



BOARD MEMBERS

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

CoN REPRESENTATIVES

Thomas Michel	TM	CN

GUESTS

Janice Musumeci	JM	Janice Musumeci Consultancy Services
Victoria Gill	VG	VEM Services

MEETING OPEN: 5:40pm

MEETING CLOSE: 7:10pm

MEETING MINUTES

Date	Tuesday 27 September 2022
Location	Wallsend Mens Shed
Minute Taker	Tori Gill – VEM Services

ATTENDEES

Name	Abbreviation	Business represented
Wayne Roberts	WR	Iona on Robert
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Phil Murnain	PM	Bluegum Road Men's Shed
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Janice Musumeci	JM	Janice Musumeci Consultancy Services

APOLOGIES

Thomas Michel	TM	CN
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MINUTES

Item No	Agenda Item	Details	Actions
1. Welcome and Administration			
1.1.	Confirmation of Previous Minutes	Moved: Pauline Sellars Seconded: Phil Murnain	Nil
1.2.	City of Newcastle Matters	No update	Nil
1.3.	Matters arising	No update	Nil
1.4.	Conflicts of Interest	Nil	Nil
1.5.	Correspondence	a. Kaval Martin See 4.3 re: 150 th Event b. Bianca Bartlett Banners – email back from Council. Referred to Regulatory Planning and Assessment Team as at 16 Sept. Follow up needed. c. Mark Thornton	PS to follow up on Dump Points with CN. JM and BB to follow up with CN. JM to contact Mark Thornton and notify

		Mark Thornton asked to join the WTBA as a community member.	that he may be involved with the WTBA in a volunteer capacity as the 'Community Member' position on the Board has been filled.
1.6.	Budget	<ul style="list-style-type: none"> • End of June Balance of = \$53 938.09 • End of July Balance of = \$45 605.52 • End of August Balance = \$23 890.52 • Received \$51 128.72 (NCC) = \$75 019.24 • Balance as at 27 Sept = \$72 030.89 	<p>WR to follow up with InTouch Magazine re: oncoming bills despite conclusive payment made.</p> <p>JM provided LP with 3 insurance invoices to be paid.</p>
2. Items for Discussion and Decision			
2.1	Subcommittee Report – Events (WR)	<p>Christmas Festival</p> <ul style="list-style-type: none"> - Program of Events being finalised - Double Digits Invoice \$36 000 - Board unanimously accepted to host the event with the budget of \$36 000. 	WR to liaise with Double Digits re final Christmas Program.
2.2	Subcommittee Report – Flags / Banners (WR/PM)	First flag has been put up. The dimensions are perfect and look great!	WR to liaise with Jason Bowards to have the Christmas themed flags up at the beginning of November.
2.3	Subcommittee Report – Beautification (WR)	Street cleanliness up to standard.	WR to follow up on invoice.
3. General Business			
4.1	New board member EOI – Bianca Bartlett	<p>Bianca wishes to join the Board. Sent through EOI. JM clarified that there was no conflict of interest in consideration of Bianca's involvement with the Op Shop Project as this was funded through SBR Funding.</p> <p>Vote: Unanimous</p>	JM to contact Bianca Bartlett to inform her EOI has been approved and to attend the AGM in November to be officially voted onto Board.

4.2	SBR Funding Event – Curious Legends in Wallsend	SBR funding received to run a family friendly event by Curious Legends called Wallsend Frights.	RD to follow up with PS and finalise Curious Legends Event.
4.3	Wallsend 150 th event committee by WTBA	<p>Kaval Martin, Heritage Group Wallsend – Wallsend 150th Event planning in progress.</p> <p>Motion: The WTBA Board commits for a \$50 000 spend to be included within the next Deliverables Plan to go towards to Wallsend 150th Event in 2024.</p> <p>Vote: Unanimous</p> <p>Motion: JM to write a letter on behalf of the WTBA and the Chair to apply for an Out of Session Events Sponsorship.</p> <p>Vote: Unanimous</p>	JM to follow up with CN re letter.
4.4	Feasibility Study re Wallsend Winter Fair	Spectrum Communications propose to contact WTBA and decipher the scope and context of the study.	WR to follow up with funding for the feasibility study then JM to contact Spectrum Communications and liaise meeting.
4.5	Business Banter	WR liaising with Double Digits about the event planning for the next Business Banter Event.	WR liaising with Double Digits about the event planning for the next Business Banter Event.
4.6	Wallsend Welcome Sign	<p>WR sent map to CN and is awaiting approval.</p> <p>PM noted that the Mens Shed have paid \$338.29 towards the Welcome Sign</p> <p>PM to provide invoices to LP once the installation has been completed. There may be further costs associated with the installation and Board approved these other associated costs under Beautification.</p>	<p>PM to provide invoices to LP once the installation has been completed.</p> <p>WTBA to ensure that Mens Shed is reimbursed.</p> <p>WR to follow up on map with CN.</p>
4.7	Wallsend Website	PM showed the mock-up of the webpage. Board agreed that it looks fantastic. PM to have a meeting over the coming weeks to place final touches.	PM to provide final invoice to LP.

		<i>dev.wallsendtown.com.au</i>	
4.8	Social Media EOI	<p>Three expressions of interest received for Social Media Management from Slice Wireless, Crave Media and James Hingston Media.</p> <p>(Wayne Rogers removed himself from the vote as he is associated with James Hingston Media.)</p>	Board to vote via email to Janice by 30 Sept and selected provider to be noted in the minutes of October.
4.9	BIA Catchup & Connect (Wednesday Oct 19)	<p>BIA Catchup and Connect on Wednesday 19 October 2022 at Stag & Hunter Hotel Mayfield, 5:30pm to 7pm.</p> <p>WTBA agreed to put \$150 towards the running of the Event.</p>	JM to send calendar invite to WTBA Board Members.
4.10	Other business	Contacting local businesses	JM to follow up with WR re local business contact details who are involved in InTouch Magazine to offer involvement with the WTBA.

Next Meeting: Tuesday 25 October at 5:30pm at Wallsend Mens Shed