
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET STADIUM BAR & BISTRO, ON MONDAY 21 OCTOBER AT 5.30PM.

PRESENT

Chair: Matthew Dimock. Committee: Allen Juffermans, Glenn Adams, Maureen Tunnicliff, Trevor Tunnicliff, Amy Spencer, Arnold Cox, Matthew McDonald, Peter Hogan, and Anna-Louise Crane (minute taker).

IN ATTENDANCE

Saba Afzal (Stratford District Council).

APOLOGIES

Mike Radich.

DIMOCK/TUNNICLIFF
Carried

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 9 September. The minutes are attached.

THAT the minutes of the Stratford Business Association meeting held on Monday 9 September be confirmed.

ADAMS/DIMOCK
Carried

2. **CORRESPONDENCE**

Inward:

Insurance Renewal Offer Documents – HTL
SDC Community Directory - The Wheelhouse Free Workshops / Celebration of International Day of the Older Person / Community Directory
SDC - Stratford Scarecrow Trail 2024 - registrations are now open!
Companies Office - Get ready to file the latest annual financial statement for your society
Media works - Americarna Quote
Media works – Christmas Quote

Outward:

Secretary - Stratford Christmas Parade 2024 - Friday 6 December - Event Notification
Stratford Business Association - Request to close roads - 2024 Christmas Parade
Secretary – Christmas and budget

ADAMS/MCDONALD
Carried

Insurance policy to be accepted, new quote noted and pleased with the cost.

DIMOCK/MCDONALD
Carried

Discussed the Eltham Christmas Parade timing and that the Stratford Parade is on the normal date and that if any was to move Eltham would have to as we had already lodged the Traffic Management Plans

3. FINANCIAL REPORT

3.1 **Current**

Account balance as of 30 Sep 2024 - ***\$66,757.91***

Visa balance as of 30 Sep 2024 – ***\$27.06***

3.2 **Financial report**

The Xero reports for Sep are attached.

3.3 **Paid:**

General Expenses

Matthew & Co Real Estate	July Ba5	\$300.00
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Voucher reimbursements

Colonel Malones	Voucher reimbursement	\$160.00
Five Star	Voucher reimbursement	\$50.00
Cottage Lane	Voucher reimbursement	\$310.00
Guthrie Bowron	Voucher reimbursement	\$50.00
New World Stratford	Voucher reimbursement	\$1000.00
Stratford Paper Plus	Voucher reimbursement	\$530.00
Abstract Signs	Voucher reimbursement	\$250.00
Caltex	Voucher reimbursement	\$580.00
Masters.	Voucher reimbursement	\$550.00
Mountain House	Voucher reimbursement	\$100.00
ITM	Voucher reimbursement	\$50.00

Workshops

Shakee Pear	Catering 10/9	\$400.00
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Total paid \$ 4,330.00

3.4 **To pay:**

General Expenses

Stadium	AGM catering	\$493.50
Stadium	Window display winners catering	\$400.00
SDC	Window display supplies	\$106.00
NZME	Stratford Press AGM	\$434.70
DIMOCKS 100%	Aug Ba5	\$300.00

Voucher reimbursements

Five star	Voucher reimbursement	\$580.00
Master	Voucher reimbursement	\$490.00
Magnum Sports	Voucher reimbursement	\$100.00

Workshops

Idyllic	Canva x 2	\$8,970.00
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Total to pay: \$11,874.20

THAT the financial report is received, and the payments approved.

DIMOCK/MCDONALD
Carried

4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

DIMOCK/ COX
Carried

5. **GENERAL BUSINESS**

The secretary made the following notes:

- 5.1 Discussion around the replacement of the Secretary role. We need to discuss this role further as a new committee and decide what we would like to do. Also need to discuss with TET whether they will fund the cost of this person. Would the Mayoral Task Force help fund/support the secretary? We should look into this if we get funding for the role to support them
- 5.2 Question about the American traffic plan being paid for by the SBA, and not the Americarna organisers. The community had a discussion around the benefits of the event, and the funding of it. Noted that we are committed to 2025's event but this is something that could be discussed in the future and consideration should be given as to whether SBA wishes to keep applying for funding to support it.
- 5.3 Website is currently out of date, and although work is underway to improve it, the actual content will need to be updated. This includes the members business details and the categories that are listed. Amy Spencer suggested that the committee split the members up between them and ring everyone to confirm that their details are correct. A conversation around this being the responsibility of the members was had and that the businesses need to go in to the website and update their own details.

- 5.4 There was further discussion around how to improve the website and that we need a person to focus on the social media and to update the details on the website.
- 5.5 One new member, Upto social media up.
- 5.6 Need to bring to the attention of our members the requirement for a licence to play music in their shops, whether radio or Spotify etc, as it was recognised that this requirement was not well known and can lead to a fine.
- 5.7 Note that we wish to have further discussion about the pedestrian crossing at the next meeting.

BA5's

The next BA5 is to be, meet the committee, as discussed.
To be held at the TET on 14/11/2024, Start time at 5.30pm.

The secretary made the following notes:

Discussed future BA5's, how do we do these better, support them better?
It was discussed whether they are changed to every 2 months and focus on quality.
Do we each help support a person each month to do a BA5, maybe the committee could take turns supporting the business owner undertaking the BA5. Each committee member could be in charge of a month of the year, and support this BA5.
Should we increase the amount of money we supply in support of BA5's, currently \$300? Perhaps this should be increase to \$500.00? It was agreed that it should be considered on a case by case basis.

Introduction to the Work Plan

The secretary made the following notes:

DIMOCK discussed the work plan introducing the new members and reminding the old members of what is planned and what can be considered in the future.

TET funds about \$100,000 over the last year. We have delivered great content with workshops etc. It is not about the BA5's, it is the workshops that are really beneficial.

Question arising from conversation: Would the council place events on the Antenno App, for instance the window competitions?

It was noted that the business awards, the Romeo's, have been placed on hold. TET will not fund these and sponsors are required to be able to deliver them. With the current difficult financial times it was decided that would pause these at present.

6. We move to lodge the filing of the new constitution in the incorporated societies register.

DIMOCK/TUNNICLIFF
Carried

7. **Next meeting**

The next meeting will be held on Monday 11 November 2024.

The meeting concluded at 7:04pm

Matthew Dimock
CHAIRPERSON