

APPROVED MEETING MINUTES

Date	25/08/21
Location	ZOOM
Time meeting opened	4.02pm
Person keeping minutes	Janice Musumeci

ATTENDEES

Name	Abbreviation	Business represented
Cornelia Schulze	CS	Hunter and Coastal Lifestyle Magazine
Mike Chapman	MC	Colliers International
Marty Adnum	MA	OOTS
Damien O'Brien	DO	Obrien Winter Partners Law
Karl Mallon	KM	Climate Risk
Apologies		
Guests		
Janice Musumeci	JM	JM Consultancy Services
Thomas Michel	TM (CN)	City of Newcastle

MINUTES:

Item	Details	Actions
City of Newcastle matters	ALL - SBR Contestable funding assessment panel general discussion.	
Governance		
Conflict of interest	nil	
Previous minutes	Approved MA Seconded DO	
Matters arising	nil	
Correspondence	nil	
Budget	Balance \$133,386.23 Purser invoice outstanding \$2871	
Subcommittee reports		
Business Support (CS)	CS is in contact with Steve Wait discussing possible initiatives for future	
Live Spots	MC checked in with Fuzion Management. No performances due to Covid. TM Event licences can be approved during lockdown and performances can be scheduled ready for reopening.	JM - meeting with Fuzion update at next meeting

Social Media	<p>CS – Sending posts to Fresh Marketing for FB 3 per week.</p> <p>CS – Insta post management. Target to grow following on socials/ evolving the platforms.</p>	<p>JM – Check FB page roles admit CS again</p> <p>CS – Approach Fresh Marketing for Inst post management quote.</p>
NTIG	<p>MA – Received general info around possible promo activity being planned for Tourism to be confirmed.</p> <p>DO - NTIG email regarding start-ups for new hospitality / tourism businesses. New program initiative to monitor outcome.</p>	
General business	<p>Karl Mallon officially resigned</p> <p>MA – Website landing page feedback</p> <p>MA – Database quote received from Fresh Marketing to build SBR footprint. \$4800k how many quotes required?</p> <p>DO / JM – JM to be made signatory on account for ease of payments. ALL APROVED.</p> <p>CS – Hunter Coastal Lifestyle magazine launched with promo on Darby St.</p> <p>JM – New members required.</p>	<p>KM to email JM</p> <p>JM – Follow up Fuzion for Live Spots videos</p> <p>JM – Find 2 more suppliers to quote</p> <p>DO – Set up via BizzCom.</p> <p>CS – Email all the Hunter Coastal Lifestyle article.</p> <p>JM – Follow up and approach the businesses featured in Hunter Coastal Lifestyle mag.</p>
Review: how did we go?	Efficient	

NEXT MEETING:

Date:	22/09/21
Time:	4pm
Location:	TBC

MEETING CLOSE:

Time meeting closed:	5.05pm
-----------------------------	--------