
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE TET MULTISPORTS CENTRE, PORTIA STREET, STRATFORD ON MONDAY 11 NOVEMBER 2019 AT 5.30PM.

PRESENT

Chairperson: Matthew Dimock, Committee Members: Craig Burrows, Ashleigh Rowland, Gavin Cox, Min Mckay, Tracey Scheliin, John Whittington, Sharon Mackie Langton and Chade Julie (Stratford District Council).

APOLOGIES

Peter Dalziel, Jason Kowalewski

1 **CONFIRMATION OF MINUTES**

1.1 **Ordinary Meeting – Monday 9 September 2019**

September meeting minutes noted as not being attached. Annual General Meeting minutes were attached instead.

Noted

2. **CORRESPONDENCE**

Incoming:

Ash Roland	Prospero Pop Up Garden
CMK	Cheques
Companies Office	Financial statements
Craig Burrows	Climate change discussion
HTL Insurance	Renewed Certificate of Currency
Little Rocket	Hoarding costs
McQueens Landscape	Prospero Pop Up Garden design concept
MediaWorks	Annual advertising agreement /
	Christmas Parade
Melanie McBain	Prospero Place Markets
SBA Committee	Visa statement
	Committee meetings

Outgoing:

SBA Committee	AGM minutes
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MCKAY/COX

THAT the inwards be received and outwards correspondence be accepted.

Carried

Pop Up Garden

After discussing the received designs and associated costs the committee decided to place the Pop Up Garden project on hold until 2020. The committee asked Ashleigh Rowland to contact Potential Unlimited to confirm if the statues are self-supporting and if they can be temporarily installed in Prospero Place once the ANZ building is demolished in November/December 2019.

Climate change discussion

Craig Burrows talked to the issues facing the local business community as a result of climate change. A request was made to keep the committee informed and to look at bringing in a guest speaker to run a workshop in February 2020 to ensure information being presented to the community is balanced. At the moment information being presented on climate change is one sided and has negatively impacted on the local business community.

Hoardings

Three options for the print and installation were presented. A number of issues and concerns were raised regarding the received quotes, costs to date, lack of understanding about the project and estimated costs to complete the project. After the discussion, the committee decided that they would no longer proceed with the received design and asked the secretary to confirm costs to date spent with Little Rocket. Instead of the costly print and install, the committee requested that a community group be found to paint the hoarding. Funding left over from Creative Communities would be utilised for the painting and to purchase paint materials or would be returned if required. The secretary was asked to contact a community group to paint the hoarding before the December Christmas Parade. In return the committee would provide afternoon tea and a koha to the community group.

Media Proposals

Both proposals were tabled for discussion and approved on the basis that Matthew Dimock further discuss the radio station request along Broadway and clarifies the request by NZME to have a table with food & beverage at the 2020 Romeo Awards.

Farmers Market

The secretary tabled the email received by Melanie McBain (Assets Manager, Stratford District Council) the need to clarify the ownership of the markets, issues that need to be addressed, support for Moana Hancock and fees & charges. It was requested that Moana be invited to the December committee meeting to discuss support requirements and for the secretary to confirm conditions of use for Prospero Place.

Committee Meetings

Three options were presented for discussion and a decision. Option one: closed meetings was confirmed. This allows committee members to productively work through items on the agenda whilst providing an option for the wider membership to be invited to speak at each meeting. The chairperson holds the final confirmation for items to be included in the

agenda. It was requested that this be communicated to all members through the next newsletter.

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 6 November 2019 - \$32,152.72
Bank statement attached.

3.2 **Financial report**

The Xero reports for October 2019 are attached.

