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**MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET SPORTS MULITI CENTRE, FENTON STREET, STRATFORD ON MONDAY 14 JUNE 2021 AT 5.30PM.**

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**PRESENT**

**Chairperson:** Matthew Dimock **Committee Members:** Min McKay, Tracey Scheliin, Sharon Mackie-Langton, John Whittington, Stan Chesswas, Gavin Cox Amy Kingston (secretary) and Chade Julie (Stratford District Council).

**APOLOGIES**

Marcia Millard, Caleb Robinson, Craig Burrows.

1. **CONFIRMATION OF MINUTES**

1.1 **Ordinary Meeting – Monday 10 May 2021**

Stratford Business Association Meeting – Monday 10 May 2021

THAT the minutes of the Stratford Business Association meeting held on Monday 10 May 2021 are accepted.

CHESSWAS/MCKAY  
Carried

2. **CORRESPONDENCE**

**Inward:**

MediaWorks	New Account Manager
Genesis	Notice of unclaimed money

**Outward:**

Secretary	Approval to set up Wellness Workshop payments
Secretary	Approval to process Women in Business refunds
Secretary	Voucher design for approval
Secretary	Forgotten 43 - Romeo Awards 2021

WHITTINGTON /MCKAY  
Carried

### 3. **FINANCIAL REPORT**

#### 3.1 **Current**

Account balance as of 30 May 2021 - **\$41,268.65** - statement attached.

Visa balance as of 28 May 2021 - **\$39.78** - statement attached.

#### 3.2 **Financial report**

The Xero reports for May 2021 are attached.

#### 3.3 **Paid:**

##### **Voucher reimbursements**

Colonel Malone's	Voucher Reimbursement	\$20.00
Stratford New World	Voucher Reimbursement	\$420.00
Five Star Liquor	Voucher Reimbursement	\$140.00
Magnum Sports	Voucher Reimbursement	\$50.00
Cottage Lane	Voucher Reimbursement	\$40.00
Masters Ltd.	Voucher Reimbursement	\$350.00
Dimocks	Voucher Reimbursement	\$1050.00
Masters Ltd.	Voucher Reimbursement	\$110.00
Stratford ITM	Voucher Reimbursement	\$60.00
Central Tyre & Automotive	Voucher Reimbursement	\$150.00

##### **General Expenses**

NZME	Advertising	\$759.00
TGM	Website hosting	\$207.00
CMK	Xero fees for the month of Apr	\$69.00
Remedy	April BA5	\$221.47
SDC	Venue hire – LTP meeting	\$32.00

##### **Wellness Workshop**

Abel	Speaker	\$345.00
McKay	Speaker	\$287.50
Rangiwahia	Speaker	\$1029.25
Warren	Speaker	\$115.00
Forgotten 43	Catering	\$300.00

##### **Women in Business**

Webby	Non-member refund	\$10.00
McKinlay	Non-member refund	\$10.00
Larcom	Full refund	\$100.00
Goble	Full refund	\$25.00

**Total paid \$5900.22**

### 3.4 To be paid:

#### **Voucher reimbursements**

Masters Ltd.	Voucher Reimbursement	\$350.00
Stratford New World	Voucher Reimbursement	\$420.00
Five Star	Voucher Reimbursement	\$140.00

#### **General Expenses**

CMK	Accounting	\$862.50
CMK	Xero fees for the month of May	\$69.00
NZME	Advertising	\$759.00
Merco	POLi fees	\$0.58
SDC	Long term plan meeting	\$9.35
SDC	Long term plan meeting	\$9.35
SDC	Shakespeare window comp	\$54.80
Tara Rural Support Trust	Wellness workshop koha	\$100.00

#### **Women in Business**

Williams	Non-member refund	\$10.00
BakerTilly	Non-member refund	\$20.00
Stadium Bar & Bistro	Catering	\$575.00

**Total to pay \$1615.00**

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

MACKIE-LANGTON /MCKAY

Carried

The secretary made the following notes:

- The secretary is to draft a letter to send out to members regarding invoicing for vouchers and what is required on the invoice: we only need to know the voucher numbers and value - we do not need to know any customer details or what was purchased.
- The secretary is to check the membership for Five Star to see if it is up to date and if they are still accepting Stratford Business Association vouchers as it has come to our attention that vouchers have been refused.

#### 4. **SECRETARY'S REPORT**

Secretary's Report attached

Points to discuss:

- Smokey Lemon Digital workshops
- Business meeting with Steph Lewis, MP for Whanganui

THAT the Smokey Lemon Digital Workshops can be confirmed to deliver

MACKIE-LANGTON /SCHELIIN

Carried

The secretary made the following notes:

- The Romeo Awards subcommittee is to complete a monthly report to the committee for progress on the awards.
- The committee discussed a possible business meeting with Steph Lewis, MP for Whanganui and thought it would be a good opportunity.
- An evening event was suggested to accommodate more attendance.
- The secretary is to contact the team of Steph Lewis to clarify who's event this would be as to determine invitation wording.

