
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE TET MULTISPORTS CENTRE, PORTIA STREET, STRATFORD ON MONDAY 9 DECEMBER 2019 AT 5.30PM.

PRESENT

Chairperson: Matthew Dimock, Committee Members: Craig Burrows, Min Mckay, Tracey Scheliin, John Whittington, Sharon Mackie Langton, Peter Dalziel, Jason Kowalewski, Chade Julie and Kate Whareaitu (Stratford District Council).

APOLOGIES

Jason Kowalewski, Tracey Scheliin and Ashleigh Rowland.

1 CONFIRMATION OF MINUTES

1.1 Ordinary Meeting – Monday 11 November 2019

Stratford Business Association Meeting – 11 November 2019
The minutes are attached.

MCKAY/COX

Carried

2. CORRESPONDENCE

Hockey NZ	Sponsors Report
TET Remittance Form	
TGM Creative	Voucher Design
Kelley Van Pelt	Payment Authorisation Request

MCKAY/DALZIEL

THAT the inwards be received and outwards correspondence be accepted.

THAT Kelley Van Pelt has authorisation to enter payments for approval between December and February 2020.

Carried

3. FINANCIAL REPORT

3.1 Current

Account balance as of 3 December 2019 - \$48,031.84
Bank statement attached.

3.2 Financial report

The Xero reports for November 2019 are attached.

3.3 Invoices Paid:

- VISA	See attached	
	To be paid =	\$50.04

3.4 Aged Payables:

- CMK	Xero Subscription Fees	\$138.00
- Google	Domain Name	\$19.89
- Technology SOS	Invoices	\$1,581.25
- BCreative	Voucher Printing	\$395.20
- Merco Limited	POLi Transaction Fees	\$1.15
- Matthew Dimock	Expense reimbursement (Renewal of domain name, Lollies)	\$167.55
- Stratford Paper Plus	Voucher Reimbursement	\$65.00
- Hockey NZ	Banner Mesh design and print	\$334.65
- Hockey NZ	Match Day Sponsor	\$5930.00
- Nec Minute Media	Music – Prospero Market	\$60.00
- GB Specialists	Hoarding Paint Materials	\$287.33
- Little Rocket	Hoarding Design	\$460.00
- Tutaki	Hoarding – Painting	\$200.00

Christmas Parade expenses

- Frontline Ambulance	Christmas Parade	\$460.00
- Raybern Company Ltd	Christmas Markets Entertainment	\$345.00
- Unity Wara	Christmas Parade Entertainment	\$300.00
- Little Rocket	Christmas Parade collateral	\$862.50
- Lollies	Christmas Parade	\$205.83

Invoices received after the agenda was sent

- Chamber of Commerce	Membership Renewal	\$258.75
- Dimocks 100%	Voucher Reimbursement	\$50.00
- Five Star Liquor	Voucher Reimbursement	\$150.00
- Masters Mitre 10	Hoarding Paint Materials	\$215.60
- Masters Hardware Ltd	Voucher Reimbursement	\$110.00
- NZME	Media Contract	\$3,455.75
- New World	Voucher Reimbursement	\$60.00
- TGM Creative	Website Updates	\$161.00
- TGM Creative	Format and Supply of Logo	\$57.50
- MediaWorks	Christmas Parade Contract	\$862.50
- Vicki Zieltjes	Photographer	\$200.00

Total to Pay = \$17,376.50

DALZIEL/DIMOCK

THAT the financial reports are received and the payments are approved.

Carried

4. **REPORTS**

4.1 Secretary’s Report was tabled.

DALZIEL/DIMOCK

THAT the secretary’s report be received

Carried

The secretary made the following notes:

Stratford District Council were unsuccessful in recruiting for the Community Development Officer and are going back out to market. The position will close in early January with interviews to follow shortly after.

Christmas Parade and Carols

This year’s parade and carols events were combined. Float numbers were down on previous years and a large portion of the crowd left before the carols started in Prospero Place. Despite this the event was well received and enjoyed by those who attended.

Some considerations for the 2020 event;

- Start the marketing earlier, this includes a greater push for float registrations
- Look at a better layout of market stalls in Prospero Place
- Revisit dates and times, potential for this to be brought forward
- Increase the prize pool for participating floats

5. **GENERAL BUSINESS**

5.1 **BA5’s**

December 2019	Meek Boutique and The Wedding Training Hub – Thursday 12 December, held at Studio2 (date change)
February 2020	Rotokare Trust - TBC

5.2 **Membership**

Members	YTD 2019/ 2020
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5.3 **Budget**

An updated budget for projects and activities to be provided for the 10 February 2020 meeting.

5.3 **Next Meeting**

The next Stratford Business Association meeting will be held on Monday 10 February 2020 at 5.30pm at the TET Multisports Centre, Portia Street, Stratford

The meeting concluded at 7.34pm

Matthew Dimock
CHAIRPERSON