
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE TET MULTISPORTS CENTRE, PORTIA STREET, STRATFORD ON MONDAY 16 MARCH 2020 AT 5.30PM.

PRESENT

Chairperson: Matthew Dimock, Committee Members: Craig Burrows, Tracey Scheliin, Sharon Mackie-Langton, Jason Kowalewski, Peter Dalziel, Gavin Cox, Amy Kingston (secretary), Chade Julie (Stratford District Council).

APOLOGIES

Min McKay, John Whittington and Ashleigh Rowland.

1. **CONFIRMATION OF MINUTES**

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

Stratford Business Association Meeting – 11 February 2020

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

BURROWS/SCHELIIN
Carried

2. **CORRESPONDENCE**

Inward:

Min McKay	To discuss account signatories
IRD	GST refund successful
IRD	Change of bank account
SDC	Creditor Remittance

Outward:

No outward correspondence to report

KOWALEWSKI/SCHELIIN
Carried

The secretary made the following notes:

- Craig Burrows will remain and signatory, Matthew Dimock and Amy Kingston are to be added. Peter Dalziel and Ilona Hanne to be removed.
- The security questions are to be reviewed and amended if needed.
- A formal process needs to be created for new bank users to follow: this will be created by Matt and Jason.

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 28 February 2020 - \$48,621.32

Bank statement attached.

3.2 **Financial report**

The Xero reports for February 2020 are attached.

3.3 **Invoices paid:**

- VISA Attached November, December & January statements

Closing Balance = \$60.17

3.4 **To be paid**

- Willo	Voucher Reimbursement	\$80.00
- Stratford New World	Voucher Reimbursement	\$340.00
- Master Ltd	Voucher Reimbursement	\$170.00
- TMS	Americarna 2020	\$5399.25
- SDC	Statement	\$1950.66
- SDC	WMC hire	\$80.00
- Paper Plus	Purchase Order Kelly	\$474.51
- Cottage Lane	Voucher Reimbursement	\$40.00
- Colonel Malones	Voucher Reimbursement	\$110.00
- Five Star Liquor	Statement	\$209.97
- TGM Creative	Annual website hosting charge	\$207.00
- Media Works	Americarna promotion	\$1150.00
- TLL Events	Americarna booking	\$4694.30
- Central Taranaki Auto	Voucher Reimbursement	\$20.00
- TMC	Americarna services	\$650.00
- Frontline Ambulance	Americarna	\$632.50
- NZME	Radio Package	\$1730.75
- NZME	Promotional activities	\$5296.90
- Stratford Pharmacy	Voucher reimbursement	\$150.49
- CMK	Xero: Dec, Jan, Feb	\$207.00
- Technology SOS	SBA services	\$1581.25
- Dimocks 100%	Statement	\$595.00
- Google	G Suite (DD)	\$21.17
- TSB Visa	Min monthly payment	\$10.00
- Abstract Signs	Americarna signage	\$218.50

- Abstract Signs Prospero Place signage \$92.00

Total to Pay = \$26,111.25

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

KOWALEWSKI/BURROWS
Carried

The secretary made the following notes:

- An expenditure report for Americarna to be brought to the next meeting highlighting forecasted budget and actual spend. The secretary to provide.

4. **REPORTS**

4.1 **Community Development Role**

We have filled the CDO role and as such Amy Kingston is now on board as the secretary for SBA. She does not have access to the TSB bank account as yet – this should be resolved within the next week.

Prospero Farmers Market

Heavy rain impacted this month's Farmers Market which unfortunately led to a smaller group of stall holders and cancellation of the scheduled entertainment. With the removal of the ANZ building there is increased visibility from Broadway that will benefit the market and events going forward.

There has been discussion around how the secretarial role can further support the marketing of the event including social media support as well as signage being erected; one that will remain permanently in Prospero Place and another possible 3 to be erected before and during the event each month.

March BA5 – Rotokare Scenic Reserve

This month's BA5 was a very successful event with an approximate turnout of 34 attendees. Mathew opened up the evenings talk, completed the draws from our sponsors, and introduced our hosts for the evening. Mike Weren (Deputy Chairperson and Treasurer) and Simon Collins (Sanctuary Manager) both addressed the audience informing us of their amazing journey so far, how the trust operates, the community involvement, and some notable achievements so far. It was a very enjoyable for all.

