
**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING VIA ZOOM
ON MONDAY 7 MARCH AT 5.30PM.**

PRESENT

Matthew Dimock, Sharon Mackie-Langton, Caleb Robinson, Craig Burrows and Amy Kingston (secretary).

APOLOGIES

John Whittington, Min McKay, Tracey Scheliin.

ATTENDANCE SCHEDULE 2022

Date	14 Feb	7 Mar
Matthew Dimock	√	√
Min McKay	A	√
Craig Burrows	A	√
Caleb Robinson	√	√
Sharon Mackie-Langton	√	√
John Whittington	√	√
Tracey Scheliin	A	√

Key

√ Present
A Apology
AB Absent

1. **CONFIRMATION OF MINUTES**

- 1.1 Stratford Business Association Meeting – Monday 7 March 2022.
The minutes are attached.

THAT the minutes of the Stratford Business Association meeting held on Monday 7 March be confirmed.

Carried

The secretary made the following notes:

- Secretary to write a formal written letter to Stratford District Council regarding the Stratford Business Association shed and if they would like to utilise it within the town centre plans.
- Abstract signs presented two proofs for the promotional sign to be erected on the Prospero place hoarding. There were also two options for printing on corflute or ACM panel.
 - o Corflute: printed - \$395 + gst, plus installation (2.4 x 1.2)
 - o ACM: printed and laminated - \$600 + gst, plus installation (2.4 x 1.2)

2. **CORRESPONDENCE**

Inward:

Stratford District Council
TSB Love Local

Draft Annual Plan - consultation
EDM communication

Outward:

NZME
MediaWorks

Accepting Media contract
Accepting Media contract

THAT the correspondence be accepted and received.

Carried

The secretary made the following notes:

- Going forward the committee would like to add a standing item to the agenda highlighting any Stratford District Council policies that are up for community feedback. Where these have an impact on the business community, the committee will make a submission to advocate for members. In addition to this, the committee will continue to send relevant policies out to members through their key channels; EDM and social media.

3. **FINANCIAL REPORT**

Current

Account balance as of 31 March 2022 - **\$46,283.95.**

Visa balance as of 28 March 2022 - **\$20.88.**

3.2 **Financial report**

The Xero reports for March are attached.

3.3 **Paid:**

General Expenses

CMK	Xero subscription for Feb	\$71.30
TGM	Annual website hosting	\$207.00
NZME	Advertising	\$759.00
SCH	Room hire	\$115.00

Christmas 2021

Stratford Mountain House	Voucher give away	\$335.00
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Voucher reimbursements

Stratford Pharmacy	Voucher reimbursement	\$470.00
Five Star	Voucher reimbursement	\$150.00
Jichelle health & beauty	Voucher reimbursement	\$40.00
Colonel Malones	Voucher reimbursement	\$100.00
Cottage Lane	Voucher reimbursement	\$50.00
Cottage Lane	Voucher reimbursement	\$50.00
Outdoor power and hire	Voucher reimbursement	\$150.00
Dimocks	Voucher reimbursement	\$300.00
Dimocks	Voucher reimbursement	\$100.00
Stratford New World	Voucher reimbursement	\$410.00
Stratford New World	Voucher reimbursement	\$320.00
Masters Ltd.	Voucher reimbursement	\$210.00

Total to pay: \$3,837.30

3.4 **To be paid:**

General Expenses

CMK	Xero subscription for Feb	\$71.30
NZME	Advertising	\$1092.50
Wheelhouse	Workplan session	\$287.50

Voucher reimbursements

Masters Ltd.	Voucher reimbursement	\$150.00
Five Star	Voucher reimbursement	\$60.00

Total to pay: \$1,661.30

THAT the financial report is received and the payments approved.

Carried

4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

Carried

The secretary made the following notes:

- The secretary discussed the Venture Taranaki workshop to be held mid-year. Stratford District Council would also like to come onboard to support this event to open it up to the wider Stratford Business Community.
- Regarding the Heart of Taranaki website, the committee will need to look at bringing someone on board to assist with cleaning out the website as well as to add/remove information when needed. Matthew Dimock will ask Kelly Van Pelt if she would like to help out with this and will update the committee.
- The secretary brought to the committee's attention the damage to the shed and tables in Prospero place.
- The secretary will not be available for the committee meeting on Monday 9 May. A proposal was made from the committee to move this to Monday 23 May following the Council workshop where the secretary will be in attendance. The secretary will send financial payments out for approval on Thursday 5 May prior to leave.
- The committee discussed looking at a workshop/event in the next couple of months. Also discussed was a possible shop and win promotion to encourage shopping local and to assist with bringing people into town. Discussion included making this a full month promotion in June or July utilising the scratch and win idea and giving away Stratford Business Association vouchers. This will be discussed further at the May committee meeting.
- The committee would like to start drafting a 2022/2023 TET grant application to align with the proposed annual work plan to deliver activity.

5. **GENERAL BUSINESS**

5.1 **BA5's**

Te Popo Gardens – 20 April

The secretary made the following notes:

- BA5's have been impacted by Covid-19 with lower attendance numbers from the caution of gathering in uncertain times. The committee discussed BA5's would really need to have a minimum of 15-20 RSVP's to go ahead.

5.2 Membership

	New	YTD 2020/ 2021
Members		140

5.3 Stratford District Council workshop

Confirmed for 10 May 2022, at 1:30pm.

The secretary made the following notes:

- The Stratford District Council has asked the committee if they are able to bring the council workshop forward to Tuesday 26 April. It was agreed to keep at the date of 10 May, if possible as members who will be leading this conversation will not be able to make the earlier date.
- Committee members wanting to attend the workshop will meet the week prior to run through the prepared presentation to council.

5.4 Events

Min McKay to discuss the next Women in Business event.

The secretary made the following notes:

- The committee agree to progress with planning another Women Business event.

5.5 Committee Meeting

The next committee Meeting will be held on Monday 23 May 2022.

The meeting concluded at 7:05

Matthew Dimock
CHAIRPERSON