THAT the secretary's report be received

MACKIE-LANGTON /COX

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

##### 5.1 **BA5's**

<b>Tuesday 15 June</b>	<i>Wheelhouse</i>
<b>Wednesday 21 July</b>	<i>Tutaki</i>
<b>Tuesday 17 August</b>	<i>Establishment 60</i>

The secretary made the following notes:

- The secretary to send out a BA5 reminder highlighting that is on a Tuesday.

##### 5.2 **Membership**

	<b>New</b>	<b>YTD 2020/ 2021</b>
<b>Members</b>	4	142

- Cherished Treasures - *Custom apparel, homeware and gifts*
- Rebecca Bruce - *Tall Poppy Real Estate*
- Xsight Signage - *Signage that excites*
- Superior Civil Construction Limited

The secretary made the following notes:

- The secretary is to organise a gift basket to the value of \$200.00 for Stratford ITM to celebrate their success in the WITT Top Shop awards 2021.

### 5.3 **TOI Foundation funding application**

Next funding round: September 2021

The secretary made the following notes:

- Deputy Chair Min McKay addressed the committee about applying to the TOI foundation for a grant that can be put towards the Romeo Awards.
- Annual Grant amounts are set by the Foundation and start from \$200.00.
- The closing date to apply for the annual grant is 17 Sept 2021 for an October Board decision.

THAT the Stratford Business Association will apply to the TOI Foundation for an Annual Grant – the closing date for this is 17 Sept 2021.

DIMOCK /MCKAY  
Carried

### 5.4 **Memorandum of Understanding**

Deputy Chair Min McKay to update.

The secretary made the following notes:

- Deputy Chair Min McKay addressed the committee about the draft MOU between the Stratford District Council and the Stratford Business Association.
- Each committee member received a printed copy of the draft MOU.
- Key points include:
  - The association is to create an annual work programme each year in line with council's financial year starting 1 July.
  - The committee will present Quarterly or six monthly updates to go in the Economic development quarterly report to elected members.
- The MOU sets a clear outline moving forward for both parties and will provide structure and alignment to the vision and purpose of both.
- Council updates will provide an opportunity for the committee to highlight what they are currently working on.
- The committee discussed looking further into extra resourcing within the next TET application.
- Applications for \$100,000 and over have an annual close off date of 15 August.

## 5.5 **Strategic Planning**

Proposed next meeting date: Monday 21 June

The secretary made the following notes:

- The next strategic planning date is confirmed for Monday 21 June to be held at Abstract Signs.
- To include:
  - o The 2021/2022 annual programme of work
  - o Discussing the large events i.e Christmas/AmeriCARna and the distribution of hours
- Community Development Manager to send Amy's current work plan for the 2021/2022 year.

## 5.6 **Stratford Business Association Romeo Awards**

An update from the subcommittee.

The secretary made the following notes:

- Update completed within Secretary's Report.

## 5.7 **Women in Business update**

Deputy Chair Min McKay to update on the June event.

The secretary made the following notes:

- The guest speaker, Lisa Tamati was unable to attend the event. Following this, refunds were approved to give out for non-members who paid extra for the guest speaker as well as those who no longer wanted to attend.
- The event still went ahead and was held at TET Stadium Bar & Bistro.
- Close to 25 attendees. Good food and well enjoyed.
- The event will be held on a quarterly basis.

## 5.8 **Stratford Business Association vouchers**

New printer required

The secretary made the following notes:

- The secretary updated on the urgent order request from McDonald Real Estate.
- Abstract Signs are to provide a quote on printing vouchers moving forward.
- With the new design, the secretary is to send an email out to all members so they know what it looks like and remind that there will be a cross over period between the old and new design.
- Committee member Sharon Mackie-Langton addressed the statues that were previously commissioned for a project in 2018/19 that is no longer going ahead and asked what the committee are going to do with them.
- The statues are still at the location of purchase.

- The committee would like to gift the statues back to the community.
- Initial Community groups to contact include Pioneer Village and Stratford Shakespeare Trust.
- The committee will revisit at the next committee meeting in July if required.

5.9 **Committee Meeting**

The next committee meeting will be held on Monday 12 July 2021, 5.30pm at the TET Multisports Centre, Portia Street, Stratford. ‘

*The meeting concluded at 7:07*

Matthew Dimock  
**CHAIRPERSON**

