
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET STADIUM BAR & BISTRO, ON WEDNESDAY 17th SEPTEMBER 2025 AT 5.30PM.

PRESENT

Chair: Matthew Dimock. Committee: Glenn Adams, Matthew McDonald, Arnold Cox, Trevor Tunnicliff, Amy Spencer, Peter Hogan and Amy Hill

APOLOGIES

Maureen Tunnicliff, Mike Radich, Allen Juffermans

McDonald/Cox
Carried

1. CONFIRMATION OF MINUTES

1.1 Stratford Business Association Meeting – Monday 11th August.

RECOMMENDATION

THAT the minutes of the Stratford Business Association meeting held on Monday 11th August be confirmed.

Dimock/Cox
Carried

2. CORRESPONDENCE

Inward: TET Funding, Christmas Parade communications, Reply to visual standards letter, Insurance renewal, Mediaworks packages

Outward: Mailchimp newsletter, Notice of road closure for businesses, Christmas Parade communications

RECOMMENDATION

THAT the correspondence be accepted and received

Adams/McDonald
Carried

FINANCIAL REPORT

3.1 Current

Account balance as of 16 Sep 25	\$83,193.80
Visa balance as of 16 Sep 25	-\$161.03

3.2 Financial report

The Xero reports for June are attached. For your reference I have also added a P & L for the financial year to date, compared to the previous year.

3.3 Paid: Vouchers

The Family Butchery	\$260
Annas Flowers	\$200
Caltex	\$410
Colonel Malones	\$400
Dimocks	\$690
Five Star Liquor	\$20
Magnum Sports	\$170
New World	\$350
RJ Eagar	\$350
Total	\$2850

Paid: Bills

Stratford Community House – BA5	\$117.04
Stadium Bar & Bistro – Workshop Costs	\$419.50
NZME – Shop & Win Advertising	\$857.90
Abstract Signs – Shop & Win /Vouchers	\$1278.80
CMK – Zero Training Fee	\$1380
DSA Design – BA5 Costs	\$500
Stadium Bar & Bistro – First Aid Course	\$780
Total	\$5333.24

To Pay

Stratford Knit & Sew	\$120
Ink Pot Cafe	\$410
Mindfulness 4 Dogs - Workshop	\$417.50
NZME – Advertising Digital	\$145.96
St John – First Aid Course	\$3632.20
Daffodil Day Window - Morning Tea	\$46
Total	\$4771.66

RECOMMENDATION

THAT the financial report is received, and the payments approved.

Dimock/Hogan
Carried

REPORTS

Amy spoke to her report. Christmas parade organization is coming together well. Americarna planning started. AGM advert organized. Potential new members PGG, Farmlands, Sgt Peppers, Bubs & Cubs

RECOMMENDATION

THAT the secretary’s report be accepted and received

**Spencer/Dimock
Carried**

GENERAL BUSINESS

5.1 BA5 updates

September (24 th)	Govett Quilliam
October (29 th)	Percy Thomson Gallery
November (19 th)	Shakee Pear Cafe
December (10 th)	SBA / TET
January (28 th)	NO BA5
February (18 th)	Stratford Mountain House

5.2 Website – All Members that want to be on the website are now on there.

Changes decided by committee: take away buttons on the right of the search bar and add them to the titles at the top section of the website. Add mission and vision statement to that gap instead of at the bottom of each page. Apart from those few changes the website looks good.

Amy to create an About Us page on the website for the new committee after the AGM. Each committee member can provide Amy with a blurb and she will photograph committee members. Similar style to CMK and GQ websites.

5.2 Christmas Parade – Floats from outside Stratford are allowed to enter with a limit put in place for commercial / Large tractors to 2 per business.

2024 Float Prizes. (SBA Vouchers)

1st – 1000

2nd – 750

3rd - \$500

School/Education - \$1000

MOTION – Prizes to stay the same for 2025

This motion was proposed by Matt Dimock and seconded by Arnold Cox – Carried

Matthew McDonald to follow up with Stratford Hockey club about volunteering at the parade.

Christmas Parade billboards – Print 3
ITM, Prospero Place, Fieldtorque

Matthew Dimock to talk to Fieldtorque about Tractors in the parade
Amy to ask other organizations if they charge businesses to enter their Christmas parades.

5.3 Christmas Window competition – To be on display for the Christmas parade, winners to be announced on the night of the parade. Judging day Thursday 27th November to be judged by Matthew McDonald and Glenn Adams

2024 Prizes (SBA Vouchers)

1st - \$500

2nd - \$300

3rd - \$200

Best dressed team on judging day \$100

MOTION – Prizes to stay the same for 2025

This motion was proposed by Matt Dimock and seconded by Trevor Tunnicliff – Carried

5.4 Insurance Renewal was investigated, and it doesn't need to be updated. Limits to remain the same for 2025

MOTION – Insurance to remain the same as 2024

This motion was proposed by Matt Dimock and seconded by Glenn Adams – Carried

5.5 Earthquake Risk Warning stickers – Amy emailed council for more information, no response yet, Amy to try a different contact for more information.

5.6 AGM – Monday 13th October 5.30pm

No guest speaker. Amy to organize catering. Committee members to reach out to any individuals who you think would be good to have on our committee and invite them to the AGM

Amy to send out previous AGM Minutes, Agenda, and Change to constitution about meeting minutes.

Proposed Amendment to Stratford Business Association Constitution – Retention of Meeting Minutes

The current constitution does not specify a retention period for meeting minutes.

Stratford Business Association shall retain minutes of all meetings for a period of seven (7) years from the date of the meeting. To be discussed at the AGM

Last 7 years of minutes to be added to the SBA website.

5.7 Discussion around untidy buildings on main street, unsure of next steps.

5.8 Shared Office Space

Dairy NZ building is unavailable, old Stratford Press building by Subway could be an option.

Social meeting with Bizlink in Hawera to be organized for the new year so the committee can see The Foundry and Nikki can talk to SBA about how it came about / give ideas for us.

5.9 Mediaworks Packages.

The committee looked over the different options and decided on Option 1 with More FM and The Breeze as the stations.

MOTION – SBA to sign 12 Month contract with Mediaworks for Option 1

This motion was proposed by Matthew Dimock and seconded by Matthew McDonald – Carried

5.10 Live document in google drive of current and future tasks, Amy to update weekly on a Monday.

Committee can add tasks to the task sheet for Amy to complete.

Work plan to be updated for 2025/2026 and remove SDC from text.

Items for next meeting

- Shared Office Space
- Earthquake Risk Stickers
- Untidy buildings on Main Street
- How to streamline consent processes SBA to work with SDC

The next meetings

<u>Month</u>	<u>Meeting</u>
October AGM	Monday 13 th - 5.30pm
October Committee Meeting	Monday 20 th - 5.30pm
November Committee Meeting	Monday 10 th – 5.30pm
December Committee Meeting	Monday 15 th - 5.30pm
January (NO MEETING)	NO MEETING
February Committee Meeting	Monday 9 th – 5.30pm

The meeting concluded at 7.09pm

Matthew Dimock

CHAIRPERSON