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**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET STADIUM BAR & BISTRO, ON MONDAY 18 NOVEMBER AT 5.30PM.**

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**PRESENT**

Chair: Matthew Dimock. Committee: Glenn Adams, Maureen Tunnicliff, Trevor Tunnicliff, Amy Spencer, Arnold Cox, Matthew McDonald, Peter Hogan, Mike Radich and Lynne Mackenzie Brown (minute taker).

**IN ATTENDANCE**

Saba Afzal (Stratford District Council).

**APOLOGIES**

Allen Jufferman

MacDonald/Radich  
Carried

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 21 October. The minutes are attached.

**RECOMMENDATION**

THAT the minutes of the Stratford Business Association meeting held on Monday 21 October be confirmed.

M Tunnicliff/Adams  
Carried

2. **CORRESPONDENCE**

**Inward:**

HTL – Current COC (Certificate of Compliance) 24/25  
Mitre10 – Offer of 2 prizes for Christmas Parade  
Dude Where’s My Guitar – Quote for AmeriCARna  
Incorporation Documents

**Outward:**

**RECOMMENDATION**

THAT the correspondence be accepted and received

Hogan/T Tunnicliff  
Carried

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 31 Oct 2024 - ***\$67,435.85***

3.2 **Financial report**

The Xero Profit & Loss for October is attached..

3.3 **Paid:**

**General Expenses**

GoFood (Credit Card)	Lollies for Christmas Parade	\$377.86
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**Voucher reimbursements**

Sinclair Electrical	Voucher Reimbursement	\$100.00
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**Total paid \$ 477.86**

3.4 **To pay:**

**General Expenses**

SDC	Centennial Rest Room Hire	\$112
Google	Google Drive	\$26.22
Lowkeel	Christmas Parade Collateral	\$1121.25
Abstract Signs	Voucher Run and Christmas Coreflute	\$1409.90

**Voucher Reimbursement**

Shakee Pear	Voucher Reimbursement	\$10.00
Creative Printz	Voucher Reimbursement	\$150

**Workshops/Meetings**

BA5	TET Stadium	\$824.00
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**Total to pay: \$3653.37**

**RECOMMENDATION**

THAT the financial report is received, with the 2 amendments added today and the payments approved.

Please pass a MOTION to

1. Remove Amy Patricia Margaret Kingston as an Officer and Signatory from the TSB accounts and
2. Add Lynne Mackenzie-Brown as an Officer and Signatory to the TSB accounts and
3. Issue Lynne Mackenzie Brown an SBA Credit Card and remove Amy Patricia Margaret Kingston as a card holder

Adams/MacDonald  
Carried

4. **REPORTS**

- 4.1 Secretary's Report attached.

**RECOMMENDATION**

THAT the secretary's report be received.

Hogan/Adams  
Carried

## 5. GENERAL BUSINESS

The secretary made the following notes:

### **5.1 TET APPLICATION**

The committee went over the application, finalised the details and agreed to send with a covering letter to be written by Matt D and Glenn.

Dimmock/Adams  
Carried

## **MIKE HOGAN LEFT THE MEETING AT 6.20PM**

### **5.2 SHED**

The sale of the old shed was discussed. The 2 offers so far were not acceptable. It was decided to offer the sale to SBA members first, and then open up to the wider population via Marketplace.

### **5.3 PEDESTRIAN CROSSING**

There was a discussion around about the new Pedestrian Crossing, and it was decided that Matt McDonald would draft a letter to council. This will be on the agenda for the December meeting, for discussion/approval prior to sending.

- Visual look too busy and distracting with different colours and various heights
- Too many disabled parking places
- Enforcement/many people working on Broadway park all day
- Speed limit
- Trucks and trailers turning into Caltex

## **MATT MACDONALD LEFT THE MEETING AT 6.30PM**

### **5.4 SBA MEMBERS – TENDERS FOR WORK**

It was agreed that members would be given the chance to tender for work required, if they had the relevant experience/skills.

Spencer/Dimmock  
Carried

### **5.5 CMK MEETING ROOM**

Glenn offered the use of the CMK Meeting Room should the TET room not be available at any point, always available after 4pm.

### **5.6 SBA MEMBERSHIP & BENEFITS**

Discussion around what the benefits were and how we could enhance this. How we can add value. Discussion regarding approaching some businesses who have not joined, and especially new business/franchisees.

**It was decided to bring this topic to a meeting early next year.**

### **5.7 SBA MEMBERS AND ACCURACY**

Lynne to send the full membership list to committee members who will take a portion each and call everyone to check for details

### **5.8 FOOTPATHS/VERANDAS**

Discussion was has regarding the condition of footpaths and verandas. It was decided that Arnold would draft a letter to council to bring to the next meeting for discussion/approval prior to sending.

Dimmock/Adams  
Carried

## **5.9 TE MATAHINI**

Discussion regarding dissemination of this information, as despite being a very large event, some of the committee had not heard about it.

## **5.10 MEDIA**

Discussion was had around needing a new media partner with the news that the Stratford Press was to close. Some discussion was had around alternatives like the Opunake Coastal paper and the Hawera Star. Lynne to do some research regarding coverage, and this issue will be tabled for the February meeting.

## **5.11 WEBSITE**

Lynne will liaise with Favour The Brave to give feedback on the draft website and it was decided to table this for the December meeting.

## **BA5's**

The last BA5 was a Meet the Committee, which was very well attended. It was proposed to raise the budget for each BA5 to be raised from up to \$300 to up to \$500 to allow the hosts to cater the event.

Dimmock/T Tunnicliff

Carried

It was also decided to ask the new owners of Mitre10 to host a BA5 in the New Year.

## **Workshops and Lunch and Learn**

Discussions were had about some ideas for next years workshops and Lunch & Learn Sessions. First Aid was one option discussed. We need to ask our members for ideas of what they would like.

## **Christmas Parade**

Committee Volunteers

Glenn and Matt D for float duties, Matt D will also be Santa, if Arnold is unable.

Amy will arrange for Hi-Vis vests for the committee with the SBA logo.

Mike is also available and Matt McDonald is a possibility.

Lynne to arrange a check for the wireless mike/speaker system that broadcasts down Broadway.

## **Americarna**

Well on track with most of the traffic management already being in place, and entertainment booked.

## **Prospero Markets**

Some discussion regarding the Prospero Markets, and how these could be made more attractive to both vendors and the public. It was decided to table this for the February Meeting.

## **6. Next meeting**

The next meeting will be held on Monday 9 December 2024.

*The meeting concluded at 7:09pm*

Matthew Dimock

**CHAIRPERSON**

## ACTION POINTS

<b>ACTION</b>	<b>BY</b>	<b>WHEN/FOR MEETING</b>
Draft a letter to council re: pedestrian crossing/parking	Matt McDonald	December
Draft a letter to council re: footpath/veranda	Arnold Cox	December
Send member list to full committee	Lynne	This week
Member List to be divided between committee for contact	Matt Dimmock	December
Media Partner - research	Lynne	February
TET Cover Letter	Matt D/Glenn	Immediately
Send TET Application	Lynne	Wednesday, this week
Prospero Markets – some market research with vendors	Lynne	February
Banking – Lynne and Maureen’s access	Lynne	This week
Shed Sale – offer to members, then wider audience	Lynne	This week
SBA Membership and Benefits/Market Research	Lynne/Committee	March
Workshops and Lunch + Learn 2025	Lynne/Committee	February
New website – initial check for functionality / looks	Lynne	December