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**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE TET MULTISPORTS CENTRE, PORTIA STREET, STRATFORD ON WEDNESDAY 28 OCTOBER 2020 AT 5.30PM.**

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**PRESENT**

Chairperson: Matthew Dimock. Committee Members: Craig Burrows, Min McKay, John Whittington, Marcia Millard, Caleb Robinson, Stan Chesswas, Amy Kingston (secretary).

**IN ATTENDANCE**

Kelley Van Pelt (website coordinator), Melanie McBain (Stratford District Council).

**APOLOGIES**

Sharon Mackie-Langton, Tracey Scheliin, Gavin Cox.

**1. CONFIRMATION OF MINUTES**

**1.1 Ordinary Meeting – Monday 14 September 2020**

Stratford Business Association Monday 14 September 2020

THAT the minutes of the Stratford Business Association meeting held on Monday 14 September be confirmed.

MCKAY/BURROWS  
Carried

**2. PRESENTATIONS**

Kelley Van Pelt Report on work completed.

The secretary made the following notes:

- Kelley has been talking with Jason Kowalewski regarding use of content from the 'Wild Taranaki' website.
- Kelley is to update rotating businesses on the Heart of Taranaki website on a monthly basis.
- When a new charity joins they will be asked to email the secretary to obtain the new discounted rate.

SDC Parks and Assets Officer Discussion on the new grass development that is Currently underway on Broadway.

The secretary made the following notes:

- The area was discussed, what the use will be and if there are any immediate plans.
- The Stratford Business Association has offered to assist with getting some equipment including a storage shed, picnic tables and bean bags for the area for community use prior to Christmas.

- Quotes and images were discussed for the storage shed with possible use including Santa's Cave, Prospero Market, storage for bean bags etc.
- Quotes were also discussed for the picnic tables and bean bags.
- The Stratford Business Association will add their branding to new equipment that will be placed in Prospero Place.
- A plan for the town centre is currently taking place at Council so this may be a temporary arrangement with ongoing conversations needed to be had with Council.
- No permanent building/structures are allowed on the new area. The area is currently under a four year lease.

THAT one 'Urban' cedar shed is to be purchased for \$8297.00 from Stratford ITM.

DIMOCK/CHESSWAS

Carried

THAT four 8-10 seater picnic tables are to be purchased at \$867.83 each from Stratford ITM.

DIMOCK/ROBINSON

Carried

THAT the current gardens commissioned by SBA are to be removed from Prospero Place with a new design to be looked at for the space when the new Broadway/Town Centre Plans are confirmed through Council.

DIMOCK/MCKAY

Carried

THAT eight bean bags are to be purchased at \$99 per piece (not including beans).

BURROWS/DIMOCK

Carried

3. **CORRESPONDENCE**

**Inward:**

Mediaworks	SBA radio adverts for approval
NZME	Christmas Campaign for approval
TET	Letter advising TET application has been received
TET	Letter advising 2020/2021 funding application has been approved
TSB Bank	New Credit Card approval
Tim Waite	Workshop proposal
AMP	Insurance Renewal
Rebecca Johnson	Taranaki Garden Festival
Freeparking	Domain Renewal
Joyce Palmer	Ladies Lunch Sep 2020
Stratford District Council	Stratford Scarecrow Trail 2020 – sponsorship

**Outward:**

TET	2020/2021 TET funding application
Committee	Radio adverts for approval
Committee	Ladies Lunch Reimbursement
Committee	Completed TET Application
TSB Bank	New credit card application
Letter to businesses	Christmas Parade 2020
Stratford District Council	Application for proposed road closure for the 2020 Christmas Parade
Stratford District Council	Christmas Parade 2020 - Indemnifying Letter
Stratford District Youth Council	Invitation to the Christmas Parade 2020
St John's Ambulance	Christmas Parade 2020
Stratford Fire and Emergency	Christmas Parade 2020
Stratford Police	Christmas Parade 2020

**RECOMMENDED**

THAT the correspondence be accepted and received.

MCKAY/MILLARD

Carried

THAT the proposed Christmas campaign presented by NZME is approved to go ahead.

MCKAY/ROBINSON

Carried

THAT the Stratford Business Association insurance plan with AMP Insurance is to be renewed.

DIMOCK/MCKAY  
Carried

THAT the Heart of Taranaki domain is to be renewed with Freeparking.

DIMOCK/MILLARD  
Carried

#### 4. **FINANCIAL REPORT**

##### 4.1 **Current**

Account balance as of 30 Sep 2020 - **\$34,675.14** Bank statement attached.

Visa balance as at 28 Sep 2020 - **\$78.01** Statement attached.

##### 4.2 **Financial report**

The Xero reports for September 2020 are attached.

##### 4.3 **Paid:**

- The Master Hardware	Voucher Reimbursement	\$200.00
- The Master Hardware	Voucher Reimbursement	\$50.00
- Colonel Malones	Voucher Reimbursement	\$10.00
- Five Star Liquor	Voucher Reimbursement	\$350.00
- Five Star Liquor	Voucher Reimbursement	\$400.00
- Stratford New World	Voucher Reimbursement	\$150.00
- Taranaki Vets	Voucher Reimbursement	\$50.00
- Taranaki Vets	Voucher Reimbursement	\$50.00
- Shakee Pear	Voucher Reimbursement	\$100.00
- Cottage Lane	Voucher Reimbursement	\$50.00
- Cottage Lane	Voucher Reimbursement	\$120.00
- Central Taranaki Auto	Voucher Reimbursement	\$150.00
- Min McKay	Ladies Lunch Reimbursement	\$804.50
- NZME	Weekly advertising	\$759.00
- CMK	Xero subscription fees for Aug	\$69.00
- TGM Creative	Annual website SSL Cert charge	\$67.85
- Merco	POLi Monthly transaction fees	\$0.46
- Technology SOS	Web consultant	\$287.50
- Technology SOS	Web consultant	\$345.00
- Technology SOS	Web consultant	\$345.00
- SDC	Daffodil Day window starter pks	\$60.00

