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**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET SPORTS MULITI CENTRE, FENTON STREET, STRATFORD ON MONDAY 13 DECEMBER AT 5.30PM.**

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**PRESENT**

Matthew Dimock, Sharon Mackie-Langton, John Whittington, Caleb Robinson, Tracey Scheliin, Craig Burrows, Eddie Shearer, Chade Julie (Stratford District Council, and Amy Kingston (secretary).

**APOLOGIES**

Min Mckay.

1. **CONFIRMATION OF MINUTES**

1.1 **Ordinary Meeting – Monday 13 December 2021**

Stratford Business Association Meeting – Monday 13 December 2021

THAT the minutes of the Stratford Business Association meeting held on Monday 13 December 2021 are accepted.

/ Carried

2. **CORRESPONDENCE**

**Inward:**

MSD	Welfare overhaul stakeholder feedback
Mediaworks	The Rock Tradies Breakfast prop
CMK	IRD Authorities
IRD	Notice of Refund
Chade Julie	Stratford Community Strategies and Plans
BERL	Strategy Engagement
Port Taranaki	Guest speaker
NZME	Media contract 2022

**Outward:**

AmeriCARna committee	Event proposal 2021
Secretary	December invoices for approval
Secretary	CMK invoice for approval
Secretary	Update and questions

THAT the correspondence be accepted and received.

/ Carried

The secretary made the following notes:

### 3. FINANCIAL REPORT

#### 3.1 **Current**

Account balance as of 31 January 2022 - **\$52,602.91** - statement attached.

Visa balance as of 28 January 2022 - **\$20.71** - statement attached.

#### 3.2 **Financial report**

The Xero reports for December/January are attached.

#### 3.3 **Paid:**

##### **General Expenses**

CMK	Xero subscription for Nov	\$71.30
CMK	Xero subscription for Dec	\$71.30
CMK	Accounting	\$862.50
NZME	Advertising (Nov)	\$759.00
NZME	Advertising (Dec)	\$3059.00
Merco	POLi	\$0.58
Abstract Signs	Voucher printing	\$310.50
Abstract Signs	Voucher printing	\$310.50
SDC	Venue hire (workshop)	\$56.00
SDC	Venue hire (Americarna meeting)	\$20.00
Mediaworks	Advertising	\$2309.13

##### **Voucher reimbursements**

Willo	Voucher reimbursement	\$60.00
Five Star	Voucher reimbursement	\$400.00
Five Star	Voucher reimbursement	\$1490.00
Masters Ltd.	Voucher reimbursement	\$70.00
Masters Ltd.	Voucher reimbursement	\$1410.00
Malones	Voucher reimbursement	\$120.00
Malones	Voucher reimbursement	\$250.00
Caltex	Voucher reimbursement	\$170.00
Caltex	Voucher reimbursement	\$2010.00
New World	Voucher reimbursement	\$990.00
New Word	Voucher reimbursement	\$2090.00
Cottage Lane	Voucher reimbursement	\$120.00
Cottage Lane	Voucher reimbursement	\$20.00
Cottage Lane	Voucher reimbursement	\$90.00
Forgotten 43	Voucher reimbursement	\$250.00
Forgotten 43	Voucher reimbursement	\$50.00
Thyme Out	Voucher reimbursement	\$100.00
Anna's Flowers	Voucher reimbursement	\$300.00
Stratford ITM	Voucher reimbursement	\$200.00
Stratford knit & sew	Voucher reimbursement	\$50.00
Stratford Pharm	Voucher reimbursement	\$300.00

Magnum Sports	Voucher reimbursement	\$440.00
Magum Sports	Voucher reimbursement	\$500.00
Dimocks	Voucher reimbursement	\$50.00
Central Tyres	Voucher reimbursement	\$100.00
Paper Plus	Voucher reimbursement	\$570.00
Egmont Repairs	Voucher reimbursement	\$100.00
Jichelle Health	Voucher reimbursement	\$90.00
The Family Butchery	Voucher reimbursement	\$400.00
The Family Butchery	Voucher reimbursement	\$100.00
The Family Butchery	Voucher reimbursement	\$50.00
The Family Butchery	Voucher reimbursement	\$100.00
A love of cakes	Voucher reimbursement	\$50.00
Outdoor Power & Hire	Voucher reimbursement	\$50.00

### **Christmas**

Forgotten 43	6 x beer giveaway	\$27.85
TMS	Traffic Management Plan	\$345.00
The Family Butchery	Ham	\$63.77
SDC	Pool vouchers	\$201.60
SDC	New World vouchers	\$200.00
SDC	Biscuits (workshop)	\$9.77
Five Star	Wine	\$51.50
Pioneer Village	Vouchers	\$360.00
TET Kings Theatre	Vouchers	\$540.00
TET Kings Theatre	2 x Christmas screenings	\$462.30
B Walsh	Win money back	\$77.97
L Austin	Win money back	\$34.99
Cameron	Win money back	\$107.95
R Watson	Win money back	\$34.30
R Tume	Win money back	\$150.00
Verdigris	Workshop	\$140.00
Findlay's Flowers	Workshop	\$550.00
Platinum Lodge	Voucher	\$160.00

**Total paid: \$24,486.81**

### 3.4 **To be paid:**

#### **General Expenses**

CMK	Xero subscription for Jan	\$71.30
CMK	GST filing	\$115.00
NZME	Advertising	\$569.25
Merco	POLi	\$0.58

TMS	Draft TMP (Americarna 2022)	\$287.50
Chamber	Annual membership	\$270.25
Abstract Signs	Voucher printing	\$310.50

**Voucher reimbursements**

Ink Pot	Voucher reimbursement	\$300.00
Colonel Malones	Voucher reimbursement	\$50.00
Malones	Voucher reimbursement	\$100.00
New World	Voucher reimbursement	\$2010.00
Five Star	Voucher reimbursement	\$500.00
Forgotten 43	Voucher reimbursement	\$50.00
Mackays Pharm	Voucher reimbursement	\$600.00
Sinclair Elec	Voucher reimbursement	\$50.00
Master Ltd.	Voucher reimbursement	\$790.00
Caltex	Voucher reimbursement	\$740.00

**Christmas**

Anna's Flowers	Giveaway	\$114.00
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**Total to pay: \$6,928.38**

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

/  
Carried

5. **GENERAL BUSINESS**

5.1 **BA5's** – will re commence in March

*Pencilled in*

March 16 - Abstract Signs

April 20 - Te Popo Gardens

*The Family Butchery and Forgotten 43 have also expressed interest at a later Date.*

5.2 **Membership**

	<b>New</b>	<b>YTD 2020/ 2021</b>
<b>Members</b>	1	148

*Primo*

5.3 **Strategic meeting**

- Progressing with Strategic plan

- Set a date for next meeting

5.4 **Media Contracts 2022**

To discuss.

5.5 **Stratford District Council MOU**

Council workshop discussion – set for Tuesday 22 February 2022.

5.6 **Committee Meeting**

The next committee Meeting will be held on Monday 7 March 2022.

*The meeting concluded at 6:41*

Matthew Dimock

**CHAIRPERSON**