



## BOARD MEMBERS

Name	Abbreviation	Business represented
Wayne Rogers	WR	Iona on Robert
Phil Murnain	PM	Bluegum Road Men's Shed
Linda Pinkerton	LP	Spellbound Botanics
Pauline Sellars	PS	Samaritans
Rhonda Drivas	RD	Wallsend Village

## CoN REPRESENTATIVES

Thomas Michel	TM	CoN

## BIA REPRESENTATIVES

Janice Musumeci	JM	
Victoria Gill	VG	

## GUESTS


MEETING OPEN: 5:35pm

MEETING CLOSE: 7:05pm

# MEETING MINUTES

<b>Date</b>	Tuesday 15 March 2022
<b>Location</b>	Iona on Robert
<b>Minute Taker</b>	Victoria Gill

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Wayne Rogers	WR	Iona on Robert
Phil Murnain	PM	Bluegum Road Men's Shed
Linda Pinkerton	LP	Spellbound Botanics
Pauline Sellars	PS	Samaritans
Rhonda Drivas	RD	Wallsend Village
Thomas Michel (via phone)	TM	CoN
Janice Musumeci	JM	BIA
Victoria Gill	VG	BIA

## APOLOGIES

Geoff Hassell	GH	Heritage Group
Cr E Adamczyk	EA	CoN

# MINUTES

Item No	Agenda Item	Details	Actions
<b>1. Welcome and Administration</b>			
<b>1.1.</b>	Confirmation of Previous Minutes	Moved: RD Seconded: PM	Nil
<b>1.2.</b>	Matters arising	Nil	Nil
<b>1.3.</b>	Correspondence	<ul style="list-style-type: none"> <li>- Heritage Group: Introduction and Collaboration - Discussion about the Winter Fair with JM. Heritage Group will run an anniversary of the town event in 2024; 150<sup>th</sup> birthday.</li> <li>- Winter Festival: Hard evidence required from local business owners to shown disconcern.               <ul style="list-style-type: none"> <li>o Database email send out specifically about the Winter Fair.</li> <li>o Economic Development – takes up a substantial portion of the Budget which doesn't allow for other development in the Wallsend BIA.</li> </ul> </li> <li>- VG to develop survey to go out to Wallsend BIA database. If this does not receive adequate amount of response, then VG to gather survey responses at cost of \$40ph.</li> </ul>	<p>VG to develop survey to be dispersed to Wallsend BIA database which asks a specific question about running the Winter Fair in 2022.</p> <p>RH to send out survey to Wallsend Village</p>
<b>1.4.</b>	Treasurers Report: Linda Pinkerton	<p>Membership: XERO Fees - \$10.45</p> <ul style="list-style-type: none"> <li>• (last payment needed to be made for the days in the month, until swapped into Jessica's name.) A cancellation request has been submitted, meaning no more fees will be added; then there will only be the \$20/month fee plan.</li> </ul> <p>BAS</p> <ul style="list-style-type: none"> <li>• Jessica Kirkett completed BAS; \$8k outstanding with activity statements; copy of these documents and invoices to be provided to LP. The BAS is now reported quarterly for ease of reference to each BIA.</li> </ul> <p>CBA</p> <ul style="list-style-type: none"> <li>• Reimbursement to WR of \$109.02</li> <li>• Double Digits for Business Banter of \$1800.00</li> <li>• James for Socials \$1500.00</li> <li>• Markey Insurance: \$845.00</li> <li>• Murals \$6600.00</li> </ul> <p>Current amount for the Month: \$18,069.20</p>	<p>LP to assess these outstanding amounts and pay as necessary.</p>

