
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE STRATFORD WAR MEMORIAL CENTRE ON MONDAY 13 DECEMBER AT 5.30PM.

PRESENT

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

APOLOGIES

Craig Burrows, Eddie Shearer.

1. **CONFIRMATION OF MINUTES**

1.1 **Ordinary Meeting** – Monday 8 November 2021

Stratford Business Association Meeting – Monday 8 November 2021

THAT the minutes of the Stratford Business Association meeting held on Monday 8 November 2021 are accepted.

MCKAY/ROBINSON

Carried

2. **CORRESPONDENCE**

Inward:

| | |
|--------------|------------------------------------|
| Mediaworks | 2022 media proposal |
| Mayor Volzke | 2021 Mayoral Reception |
| TET | Christmas activity 2021 – response |
| TSB | Credit Card condition of use |
| IRD | Notice of Refund |

Outward:

| | |
|----------|---------------------------------------|
| NZ Stats | Completed 2021 annual business survey |
| TET | Christmas activity 2021 |

THAT the correspondence be accepted and received.

MCKAY/WHITTINGTON

Carried

The secretary made the following notes:

- Is there any thing missing from the MediaWorks proposal. What do you get per spend. i.,e how many ads?

- Check with both MediaWorks and NZME around the monthly \$500 vouchers for members, what is included and if members have to pay anything to utilise.

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 30 November 2021 - **\$60,813.60** - statement attached.

Visa balance as of 28 November 2021 - **\$78.47** - statement attached.

3.2 **Financial report**

The Xero reports for November 2021 are attached.

3.3 **Paid:**

General Expenses

| | | |
|------------------------|----------------------------|----------|
| CMK | Xero subscription for Oct | \$71.30 |
| NZME | Advertising | \$741.75 |
| Abstract Signs | Voucher printing | \$207.00 |
| Merco | Poli fees | \$0.58 |
| Stadium Bar & Bistro | workshop room and catering | \$185.00 |
| Smokeylemon | Workshop | \$776.25 |
| Freeparking | Website domain | \$58.73 |
| Findlays Flower Studio | Romeo Awards | \$195.0 |

Voucher reimbursements

| | | |
|-------------------------|-----------------------|----------|
| Stratford Paper Plus | Voucher reimbursement | \$250.00 |
| Cottage Lane | Voucher reimbursement | \$50.00 |
| Colonel Malones | Voucher reimbursement | \$50.00 |
| Central Taranaki Automo | Voucher reimbursement | 200.00 |
| Five Star | Voucher reimbursement | \$100.00 |
| Dicksons | Voucher reimbursement | \$100.00 |
| Stratford Pharmacy | Voucher reimbursement | \$50.00 |
| Masters Ltd. | Voucher reimbursement | \$50.00 |
| Cottage Lane | Voucher reimbursement | \$30.00 |

Romeo Awards

| | | |
|---------------|-----------------|-----------|
| Forgotten 43 | Judges gift x 2 | \$100.00 |
| Shakee Pear | Awards night | \$1228.20 |
| Little Rocket | Graphics | \$460.00 |
| Min McKay | reimbursement | \$100.00 |

Total paid: \$5,003.81

3.4 **To be paid:**

General Expenses

| | | |
|------|---------------------------|----------|
| CMK | Xero subscription for Oct | \$71.30 |
| NZME | Advertising | \$759.00 |

Voucher reimbursements

| | | |
|-----------------|-----------------------|----------|
| Willo | Voucher reimbursement | \$60.00 |
| Five Star | Voucher reimbursement | \$400.00 |
| Masters Ltd. | Voucher reimbursement | \$70.00 |
| Colonel Malones | Voucher reimbursement | \$120.00 |
| Caltex | Voucher reimbursement | \$170.00 |
| New World | Voucher reimbursement | \$990.00 |
| Cottage Lane | Voucher reimbursement | \$120.00 |
| Forgotten 43 | Voucher reimbursement | \$250.00 |

Christmas

| | | |
|---------------------|-------------------------|----------|
| Forgotten 43 | 6 x beer giveaway | \$27.85 |
| TMS | Traffic Management Plan | \$345.00 |
| The Family Butchery | Ham | \$63.77 |

Total to pay: \$3446.92

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

SCHELIIN/MCKAY
Carried

The secretary made the following notes:

- Additional invoices from Abstract Signs. Findlay's Florist and The Family Butchery were approved for payment. Invoices will be included in the February agenda.
- Approved Christmas activity has been approved for payment as invoices come in.
- A \$50 petty cash allocation was discussed for ad hoc purchases that come up throughout the month.
- Craig and Min to sign for petty cash.

THAT a \$50 petty cash allotment is approved.

SCHELIIN/MCKAY
Carried

4. **SECRETARY'S REPORT**

Secretary's Report attached

THAT the secretary's report be received

SCHELIIN/MCKAY
Carried

5. **GENERAL BUSINESS**

5.1 **BA5's** – will re commence in February 2022

The secretary made the following notes:

- February would be a great month for a Tradie Breakfast. Look into venue options.
- Source a quote for promotional items including a teardrop flag, a pull up banner and pens.
- Approved to change Facebook from Heart of Taranaki to Stratford Business Association.
- Approach businesses for the BA5 calendar.

5.2 **Membership**

| | New | YTD 2020/ 2021 |
|----------------|------------|-----------------------|
| Members | | 148 |

5.3 **Americarna 2022**

Update attached.

The secretary made the following notes:

- The consideration of the benefit to businesses and members if Americarna was to be taken away from the main street.
- Additional options were discussed to propose to the Americarna committee including, highlighting benefits to the business community and aligning to SBA visions and purposes;
 - Option 1: A carnival at A&P showgrounds, provisional on availability.

- Option 2: A drive through. Look at options to have a member only area to watch.

THAT a proposal is written to TET regarding alternative events for Americarna 2022, if confirmed to go ahead.

WHITTINGTON/SCHELIIN
Carried

5.4 **Committee meetings 2022**
Location.

The secretary made the following notes:

- Look into different options through our members.
- December payments to be sent out in January for approval via email.

5.5 **Committee Meeting**

The next committee Meeting will be held on Monday 14 February 2022.

The meeting concluded at 6:41

Matthew Dimock
CHAIRPERSON