



Hamilton Business Association Inc.

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

BOARD MEMBERS

Name	Abbreviation	Business represented
Reece Hignell	RH	Cakeboi
Amanda Hinds	AH	Origin Architecture
Kate Ellis	KE	Sportspower
Sandra Molloy	SM	Q's Books
Rob Burton	RB	132 Newsagency
Amy Cook	AC	Neighbourhood Barber
Chelsea Willis	CW	YPT
Neil Van Baal	NB	Greater Bank
Mara Draper Lang	ML	Son of a Gun

CN REPRESENTATIVES

Thomas Michel	TM	CN

GUESTS

Janice Musumeci	JM	JM Consultancy Services
Supt Kylie Endemi	KEE	Local Police Command
Supt Tracey Chapman	TC	Local Police Command
Jason Fox	JF	Samaritans

MEETING OPEN: 5:40pm

MEETING CLOSE: 6:57pm

MEETING MINUTES

Date	19 January 2023
Location	Blind Monk – Private Room
Minute Taker	Janice Musumeci

ATTENDEES

Name	Abbreviation	Business represented
Reece Hignell	RH	Cakeboi
Amanda Hinds	AH	Origin Architecture
Sandra Molloy	SM	Q's Books
Chelsea Willis	CW	YPT
Nick Van Baal	NB	Greater Bank
Kate Ellis	KE	Sportspower
Amy Cook	AC	Neighbourhood Salon
Jason Fox	JF	Guest - Samaritans
Thomas Michel	TM	CN
Cr J Barrie	JB	CN

APOLOGIES

Rob Burton	RB	132 Newsagency
Cr Carol Duncan	CD	CN
Cr Charlotte McCabe	CM	CN
Michelle O'Toole	MO	Crave Media
Mara Draper	MD	Son of a Gun Diner

MINUTES

Item No	Agenda Item	Details	Actions
1. Welcome and Administration			
1.1.	Introduction and Welcome	RH introduced and welcomed new Board Member Jason Fox of Samaritans (All Board present voted unanimously for JF to be on Board) and welcome to Supt of Local Command, Kylie Endemi.	Nil
1.2.	Confirmation of Previous Minutes	<u>Approved:</u> Amy Cook <u>Seconded:</u> Nick Van Baal	Nil
1.3.	Conflicts of Interest	None to declare.	Nil
1.4.	Budget at Bank:	<p>At bank \$44,572.17</p> <p>JM delivered report on actual spend to planned budget on Deliverables Plan.</p> <p>Beautification Budget \$10 000.00 Actual \$4,704.00</p> <p>Economic Development Budget \$47 000.00 Actual \$29,7410.68</p> <p>Promotion Budget \$38 000.00 Actual \$21,263.00</p> <p>Governance Budget = \$5000.00 Actual = \$1,143.18</p>	Nil
1.5.	City of Newcastle Matters	<ol style="list-style-type: none"> SBR Contestable Funding will be open from April 3, 2023 for four weeks. Update regarding application from Paul Maher Art for funding two extra mosaics to be completed in the pavement along Beaumont Street. There has been an update in the Service Agreement hence there was a delay. Moving forward TM suggested looking a full expenditure within the round when it is open. RH suggested that he can provide feedback at the next Panel Meeting to be more effective and utilise new funds. BIA Ideas Exchange date set for Thursday 2 March 2023, 5pm at CN Building on Stewart Avenue. This will also be the launch of the City Intelligence Program. Tamara Ward has been invited to the next Hamilton BIA Board meeting to discuss the CN cleaning schedule for the Hamilton Area. RH has been in conversation with Kate Dunn from CN and has received a quote for an information video on how to report issues to CN. This was 	Nil

		requested of CN by the BIA in 2022. RH gave example of his report recently for damage to the curb on the corner of Lindsay and Beaumont Street; he reported it on the CN App and received a prompt email. RH noted very good service experience on the CN App.	
1.6.	Correspondence	<p>a. Kellie Mann – Lotus Fashion re request for a replacement of a flower basket that was originally purchased and installed by her business. Board did not install. Board voted not to replace as green wall already in place at this business. SM reminded everybody that precinct businesses were asked if they would like a green wall or a hanging basket, there was not ever both to be installed.</p> <p>b. Amanda Hinds on behalf of Total Balance Chiropractic requested green beam if budget permitted.</p>	
2. Urgent Actions			
2.1	Vote for HBA to employ the services of an accountant within the Hamilton Precinct	<p>A vote was held for the employment of an Accountant within the Hamilton BIA Precinct.</p> <p>5 emails were sent seeking expressions of interest to local accounting firms, with two whom replied with confirmation of their interest and quotes for their services.</p> <p>Emails sent to Waterfords, Gambles, Taggarts, Rees Pritchard and Garis Group with 2 responses by due date Jan 13, 2023.</p> <p>Vote: All Board members present unanimously in favour Hamilton Taggart Accountants.</p> <p>It should be noted that the Board followed requirements according to the Procurement Thresholds in their Service Agreement with CN.</p> <p>2 informal quotes sufficed. The estimated cost of accounting is \$2,500 – 2,700.00 falling under the Governance budget of \$5,000 in the HBA Deliverables Plan.</p>	JM to notify Hamilton Taggart Accountants of successful vote to employ their services.
3. Items for Discussion and Decision			
3.1	<u>Subcommittee Report:</u> Beautification	<p>SM reported that the baskets look very bad along Beaumont Street. SM requested for a quote for Herb Urban to repair / remove.</p> <p>RH will discuss with Herb Urban prior to next Board Meeting.</p>	Invite Jarod Lawler, Herb Urban to next Board Meeting for feedback
3.2	<u>Subcommittee Report:</u> The Local	SM promoting Christmas Activation with colourful full page advertorial in The Local.	Nil