Romeo Awards 2020

The planning for the 2020 Romeo Awards is now underway. The sub-committee has been put together with the first meeting being held at 3:30pm on Friday 13 March.

Committee members include;

- Matthew Dimock
- Jason Kowalewski
- Moana Hancock
- Tracey Blake
- Lizzy Waterson
- Ashleigh Rowland
- Chade Julie
- Amy Kingston
- Kate Whareaitu

Meeting with Taranaki chamber of commerce

Both Amy and Chade met with Jessica Parker (events coordinator) and Kirsty Gudopp (database assistant) at the Chamber House in New Plymouth.

Discussions; The Taranaki Business excellence – the major sponsor for 2020 is WITT and there will be more of a push for digital nominations to combat multiple entries by one person. We discussed getting more Stratford District businesses entering and how we can help promote the event including social media. Jessica also spoke about their support for our Romeo Awards, including it in their newsletters and also helping to share the event through their social media channels.

THAT the secretary's report be received

MACKIE-LANGTON/KOWALEWSKI

Carried

5. GENERAL BUSINESS

5.1 BA5's

April 2020	Central Spraying Services – 1 April DSA Architectural Design – 23 April
May 2020	Council Chambers joint SBC/VT – 13 May
June 2020	MediaWorks – 17 June
July 2020	TBC
August 2020	TBC
September 2020	TBC
October 2020	TBC
November 2020	Te Wera Valley Lodge – 26 November
December 2020	TBC

The secretary made the following notes:

- To further push attendance to the BA5's perhaps creating a Facebook group to promote and remind members of key dates.
- The Te Wera BA5 to start at 6pm allowing for the bus to pick up members at 5:30pm and to hopefully encourage more members to use that provided facility.

5.2 Chairman's Discussion

Prospero Place

Matt to discuss the speakers along Broadway, the digital recording, and permanent microphone system.

The secretary made the following notes:

- Jason and Amy/Chade to get quotes for the speakers, ensuring we are sourcing the correct ones before making any purchase decisions.
- SBA to revisit the Prospero Place garden designs considering shelter, seating, and incorporating the sculptures. Businesses to consider include: DSA Design, Time and Space, and Thyme Out.

Romeo Awards 2020

Committee discussion around key outcomes from last week's initial meeting and the possible effects of COVID-19.

The secretary made the following notes:

- The Romeo Awards 2020 to be postponed and revisited in 2021
- Resources are to be geared around pushing the local economy and the promotion of 'shop local'.
- Highlighting and communicating key messaging and support to the business community around available resources and assistance.

5.3 Membership

	March 2020	YTD 2019/ 2020
Members	2	141

Juffermans Surveyors LTD (Stratford) and Fi Perez from MSD have signed up as new members.

The secretary made the following notes:

- Utilise SBA social channels to promote membership to SBA highlighting the benefits.
- Promote Venture Taranaki business services

5.4 **General Member Discussion**

- The possibility of SBA to support the Stratford Boating and Fishing Club - To discuss further.
- Current council review of the control of dogs bylaw and dog control policy: The secretary to draft a letter highlighting what this will mean for businesses should this go ahead (to remain neutral) and deliver to business owners to sign either for or against. The public submission period closes on Thursday 23 April at 4.30pm
- Baldricks Big Day Out: This has been parked until next year following the public meeting.
- The secretary to put together a communication plan going forward for SBA.
- The secretary to write a letter to the Stratford District Council on behalf of the SBA committee regarding an update on the Cycle/Walkway in Stratford.
- The secretary to follow up with the Stratford District Council around current policing of parking on Broadway.
- Gathering financial information from Venture Taranaki around the statistics for the Stratford District and providing quarterly updates to the SBA members.

5.5 **Next Meeting**

The next Stratford Business Association meeting will be held on Monday 20 April 2020 at 5.30pm at the TET Multisports Centre, Portia Street, Stratford

*The meeting **concluded at 7.29pm***

Matthew Dimock
CHAIRPERSON