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**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE STRATFORD COMMUNITY HOUSE, ON TUESDAY 25 OCTOBER AT 5.30PM.**

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**PRESENT**

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

**APOLOGIES**

Steve Roberts.

**ANNOUNCEMENTS**

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 12 September 2022.

THAT the minutes of the Stratford Business Association meeting held on Monday 12 September be confirmed.

DIMOCK/ROBINSON  
Carried

2. **CORRESPONDENCE**

**Inward:**

HTL	Insurance Renewal
Freeparking	Domain Renewal

**Outward:**

SDC	Stratford Christmas Parade - Letter of road closure
Businesses	Stratford Christmas Parade - Letter drop

THAT the correspondence be accepted and received.

MACKIE-LANGTON /MCDONALD  
Carried

The secretary made the following notes:

- The secretary will renew both HTL insurance and the Heart of Taranaki website domain.

### 3. FINANCIAL REPORT

#### 3.1 **Current**

Account balance as of 30 September 2022 - **\$66,860.38**

Visa balance as of 28 September 2022 - **\$23.30**

#### 3.2 **Financial report**

The Xero reports for September are attached.

#### 3.3 **Paid:**

##### **General Expenses**

Technology SOS	Website	\$414.00
TGM	Website	\$67.85
CMK	Xero subscription for Aug	\$71.30
NZME	Advertising	\$1092.50
Stratford Community House	Venue Hire – Aug	\$28.75
The Baking Company	Morning tea	\$260.00
A Love of Cakes	Morning tea	\$140.00
Merco	POLi fees	0.58

##### **Workshops/Training/BA5**

Implement	Workshop	\$517.50
SDC	Workshop Catering (New World)	\$35.53
SDC	Venue Hire	\$70.00
TET Kings Theatre	August BA5	\$300.00
Stratford Mountain House	Women in Business Aug	\$339.50

##### **Voucher reimbursements**

Five Star Liquor	Voucher reimbursement	\$420.00
Cottage Lane	Voucher reimbursement	\$100.00
Masters Ltd.	Voucher reimbursement	\$80.00

**Total paid: \$3,937.52**

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

##### **General Expenses**

CMK	Xero subscription for Sep	\$75.90
NZME	Advertising	\$1334.00
Stratford Community House	Venue Hire – Sep	\$28.75
Freeparking	Website domain renewal	\$57.44
HTL	Insurance renewal	\$846.43

### **Workshops/Training/BA5**

SDC	Venue Hire	\$84.00
Baking Co.	Catering	\$150.00
Hey Sweet Thing	Catering	\$52.00
Idyllic	Workshop 19 Sep	\$2,875.00
Idyllic	Workshop 3 Oct	\$2,875.00
Idyllic	Workshop 17 Oct	\$2,875.00

### **Voucher reimbursements**

Willo	Voucher reimbursement	\$100.00
Stratford New World	Voucher reimbursement	\$500.00
Five Star Liquor	Voucher reimbursement	\$310.00

**Total to pay: \$12,163.52**

THAT the financial report is received and the payments approved.

MCDONALD/ROBINSON  
Carried

The secretary made the following notes:

- The Idyllic workshops were discussed; attendance numbers and feedback. Surprising that numbers weren't much higher – what can we do for future workshops to increase this?
- The Stratford Golf Club use an automated system where both emails and text messages are sent out to members to inform them of upcoming events and member engagements. Matthew McDonald will find out what the system is and will report back to committee.
- The current membership lists need to be checked that all contact details are correct to ensure communications are getting to the right people and members are not missing out. Is Kelley able to support the secretary with this.

## 4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

MCDONALD/WILLIAMS  
Carried

The secretary made the following notes:

- Report taken as read.
- Workshops were discussed both ideas for 2022, ensuring that we are targeting what members currently need and increasing participation rates and reach.

- Business after Five events were also discussed and branching out locations of interest possibly including businesses that may not be existing members. This will increase visibility and perhaps bring on new members.
- The secretary is planning for and booking everything in for the parade as long as the budget is kept to, committee members are happy with updates at meetings.
- The secretary will send an email out to schools and youth organisations with information on the parade highlighting the education category in an effort to target and increase entries.
- Looking ahead at Americarna 2023. A meeting will be held in Stratford on Thursday 17 November with some of the trust to discuss stratford specific plans particularly around parking. One or two of the committee will aim to be in attendance. The secretary will send meeting request.
- The Santa's Cave budget was discussed. The secretary asked if there were specific rules around allocation of funding. Feildtorque will be invoicing SBA itemising what has been purchased for reimbursement. Part of the budget will also be allocated to advertising.

5. **GENERAL BUSINESS**

5.1 **BA5's**

November 16 – GMC Chiropractor Stratford.

5.2 **Membership**

	<b>New</b>	<b>YTD 2021/ 2022</b>
<b>Members</b>	2	141

- Hey Sweet Thing
- GMC Chiropractic Stratford

Removed:

- Velocite

The secretary made the following notes:

- Further discussion was had around membership including the heartoftaranaki website and membership listings. Alongside reaching out to members to check membership details are up to date – website listings also need to be checked both that everyone has a website listing that should and that current ones are correct.
- The website is visually good however, useability needs some time and money spent to bring up to scratch. Kelley will be invited to the November committee meeting where the website can be looked at in more detail and Kelley can highlight where she can help. The committee will look into if this needs to be contracted out.

### 5.3 TSB Signatories

The current signatories are:

- Matthew Dimock
- Nikkita McKay

THAT Matthew Dimock is confirmed as an existing signatory and that Nikkita McKay be removed and replaced by Caleb Robison.

WILLIAMS/MCDONALD  
Carried

### 5.4 TSB Business Banking Users

The below are the current TSB Business Banking users:

- Nikkita McKay, role: to authorise payments
- Malcom Burrows, role: to authorise payments
- Amy Kingston, role: to schedule payments

THAT Amy Kingston is confirmed as an existing Business Banking User and that Nikkita McKay and Malcom Burrows be removed and replaced Caleb Robinson and Matthew McDonald.

WILLIAMS/MCDONALD  
Carried

### 5.5 Committee Meeting

The next committee Meeting will be held on Monday 14 November 2022.

*The meeting concluded at 6:56pm.*

Matthew Dimock  
**CHAIRPERSON**