3.3	<u>Subcommittee Report:</u> Blog	CW will pick up with some assistance from SM.	Nil
3.4	<u>Subcommittee Report:</u> Business Breakfast Club	Nil to report	Nil
3.5	<u>Subcommittee Report:</u> Christmas Activation with Hunter Events Group	<p>AH and CW – Review of Christmas Activation from Nov 29 2022 to Dec 10 2022 in conjunction with Hunter Events Group.</p> <p>RH proposed that for future events, the Board should consider new events, not replicate old ideas. JM suggested to think about options / ideas in preparation for the Deliverables Planning Workshop coming up at the end of April / early May.</p>	JM to send invitation to Board for the Deliverables Planning Workshop.
4. General Business			
4.1	Street Safety	<p>Super Int Tracey Chapman handed over to Super Int Kylie Endemi (KEE) to reignite Business Beat.</p> <p>RH noted that his vision was to revamp the Business Beat Program given that constant feedback from Police was that Hamilton is a safe area – this is due to lack of reporting.</p> <p>KE was liaison for BIA with Police previously.</p> <p>Business owners have expressed continual dissatisfaction with the safety of the street noting that shop lifting and aggressive behaviour is common yet not acceptable. Informal training and awareness within the Business Beat program will identify areas of concern from business area and highlight numerous other social aspects for area; it will also encourage a reporting culture to prevent complacency of local residents and business owners.</p> <p>KEE provided a personal introduction to the Board noting that her key aim is to build relationships to build a safe and happy environment.</p> <p>KE explained the Business Beat Program and the importance of communication to business owners to report crimes to provide relevant and recent statistics and then to have further police presence. Business Beat aims to break down barriers between businesses and police by relaying the importance of reporting and police presence in reducing crime / anti-social behaviour.</p> <p>RH asked how to get more police present? KEE noted that the Local Area Command have a huge volume of jobs which means that prioritisation is needed. RH noted that frequent conversation with</p>	JM to spend email with the vision for BB to Kate Ellis and to KE. Set date for BB

		<p>police has led him to believe that police need data to show an issue and then in response to increase police presence. RH noted that businesses are complacent about reporting, so statistics does not accurately reflect the extent of the crime / anti-social issues in Hamilton of present.</p> <p>KEE noted that data is critically required and provides a daily direction for police. KEE further mentioned that a recorded spike in a particular area would enable further police presence.</p> <p>SM noted that promotion and further communications to the precinct of the Business Beat Program provides good assurance for businesses to call in crimes.</p> <p>RH requested that KEE investigate into holding the Business Beat Program quarterly. KEE noted that the Business Beat Program can be conducted quarterly for identification of current issues with businesses and to provide assurance that police are aware and acting upon the crim in the area.</p> <p>'Coffee with a Cop' is also another good initiative the to engage community – could be held in James Street Plaza. RH discussed reigniting Business Beat Program in Hamilton and look at other BIA precincts as well.</p> <p>KE and SM reported that the biggest anti-social occurrences are of the morning, NB agreed. AC advised that Church groups aggravate younger groups over the weekends and also in the evenings. AH mentioned shoplifting is an issue and has been noted as a severe issue at the IGA; RH suggested there would be 50 incidents a day at IGA. JF noted that some shoplifters are known, noting that they are quickly in and out and once the stock is gone, the business doesn't have an incentive to report as the product is stolen and no compensation or return will occur from reporting.</p> <p>JF noted that the Samaritans in Hamilton is a beacon for people needing assistance as a NFP organisation. He further noted that the anti-social behaviour is linked to a broader mental health crisis. JF noted to manage issues as they arise and manifest the idea of safety with increased police presence in the community.</p> <p>AC suggested that an easier reporting system is needed to encourage current and repeat reporting.</p> <p>KEE quoted recent incident in Darby street noting that CCTV assisted to catch the criminal swiftly. RH noted that he wants to work with the LOPC to facilitate conversation with CN and BIA to provide CCTV. KE mentioned that CCTV network would be a great way to assist with crime / identify criminals.</p>	
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4.1	James Street Lighting Update	The lighting exhibition will be reported on at the February meeting.	Nil
4.2	Social Media Update	Crave Media sent report	JM send report to Board to review
4.3	Street Cleaning	See Item 3 – City of Newcastle Matters	Nil

NEXT MEETING: Thursday Feb 22 at 5.30PM