

NEWCASTLE CITY BIA INC.

INC ID NUMBER: INC1901584

MEETING MINUTES

Date	02/12/2019
Location	OOTS – Level 7. 77 Hunter st, Newcastle
Time meeting opened	3.33pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Mike Chapman	MC	Colliers International
Anthony Strachan	AS	3 Monkeys
Karl Mallon	KM	Climate Risk
Cornelia Schulze	CS	Hunter & Coastal Lifestyle Magazine
Damien O'Brien	DO	O'brien Winter Partners
Joe Relic	JR	Coco skin and health
Apologies		
Marty Adnum	MA	OOTS
Leigh Shears	LS	Hunter Workers
Also attending		
Meg Purser	PCC	Purser Corporate Communication
Clare Wilkinson	PCC	Purser Corporate Communication
Ashlee Abbott	CoN	City of Newcastle

MINUTES:

Item	Details	Actions
Previous minutes	Approved by all	PCC Distribute to CN
Welcome	<ul style="list-style-type: none">- Officially an incorporated association- Changes to agenda moving forward to include COI and review at end of each meeting	
Governance	Conflicts of Interest <ul style="list-style-type: none">- JR wished to note he owns Coco skin and health with a series of tattoo placement and removal parlours.	COI register to be made with directors handbbook
	Matters arising from previous minutes: Covered in other items below	
	Directors Training: Well received, positive feedback overall KM was issued directors training manual to peruse.	
	Correspondence:	

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	Nil	
	<p>Association Incorporation:</p> <ul style="list-style-type: none"> - Have to get an ABN - Insurances sorted within the week and will be in place prior to receiving funding - Strategic plan needs to occur. Will take approx. 3-4 hours. Dates to be sent to Clare. 	<p>ALL:</p> <p>Email clare with dates that suit for strategic plan session</p> <p>WC 27/1/20 or WC 03/02/20</p> <p>ALL:</p> <p>Consider projects for deliverables strategic planning session</p>
	<p>Constitution update:</p> <p>Some items arising from AICD training to be applied/changed</p>	
	<p>Insurance:</p> <p>In hand and awaiting incorporation</p>	
City of Newcastle – Parking	<p>AA:</p> <ul style="list-style-type: none"> - Simon investigated Newcastle BIA queries and costs - Currently would cost \$1600 for 4 nights manning, not including security. - Suggested parking be made free from 5pm to align with street parking. - Pilot is a viable idea – suggested it be put in action over the summer - Cost for sensors to monitor usage could be absorbed by AA CoN team - KM: Could Newcastle BIA apply for contestable funding to support this idea. We also need a KPI/success for this project. - JR: Consultation with relevant parties needs to happen e.g. owners of car spaces, businesses. <p>AA depart at 4.05pm</p>	<p>AA – investigate options to get Thurs/Fri/Sat or Fri/Sat/Sun parking available over summer (3 months)</p> <p>AA: Ask Simon to come to next meeting to discuss cycle lanes in Scott st.</p> <p>AA: Signs for parking behind Hotel Delaney to be erected.</p> <p>AA: Investigate Hunter st mall plans for traffic – potential for 2 lanes.</p> <p>AA: Send the hourly rate to MP for a security guard at parking station</p>
Precinct matters	<p>Mailing lists:</p> <p>CoN is working on getting the mailing list together in a legal manner. Waiting on CoN for this.</p>	<p>AA: Confirm where CoN is up to with Mailing lists of all persons in precinct</p>

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	Media: SS was invited by CN to speak with ABC Newcastle about 'united approach' by	
General matters	AA: Cooks Hill is on a waiting list for development.	
	Ken from Rundle tailoring is keen to be an advisor for the west end of Newcastle.	
	Potential room for a UoN representative	MP to contact UoN Kim to be a part of Newcastle BIA and invite to meeting.
	Inclusion of Hunter Business Chamber representatives	MP to invite Bob from Hunter business chamber to a BIA meeting.
Review	This meeting went well – all happy with discussion	
Next meeting	Held at Colliers International Office so MC can present on potential for business in the area.	MC: Inform all when presentation is ready.

NEXT MEETING:

Date:	Late Jan/ Early Feb
Time:	
Location:	Council HQ

MEETING CLOSE:

Time meeting closed:	4.48pm
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