



# Hamilton Business Association Inc.

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

## BOARD MEMBERS

| Name           | Abbreviation | Business represented               |
|----------------|--------------|------------------------------------|
| Reece Hignell  | RH           | Cakeboi                            |
| Kellie Mann    | KM           | Lotus Fashion                      |
| Kate Ellis     | KE           | Sportspower                        |
| Sandra Molloy  | SM           | Q's Books                          |
| Rob Burton     | RB           | 132 Newsagency                     |
| Brendan Jones  | BJ           | Sanderson Meats                    |
| Chelsea Willis | CW           | YPT                                |
| Amanda Hinds   | AH           | Architecture and Heritage Hamilton |
| Vicki Coughlan | VC           | Community Member                   |

## CN REPRESENTATIVES

|               |    |    |
|---------------|----|----|
| Thomas Michel | TM | CN |
|               |    |    |

## GUESTS

|          |    |  |
|----------|----|--|
| Tori Gil | TG | VEM Services in the absence of Janice Musumeci Consultancy Service |
|----------|----|--|

MEETING OPEN: 5:35pm

MEETING CLOSE: 6:45pm

# MEETING MINUTES

|                     |                              |
|---------------------|------------------------------|
| <b>Date</b>         | Thursday 28 July 2022 5:30pm |
| <b>Location</b>     | Blind Monk – Private Room    |
| <b>Minute Taker</b> | Tori Gill                    |

## ATTENDEES

| <b>Name</b>    | <b>Abbreviation</b> | <b>Business represented</b>        |
|----------------|---------------------|------------------------------------|
| Reece Hignell  | RH                  | Cakeboi                            |
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## APOLOGIES

|            |    |             |
|------------|----|-------------|
| Kate Ellis | KE | Sportspower |
|            |    |             |

# MINUTES

| Item No                                     | Agenda Item                         | Details  | Actions                  |
|---|-------------------------------------|--|--------------------------|
| <b>1. Welcome and Administration</b>        |                                     |  |                          |
| 1.1.  | Confirmation of Previous Minutes    | Moved: Kellie Mann<br>Seconded: Rob Burton   | Nil                      |
| 1.2.  | Conflicts of Interest               | None   | Nil                      |
| 1.3.  | Budget at Bank:                     | Not discussed.   | Nil                      |
| 1.4.  | City of Newcastle Matters           | <ul style="list-style-type: none"> <li>2021-22 Hamilton acquittal and 2022-23 Deliverables Plan have now been approved, and a service agreement between Hamilton BIA City of Newcastle has now been issued for Reece to sign.</li> <li>Hamilton SBR applications have been assessed. Pending approval of minutes by the panel, the successful applicants will be notified in the coming days.</li> <li>There is a technical fault that has been detected with the James Street Plaza projection system, and the mini-computer and some cabling is currently being replaced. The contractor is aware of the situation and is very keen to repair and have the project up and running as soon as possible, ideally within 10 days. At this time, it should be possible to start uploading content remotely.</li> </ul> | Nil                      |
| 1.5.  | Correspondence                      | - Hunter Events Group Proposal Xmas  |                          |
| <b>2. Outstanding Actions</b>               |                                     |  |                          |
| 2.1   |                                     |  |                          |
| <b>3. Items for Discussion and Decision</b> |                                     |  |                          |
| 3.1   | Subcommittee Report: Beautification | Herb Urban has been appointed SBR Contestable funding so RB will work with Jared and increase business engagement over the coming year.  | RB                       |
| 3.2   | Subcommittee Report: The Local      | SM development in progress.  | SM                       |
| 3.3   | Subcommittee Report: Blog           | CW has done update for Blog and will email out to Board to view.   | CW                       |
| 3.4   | Subcommittee Report:                | KE / KM and BJ ran the first business breakfast:   | KM/KE/BJ to arrange next |

