
**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING VIA ZOOM
ON MONDAY 7 MARCH AT 5.30PM.**

PRESENT

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

APOLOGIES

No apologies.

ATTENDANCE SCHEDULE 2022

Date	14 Feb
Matthew Dimock	√
Min McKay	A
Craig Burrows	A
Caleb Robinson	√
Sharon Mackie-Langton	√
John Whittington	√
Tracey Scheliin	A

Key

√ Present
A Apology
AB Absent

1. CONFIRMATION OF MINUTES

- 1.1 Stratford Business Association Meeting – Monday 14 February 2022.
The minutes are attached.

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

ROBINSON/WHITTINGTON
Carried

2. CORRESPONDENCE

Inward:

Marcia Millard

Workplan – *this has been forwarded to committee and is now in google drive as a working document*

Outward:

Secretary

Stratford District Council

NZME

MediaWorks

Port Taranaki

Financials for approval

Workshop postponement

Update of Media contract

Update of Media contract

Follow up

THAT the correspondence be accepted and received.

MCKAY/BURROWS

Carried

3. FINANCIAL REPORT

3.1 **Current**

Account balance as of 31 February 2022 - statement to come.

Visa balance as of 28 February 2022 - statement to come.

3.2 **Financial report**

The Xero reports for February are attached.

3.3 **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
Paper Plus	Voucher reimbursement	\$560.00

Christmas

Anna's Flowers	Giveaway	\$114.00
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Total paid: \$7,488.38

3.4 To be paid:

General Expenses

CMK	Xero subscription for Feb	\$71.30
TGM	Annual website hosting	\$207.00
NZME	Advertising	\$759.00
SCH	Room hire	\$115.00

Voucher reimbursements

Stratford Pharmacy	Voucher reimbursement	\$470.00
Five Star	Voucher reimbursement	\$150.00
Colonel Malones	Voucher reimbursement	\$100.00
Cottage Lane	Voucher reimbursement	\$50.00

Total to pay: \$1,922.30

THAT the financial report is received and the payments approved.

ROBINSON/WHITTINGTON
Carried

4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

MCKAY/ ROBINSON
Carried

THAT membership renewal invoices that remain unpaid up to four months after invoice date will be removed from the membership list.

MCKAY/SCHELIIN
Carried

The secretary made the following notes:

- Reminder invoices are to be sent monthly.

5. **GENERAL BUSINESS**

The secretary made the following notes:

- Due to the cancellation of major events in Taranaki and specifically the TSB Festival of Lights and WOMAD, TSB are working on a campaign called TSB Shop Local to support local businesses by reinvesting sponsorship funds. This will be driven through their debit Mastercard customers, encouraging them to support local businesses.

The idea is that you spend \$10 and get \$5 back up to \$50. It will be targeted at retail and hospitality businesses and is for TSB customers.

TSB has asked if this is something the Stratford Business Association would like to support ad share through our channels.

The committee all agreed this is something they would like to get behind and would like further information once available.

5.1 **BA5's**

The secretary made the following notes:

- Let's give it a couple of months and hopefully BA5 events will kick off again.
- Follow up with Stratford Mountain House if they would like to continue to give away their \$50 vouchers each month. Can we still give these away when not running a BA5?

5.2 Membership

	New	YTD 2020/ 2021
Members		131

Members have been removed from the active list that have not paid their membership *or* have not responded to any follow up.

The secretary made the following notes:

- Provide a monthly update to committee covering any members that have left.

5.3 Stratford Business Association storage shed

To discuss best use of the asset: donate, sell, or keep.

The secretary made the following notes:

- The secretary is to draft a formal letter to council asking if they would like to utilise the shed within their town centre plan.
- If/when the committee need to relocate the shed it will be repurposed for Stratford Business Association storage with an option of storing in the Dairymaster yard.

5.4 Media Contracts 2022

To confirm updated contracts.

The secretary made the following notes:

- The committee are happy with the updated media contracts from both MediaWorks and NZME.

THAT the 2022 MediaWorks and NZME contracts are to be signed and commenced.

MCKAY/ROBINSON
Carried

5.5 Stratford District Council MOU

Finalise work plan and set a new date with council to progress with workshop.

The secretary made the following notes:

- The committee are going to make any additions needed throughout this week and will meet again on Tuesday 15 March at 5:30pm via zoom to confirm and finalise.

5.6 **Promotional activity**
Signage.

The secretary made the following notes:

- The committee are looking to erect a sign for promotional purposes both for joining as well as for promoting the vouchers.
- They have been given the ok from council to erect on the hoarding.

THAT Abstract Signs will design a draft concept and quote for a promotional sign for the Stratford Business Association.

MCKAY/ WHITTINGTON
Carried

5.7 **Workshops**
Progressing with workplan and activity.

The secretary made the following notes:

- Once the Workplan has been completed the committee will progress with a 2022 TET grant application and will then look to progress with their annual plan activities.

5.8 **Committee Meeting**
The next committee Meeting will be held on Monday 11 April 2022.

The meeting concluded at 6:23

Matthew Dimock
CHAIRPERSON