

**MEETING MINUTES**

Date	Tuesday 23 March 2021
Location	Iona on Robert: 52 Robert St, Wallsend
Time meeting opened	5:31PM
Person keeping minutes	Georgia Hughes

ATTENDEES

Name	Abbreviation	Business represented
Wayne Rogers	WR	Iona on Robert
Phillip Murnain	PM	Blue Gum Hills Mens Shed
Mary Metcalfe	MM	Vegetation Sensation
James Hingston	JH	Iona on Roberts
Apologies		
Linda Pinkerton	LP	Mrs Bouquets
Rhonda Drivas	RD	Wallsend Village
Guests		
Georgia Hughes	GH	Purser Corporate Communication
Thomas Michel	TM	City of Newcastle
Lisa Maroulis	LM	Divalinas
Lina Maroulis	LM	Divalinas

MINUTES:

Item	Details	Actions
City of Newcastle (AA)	<p>TM: Informing Lisa & Lena on his role within the BIA's and City of Newcastle</p> <p>Correspondence with Deb Bilbao:</p> <p>Mainstay forwarded invoice from MainStay to City of Newcastle. Invoice was for 2020 tax return and financial audit. Original invoice was sent to info@wallsendtown.com.au in November</p> <p>TM: No records for Mainstay to do the work in previous minutes for the tax return and the audited financial statements</p> <p>Board confirmed that they had not asked MainStay to complete this work</p> <p>Invoice from November</p> <p>Correspondence with City of Newcastle began in January</p> <p>Invoice for \$1800</p> <p>Find out if they received instruction to do that</p> <p>Discussion around if the work was authorised and how the information was received by Mainstay</p>	<p>Change account passwords</p> <p>Decide what</p> <p>WR: chat with Tiffanie about MainStay and their role</p> <p>WR: Contact library re holding information meeting there</p> <p>TM to respond to Deb and inform them that the board has been notified and forward contact to PCC.</p>



	<p>SBR Contestable Funding</p> <p>Discussion about next round of Contestable SBR Funding and for the next board meeting (April) to hold a public information meeting to inform locals about the SBR Contestable Funding</p> <p>Group discussion about space and where to hold meeting</p> <p>BIA to coordinate and assist</p> <p>Hasn't been formerly endorsed by the Council and one member of the board will be on selection council</p> <p>TM: explanation of criteria for the SBR Contestable Funding</p> <p>Discussion about how the application process work and what is required for the application</p> <p>Chat about projects</p> <p>Deliverables Plan</p> <p>TM: Try to align all of the BIA's deliverables plan for 2021-2022 by 1st July</p> <p>Chat about rules around spending for this year</p>	
Governance		
Conflict of interest	nil	
Previous minutes	<p>Minutes from 02/02/2021</p> <p>Approved MM</p> <p>Seconded PM</p>	
Matters arising	<p>WR and MM meeting booked with commonwealth Bank on 17 March 2021 to open bank account</p> <p>Previous boards member</p> <p>Raised valid point on update of the board and what the board is doing</p> <p>Discussion about getting people in and ideas for projects and communication about getting information about WTBA to the public.</p> <p>Mulligan Real Estate have started a new Facebook group 2287 Local.</p>	



Correspondence	WR: Incoming president of Elmore Vale Lions Club has contacted WR about upcoming projects and being involved with WTBA	
Budget/Finance	WR: Within the next week the bank account should be open	
Social media	Chat about keeping website and how long domain has left. Maintenance of the website.	<p>JH: To look into websites domain expiration</p> <p>Board: To decide if they want to keep the website</p> <p>PCC: Make James and Mary admins of Facebook page</p>
General Business	<p>Lisa and Lina Maroulis to apply to become board members. They own Divalinas Fashion in Wallsend.</p> <p>MM: Taken photos of all of the planter boxes. Where they are and put into a spreadsheet of the repairs each one needs repairing</p> <p>Chat about getting someone in to maintain the planters and fix the planters</p> <p>Discussion about getting quote and coordinating the planters.</p> <p>Storage shed – someone to be nominated to do an inventory.</p> <p>TM: HerbUrban reached out, he suggested they apply for SBR Contestable Funding</p> <p>Discussion about Anzac Day</p> <p>Discussion about the Storage Shed and inventory</p> <p>PM: Australian flags that need to be replaced. Something to look into, looking at what flags and banners they have in the storage shed.</p> <p>Chat about holding a Wallsend Winter Festival in August/September.</p> <p>Coming up with ideas on how to include service industry within the Festival</p> <p>Discussion about getting Local businesses to donate prizes and promote their business</p> <p>Potential Mothers Day Event to run by WTBA</p> <ul style="list-style-type: none"> o Fashion show <p>Chat about rebranding: Looking to get new logo. Run a Facebook competition about logo.</p>	<p>Board: To get a few quotes for update and maintenance for the planters</p> <p>Board: to take inventory of the Storage Shed</p> <p>WR: Ask Tiffanie for access to PO Box</p> <p>Board: to come up with ideas for the festival to present at next meeting</p> <p>PCC: Send WTBA nomination form to Lisa and Lina.</p>



	LiveSpots update.	
Review: how did we go?	Very successful. Informative.	

NEXT MEETING:

Date:	20 th May 2021
Time:	5:30 PM
Location:	Wallsend Library

MEETING CLOSE:

Time meeting closed:	6:39PM
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