

**NEWCASTLE BUSINESS IMPROVEMENT ASSOCIATION**

ABN 93706504579 |

INC ID 1901584

# MEETING MINUTES

<b>Date</b>	Wednesday 18/10/23
<b>Location</b>	360 Hunter St Newcastle
<b>Minute Taker</b>	Janice Musumeci, JM Consultancy Services

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Lucy Glover	LG	Kafey Café
Damien O'Brien	DO	O'Brien Winter Law
Kendall Brooks (via phone)	KB	Brooks Marketing & Events
Kristy Coady	KC	Swell Magazine
Shanelle Lowe	SL	Chandler Macleod
Blake Phillips	BP	Pokey
Thomas Michel	TM	CN

## APOLOGIES

Chris Russell	CR	CIMS Cafe
K Coady	KC	Swell Magazine

## GUESTS

Georgia Lazzari	GL	CN
Gus & Louise Maher	GM/LM	Newcastle Food Month

MEETING OPEN: 5:10pm

MEETING CLOSE: 6:15pm

## MINUTES

Item	Agenda Item	Details	Actions
<b>1. Welcome and Administration</b>			
1.1	Presentations	<p>GM/LM – Newcastle Food Month</p> <p>Broad discussion about possible signature event sponsorship by NCBIA wither Mall or Darby St. Looking for events that sit between Dinner Blanc and plate dates.</p> <p>NCBIA would need to seek EOI for event coordinator and review budget following a scope of works. Would require at least 2 quotes.</p> <p>Timeline is of concern to Board as NFM have print deadlines. Decision within 6-8 weeks.</p> <p>DO suggested Board commit to concept immediately and discuss funds at upcoming meeting.</p> <p>No vote taken.</p> <p>Board to discuss at a future meeting.</p>	JM arrange a zoom within the week.
1.2	Confirmation of Previous Minutes	DO KB	
1.3	Conflicts of Interest	Nil	
1.4	Treasurer's Report	<p><b>Budget at Bank</b>            \$125,021.51            ATO invoice to be paid \$9858            Accountant Bas Quarterly fee \$350</p>	Nil
1.5	Correspondence	<p>Dr Marcus Jeffries UoN – Regarding SBR Contestable funding application for 2024 and request to meet with Board in 2024.</p> <p>TM circulated email to Board regrading hoarding in Mall between Thorne and Newcomen St. Request to Board to</p>	JM invite sent for March 2024 meeting

		provide feedback formally via return email in thread.	
1.6	CN Matters	<p>TM/GL ran through the applications and overview of panel discussion from SBR Contestable funding. Over \$3 million in applications.</p> <p>NCBIA looking for gaps in funding. Live Spots one example.</p> <p>Received \$12,500 and has \$10k from NCBIA commitment in DP 23/24. Gap of \$2500 (see note below).</p> <p>LG asked GL if there could be a collaboration with CN to promote visitation with an appealing brochure.</p> <p>GL will follow up with LG and all discussed a name eg: Precinct in Focus</p>	
1.7	Matters Arising	Nil	
<b>2. Outstanding Actions</b>			
2.1	Nil		
<b>3. Items for Discussion and Decision</b>			
3.1	Beautification Project Location	141 Darby St. Owner has given permission and minor heritage works form has been submitted. Still awaiting approval as at 18/10.	Nil
3.2	Live Spots	<p>Roster of gigs completed and underway for Oct/Nov.</p> <p>KB: Proposal to fund further \$2500 to Live Spots for year.</p> <p>All Board present agreed unanimously, on the condition that graphic design is more professional and reviewed by Board.</p>	JM to advise talent manager
3.3	Operation Confidence	JM met Acting C/Inspector Andrew Nichols today and will attend AGM.	
<b>4. Strategic Discussion and Review</b>			

	<p>Recruiting Board Members</p>	<p>Jacinta Fintan interested to join Board at AGM</p> <p>JM has personally invited some CBD collaborators to AGM</p> <p>JM advised Chris Russell of CIMS café resigned from NCBIA</p>	<p>-</p>
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**Next Meeting:** AGM Nov 29, O'Brien Winter Partners 360 Hunter St Newcastle