
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE TET MULTISPORTS CENTRE, PORTIA STREET, STRATFORD ON MONDAY 13 JULY 2020 AT 5.30PM.

PRESENT

Chairperson: Matthew Dimock Committee Members: Craig Burrows, Sharon Mackie-Langton, Jason Kowalewski, Min McKay, Ashleigh Rowland, John Whittington, Gavin Cox, Amy Kingston (secretary)

APOLOGIES

Peter Dalziel, Tracey Scheliin

1. **CONFIRMATION OF MINUTES**

1.1 **Ordinary Meeting – Monday 8 June 2020**

Stratford Business Association Meeting – 8 June 2020

THAT the minutes of the Stratford Business Association meeting held on Monday 8 June are accepted.

MCKAY/ROWLAND

Carried

2. **CORRESPONDENCE**

Inward:

Tracey Blake	Promotional Activity
CMK	GST return due
Melanie McBain	Prospero Gardens breakdown of cost and frequency
Melanie McBain	Prospero Gardens
Jess Griffith	SBA member special

Outward:

Kelley Vanpelt	Updated contract (excluded: confidential)
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COX/KOWALEWSKI

Carried

The secretary made the following notes:

- Romeo's awards shift to 2021
- Explore other options for watering the Prospero Place gardens
- Points for discussion with NZME

- Changes to layout and wording of the SBA Stratford Press Column: include SBA vouchers and Facebook page.
- What is the total budget left with NZME?
- Winter Shop Local promotion: work on ideas – Committee members to hand out ‘mystery shopper’ vouchers. To be divided equally. Giant voucher idea to capture in photos. Showcase winners on social media.

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 30 June 2020 - **\$39,760.60**. Bank statement attached.

Visa balance as at 28 June 2020 - **\$61.90** Statement attached.

3.2 **Financial report**

The Xero reports for June 2020 are attached.

3.3 **Invoices paid:**

- SDC	Prospero Place Garden Watering	\$255.65
- SDC	Prospero Place Garden Watering	\$85.22
- SDC	Broadway hoarding painting	\$563.50
- CMK	End of year financials	\$799.25
- CMK	Xero subscription fees for April	\$69.00
- CMK	Xero subscription fees for May	\$69.00
- Technology SOS	Website work	\$287.50
- NZME	Weekly column	\$759.00
- Rotokare	March BA5 host	\$200.00
- Willo	Voucher Reimbursement	\$50.00
- Willo	Voucher Reimbursement	\$50.00
- Stratford New World	Voucher Reimbursement	\$50.00
- Stratford New World	Voucher Reimbursement	\$315.00
- Colonel Malones	Voucher Reimbursement	\$100.00
- Five Star Liquor	Voucher Reimbursement	\$115.00

Total paid = \$3768.12

3.4 **To be paid**

- CMK	Xero subscription fees for Jul	\$69.00
- CMK	Xero subscription fees for Mar	\$69.00
- SDC	Go Local window comp supplies	\$32.00
- SDC	Go Local window comp supplies	\$127.80
- SDC	Go Local signage	\$782.00
- SDC	Winter planting	\$327.62
- NZME	Weekly Stratford Press ads	\$759.00
- TGM Creative	Annual website concierge fee	\$276.00

- LL Strategic	SBA special meeting	\$345.00
- Technology SOS	Web consultant	\$287.50
- Technology SOS	Web consultant	\$454.25
- Stratford NW	Easter hampers	\$500.00
- Merco	POLi fees	\$0.58
- Taranaki Vets	Voucher Reimbursement	\$150.00
- Cottage Lane	Voucher Reimbursement	\$60.00
- Scott Simmons	Americarna	\$500.00

Total to Pay = \$4739.75

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

MCKAY / WHITTINGTON
Carried

The secretary made the following notes:

- Set reoccurring invoices in Xero as new members join.
- Send new invoices out to those that are overdue. Then set as reoccurring.

4. **SECRETARY'S REPORT**

Secretary's Report attached

Points for discussion:

- A second date for the Social media workshop
- Advertising contracts
- Broadway Sound System

THAT the secretary's report be received

KOWALEWSKI / COX
Carried

The secretary made the following notes:

- The committee would like to go ahead with a second social media workshop.
- The secretary to look into dates/prices for CMK workshop. Cost for Non-members: \$30. Highlight that businesses can join SBA for \$50+GST (1-5 staff).

5. GENERAL BUSINESS

BA5's

Back up and running!

Jul 22	Stratford District Council/Venture Taranaki
Aug	
Sep	
Oct	
Nov 18	Tasman Training Ltd
Dec 9	Te Wera Valley Lodge

5.2 Membership

	May 2020	YTD 2019/ 2020
Members	3	145

- Nic Young, Te Roti Company Limited. Services include: Health and Risk insurance
- Jaimie Bertie, Hair By Jaimie Bertie.
- Min McKay, YouChange. Services include: Personal financial coaching and planning

5.3 SBA Special Meeting

The Stratford Business Association held a special meeting on Wednesday 24 June. Discussion was focused on the output for SBA over the next 12-18. Months. The secretary and committee members, Min Mckay and Ash Rowland have since met and have started the basis of an SBA events calendar. Meeting notes and calendar attached for discussion.

5.4 Jason Kowalewski

Points for discussion: Tourism Sub Committee and Main Street Building Funds (NPDC)

The secretary made the following notes:

- Tourism subcommittee to have a conversation with Council/VT about current projects and how both parties can assist each other and to avoid overlapping of projects i.e. picture frames.
- SBA would like a report from Council on projects in particular the Stratford Discovery Trail and any Economic Development activity. SBA would like to highlight that they are there to help.
- Invite Kelley Vanpelt to attend the monthly committee meetings for the first half hour to discuss what has been happening in her role.

5.5 TET Funding

The committee will need to start considering any projects and priorities for the next funding application. TET applications for \$100,000 and over have an annual close off date of **15 August**. Applications for under \$100,000 close on the 20th of each month.

5.6 Next Meeting

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

The meeting concluded at 8:17pm

Matthew Dimock
CHAIRPERSON