
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE TET MULTISPORTS CENTRE, PORTIA STREET, STRATFORD ON MONDAY 8 JUNE 2020 AT 5.30PM.

PRESENT

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

APOLOGIES

Gavin Cox

1. **CONFIRMATION OF MINUTES**

1.1 **Ordinary Meeting – Monday 11 May 2020**

Stratford Business Association Meeting – 11 May 2020

THAT the minutes of the Stratford Business Association meeting held on Monday 11 May are accepted.

MCKAY/KOWALEWSKI

Carried

2. **CORRESPONDENCE**

Inward:

Kath Weir	Invitation to meet with Harete Hipango
TET	Declaration form
TET	Grant remittance and receipt
Chade Julie	Taranaki Recovery Survey
Melanie McBain	Prospero Gardens watering query
Jason Kowalewski	Stratford Tourism
Confidential matter	

Outward:

TET	Declaration form and receipt (signed)
Melanie McBain	Prospero Gardens watering query

MCKAY/SCHELIIN

Carried

The secretary made the following notes:

- The secretary to draft letter to TET stating what we have spent funding on to date highlighting Covid-19 and what we are aiming to complete in the next 2 – 3 months i.e. Training/workshops and tourism push. We will be holding a special meeting to form direction.
- The secretary to complete the Covid-19 response survey on behalf of SBA
- Motion put forward by Mathew Dimock to pay the Prospero Gardens watering invoices, Craig Burrows and Jason Kowalewski first and second motion.
- How often will the gardens be watered and what are the ongoing costs.
- Jason Kowalewski tourism proposal to SBA to use some of Wild Taranaki content on the Heart of Taranaki website, link to each other's websites and refer one another: Motion put forward by Jason Kowalewski, Matthew Dimock and Sharon Mackie-Langton first and second motion.
- The Stratford Business Association support Jason Kowalewski to create a tourism subcommittee to brainstorm ideas/projects in promotion of the Stratford District. Projects will bring brought to SBA for support/ help with funding.

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 31 May 2020 - **\$41,571.35**. Bank statement attached.

Visa balance as at 28 May 2020 - **\$85.38**. Statement attached.

3.2 **Financial report**

The Xero reports for May 2020 are attached.

3.3 **Invoices paid:**

- Colonel Malones	Voucher Reimbursement	\$100.00
- Stratford Pharmacy	Voucher Reimbursement	\$50.00
- Anna's Flowers	Voucher Reimbursement	\$50.00
- 5 Star Liquor	Voucher Reimbursement	\$130.40
- Masters LTD	Voucher Reimbursement	\$50.00
- SDC	Americarna: Flag Trax	\$237.19
- Merco	Monthly Transaction Fees	\$1.73
- NZME	Member adverts for April	\$569.25
- Toko Lions	Americarna Parking	\$500.00

Total paid = \$1,943.82

3.4 To be 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
-	Colonel Malones	Voucher Reimbursement	\$290.00
-	Five Star Liquor	Voucher Reimbursement	\$114.40

Total to Pay = \$3,488.30

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

DALZIEL / DIMOCK
Carried

The secretary made the following notes:

- Approval to add CMK May invoice as above
- The secretary will be following up incorrect payment amounts from Colonel Malones and Five Star Liquor: Colonel Malones should be \$100.00 and Five Star \$115.00

4. SECRETARY'S REPORT

Social media

Social media has continued to increase with followers currently sitting at 5,775, with a total of 1396 engagements across the last 28 days (like, click, comment or share). The most popular posts being the Cottage Lane member showcase, and the Friday voucher give away on 29 May both with 1.7k organic reach (no boosting!).

Go Local Campaign

- The hoarding has been painted and the signage has been sent off to print.
- The social media campaign has commenced which has had great organic reach
- A motion was put forward and passed to approve the quote to paint the Broadway hoarding. Email thread attached.

- A second motion was also put forward to select a quote for the printing of the signage to be erected on the hoarding. This was also passed. Email thread attached.
- Tracey from NZME followed up re the NZME proposal and what SBA would like to do in this space.

Newsletter

- This month's newsletter had a focus on Go Local, including registrations for the window competition. It was nice adding things like the BA5's and Prospero markets to look forward to soon.

Prospero Markets

- Moana has stood down from coordinating the Prospero Farmers Market to focus on her businesses. The markets are seen as an important part of community and providing vibrancy in Prospero Place. For this to continue there are two options for the committee to consider.
 - o Option 1: SBA to appoint a new volunteer coordinator from within the community or committee
 - o Option 2: SDC Community Development Team picks this up within its work programme and work alongside SBA to further grow and develop the market min/john

General Business

- We have tentatively booked in Friday Dec 4 for this year's Christmas Parade and carols. Would we like to continue with the event on one evening or split it the carols and parade.
- TET Funding – the committee will need to start considering any projects and priorities for the next funding application.

THAT the secretary's report be received

MACKIE-LANGTON/KOWALEWSKI

Carried

The secretary made the following notes:

- The committee has put on hold the campaign with NZME whilst supporting the Go Local, Go Taranaki campaign.
- A motion put forward by Matthew Dimock in support of option 2: SDC Community Development Team to pick up the Prospero Farmers Market. Min Mckay and Peter Dalziel first and second motion.
- The committee would like to continue the Christmas Parade and Carols as one event. Motion put forward from Matthew Dimock, Jason Kowalewski and Peter Dalziel first and second motion.

5. GENERAL BUSINESS

BA5's

Discussion required around when BA5's can recommence

5.2 Website Coordinator contract

Kelley does not have a current contract with SBA one will need to be drawn up for her role as website coordinator.

5.3 Prospero Place Gardens

To discuss whether we are replacing the current planter boxes on Prospero with new design (secretary sourcing quotes) or would we like council to organise winter planting – remove dead plants and replace with more durable winter plants. Cost: \$300+ GST

5.4 Membership

	May 2020	YTD 2019/ 2020
Members	1	142

Krystal from KJB Consulting Services Ltd join us last month

5.5 SBA focuses

Meeting to discuss plan for SBA over the next 6 – 12 months.

5.6 Next Meeting

The next Stratford Business Association meeting will be held on Monday 13 JULY 2020 at 5.30pm at the TET Multisports Centre, Portia Street, Stratford.

The secretary made the following notes:

- The secretary to follow up with businesses to get the BA5's up and running again

- Motion put forward by Peter Dalziel to go ahead with the planting of the winter flowers, Matthew Dimock and Craig Burrows first and second motion.
- New planter boxes to be completed in Spring prior to the Taranaki Garden Festival – bring the McQueen garden design concepts to next meeting.
- Tentative date and time for planning session: Monday June 22, 5:30pm at Abstract Signs. Pre thought out ideas to discuss.
- The secretary to confirm date and location, Min/Amy to discuss with Marcia from the Wheelhouse re facilitating - discuss cost/date availability.

The meeting concluded at 7.30pm

Matthew Dimock
CHAIRPERSON