		<p>Outstanding Payments:</p> <ul style="list-style-type: none"> <li>- \$200.00 for Live Spots</li> <li>- \$100.00 for Live Spots</li> <li>- \$1000.00 for Murals</li> <li>- Martin Frohlich Invoice for \$100.00 for 2h performance on 29 October 2021.</li> </ul>	
<b>2. Outstanding Actions</b>			
	Payments	As noted above	LP to assess these outstanding amounts and pay as necessary.
<b>3. Items for Discussion and Decision</b>			
<b>3.1</b>	Budget	<ul style="list-style-type: none"> <li>- PM suggested that a Comparison Report to be generated for Wallsend BIA. JM noted that an Acquittals Report has been generated and will be presented to the Board at the next meeting.</li> <li>- TM noted that once approx. \$10k is left in the Wallsend Acc. Then JM submits the Acquittal Report, a request for more money is received as top up funding (granted from 2019 and 2020 funds) and does not impact the new year's funding. \$100k to be received in July.</li> <li>- A special case can be made for a request of over \$100k, which is presented in the Deliverables Plan.</li> <li>- Money is typically received from CoN to BIA by July of each year.</li> <li>- TM noted that a top up is needed, in light of upcoming promotions for Easter / Mother's Day.</li> <li>- WBIA to invoice for new amount. Accounts to be transferred within 2-3 weeks. Cover letter explaining how much and refer to Deliverables Plan.</li> </ul>	<p>JM to compose and disperse Acquittals Report.</p> <p>WBIA to invoice for request for payment to CoN with cover letter explaining amount requested and reference to Deliverables Plan.</p> <p><b>Deliverables Planning Workshop scheduled for 29 March 2022 5:00pm – 7:00pm.</b></p>
<b>4. General Business</b>			
<b>4.1</b>	City of Newcastle Report - Thomas Michel	<ul style="list-style-type: none"> <li>- SBR Funding Application open on 26 April 2022 and run for a period of four weeks. CoN will run a public information session.</li> <li>- Wallsend BIA to look at whether it is appropriate for a Christmas / Special Event to be funded by SBR, and further to encourage applications as necessary.</li> <li>- LP's and Focus Group will meet with an external facilitator on Friday 1 April.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Pickets and Post fixed; cross beam still needs to be fixed.</li> </ul>	<p>JM and RD to follow up quotes for 20m picket fence in Wallsend BIA. TM to find out if Council has intentions on painting the fence.</p>
4.2	<p>Subcommittee Reports:</p> <ol style="list-style-type: none"> <li>1. Events – Christmas Festival</li> <li>2. Social Media Report</li> <li>3. Murals: UpnUp</li> <li>4. Mothers Day</li> <li>5. Easter</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Christmas Festival</u>: WR spoke to Double Digits (DD) about Christmas Festival to run throughout the whole month of December 2022. Wallsend BIA eager to put lights on shops in Nelson Street and a host a market on the launch day. DD may apply for SBR funding, TM encouraged this. Events to include; Launch Night with Tree in the Park, 12 Days of Christmas Events, Santa from Wallsend Village, Carols in the Park by the Baptist Church and Rotary Club fireworks. DD to compose a proposal to this effect JM – Advised EOI to go out for other event organiser to quote</li> <li>2. <u>Social Media</u>: James has not provided a report to date.</li> <li>3. <u>Murals</u>: WR left messages for Dr Maher’s building. This is a shared wall with Sonia Hornery’s office; WR to contact Sonia’s office to see how she gets in contact. <ol style="list-style-type: none"> <li>a. Board unanimously approved \$3800 plus GST to UpnUp.</li> </ol> </li> <li>4. <u>Mothers Day Celebration 2022</u>: WR reached out to DD to obtain a Proposal for Event.</li> <li>5. <u>Easter 2022</u>: WR to contact businesses and DD to put proposal together for one day Easter Event. Wallsend Village have a Craft Day planned alongside special visits from the Easter Bunny on particular dates.</li> </ol>	<p>WR to contact Sonia Horneys Office and ask how to contact Dr Maher.</p> <p>JM to approach Baptist Church about Carols in the Park. WR to contact DD and arrange for a proposal for:</p> <ul style="list-style-type: none"> <li>• Christmas Festival</li> <li>• Mothers Day Event</li> <li>• Easter Event</li> </ul> <p>JM – Time for another EOI for events in Wallsend to be sent out</p> <p>JM – Time for another EOI for social media management in 2022</p>
4.3	Website Refresh	<p>JM has obtained quotes for new ‘WOW Wallsend’; LP expressed interest in compiling and upholding a WIX Website.</p> <ul style="list-style-type: none"> <li>- LP has capacity to manage to the Wallsend BIA Page. LP to come back to Board with a plan to set up basic website for ‘WOWWallsend.com.au’.</li> <li>- LP to provide costs, fees and domain names.</li> </ul>	<p>LP to come back to Board with a plan to set up basic website for ‘WOWWallsend.com.au’.</p> <p>LP to provide costs, fees and domain names.</p>
4.5	In Touch Magazine Advertorials	<ul style="list-style-type: none"> <li>- At present, Wallsend BIA is paying \$900 / month for 1 page</li> </ul>	<p>JM to approach Newcastle Weekly and</p>

4.6	Street Cleanliness/ Maintenance	<p>advertisement which promotes BIA Editorial for Intouch Magazine</p> <ul style="list-style-type: none"> <li>- Board to look at other options for next round of funding in the Deliverables Plan.</li> </ul> <p>General discussion around nature strips and general cleanliness of area.</p>	<p>obtain a quote for Monthly Page.</p> <p>WR – LOBBY Crs log request online LP – Request quote from Rotary to maintain area with graffiti removal and cleaning</p>
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**Next Meeting: Tuesday 12 April 2022 5:30pm**

**Deliverables Planning Workshop: 29 March 2022 5:00pm – 7:00pm**

- Board to come with ideas to draft the Deliverables Plan
  - Economic Development
  - Promotion
  - Beautification