

---

**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT  
THE STRATFORD COMMUNITY HOUSE, ON MONDAY 12 DECEMBER AT 5.30PM.**

---

**PRESENT**

Matthew Dimock, Caleb Robinson, Sharon Mackie-Langton, Richard Williams, Matthew McDonald, Stan Chesswas, Amy Kingston (Secretary).

**APOLOGIES**

Steve Roberts

**ANNOUNCEMENTS**

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 14 November 2022.

THAT the minutes of the Stratford Business Association meeting held on Monday 14 November be confirmed.

DIMOCK/ROBINSON  
Carried

2. **CORRESPONDENCE**

**Inward:**

2022 Mayoral Reception Invitation  
Secretary Purchase approval

THAT the correspondence be accepted and received.

DIMOCK/MACKIE-LANGTON  
Carried

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 30 November 2022 - **\$ 81,305.10**  
Visa balance as of 28 November 2022 - **\$487.32**

3.2 **Financial report**

The Xero reports for November are attached.

### 3.3 **Paid:**

#### **General Expenses**

CMK	Xero subscription for Sep	\$75.90
NZME	Advertising	\$1334.00
Stratford Community House	Venue Hire – Sep	\$28.75
Freeparking	Website domain renewal	\$57.44
HTL	Insurance renewal	\$846.43
CMK	Xero subscription for Oct	\$75.90
Stratford Community House	Venue Hire – Oct	\$28.75
Technology SOS	Website	\$414.00

#### **Workshops/Training/BA5**

SDC	Venue Hire	\$84.00
Baking Co.	Catering	\$150.00
Hey Sweet Thing	Catering	\$52.00
Idyllic	Workshop 19 Sep	\$2,875.00
Idyllic	Workshop 3 oct	\$2,875.00
Idyllic	Workshop 17 Oct	\$2,875.00
Hey Sweet Thing	Catering	\$40.00
Stratford District Council	Venue hire	\$168.00

#### **Voucher reimbursements**

Willo	Voucher reimbursement	\$100.00
Stratford New World	Voucher reimbursement	\$500.00
Five Star Liquor	Voucher reimbursement	\$310.00
Five Star Liquor	Voucher reimbursement	\$260.00
Stratford ITM	Voucher reimbursement	\$280.00
Dimocks 100%	Voucher reimbursement	\$50.00
Forgotten 43	Voucher reimbursement	\$50.00
Forgotten 43	Voucher reimbursement	\$20.00

#### **Christmas Parade**

Little Rocket	Design collateral	\$690.00
Abstract Signs	Signage	\$655.50
MediaWorks	Radio	\$723.64

**Total paid: \$15,561.87**

### 3.4 To be paid:

#### General Expenses

Taranaki Chamber of Commerce	Membership renewal	\$ 270.25
Stratford Mountain House	Women in Business (Aug)	\$339.50
Abstract Signs	Voucher order	\$687.70
Abstract Signs	Voucher order	\$207.00
CMK	Xero subscription for Nov	\$75.90
CMK	Preparation of annual accounts	\$920.00
NZME	Advertising	\$3616.75
Stratford Community House	Venue Hire – Nov	\$28.75
Technology SOS	Website	\$414.00

#### Workshops/Training/BA5

September BA5	Stratford District Council	\$300.00
November BA5	GMC Chiropractor	\$300.00

#### Voucher reimbursements

Stratford New World	Voucher reimbursement	\$210.00
Stratford New World	Voucher reimbursement	\$180.00
Five Star Liquor	Voucher reimbursement	\$200.00
Stratford ITM	Voucher reimbursement	\$150.00
DIMOCKS 100%	Voucher reimbursement	\$150.00
Stratford Pharmacy	Voucher reimbursement	\$200.00
Magnum Sports	Voucher reimbursement	\$220.00
Stratford Mountain House	Voucher reimbursement	\$20.00
Caltex Stratford	Voucher reimbursement	\$620.00
Stratford Paper Plus	Voucher reimbursement	\$140.00
Jichelle Health & Beau	Voucher reimbursement	\$70.00
Masters Ltd.	Voucher reimbursement	\$20.00

#### Christmas Parade

Ashleigh Downing	Hula Hoop performance	\$125.00
MediaWorks	Radio	\$2,688.11
Unity Wara	Entertainment	\$300.00
Frontline Ambulance	First Aid	\$690.00
Little Rocket	Design	\$86.25
Stratford District Council	Traffic Management	\$8,257.00
Amy Taunt	Photography	\$150.00
TLL events	Stage & sound	\$1,827.35

**Total to pay: \$22,433.86**

THAT the financial report is received and the payments approved.

MCDONALD/WILLIAMS  
Carried

The secretary made the following notes:

- Stratford Pharmacy had misplaced a \$50 voucher (only \$150 came in). For now, we will pay the \$150 but if the other \$50 voucher turns up, we will reimburse.
- Confirm Americarna quote for the Traffic Management Plan.
- Abstract Signs has added two invoices for payment that have been approved and added to minutes.
- There are more Christmas invoices to come that have not been added here – the secretary has approval to pay these as they come in, as per approved budget.

4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

DIMOCK/CHESSWAS  
Carried

The secretary made the following notes:

- The February committee meeting will be changed to Tuesday 7 February at Stadium Bar & Bistro.
- The committee discussed and approved \$100 worth of SBA vouchers as a koha for Gavin for supporting SBA with the sleigh at the Christmas Parade.

5. **GENERAL BUSINESS**

5.1 **BA5's**  
Complete for 2022

5.2 **Membership**

	<b>New</b>	<b>YTD 2021/ 2022</b>
<b>Members</b>		140

5.3 **Americarna 2023**  
To discuss the 2023 event.

The secretary made the following notes:

- The committee discussed ideas for Americarna 2023 including: Shane Jordan (wood chopping show), entertainment, Brewery tours, a Taranaki based market, Theatre tours, MCs (Ken & Anna?), Food trucks (possibly stationed in carpark next to Cottage Lane).

#### 5.4 **The Consumer Guarantees Act** Matthew Dimock to speak to this.

The secretary made the following notes:

- Possible workshop topic for 2023.
- Committee members Richard Williams said he would put together something tangible to send out to members.

#### 5.5 **The Incorporated Societies Act 2022**

Every incorporated society must re-register under the new Act and has 2½ years (between 5 October 2023 to 5 April 2026) to complete this process. An incorporated society will continue to be subject to the old Act until it re-registers as an incorporated society under the new Act.

There are a few key changes to be aware of including but not limited to; consent to membership, financial reporting, defining officer roles and duties. Locally, The Wheelhouse is carrying out short workshops between now and then to better understand the new act and what is required.

#### 5.6 **Committee Meeting**

The next committee Meeting will be held on Tuesday 7 February 2023.

*The meeting concluded at 6:27pm*

Matthew Dimock  
**CHAIRPERSON**