
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE STRATFORD COMMUNITY HOUSE, ON MONDAY 8 AUGUST AT 5.30PM.

PRESENT

Matthew Dimock, Sharon Mackie-Langton, Caleb Robinson, John Whittington, Min McKay and Amy Kingston (secretary).

APOLOGIES

Craig Burrows.

ABSENT

Tracey Scheliin.

ANNOUNCEMENTS

ATTENDANCE SCHEDULE 2022

Date	23 May	13 June	18 July
Matthew Dimock	√	√	√
Min McKay	√	A	√
Craig Burrows	√	√	A
Caleb Robinson	√	√	√
Sharon Mackie-Langton	√	√	√
John Whittington	√	√	√
Tracey Scheliin	A	AB	A

Key

√ Present
A Apology
AB Absent

2. **CONFIRMATION OF MINUTES**

2.1 Stratford Business Association Meeting – Monday 18 July 2022.

THAT the minutes of the Stratford Business Association meeting held on Monday 18 July be confirmed.

MCKAY/WHITTINGTON
Carried

3. **CORRESPONDENCE**

Inward:

Stratford District Council	2022 Local Elections
Stratford District Council	Stratford Scarecrow Trail 2022 - sponsorship
CMK	2022 Annual Accounts
Taranaki Electricity Trust	Grant approval
Taranaki Electricity Trust	Payment Remittance
IRD	GST Return

Outward:

Stratford Press	Delivery query
-----------------	----------------

THAT the correspondence be accepted and received.

DIMOCK/WHITTINGTON
Carried

THAT the Stratford Business Association will sponsor the business category of the 2022 Stratford Scarecrow Trail with a sponsorship cost of \$500.

DIMOCK/MACKIE-LANGTON
Carried

The secretary made the following notes:

- The committee discussed the correspondence and noted in regards to the delivery of the Stratford Press that there are several known areas that have not received their paper for months if not years - Fenton Street being one of the streets affected. The secretary will respond to the Stratford Press notifying them of the Fenton Street delivery issues.

4. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 31 July 2022 - **\$68,865.90**
Visa balance as of 28 July 2022 - **\$29.97**

3.2 **Financial report**

The Xero reports for July are attached.

3.3 **Paid:**

General Expenses

CMK	Xero subscription for June	\$71.30
NZME	Advertising	\$1528.35
Stratford Community House	Venue Hire – 13 June	\$28.75
Percy Thomson Trust	June BA5	\$300.00
Forgotten 43 Brewing	Venture Taranaki Event – 23 June	\$693.50
Forgotten 43 Brewing	Women in Business – May	\$325.00

Voucher reimbursements

Remedy	Voucher reimbursement	\$50.00
Stratford New World	Voucher reimbursement	\$130.00
Cottage Lane	Voucher reimbursement	\$50.00
Colone Malones	Voucher reimbursement	\$140.00
Family Butchery	Voucher reimbursement	\$370.00
Forgotten 43 Brewing	Voucher reimbursement	\$50.00
Annas Flowers	Voucher reimbursement	\$50.00
Five Star Liq	Voucher reimbursement	\$200.00
Savvy Gas	Voucher reimbursement	\$100.00
Sinclair	Voucher reimbursement	\$100.00

Website

TGM	Annual hosting charge	\$276.00
-----	-----------------------	----------

Total paid: \$4,186.90

3.4 **To be paid:**

General Expenses

CMK	Xero subscription for July	\$71.30
NZME	Advertising	\$874.00
Stratford Community House	Venue Hire – July	\$28.75
Stratford Community House	July BA5	\$300.00
Technology SOS	Website	\$241.50

Voucher reimbursements

Stratford New World	Voucher reimbursement	\$870.00
Masters Ltd.	Voucher reimbursement	\$60.00

Total to pay: \$2445.55

THAT the financial report is received and the payments approved.

DIMOCK /ROBINSON
Carried

4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

DIMOCK /ROBINSON
Carried

The secretary made the following notes:

- The committee are happy with the proposed costs of the three identified workshops to be facilitated by Idyllic. The secretary will confirm and book in over the next few months.
- The possible A&P Show site giveaway – can we gain interest for this before purchasing a site. The secretary will do a social post and or email to members.
- The secretary will set the venue for the business talk to Ink Pot.
- The committee discussed increasing the BA5 giveaways to 3 x \$50 SBA vouchers.
- Member engagement was discussed; how this could be increased and how we ensure we are reaching all members. The secretary will look into posting the next newsletter highlighting SBA social channels and ensuring emails are not going to spam.

5. **GENERAL BUSINESS**

5.1 **BA5's**
17 August – TET King's Theatre

5.2 **Membership**

	New	YTD 2021/ 2022
Members	2	140

- GQ The Lawyers – *have taken over Rod Gordon*
- Technology SOS

Removed:

- Blue Lake Tech
- Z Stratford
-

5.3 Stratford Business Association 2022/23 committee

- Who is standing
- New committee members

The secretary made the following notes:

- The committee discussed the 2022/23 committee and who is re standing. Many committee members are currently unsure if they are going to stay on.
- The committee would like to actively advertise expressions of interest for committee to start in the next few weeks including social media, EDM and print advertising. Current committee members will also reach out to current members that they think would be ideal candidates.
- The Committee discussed the SBA/SDC draft Memorandum of Understanding.
- The recent meeting highlighted a few key points from SBA such as:
 - o Changing the secretary title from 'administration' to 'operational' – this will need to be clarified in terms of what operational means and what can be expected.
 - o Having a conversation around the Christmas Parade and Amerciarna to see if these can be a joint collaboration rather than sole SBA events and highlighting the roles of each party – this also needs to be further clarified and discussed.
- The committee would like to invite the community development manager and the community development director to the September meeting to further discuss the MOU. The secretary will send out an invitation.
- The website is currently being cleaned up. A few points raised to focus on is the removal of past events and updating with new ones and updating the GO Local content. It was suggested that any profile updates remain unchanged at this point until the 2022 membership fees are sent out.

5.4 Committee Meeting

The next committee Meeting will be held on Monday 12 September 2022.

The meeting concluded at 6:44pm

Matthew Dimock
CHAIRPERSON