

MEETING MINUTES

Date	22 October 2020		
Location	July Jones		
Time meeting opened	7.45 am	Time closed	9.15am
Person keeping minutes	Meg Purser		

ATTENDEES

Name	Abbreviation	Business represented
Sandra Maloy	SM	QS Books
Kellie Mann	KM	Lotus Fashion
Janice Musumeci	JM	July Jones Style Studio
Rob Burton	RB	Beaumont Street Newsagency
Evan Reid	ER	Commonwealth Bank
Kate Ellis	KE	Sportspower
Guests		
Meg Purser	MP	Purser Corporate Communication
Thomas Michel	TM	City of Newcastle

MINUTES:

Item	Details	Actions
Governance		
Conflict of interest	Nil	
Previous minutes	16 Sept 2020 Approved	PCC: distribute to CN for upload to BIA page on website
Matters arising		CN: TM to follow-up actions from previous minutes
Correspondence	Request from Jeremy Bath to visit BIA board meetings. PCC has provided meeting dates.	PCC: Advise of October meeting and AGM date
Budget	Note balance sheet	
Board	Rob Greer has closed business.	
Subcommittee reports		
Live Spots	<p>Hamilton engagement survey currently being undertaken.</p> <p>Service Agreement and MOU for all BIAs drafted by PCC with Kellie Mann and Joe Relic for action.</p> <p>Scheduled for precinct;</p> <p>Thursday: 11am to 1pm</p> <p>Saturday: 10.30am to 1pm.</p>	<p>KM with Joe Relic to manage.</p> <p>Annual event calendar to be determined for CN compliance.</p>

Business Support	PR and promo schedule rolling out with Business Centre	
Visitor Economy	MP represents all BIAs in NTIG Round Table and provided update on activities to date. HBA to consider partnerships with operators of visitor experience e.g. walking food and culture tours etc	HBA to support broader advocacy and promotion options.
Social Media	440 followers 35 new followers in last 28 days Post engagement up 104%	
Business Beat	Next event 11 Nov in Mayfield	PCC: coordinate media and comms + BIA participation
Events	Double Digits <ul style="list-style-type: none"> Footpath Fashion - Budget \$3,000 approved. Excellent response with retailers reporting best trade in more than 6 months. 12 days of Christmas – 10 to 22 December to feature Santa, specials etc, Budget \$6,000 approved. Newcastle Food Month - April. 	TM: Clock Tower spaces to be home of Santa and a Christmas shop.
Fill shops	New businesses locating to precinct.	Board to send welcome letter
Engagement	Stickers - quote/design in process Letter to members. Distributed in early October.	
Beautification	Bec Murray continue with street art completion project.	
Light up	JM and KM met (virtually) with Signify regarding modern lighting options for precinct. Proposal to light up Clock Tower – in time for Christmas.	KM and JM to approve and manage.
Heritage Walks	Tessa Boer-Mah briefed BIA on the inclusion of Ruth Cotton's heritage walk into Heritage Now project.	
General business	Member comms letter distributed and well received. Stakeholder comms – volunteers engaged.	

	Website domain registered and held www.hamiltonbusinessassociation.com.au	
CN	MP to work with TM re BIA connectivity.	<p>Actions for TM for CN:</p> <ul style="list-style-type: none"> Hamilton precinct funding. Please provide a spreadsheet of SBR funding collected and the amount disseminated and to what project or organisation for the 2018 to 2019, 2019 to 2020 years.
Review: how did we go?	Lots of work getting done with thanks to hard working directors.	

NEXT MEETING:

Date:	18 November 2020 TBC
Time:	7.45 am to 9.00 am
Location:	Men' Shed