:	TBC
Time:	TBC
Location:	Wallsend Baptist Care

MEETING CLOSE:

Time meeting closed:	5.49pm
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