

MEETING MINUTES

Date	Monday 01 February 2021
Location	OOTS: 7/77 Hunter street, Newcastle
Time meeting opened	3.30pm
Person keeping minutes	Gracyn Endacott

ATTENDEES

Name	Abbreviation	Business represented
Anthony Strachan	AS	3 Monkeys Café
Cornelia Schulze	CS	Hunter and Coastal Lifestyle Magazine
Joe Relic	JR	Coco Skin Laser Health
Leigh Shears	LS	Hunter Workers
Damien O'Brien	DO	Obrien Winter Partners Law
Marty Adnum	MA	OOTS
Apologies		
Karl Mallon		
Mike Chapman	MC	Colliers International
Guests		
Gracyn Endacott	GE (PCC)	Purser Corporate Communication
Thomas Michel	TM (CN)	City of Newcastle
David Grejsen	DG (CN)	City of Newcastle
Paul Elliott	PE (CN)	City of Newcastle

MINUTES:

Item	Details	Actions
City of Newcastle matters	<p>East End Project Update David Grejsen and Paul Elliott speaking on behalf of Joe Rigby: Talking about stage 1 (construction commences) of the 9 stages. 6 months proposed time for stage 1.</p> <p>DG / TM will provide relevant links and information to the BIA, so they can filter this information back to the Newcastle local businesses/be the point of call on the ground.</p>	TM to provide relevant links and information about East End Project to committee
Governance		
Conflict of interest	Nil	
Previous minutes	Accepted by all. Approved by CS Seconded by DO	
Matters arising	DO: UON database- Communication was sent to them Business School	

	JR: Mailchimp account created with opt in form	
Correspondence	ATO BAS Statement for last quarter will be arriving soon. DO to look out for this and pass on to PCC- discussed	DO: Pass on ATO BAS letter to PCC
Budget	Nil.	CW to inform how much is in the budget.
AGM Dates & roles	<p>Wednesday 3 March at 6.00pm Damiens Office</p> <p>Notification will be sent out via email tomorrow All board members to forward to their NCBIA Precinct contacts NCBIA will have a meeting the week prior to ensure everyone is aware of roles and what they are required to do.</p> <p>Subcommittees wishing to be established within the precinct/ leader for each subcommittee to report back to- (<i>don't know where you want this to go.</i>)</p>	<p>TM send out email to CN database</p> <p>GE post AGM on social media re upcoming AGM (21 days' notice)</p> <p>CW how many positions should be filled?</p> <p>CW check precinct map and section out where the precincts are to establish subcommittee.</p>
Subcommittee reports		
Business Support (CS)	<p>CS: checked in with Christen from Business Centre: 5 business seeking assistance for Business Support Centre since the new year – suggestion for this service to pivot to help business impacted by the new development</p> <p>CS: meeting Steve Wait re how much is left in the budget of the Business Support Centre</p>	CS: Talk to Steve Wait about pivoting Business Support Centre to help business with new development
Live Spots (JR)	<p>Belle Taylor of Fuzion Management has informed PCC she is getting insurance and once she has COC's she will give a copy to PCC and sign agreement as at 29/1/2021.</p> <p>JR: Locations of Live Spots, event licences applications + times for when they are playing</p> <ul style="list-style-type: none"> - Darby St: headphones and Cnr Coucil + Darby st (Box corner) - Next to Cathy Café and the Lorne towards Queens Wharf - Lyric Lane in the East End - The Grassy Hill near Estabar 	<p>CW to send agreement once done</p> <p>CW check if these spots are in the SBR</p> <p>JR Pin drop these locations</p> <p>GE: Find the best person to work with at council (in Meg's</p>

	<ul style="list-style-type: none"> - Museum Park - Laneway near the Star 	<p>email/ Ryan?) with Live Spots and work with Joe about licences and time slots</p> <p>GE: Once Belle signs agreement get her to call Joe</p>
Foreshore planning (JR)	JR: No progression	
Social Media	Being more active-	GE: who is currently on the Facebook page. After AGM add all members ad editors and send social media policy to committee
Partnerships (DO)	DO: No progression	
NTIG (DO)	DO: seeking funding for Who NEW to help with the advertising and marketing around this new initiative	DO: Send proposal to committee members and members to vote on at next meeting
General business	<p>Acknowledgement of Meg's passing and the gratitude members have moving forward.</p> <p>MA: Official opening of Woolworths, Greater Bank- first week of April</p> <p>MA: Food month how can we maximise it for local business: 80 people attending at soul café during food month- Taste of Soul</p>	
Review: how did we go?	Well.	

NEXT MEETING:

Date:	22 February 2021
Time:	3:30 pm
Location:	OOTS

MEETING CLOSE:

Time meeting closed:	5:12 pm
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