
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET SPORTS MULITI CENTRE, FENTON STREET, STRATFORD ON MONDAY 12 JULY 2021 AT 5.30PM.

PRESENT

Committee Members: Min McKay, Tracey Scheliin, Sharon Mackie-Langton, John Whittington, Stan Chesswas, Caleb Robinson, Craig Burrows, Tracey Scheliin, Amy Kingston (secretary) and Chade Julie (Stratford District Council).

APOLOGIES

Matthew Dimock

1. **CONFIRMATION OF MINUTES**

1.1 **Ordinary Meeting – Monday 12 July 2021**

Stratford Business Association Meeting – Monday 12 July 2021

THAT the minutes of the Stratford Business Association meeting held on Monday 12 July 2021 are accepted.

MILLARD/WHITTINGTON
Carried

The secretary made the following notes:

- Update to July minutes: Tracey Scheliin was absent and Marcia Millard was present.
- The BAF invoice for the June BA5 was \$300 + gst – contributions are \$300 inclusive.
- The secretary is to re invoice BAF for the GST amount of \$45.00

THAT Gavin's resignation has been accepted.

SCHELIIN /MCKAY
Carried

2. **CORRESPONDENCE**

Inward:

TET	Payment remittance
TET	Payment Declaration
IRD	GST Return

3.4 **To be paid:**

General Expenses

CMK	Xero subscription for July	\$69.00
CMK	Accounting	\$115.00
Tūtaki	July BA5	\$300.00
Stratford Community House	May BA5	\$79.22
NZME	Advertising	\$1334.00

Romeo Awards

Little Rocket	Design	\$2990.00
NZME	Radio – Romeo Awards	\$1378.03

Total to pay \$4,968.75

THAT the financial reports are received and the payments are approved.

SCHELIIN/WHITTINGTON
Carried

The secretary made the following notes:

- The secretary is to check the digital component (campaign 11610918) of the NZME invoice to clarify what the charge is for.
- The invoice amount from Stratford Community House for the May BA5 was questioned. The secretary had clearly highlighted that Stratford Community House were able to invoice up to \$300.

4. **SECRETARY'S REPORT**

Secretary's Report attached

THAT the secretary's report be received

CHESSWAS/ROBINSON
Carried

The secretary made the following notes:

- The secretary discussed the available sponsorship of the business category for the Stratford Scarecrow Trail 2021.
- Sponsorship involves providing and presenting a prize to the category winner to the value of \$500

- The committee discussed the proposal and saw a clear alignment to their strategic objectives.
- The secretary disused the Heart of Taranaki website, the audit, and direction the committee wish to take it. The secretary is to book in a website audit with Little Rocket ASAP to get this underway.
- Committee member Marcia Millard is happy to volunteer her time temporarily to upload new business profiles on to the website until a decision has been made as to where this will sit.
- The secretary mentioned having new promotional pens purchased and printed. The secretary is to provide a quote for work.
- The secretary is to send a breakdown of the Romeo Award categories to committee members to assist with promotion of the event.
- The secretary is to create a new post on Facebook and allocate funding to it to help spread awareness and lift entry numbers.
- The secretary is to include an update of hours at each committee meeting.

THAT the Stratford Business Association will accept the \$500 sponsorship proposal as it meets strategic objectives and is an ideal opportunity to promote the Association within the business sector and hopefully lead to new members.

MILLARD /WHITTINGTON
Carried

5. GENERAL BUSINESS

5.1 BA5's

Tuesday 17 August	<i>Establishment 60</i>
Wednesday 15 September	<i>Steph Lewis, MP (location TBC)</i>

5.2 Membership

	New	YTD 2020/ 2021
Members	3	147

- Steph Lewis, MP for Whanganui
- Stratford Auto Parts
- Sportzmassage

5.3 **Stratford Business Association Romeo Awards**

An update from the subcommittee.

- Subcommittee member Marcia Millard updated the committee.
- The budget was discussed, guest allocation and ticket price point.
- Keeping expenses and items to what is absolutely a necessity, the budget is currently higher than wanted which pushes the ticket price point up.
- Ticket prices that are being calculated are: \$70, \$75 or \$80 per person
- The subcommittee has asked the committee if they would consider allocating up to \$6000 of untagged money to put towards the event. This would ensure the price point of the ticket was affordable, contribute to current projected costs including a band and decorations for the tables/room.
- The wider committee discussed how the event aligns with all five of their strategic objectives as well as being the Stratford Business Associations biggest event.
- The committee want to contribute to the success if the event and to ensure a memorable evening for all.
- The selected ticket price point will be \$75.00 per person inclusive of Event brite ticketing fees.

THAT the Stratford Business Association will contribute up to \$6000 towards the 2021 Romeo Awards.

MCKAY/BURROWS
Carried

5.4 **MOU**

Deputy Chair Min McKay to discuss.

The secretary made the following notes:

- The MOU was discussed with a strategic meeting booked in for Monday 23 August to discuss further and clarify vision moving forward.

5.5 **TET funding application 2021/22 financial year**

To discuss.

The secretary made the following notes:

- Apply when the Association needs to with a clear thought out budget that aligns with their Strategic Plan.

5.6 **TOI funding application**

Committee member Marcia Millard to discuss.

The secretary made the following notes:

- Committee member Marcia Millard discussed TOI Foundation funding and how to apply.
- The closing date for application is 14 September for consideration in October.
- TOI Foundation Annual Grants are to support the operational costs of not for profit organisations that have community or regional impact.
- Committee member Marcia Millard is happy to assist the secretary with the application.

THAT the Stratford Business Association apply to the TOI foundation for an annual grant.

BURROWS/ROBINSON
Carried

5.7 **Membership fees** To discuss.

The secretary made the following notes:

- Deputy Chair Min McKay discussed current membership fees and if they should alter ahead of the October AGM, they are:
 - o 1-5 Staff: Membership is a fee of \$50.00 +GST per annum.
 - o 6+ Staff: Membership is a fee of \$100.00 +GST per annum.
 - o Not for profit with paid employees: Membership is a fee of \$50.00 +GST per annum.
 - o Not for profit with no paid employees: Membership is a fee of \$25.00 inclusive per annum.
- The committee discussed if current members are receiving enough value from their membership.
- A small annual increase per year was suggested as an option to steadily increase fees.
- Fees have not been increased in the last 3 – 4 years.
- The committee discussed focusing on growing the membership base and member benefits before looking at increasing costs.
- There needs to be emphasis on the value of what the association delivers and ensuring there is a clear differentiation between member and non-member rates when activity is opened up to the wider community.
- The committee has an opportunity to actively promote the Stratford Business Association and to encourage new membership where possible.

5.8 **Committee Meeting**

The next committee meeting will be held on Monday 13 September 2021, 5.30pm at the TET Multisports Centre, Portia Street, Stratford.

The meeting concluded at 8:08pm

Min McKay

DEPUTY CHAIRPERSON