
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET STADIUM BAR & BISTRO, ON MONDAY 8 MAY AT 5.30PM.

PRESENT

Matthew Dimock, Caleb Robinson, Matthew McDonald, Sharon Mackie-Langton, Richard Williams, Steve Roberts, and Amy Kingston (Secretary)

APOLOGIES

Stan Chesswas.

ANNOUNCEMENTS

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 17 April 2023. The minutes are attached.

RECOMMENDED

THAT the minutes of the Stratford Business Association meeting held on Monday 17 April be confirmed.

ROBINSON /DIMOCK
Carried

2. **CORRESPONDENCE**

Inward:

Taranaki Electricity Trust	Remittance
Taranaki Electricity Trust	Declaration Form
Taranaki Chamber of Commerce	AGM
Marketing Proposal	Phoenix Design

Outward:

Secretary	Marketing Proposal rejection – Idyllic
Secretary	Marketing Proposal rejection - Design Garage
Secretary	Marketing Proposal acceptance – Favour the Brave
Secretary	MoreFM – Spend up in Stratford

THAT the correspondence be accepted and received.

MACKIE-LANGTON/ ROBINSON
Carried

The secretary made the following notes:

- The committee is happy to proceed with the MoreFM spend up in Stratford prop.
- The committee will contribute \$2000 worth of SBA vouchers as the major prize.

- All businesses that sign up will be able to contribute a prize if they choose to for the promotion. There is no expectation. Businesses that do offer prizes will be highlighted within the promotion.

THAT Stratford Business Association will run the MoreFM spend up in Stratford promotion with the addition of \$2000 as the major prize.

MACKIE-LANGTON/ ROBERTS
Carried

3. FINANCIAL REPORT

3.1 **Current**

Account balance as of 30 Apr 2023 - **\$73,533.01**

Visa balance as of 28 Apr 2023 - *Statement to come*

3.2 **Financial report**

The Xero reports for April are attached.

3.3 **Paid:**

General Expenses

CMK	Xero fee for Mar	\$75.90
NZME	Advertising	\$1633.00
Remedy	March BA5	\$162.59

Workshops

Stadium Bar & Bistro	Venue/catering 30 Mar	\$206.50
Safe Business Solutions	Facilitator 30 Mar	\$632.50
Likuid Media	Facilitator 13 Apr	\$575.00

Voucher Reimbursements

Five Star Liquor	Voucher reimbursement	\$260.00
Stratford New World	Voucher reimbursement	\$280.00
Dimocks	Voucher reimbursement	\$50.00

Americarna

TLL Events	Sound and stages	\$4436.70
Westend Hire	Portaloo and other	\$855.60
SDC	Best for Less (window comp)	\$107.00
SDC	Rubbish bins and collection	\$111.02
SDC	Removal of Flags and bunting	\$505.70
SDC	Venue hire	\$80.00

Christmas		
SDC	Police Vetting (Santa's Cave)	\$68.43

Total paid: \$10,039.94

3.4 To be paid:

General Expenses

CMK	Xero fee for Apr	\$75.90
SDC	Easter items for gift basket	\$113.10
The Promo Room	Marketing material	\$2565.15
April BA5	Stratford Catering Company	\$300.00
SDC	Prospero Market (repayment)	\$20.00

Voucher Reimbursements

Masters Ltd.	Voucher reimbursement	\$560.00
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Americarna

Toko Lions	Parking	\$600.00
SDC	Installation of flags/bunting	\$866.92

Total to pay: \$5,081.07

THAT the financial report is received and the payments approved.

ROBINSON /DIMOCK
Carried

4. REPORTS

4.1 Secretary's Report attached.

THAT the secretary's report be received.

ROBINSON /WILLIAMS
Carried

The secretary made the following notes:

- The committee is happy to facilitate bringing the Frist Aid Essentials Red Cross course to Stratford. SBA will cover the cost of the venue and catering and participants will cover the course cost.
- We may look to facilitate bringing a First Aid course to Stratford on an annual basis.

5. GENERAL BUSINESS

5.1 BA5's

Wednesday 17 May – Stratford Park

Wednesday 21 June – Govett Quilliam (Stratford)

5.2 Membership

	New	YTD 2021/ 2022
Members		144

5.3 The role of a Stratford Business Association committee member

To discuss as a group

The secretary made the following notes:

- Richard Williams led this discussion.
- The conversation was aiming to clarify the role and purpose of SBA as an association and subsequently its committee.
- Having a succinct and consistent answer if a committee member was asked “Why should I join the SBA” or “What does the SBA do for its members”.
- The committee will go through the vision, purposes and workplan work that has been completed this far at the June committee meeting. Caleb Robinson is happy to lead this discussion.
- All key documents can be found in the shared google drive folder ‘operational’ that all committee members have access to.
- An induction process will be looked at when onboarding a new committee member which will include but is not limited to going through the key documents in the first committee meeting post AGM.

5.4 Romeo Awards 2024

Ongoing discussion

<i>Complete</i>	<i>To do</i>
Date booked: Saturday 10 August 2024	Update quotes and budget

The secretary made the following notes:

- A separate meeting has been booked in to look at the overall event budget for 2023.

5.5 **Safety at the workplace**

The secretary made the following notes:

- Matthew McDonald led a discussion around safety in the workplace. With the recent break ins that have occurred in New Plymouth it seems timely to explore this as a possible workshop topic.
- Covering three layers: security (online and tangible) as well as staff safety and conflict resolution.

5.6 **Broadway Sound System**

- Add to the next month's agenda

5.7 **Committee Meeting**

The next committee Meeting will be held on Monday 12 June 2023.

The meeting concluded at 6:46

Matthew Dimock
CHAIRPERSON