MEETING MINUTES

Date	20-07-2020
Location	Zoom
Time meeting opened	3.30pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Anthony Strachan	AS	3 Monkeys Cafe
Cornelia Schulze	CS	Hunter and Coastal Lifestyle Magazine
Damien O'Brien	DO	Obrien Winter Partners Law
Joe Relic	JR	Coco Skin Laser Health
Karl Mallon	KM	Climate Risk
Leigh Shears	LS	Hunter Workers
Marty Adnum	MA	Out of the square media
Mike Chapman	MC	Colliers International
Apologies		
Guests		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Thomas Michel	CN	Economic development

MINUTES:

Item	Details	Actions
Governance		
Conflict of interest	Nil	
Previous minutes	Accepted by all.	
Matters arising	Slack is set up: Document management system. Any questions, contact CW.	CW: Train everyone on Slack next time we all meet in person
Correspondence		
Budget		
Deliverables plan	TM: Reviewed Deliverables plan and KPI's. Aimed to make more measurable for simplification purposes. Worked with MP on these to make them attainable and clear. TM and MP still working on finer details. Has been sent to CN for their feedback. Deliverables is ready for submission unless board has concerns.	
City of Newcastle matters	MP: Introduced TM.	TM/MP: Overview of SBR funding

	SBR Funding SBR funding opens Wed 22-7-2020. $900,000 (approx) for Newcastle BIA area. This round of funding is more group efforts/collaboration focussed. Changes have been made to guidelines based on recent ideas exchange. To name a few: - 20% funding allowed to be allocated to admin - Projects allowed for 2 years - Each project will be put into 1 of 4 categories - Requesting applicants attend a collaboration meeting - Max $100,00 per project unless a pre-meeting with council is held. Applications open for 3 weeks. Information sessions will be held for this. Hoping to spread the available funding further due to the $100,000 limit. However, if there is a viable and beneficial project that requires more, the council will consider these too. Newcastle BIA welcomes collaboration with interested parties with project ideas for precinct. Timeframe for applications may be tight for Newcastle BIA. This includes *Project Renewal* which CS is managing. **King St Carpark** MP: We need a progress report from CN.	information will be sent to the board when it is finalised. MP: Put together messaging for projects for SBR funding and send to TM. TM: Chase King St carpark information
Subcommittee reports		
Business Support (CS)	CS: MP and CS met with Steve from Business Centre, and they have been approved for funding so this project is ready to go. Next step: Meet with Steve from The Business Centre again and discuss how to spend money. Question remains: how do we get people into empty spaces in precinct? The Business Centre will help people manage/starting/moving businesses into the precinct.	

	JR: Mentor register would be a valuable contribution to the process. CS: Makers and traders want to work with the BIA.	
Live spots (JR)	JR: Meeting this Wednesday will finalise more of this project. ATWEA's Rowan has been a great help in supporting and providing feedback. Aim: Redefining Newcastle's identity as a music scene. Potential partnerships with BMG recording label in future. Once project is solidified this can be presented to BMG for further support. Stage 1: Emerging artist scene for local musicians. Have half a dozen mentors who attend gigs with emerging artists and help boost their confidence. Stage 2: Apply for larger funding allocation through SBR applications to book local venues for live music performances. Can help provide amps/microphones etc to help get local artists in their venues. Locations across BIA's: James Street Plaza, Open area across from signal box in Honeysuckle, Wallsend rotunda, Mayfield?? Capability framework devised: Unsuccessful applications will be directed to ATWEA's mentoring program. May use talent/booking agent to get artists in. MP: reminder: This project is about providing ambience – not booking music gigs.	MP: Press release drafted to JR for Live spots.
Foreshore planning (JR)	No updates yet. Waiting on updates for a meeting to be booked.	ALL: Click on link JR sent out and submit feedback for planning foreshore.
Hunter Community Alliance (HCA) (LS)	LS was put into contact with HCA. No meetings have occurred. Waiting on response.	
Social Media (MP)	Start inviting people onto the page. MP & MA to work on Social Media Policy together prior to sending to BIA for further feedback. Categorise posts where possible.	ALL: Start promoting BIA where you can MP: Circulate Social Media Policy to all

	Find other local pages BIA can link up with. Potential room for making a social media calendar to save time. Making a video for Hamilton BIA – can do the same for Newcastle. Domain name to be registered Start having meetings around town. This can be put on social media.	MA: Incorporate 'city' into logo MP: Send email to councillors re: social media and engagement
Partnerships (DO)	DO discussion with UoN Business and Law facility a few months ago. Dr Jeffrey Marcus is happy to catch up with us at any time. No discussion since. DO happy to contribute to BIA work when he can.	
Hunter sustainability (KM)	KM made progress with science department at UoN. Sponsoring an honours project leading to PhD. There has been some trouble navigating university contact.	DO and KM to chat about partnerships prior to next meeting.
General business	MA helping local businesses through collaboration with NTIG. MP invited into panel discussion with NTIG where live spots and collaboration were discussed on behalf of BIAs. Better connectivity/collaboration was key concern.	MA: Engage with NTIG on behalf of BIA. MA: Send MP info from 'Newcastles of the World'
Newusual	MP: Waiting on Funding.	CW: Share Newusual to Slack.
Review: how did we go?	Well done everyone.	

NEXT MEETING:

Date:	17 August 2020
Time:	3:30pm
Location:	TBC

MEETING CLOSE:

Time meeting closed:	5.16pm