
**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT
TET STADIUM BAR & BISTRO, ON MONDAY 11 DECEMBER AT 5.30PM.**

PRESENT

Chair: Matthew Dimock. Deputy Chair: Matthew McDonald. Committee: Sharon Mackie-Langton, Mike Radich, Glenn Adams, Trevor Tunnicliff, Maureen Tunnicliff and Amy Kingston (secretary).

APOLOGIES

Richard Williams.

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 13 November 2023. The minutes are attached.

THAT the minutes of the Stratford Business Association meeting held on Monday 13 November be confirmed.

RADICH/ADAMS
Carried

2. **CORRESPONDENCE**

Inward:

| | |
|----------------------------|---|
| Stratford District Council | WMMP & Kerbside Collection Consultation |
| Taranaki Electricity Trust | Grant approval |
| Taranaki Electricity Trust | Payment Remittance |
| NZ Heritage List Proposal | The King's Theatre |

Outward:

| | | |
|------------|--|----------------------------|
| Americarna | Letter of indemnity | Stratford District Council |
| Americarna | Letter of notification – business | |
| Americarna | Letter of notification – residents | |
| Americarna | Notification to 3 emergency services, TRC and Intercity. | |

THAT the correspondence be accepted and received.

MACKIE-LANGTON / RADICH
Carried

3. FINANCIAL REPORT

3.1 **Current**

Account balance as of 28 Nov 2023 - **\$66,042.85**
Visa balance as of 30 Nov 2023 – **\$465.41**

3.2 **Financial report**

The Xero reports for November are attached.

3.3 **Paid:**

General Expenses

| | | |
|---------------------------|-----------------|----------|
| CMK | Accounting fees | \$81.65 |
| Stratford Community House | Room hire (Oct) | \$28.75 |
| Mountain Motors | October Ba5 | \$300.00 |

Voucher Reimbursements

| | | |
|---------------------|-----------------------|----------|
| Masters Ltd. | Voucher reimbursement | \$150.00 |
| Five Star Liquor | Voucher reimbursement | \$350.00 |
| Stratford New world | Voucher reimbursement | \$20.00 |
| Colonel Malones | Voucher reimbursement | \$50.00 |
| Annas Flowers | Voucher reimbursement | \$50.00 |

Workshops

| | | |
|---------|---------------------------------|-----------|
| Idyllic | Workshop final payment | \$6670.00 |
| Stadium | Workshop venue & catering 24/10 | \$288.00 |
| Stadium | Workshop venue & catering 1/11 | \$217.00 |

Christmas Parade

| | | |
|--------------------|-----------------------------|--------------------------------|
| Lowkeel Collective | Christmas design collateral | \$ 920.00 |
| Abstract Signs | Printing of signs | \$701.50 |
| LolliesNZ | Lollies for parade | \$377.95(<i>credit card</i>) |

Total paid \$9,904.90

3.4 **To pay:**

General Expenses

| | | |
|------------------|-------------------------------------|-----------|
| CMK | Accounting fees | \$81.65 |
| ITM | Tables x 3 | \$4122.00 |
| Taranaki Chamber | Membership | \$299.00 |
| Abstract Signs | Voucher print and Christmas banners | \$860.09 |

Voucher Reimbursements

| | | |
|-----------------|-----------------------|----------|
| Annas Flowers | Voucher reimbursement | \$50.00 |
| ITM | Voucher reimbursement | \$350.00 |
| Colonel Malones | Voucher reimbursement | \$250.00 |
| A Love of Cakes | Voucher reimbursement | \$200.00 |

Workshops

| | | |
|---------|-----------------------------|----------|
| Idyllic | Workshop final payment | \$575.00 |
| Stadium | Catering and room hire 7/11 | \$144.00 |

Christmas Parade

| | | |
|-----------------------|----------------------------|------------------|
| TMS | TMP and event road closure | \$3858.25 |
| Mediaworks | Radio | \$4105.54 |
| NZME | Radio | \$1763.53 |
| NZME | Print | \$1495.00 |
| Jack Moser | Entertainment | \$300.00 |
| Morph | Facepainting | \$382.50 |
| Frontline Ambulance | First Aid | \$690.00 |
| Stratford Singers | Entertainment | \$250.00 |
| Stratford Pipe Band | Entertainment | \$500.00 |
| Stratford High School | Helper x 1 | \$50.00(voucher) |

Total to pay: \$20326.56

THAT the financial report is received and the payments approved.

MCDONALD /DIMOCK
Carried

The secretary made the following notes:

- The additional 3 tables were approved from SDC to place in Prospero Place. This has now been complete.
- The Abstract Signs invoice was added for payment.

4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

ADAMS/ TUNNICLIFF M
Carried

5. **GENERAL BUSINESS**

5.1 **BA5's**

Te Wera – Wednesday 13 December

The secretary made the following notes:

- A bus has been booked to depart and return from the Stratford War memorial Carpark. There will be just under 10 using this service.
- Amy will send a reminder out the day prior to the event.

5.2 **Membership**

| | New | YTD 2022/23 |
|----------------|------------|--------------------|
| Members | | 150 |

The secretary made the following notes:

- Mike has spoken with a local car dealership who is interested to join SBA and will deliver membership information to the owners.

5.3 **Broadway sound system**
Update

The secretary made the following notes:

- The committee has not applied for funding for this project historically.
- There is an existing MOU with council for the maintenance and operation of the veranda sound system and the glockenspiel sound system. This is now 10 years old so will need to be re looked at to see if it is still fit for purpose.
- The committee would like to progress with the upgrade of the sound system in the new year.
- Matthew Dimock would like a meeting with the director of community services (or the appropriate team members) at council to ensure the project is carried out in the right way.

- A discussion was had around who benefits from the speakers and how they should be used. The speakers will be used at key events and or timeframes throughout the year rather than all the time. The volume can be adjusted on each individual speaker.

5.4 General discussion

The secretary made the following notes:

- The Stratford District Council has written a letter to SBA to request the removal of the cedar shed currently located in Prospero Place by 31 January 2024.
- Matthew Dimock will investigate options for temporary storage. Mike has also offered a space if need be.
- The committee will make the appropriate arrangements for January removal and reinstatement of the grass.
- ITM will charge a removal fee of approx. \$300.
- Once removed the committee will look at fixing the broken panels and get ready to sell.

Also discussed:

- Mike discussed the update of the Shakespeare in NZ brochure that the Shakespeare Trust is currently working on. Mike will send through to the committee once finalised for feedback. SBA has been asked for help to share. Sharon will look at print prices.
- One of the tables has a broken piece of timber that ITM will be fixing.
- Also discussed was if the committee want to stain the tables. It was decided that this wasn't needed due to ongoing maintenance costs.

5.5 **Committee Meeting**

The next committee Meeting will be held on Monday 12 February 2024.

The meeting concluded at 6:15pm.

Matthew Dimock
CHAIRPERSON