**Total paid = \$4418.31**

4.4 **To be paid:**

-	Magnum Sports	Voucher Reimbursement	\$220.00
-	Z Energy	Voucher Reimbursement	\$40.00
-	NZME	Advertising	\$1058.91
-	CMK	Xero subscription fees for Sep	\$69.00
-	CMK	Accounting services and GST filing	\$230.00
-	Merco	POLi Monthly transaction fees	\$0.58
-	Technology SOS	Web consultant	\$322.00
-	Technology SOS	Web consultant	\$172.50
-	Technology SOS	Web consultant	\$345.00
-	Technology SOS	Web consultant	\$287.50
-	SDCSC	Sep BA5	\$200.00
-	CMK	Oct BA5	\$200.00
-	Shakee Pear	Catering 31/8	\$200.00

**Total to Pay = \$3345.49**

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

MCKAY/ROBINSON  
Carried

5. **SECRETARY'S REPORT**

Secretary's Report attached

THAT the secretary's report be received

MCKAY/CHESSWAS  
Carried

6. **GENERAL BUSINESS**

6.1 **BA5's**

<b>18 November 2020</b>	Tasman Training Ltd
<b>9 December 2020</b>	Te Wera Valley Lodge

## 6.2 Membership

	New	YTD 2019/ 2020
Members	6	131

- On the Spot gas and plumbing Ltd.
- Bishops Action Foundation - The Wheelhouse. (change to just the wheelhouse)
- Stratford Community House.
- CJ Castle Hire.
- Stratford Knit & Sew.
- Taranaki Sourdough Bread Co.

## 6.3 Signatories

The current signatories are:

- Malcom Burrows
- Peter Dalziel
- Ilona Hanne

### **RECOMMENDED**

THAT Malcom is confirmed as an existing signatory and that Peter Dalziel and Ilona Hanne be removed and replaced by Matthew Dimock and Nikkita McKay.

MILLARD/WHITTINGTON  
Carried

## 6.4 TSB Business Banking Users

The below are the current TSB Business Banking users:

- Matthew Dimock, role: to authorise payments
- Malcom Burrows, role: to authorise payments
- Amy Kingston (secretary), role: to schedule payments

### **RECOMMENDED**

THAT Malcom Burrows and Amy Kingston are confirmed as existing Business Banking Users and that Matthew Dimock be removed and replaced by Nikkita McKay.

DIMOCK/CHESSWAS  
Carried

## 6.5 **Stratford A&P Association Proposal – submission**

The secretary made the following notes:

- The committee discussed the A&P Association Proposal.
- The initiative would bring great economic and business opportunities to the Stratford District.
- All committee members in attendance unanimously supported a committee submission for option four.

## 6.6 **Wellness Workshop**

Committee member Min McKay to discuss.

The secretary made the following notes:

- The concept was well received.
- Committee member Min McKay and the secretary to look at some possible options for a panel discussion.
- There is a possibility for the Wheelhouse to be a part of such an event to help support.
- To look at dates for 2021.
- The Ladies Lunch feedback was discussed. The committee agreed this is a good event to continue. A name change is recommended to 'Women in Business Networking Event'.

## 6.7 **Fishing Competition**

Chairman Matthew Dimock to discuss.

The secretary made the following notes:

- The Stratford Business Association has been approached to see if we can support with the registration and payment process for the Stratford Boating and Fishing Club's annual fishing competition.
- The website coordinator and secretary to discuss how this could work through the website/ EventBrite.
- This would provide a marketing opportunity for the Stratford Business Association.
- Time, budget and resourcing to be taken into account for both the website coordinator and secretary.

**RECOMMENDED**

**THAT** the Stratford Business Association can support the Stratford Boating and Fishing Club with the registration and payment process of their next event.

DIMOCK/CHESSWAS  
Carried

The secretary made the following notes:

- The Heart of Taranaki branding is to be discussed under General Business at the next Stratford Business Association committee meeting.
- That the Stratford Business Association windows stickers and voucher designs are to be updated by Abstract Signs. The secretary to discuss and obtain quotes/design for approval from the committee.

6.8 **Committee Meeting**

The next Committee Meeting will be held on Monday 9 November 2020 at 5.30pm at the TET Multisports Centre, Portia Street, Stratford.

*The meeting concluded at 7:48*

Matthew Dimock  
**CHAIRPERSON**

**Actions Register and Matters Outstanding**

<b>Action</b>	<b>Meeting Raised</b>	<b>Person Responsible</b>	<b>Current progress</b>
Discussion with Abstract Signs	October	Secretary	To be completed



Submit a submission for the A&P Proposal as per October minutes	October	Chairman/Secretary	Complete
Support the Stratford Boating and Fishing Club	October	Chairman/Secretary/Website Coordinator	Ongoing
Order storage shed	October	Chairman	Complete
Order picnic tables	October	Chairman	Complete
Order bean bags	October	Chairman	
Confirm Christmas proposal with NZME	October	Secretary	Complete
Arrange TSB business banking changes	October	Secretary	In progress
Renew AMP Insurance	October	Secretary	Complete
Renew HOT website domain with Freeparking	October	Secretary	In progress