
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE STRATFORD COMMUNITY HOUSE, ON MONDAY 13 JUNE AT 5.30PM.

PRESENT

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

APOLOGIES

Min McKay.

ABSENT

Tracey Scheliin.

ANNOUNCEMENTS

ATTENDANCE SCHEDULE 2022

Date	7 Mar	11 Apr	23 May
Matthew Dimock	√	√	√
Min McKay	√	A	√
Craig Burrows	√	√	√
Caleb Robinson	√	√	√
Sharon Mackie-Langton	√	√	√
John Whittington	√	A	√
Tracey Scheliin	√	A	A

Key

√ Present
A Apology
AB Absent

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 23 May 2022.

THAT the minutes of the Stratford Business Association meeting held on Monday 23 May be confirmed.

DIMOCK/ROBINSON
Carried

2. **CORRESPONDENCE**

Inward:

Velocite	Workshop opportunity
NZME	Winter promotion
Natacha Dunn	PowerUp Finals Night VIP invitation
Americarna	2023 event dates

Outward:

Secretary	Community Development manager	SDC/SBA Mou
Secretary	Community Development manager	SBA shed
Min Mckay	Fi Perez	
Min Mckay	Workshop opportunity x 2	

THAT the correspondence be accepted and received.

DIMOCK/WHITTINGTON
Carried

The secretary made the following notes:

- The secretary is to confirm and book in the Velocite workshop for July and Implement for August.
- The committee would like to go ahead with the NZME winter shop local promotion and are happy to contribute the \$400 worth of SBA vouchers. Check with NZME that the SBA logo will be on advertising as indicated.
- The committee are happy to support Americarna in Stratford on Friday 24 February 2023, conditional on funding approval.

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 31 May 2022 - **\$43,839.94**

Visa balance as of 28 May 2022 - **\$226.48**

3.2 **Financial report**

The Xero reports for May are attached.

3.3 **Paid:**

General Expenses

CMK	Xero subscription for April	\$71.30
NZME	Advertising	\$874.00
Stratford Community House	Venue Hire - 11 April	\$28.75
Abstract Signs	Signage and May BA5	\$1,128.00

Voucher reimbursements

Fieldtorque	Voucher reimbursement	\$150.00
Stratford Knit & Sew	Voucher reimbursement	\$20.00
Stratford New World	Voucher reimbursement	\$400.00
Stratford Pharmacy	Voucher reimbursement	\$30.00
Masters Ltd.	Voucher reimbursement	\$790.00
Cottage Lane	Voucher reimbursement	\$50.00
Five Star Liquor	Voucher reimbursement	\$250.00

Total paid: \$3,792.05

3.4 **To be paid:**

General Expenses

CMK	Xero subscription for May	\$71.30
NZME	Advertising	\$874.00
Stratford Community House	Venue Hire - 23 May	\$28.75

Voucher reimbursements

Dimocks 100%	Voucher reimbursement	\$50.00
Stratford ITM	Voucher reimbursement	\$20.00
Masters Ltd.	Voucher reimbursement	\$50.00
Stratford New World	Voucher reimbursement	\$170.00
Cottage Lane	Voucher reimbursement	\$50.00
Magnum Sports	Voucher reimbursement	\$300.00
Stratford Paper Plus	Voucher reimbursement	\$300.00
Five Star Liquor	Voucher reimbursement	\$300.00
Stratford Pharmacy	Voucher reimbursement	\$100.00

Total to pay: \$1,340.00

THAT the financial report is received and the payments approved.

DIMOCK/WHITTINGTON
Carried

4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

MACKIE-LANGTON /ROBINSON
Carried

The secretary made the following notes:

- The committee liked the change in layout for their column in the Stratford Press.
- In discussing the newspaper, the committee discussed how the Press is not currently being delivered within the Stratford township. The committee is concerned for members and the local business community whom spend a lot of money advertising and are perhaps not getting the value for it. The secretary is to draft a letter to send to the Stratford Press to ask what they are doing to address this.

5. **GENERAL BUSINESS**

5.1 **BA5's**
June – Percy Thomson Gallery

5.2 **Membership**

	New	YTD 2021/ 2022
Members		140

5.3 **Activity**

- Discuss correspondence and timetable for workshops.
- Scratch and Win.
- Women in Business guest speakers:
 - o Sorcha and Elle: \$600 - \$1000 budget. Topic includes work life balance – juggling family, work, health and wellbeing.

The secretary made the following notes:

- Workshops were discussed in correspondence; the secretary is to also book in Likuid Media in the next few months.
- The committee would like to further discuss the scratch and win concept as there are many logistical factors that will need to be considered. In the meantime, the secretary will ask TGM if each scratchy can have a different number printed on it.
- The committee will start to look into alternative ways that they could perhaps deliver their member voucher scheme as to if there is a better way that this could be done.

- The committee briefly discussed the guest speakers for the next Women in Business event. The committee discussed having a limit on the budget for guest speakers and will discuss in more detail at the next committee meeting where the deputy chair can speak to the next event.

5.4 **2022 TET application**

Finalise and approve.

The secretary made the following notes:

- The committee would like to go ahead with the 2022/23 TET grant application.

THAT the draft 2022/23 TET grant application is approved and to be sent to the TET Trust.

DIMOCK /WHITTINGTON
Carried

The secretary made the following notes:

- Other general business was discussed.
- The SBA chairperson is to ask Kelley Van Pelt about her availability to take on contracting work to SBA to deliver some of the work that is to be completed on the Heart of Taranaki website including but not limited to: removing business listings from the website where they are no longer active members as well as update the SBA logo to our refreshed design.
- Kelley will be invited to the July committee meeting where there will be an opportunity to revise the website and make any suggestions on what needs to be changed and or updated. This will also be an opportunity for the committee to give Kelley direction on work and her role.
- The committee discussed events (Americarna and the Christmas Parade) and what areas in the budget could be reduced i.e. advertising. Instead of creating a new design each year we could use the same template and simply update the date.

5.5 **Committee Meeting**

The next committee Meeting will be held on Monday 11 July 2022.

The meeting concluded at 7:25pm

Matthew Dimock
CHAIRPERSON