3.3 **Invoices Paid:**

- VISA Please see statement

Total Paid = \$133.54 to be paid

3.4 **Aged Payables:**

- Abstract Signs	Business After 5 Contribution	\$200.00
- B Creative	Vouchers Printed	\$36.00
- Colonel Malones	Voucher Reimbursement	\$200.00
- Cooks	Voucher Reimbursement	\$20.00
- Cottage Lane	Voucher Reimbursement	\$140.00
- Dimocks 100%	Voucher Reimbursement	\$100.00
- Five Star Liquor	Voucher Reimbursement	\$400.00
- Google	Subscription	\$6.90
- Stratford Hockey	Donation to Koreans Men Hockey	\$1,350.00
- Inkpot	Catering	\$270.00
- Masters Hardware Merchants	Voucher Reimbursement	\$240.00
- McQueens	Landscape Plan	\$1,495.00
- New World	Voucher Reimbursement	\$820.00
- Paper Plus Stratford	Voucher Reimbursement	\$150.00
- Potential Unlimited	Prospero Pop Up Garden	\$2,012.50
- Scheliin Admin Services	Hosting of BA5	\$200.00
- Stadium Bar & Bistro	Catering	\$594.00
- Technology SOS	Web Coordinator	\$1,322.50
- TGM Creative	Annual Charge	\$67.85
- Willo	Voucher Reimbursement	\$20.00

Total to Pay = \$9,644.75

SCHELIIN/MCKAY

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

Carried

4. **REPORTS**

4.1 Secretary's Report was tabled.

BURROWS/MCKAY

THAT the secretary's report be received

Carried

The secretary made the following notes:

Stratford District Council are in the process of recruiting for the Community Development Officer position. Interviews have been scheduled and an appointment should be made by the end of the year.

5. **GENERAL BUSINESS**

5.1 **BA5's**

November 2019*	Central Tyres – Thursday 28 November
December 2019	Meek Boutique and The Wedding Training Hub – Thursday 12 December, held at Studio2 (date change)
February 2020	Rotokare Trust - TBC

*confirmation required with Dawson Falls to host the BA5 on Wednesday 27 November in place of Central Tyres

It was discussed that at Novembers BA5, members bring along a non-member to showcase what the association does and has to offer to support the local business community. The committee would also look at hosting their own BA5 in June/July 2020 in Toko to encourage membership amongst the rural community.

5.2 **Membership**

Members	YTD 2019/ 2020
	131

5.3 Budget

Projects - \$15,000

Activity	Budget spend (to date)
Pop Up Garden – design & sculpture	\$3,507.50
Glockenspiel recording	\$2,000.00
Hoarding – construction	\$2,955.50
Total	\$8,463.00

5.4 Santa's Cave

Day	Date	Times	Santa
Tuesday	3 rd December	10am – 12pm	Gordon
Thursday	5 th December	10am – 12pm	Barry
Friday	6 th December	6pm – 8pm	Matt
Saturday	7 th December	10am – 12pm	
Tuesday	10 th December	10am – 12pm	Gordon
Thursday	12 th December	10am – 12pm	Barry
Saturday	14 th December	10am – 12pm	
Tuesday	17 th December	10am – 12pm	Gordon
Thursday	19 th December	10am – 12pm	Barry
Saturday	21 st December	10am – 12pm	
Monday	23 rd December	10am – 12pm	
Tuesday	24 th December	10am – 12pm	Gordon

This year each session has been cut down to two hours and will be supported by two dancers from The Dance Project. The dancers will be dressed up as elves and will provide assistance around crowd control and health & safety management. Matthew Dimock requested assistance from the committee to nominate and find additional santa's to support the activity.

5.5 TSB Taranaki Chamber of Commerce Business Excellence Awards

The committee discussed the importance of recognising the local businesses who received awards this year and how much they had achieved. Sharon Mackie Langton was asked to organise a morning tea shout for each of the business on behalf of the committee.

Award recipients;

Central Taranaki Automotive

- Small Business Excellence Award
- Trades Excellence Award
- Health and Safety Excellence Award

Rotokare Scenic Reserve Trust

- Not For Profit Excellence Award

5.3 Next Meeting

The next Stratford Business Association meeting will be held on Monday 9 December 2019 at 5.30pm at the TET Multisports Centre, Portia Street, Stratford.

The meeting concluded at 7.34pm

Matthew Dimock
CHAIRPERSON