
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET STADIUM BAR & BISTRO, ON MONDAY 9 SEPTEMBER AT 5.30PM.

PRESENT

Chair: Matthew Dimock. Committee: Sharon Mackie-Langton, Glenn Adams, Maureen Tunnicliff, Trevor Tunnicliff and Amy Kingston (Secretary).

IN ATTENDANCE

Saba Afzal (Stratford District Council).

APOLOGIES

Mike Radich, Matthew McDonald.

1. **CONFIRMATION OF MINUTES**

1.1 Stratford Business Association Meeting – Monday 12 August. The minutes are attached.

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

ADAMS/DIMOCK
Carried

2. **CORRESPONDENCE**

Inward:

Frontline Ambulance	Quote Christmas
Frontline Ambulance	Quote Americarna
Central Traffic Services	Draft Traffic Management Plan
SDC	Draft Victoria Park - Reserve Management Plan 2024
About Image	Advertise in the 2025 Americarna Magazine
HTL Group	Insurance Renewal
Registrar of Incorporated Societies	Registration and changes to constitution
Barbwire Fight Club	Corporate give away
Xero	We've updated our terms of use

Outward:

Secretary	Incorporated Societies Act and TET application.
Secretary	September Lunch & Learn
Secretary	Workshop outlines and costs
Secretary	Website recommendations/costs
Secretary	Public Forum dates and times
Stratford District Council	Scarecrow Trail 2024 - sponsorship opportunity

ADAMS/TUNNICLIFF, M
Carried

The secretary made the following notes:

- The committee were happy with the Frontline ambulance quotes.
- The committee were happy with the draft Traffic Management Plan.
- The committee did not want to go ahead with any advertising in the Americarna Magazine. There was discussion whether it would be worth sending to members to advertise should they wish. Amy will enquire further.
- The updated premium was not included the policy documents from HTL. Amy will check this and will confirm with committee the outcome via email. As this is a required overhead, the committee were happy with the policy as is and will await costs to approve.

3. **FINANCIAL REPORT**

3.1 **Current**

Account balance as of 31 Aug 2024 - **\$65,102.96**

Visa balance as of 28 Aug 2024 – *statement not yet received*

3.2 **Financial report**

The Xero reports for Aug are attached.

3.3 **Paid:**

General Expenses

CMK	Accounting	\$115.00
Abstract Signs	Voucher printing	\$149.04

Voucher reimbursements

Amity Motel	Voucher reimbursement	\$50.00
Cottage Lane	Voucher reimbursement	\$60.00
Cottage Lane	Voucher reimbursement	\$50.00
New World Stratford	Voucher reimbursement	\$260.00
Stratford ITM	Voucher reimbursement	\$100.00
Masters Ltd.	Voucher reimbursement	\$120.00
Environmental Products	Voucher reimbursement	\$300.00

Shop & Win

NZME	Print	\$575.00
NZME	Radio	\$1539.85
Mediaworks	Radio	\$1534.95

Americarna

SDC	Flags & Bunting Removal costs	\$552.79
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Workshops

Shakee pear	Catering 30 July	\$240.00
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Total paid \$5,796.63

3.4 **To pay:**

General Expenses

Matthew & Co Real Estate July Ba5 \$300.00

Voucher reimbursements

Colonel Malones Voucher reimbursement \$160.00

Five Star Voucher reimbursement \$50.00

Total to pay: \$510.00

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

DIMOCK/TUNNICLIFF, M
Carried

4. **REPORTS**

4.1 Secretary's Report attached.

THAT the secretary's report be received.

DIMOCK/ ADAMS
Carried

5. **GENERAL BUSINESS**

5.1 **BA5's**

Stratford Park - 17 September

October – *Meet the committee?*

The secretary made the following notes:

- Following on from discussion at the August committee meeting. The committee have confirmed a budget of *up to* \$1000 to put towards catering for the Stratford Park Ba5. This is to support the event being a community organisation and the committee does not want this to be a cost to the group. Registrations are nearly at 30 and expected to increase. The last Stratford Park Ba5 was very well attended.

THAT the September Ba5 hosted by Stratford Park has a budget of *up to* \$1000

Not officially moved or seconded but was unanimously voted on and all were in favour
Carried

- The committee like the October 'meet the committee' ba5. The location will be TET Stadium Bar & Bistro. Budget to be confirmed in October.

- The budget for the upcoming AGM will have an maximum limit of \$1000. The location is TET Stadium Bar & Bistro. This budget will include one drink per person ensuring that the tab is closed after the AGM is complete.

5.2 Membership

	Removed	New	YTD 2022/23
Members			135

5.3 2024 TET Application

To discuss

The secretary made the following notes:

- Matthew Dimock presented a draft TET application.
- Matthew confirmed that a meeting has been booked within the next few weeks with the TET Trust, he and Matthew McDonald will attend.
- More thought and time is needed to get the application to where it needs to be.
- The committee still has funding from the current application that needs to be spent.
- Grant applications under 100K need to be submitted by the 20th of any month. The SBA AGM is on the 14th of October so the TET grant application isn't likely to be able to be submitted until end of October/beginning of November to meet the 20 November cut off.
- It was raised that the chair and deputy chair will discuss the TET application at their planned meeting and if current finding can be reallocated to cover the 2024 Stratford Christmas Parade, otherwise funding will be uncertain and planning is well underway.
- A draft application will be ready for the next committee to discuss at the first committee meeting post AGM.

5.4 Incorporated Societies Act

Draft constitution to discuss.

The secretary made the following notes:

- Glenn and Matthew Dimock met and worked through the new draft constitution and made available to the committee for review.
- The committee worked through the draft constitution, clarifying key points ready for Glenn to update so a completed draft can be sent to members.
- The secretary will send the draft constitution out with the AGM notification email so members have time to review.
- The new constitution will be ready to adopt at the October AGM.

THAT the Stratford Business Association draft constitution is to be presented as agreed at the 2024 Stratford Business Association Annual General Meeting

DIMOCK/ ADAMS
Carried

Also discussed:

- Matthew Dimock received a quote for \$3500+gst from Matthew Hopkins Builders to repair the floor and cladding on the cedar shed.
- The committee agreed that rather than putting any more money into the shed that they will try to sell it as is with any removal costs on the buyer.
- The secretary will send out in an email seeking offers over \$2000. Viewing is available on request. Matthew Dimock will be the main contact.
- Matthew Dimock received an email from the Stratford Christmas committee asking if the association can share their upcoming Street Feed Festival asking businesses if they would like to decorate their shops and if any would be willing to stay open until 6:30pm on the night of the event – Saturday December 14.
- The committee are happy to share both to businesses and on their social channels to the wider community.
- The committee discussed the workshops that had been previously sent through by the secretary making the following decisions:
 - o Shopify / Squarespace website workshops – *The Creatives – a decision was made not to go ahead.*
 - o Canva – Beginner and intermediate workshops – *Idyllic – a decision was made to go ahead. If either have low registration there is the option of running one and combining attendees.*
 - o AI - Helping Business Growth with ChatGPT - *Mosaic Partners - a decision was made to go ahead if the workshop can go ahead in person.*
- The committee also made the decision to go ahead with the website recommendations from Favour the Brave as per correspondence.

5.5 **Annual General Meeting**

The Annual General Meeting will be held on Monday 14 October 2024.

The meeting concluded at 7:34pm

Matthew Dimock
CHAIRPERSON