
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT TET SPORTS MULITI CENTRE, FENTON STREET, STRATFORD ON MONDAY 8 NOVEMBER 2021 AT 5.30PM.

PRESENT

Committee Members: Matt Dimock, Caleb Robinson, Tracey Scheliin, Sharon Mackie-Langton, Min McKay, Craig Burrows.

APOLOGIES

John Whittington, Amy Kingston, Eddie Shearer.

1. **CONFIRMATION OF MINUTES**

1.1 **Ordinary Meeting – Monday 18 October 2021**

Stratford Business Association Meeting –Monday 18 October 2021

THAT the minutes of the Stratford Business Association meeting held on Monday 18 October 2021 are accepted.

Moved Craig / Seconded Caleb
Carried

2. **CORRESPONDENCE**

Inward:

IRD	Changes for businesses
Tracey Scheliin	Christmas
Tracey Scheliin	Admin ideas
Min Mckay	Christmas
Freeparking	Domain renewal

Outward:

Stratford District Council	Christmas Parade update
Mediaworks Taranaki	Christmas Parade update
NZME	Christmas Parade update
Taranaki Electricity Trust	Christmas Parade update
Taranaki Electricity Trust	Funding update
Chairman/Co-Chair	Payment reimbursement
TSB Bank	Payment request
Venture Taranaki	Letter of support

Moved Min / Seconded Caleb
Carried

The secretary made the following notes:

3. FINANCIAL REPORT

3.1 **Current**

Account balance as of 31 October 2021 - **\$64,220.26**- statement to come

Visa balance as of 28 October 2021 - **\$23.08**-statement to come

3.2 **Financial report**

The Xero reports for October 2021 are attached.

3.3 **Paid:**

General Expenses

CMK	Xero subscription for Sep	\$69.00
NZME	Advertising	\$1072.72
Stadium Bar & Bistro	AGM catering	\$320.50
AMP	2021 insurance renewal	\$846.43
Inkpot	Morning tea and vouchers	\$190.00

Voucher reimbursements

Masters Ltd.	Voucher reimbursement	\$50.00
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Romeo Awards

Likuid Media	Videography	\$4,398.75
Vicki Zieltjes	Photography	\$150.00
Forgotten 43	Liquor License app	\$207.00
SDC	WMC hire	\$40.00
Kieran Best Photog.	Framing	\$1207.50

Total to pay: \$8,551.90

3.4 **To be paid:**

General Expenses

CMK	Xero subscription for Oct	\$69.00
NZME	Advertising	\$741.75
Abstract Signs	Voucher printing	\$207.00
Merco	Poli fees	\$0.58
Stadium Bar & Bistro	workshop room and catering	\$185.00
Smokeylemon	Workshop	\$776.25

Voucher reimbursements

Stratford Paper Plus	Voucher reimbursement	\$250.00
Cottage Lane	Voucher reimbursement	\$50.00
Colonel Malones	Voucher reimbursement	\$50.00

Central Taranaki Automo	Voucher reimbursement	200.00
Five Star	Voucher reimbursement	\$100.00

Romeo Awards

Forgotten 43	Judges gift x 2	\$100.00
Shakee Pear	Awards night	\$1228.20
Little Rocket	Graphics	\$460.00
Min McKay	reimbursement	\$100.00

Total to pay: \$4,517.78

Late Invoice received from Findlay's Flowers for the Romeo Judges Gifts. Total of invoice was for \$195 inclusive.

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

Moved Min / Seconded Craig
Carried

Discussion around not being on the new online platform with the TSB Bank.
Need to sort the access.

4. **SECRETARY'S REPORT**

Secretary's Report attached

- Christmas Movie ideas were Christmas Chronicles, The Grinch. Elf and Love Actually if we wanted to do a Kids and Adult movie.
- Discussion around Smokey Lemon delivering workshops. If we could get pricing please and look into doing them Next year.
- Likuid Media Workshop – discussion around the Value of doing this and to go ahead Next Year.
- Min has been speaking with the lawyers in New Plymouth around a workshop for Businesses regarding the Mandate on Vaccinations. We will go ahead with this as a Members Only workshop.
- BA5 Budget would be \$500 for the Bar plus platters. Caleb would get staff to monitor and stay in contact with us.

THAT the secretary's report be received

Moved Min / Seconded Matt
Carried

The secretary made the following notes:

5. GENERAL BUSINESS

5.1 **BA5's– Are back!**

- Wednesday 17 November – Meet the committee (Caleb is an apology)
 - Need to get RSVP's in using Facebook advertising but Cap at 50ish people
 - Name tags to be organised so Business's know who we are. Sharon to Print
- Wednesday 8 December – Abstract Signs

5.2 **Membership**

	New	YTD 2020/ 2021
Members	1	148

Ann Coles – Ann Coles Photography

5.3 **Memorandum of Understanding**

Update from November strategic meeting. (Still waiting on the report from Marcia but there will be nothing further until the New Year)

5.4 **Committee Meeting**

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

5.5 **Christmas**

This is subject to the TET Approval of the 20K spend. They meet on the 17th and we should know by the 19th of November. Motion moved by Matt and seconded by Caleb to go ahead once we have received the approval.

5.6 **Administration Support**

Discussion around the support SBA Committee can give to the Secretary. It was agreed for SBA to have an Administration Support person on committee to assist so that the Secretary was able to focus more on Marketing and the areas we need to develop. This position to be taken on by Tracey Schelliin and for her to meet with Amy to go over how this could work moving forward. Motion was moved by Matt and Seconded by Sharon.

The meeting concluded at 6.27pm

MatthewDimock
CHAIRPERSON