|                            |   |  |                     |
|----------------------------|---|--|---------------------|
|                            | Business Breakfast Club   | <ul style="list-style-type: none"> <li>• Held at Overtime on Beaumont</li> <li>• BJ reiterated that the focus of the event needs to be on the BIA and local business happenings.</li> <li>• Overall, it was great and promoted engagement for the local business owners.</li> <li>• Invites for next event to be sent by the end of July.</li> <li>• BJ to send flyer to HelloHamilton Invite to be put on the Instagram and to be put into the Local.</li> </ul>  | Business Breakfast. |
| <b>4. General Business</b> |   |  |                     |
| <b>4.1</b>                 | James Street Lighting Update                                      | TM advised that the James Street Plaza Projector is being fixed – should be up and running by the first week in August.  | Nil                 |
| <b>4.2</b>                 | Markets: James Street and Gregson Park                            | <ul style="list-style-type: none"> <li>- RH noted that branding for both James Street and Gregson Park Markets will both be under 'HelloHamilton'. Rhonda from Hamilton Markets has been meeting with graphic designer to align promotion material.</li> <li>- This will enable better collaboration between the BIA and the local business owners. Rhonda has noted that when there is availability, she intends to invite Beaumont Street businesses to hold a stall at the Market.</li> <li>- Next Gregson Park Market is in August.</li> <li>- As a general note, the Board Members have noticed increased foot traffic and sales on market days.</li> <li>- There has been some complaints from local Hamilton stores about the wrong type of market stall's – i.e. takeaway food. The markets should be focused around fresh produce. The Board agreed to work with provider to organise markets closer to the vision of the BIA. RH mentioned that businesses should be encouraged to voice their concerns about the markets to ensure the appeal remains amongst the majority of business owners on Beaumont Street.</li> <li>- The Board noted that both markets have otherwise been running well so far Live Spots is a great edition to James St Plaza Saturdays and creates a fantastic atmosphere.</li> </ul> | Nil                 |
| <b>4.3</b>                 | Hunter Events Group – Louise Manning Event Proposal for Christmas | <ul style="list-style-type: none"> <li>- See correspondence from Hunter Events Group.</li> <li>- Proposal for 12 days of Christmas in December; 30 Nov to 11 December. Event Management Scope outlined in document.</li> </ul>   | Nil                 |

|     |   |  |      |
|-----|---|--|------|
|     |   | <ul style="list-style-type: none"> <li>- Different events throughout the 12 days include; Christmas Carols, Twilight Markets, Santa Photos and Pet Photos, Christmas Gift Shopping, Gift wrapping station, giveaways, Santa's post box, Elves workshop and Scavenger Hunt.</li> <li>- The main focus is to bring locals into Hamilton, promote community engagement, support businesses and becoming a part of Hamilton's annual event calendar.</li> </ul> <p>The Board decided that it was most efficient for all to review the proposal and to meet at a later time to discuss specific amendments to plan. However preliminary thoughts were:</p> <ul style="list-style-type: none"> <li>- Potential to engage with local primary schools</li> <li>- Eager to have roaming carols</li> <li>- Involvement of Live Spots / local music groups</li> <li>- Social Media Management to be operated by current manager.</li> <li>- EOI for Events lead to Hunter Events Group being chosen to look after HBA events 2022/2023</li> </ul> |      |
| 4.4 | Cleanliness of bank facades                         | RH has spoken with both Westpac and Commonwealth Bank Managers. Both already have cleaning schedules and weren't willing to increase schedule.   | Nil  |
| 4.5 | Paul Maher Mosaics – SBR Contestable Funded Project | Paul has been liaising with RH; six new designs are about to commence as it have been approved by the Public Art Reference Group. New mosaics are to be put in the area of Donald and Cleary Street.   | Nil  |
| 4.7 | Business Centre Signups                             | All Board Members to try and encourage sign ups with the Business Centre for Mentor Coaching – Government run program to support business development in the local Hamilton precinct. RH has engaged in the service and recommended it to all businesses.  | Nil. |

**NEXT MEETING: Thursday August 25th at 5.30PM**