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**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE STRATFORD COMMUNITY HOUSE, ON MONDAY 12 SEPTEMBER AT 5.30PM.**

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**PRESENT**

Matthew Dimock, Sharon Mackie-Langton, Caleb Robinson, Min McKay and Amy Kingston (secretary).

**IN ATTENDANCE**

Kate Whareaitu and Chade Julie (Stratford District Council).

**APOLOGIES**

John Whittington, Craig Burrows.

**ANNOUNCEMENTS**

**ATTENDANCE SCHEDULE 2022**

<b>Date</b>	<b>23 May</b>	<b>13 June</b>	<b>18 July</b>
Matthew Dimock	√	√	√
Min McKay	√	A	√
Craig Burrows	√	√	A
Caleb Robinson	√	√	√
Sharon Mackie-Langton	√	√	√
John Whittington	√	√	√

Key

√ Present  
A Apology  
AB Absent

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 18 July 2022.

THAT the minutes of the Stratford Business Association meeting held on Monday 18 July be confirmed.

2. **STRATFORD DISTRICT COUNCIL MEMORANDUM OF UNDERSTANDING**

Stratford District Council Community Services director, Kate Whareaitu and Community Development Manager, Chade Julie were invited to the August meeting to discuss the draft MOU between the Stratford District Council (SDC) and the Stratford Business Association (SBA).

The secretary made the following notes:

- SBA will provide SDC with their draft work plan on an annual basis for review. This will allow an opportunity for feedback and to identify any areas for collaboration.
- SBA will provide quarterly council updates – written or in person.
- A name change was discussed for the secretary’s role to better reflect the nature of work that is carried out. ‘Operational Support’ was discussed and agreed on as a good fit.
- Americarna and the Christmas Parade were discussed. The committee would like to highlight that these events are delivered in partnership with SDC and would like the MOU to reflect this. Is there a possibility to share the secretary’s hours spent on these events between SBA and SDC?
- One question raised was if these events currently fit with SBA’s strategic plan?
- Christmas Parade: councils’ preference would be to support a transition of this event to another community group over a one-to-three-year period.
- Americarna: council see the economic benefit of this event and would be willing to look further into this for shared resources and support.
- The committee would like assurance that SDC will continue to support both events with staff resourcing and would like this be acknowledged within the MOU.
- Both the Christmas Parade and Americarna can be discussed annually when formulating the workplan.
- Shop local – identify in workplan. Add to if it is not already in there.
- Council identified the consideration of an annual membership target for SBA. This is always something that the committee aim to do and, in the future, this could be a KPI to look at.
- Next steps – council will update the draft to send to the committee for feedback within the next month.

### 3. CORRESPONDENCE

#### **Inward:**

Alan Jamieson	The Egmont Rod and Custom Club
Stats NZ Annual Enterprise Survey	To complete

#### **Outward:**

Stratford Press	Delivery update
SDC Roothing Manager	Closure Letter - 2022 Christmas Parade
Secretary	Christmas Parade date change

THAT the correspondence be accepted and received.

DIMOCK/MCKAY  
Carried

The secretary made the following notes:

- Secretary to respond to The Egmont Rod and Custom Club: SBA will share the event through our newsletter and social media platforms. The club is to share marketing material for this.

### 4. FINANCIAL REPORT

#### 4.1 **Current**

Account balance as of 31 August 2022 - **\$65,605.38**

Visa balance as of 28 August 2022 - **\$37.49**

#### 4.2 **Financial report**

The Xero reports for August are attached.

#### 4.3 **Paid:**

##### **General Expenses**

CMK	Xero subscription for July	\$71.30
NZME	Advertising	\$874.00
Stratford Community House	Venue Hire – July	\$28.75
Stratford Community House	July BA5	\$300.00
Technology SOS	Website	\$241.50

##### **Voucher reimbursements**

Stratford New World	Voucher reimbursement	\$870.00
Masters Ltd.	Voucher reimbursement	\$60.00
Caltex	Voucher reimbursement	\$1270.00
Cottage Lane	Voucher reimbursement	\$50.00
Stratford Knit & Sew	Voucher reimbursement	\$10.00
Stratford Paper Plus	Voucher reimbursement	\$270.00

**Total Paid: \$4045.55**

4.4 **To be 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

**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

**Voucher reimbursements**

Five Star Liquor	Voucher reimbursement	\$420.00
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**Total to pay: \$2997.43**

THAT the financial report is received and the payments approved.

MCKAY/ROBINSON  
Carried

The secretary made the following notes:

- The secretary is to follow up with Mathew & Co as they wish to remain members.
- The committee wanted clarification on the Profit and Loss report – the membership fees under trading income (5750) was not the income received in August, therefore not matching the cash summary. It was identified that the Profit & Loss report shows income invoiced for that month. The committee were happy with the clarification.
- The secretary will source quotes and options for a PR pack mail out to members.
- It was discussed that the new committee get together and take part in a door to door to promote SBA and to attract new members. To be further discussed.

#### 4. **REPORTS**

##### 4.1 Secretary's Report attached.

THAT the secretary's report be received.

MCKAY/ROBINSON  
Carried

The secretary made the following notes:

- Santa's Cave: the secretary met with Feildtorque to discuss arrangements. Next steps were clarifying what could be covered and the allocated budget.
- The allocated budget for the 2022 year is \$4000.
- Feildtorque is to invoice SBA detailing what the money was used for and SBA will pay.
- Feildtorque are happy with the vetting process – the secretary will check what ages and who in particular needs to complete this process.
- SBA is to be acknowledged in advertising.
- The committee discussed a delegation for the secretary for continuation of work and being able to make purchases aligned to the workplan without having to seek prior approval.
- A delegation of \$1000 per month was agreed on.
- The secretary can pay BA5 invoices on a monthly basis without having to wait for the next committee meeting for approval. The set cost is \$300 to host a BA5 event.
- The secretary is to get Tracey Scheliin removed from Xero.

#### 5. **GENERAL BUSINESS**

##### 5.1 **Christmas Parade**

The secretary made the following notes:

- The Stratford Christmas Parade normally falls on the first Friday of the December. This was pushed out one week to Friday 9 December due to a wedding reception booking in the WMC.
- It was realised that the Eltham Christmas Parade was also planned for Friday 9 December.
- The committee discussed a few different options and it was decided to push back the parade to the original planned date of Friday 2 December.
- To enable this to work smoothly – communication is key with the wedding party. Event organisers will not use the WMC car park for the preparation but will have floats enter on to Miranda Street where they will be ushered into lines.
- Secretary to book the Parade out as a reoccurring event on the first Friday of December in the council booking systems.

- 5.2 **BA5's**  
- 21 September: Joint MTFJ/Feildtorque

5.3 **Membership**

	<b>New</b>	<b>YTD 2021/ 2022</b>
<b>Members</b>	2	139

- Stratford RAD Car Hire
- HIRE2U NZ LTD

Removed:

- Mountain Motors 2009 – *sold business*
- Marjon Storage and Mowing - *sold business*

The secretary made the following notes:

- The giveaway proposed for a site at the A&P Show will be added to the 2023 workplan allowing for more time to prepare as well as budget allocation.

5.4 **Annual General Meeting**

The Annual General Meeting will be held on Monday 10 October 2022.

*The meeting concluded at 7:25pm*

Matthew Dimock  
**CHAIRPERSON**