

Date	9 June 2020		
Location	Zoom		
Time meeting opened	3.00pm	Closed	4.55 pm
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	O'Brien Winter Partners Law
Joe Relic	JR	Coco Skin Laser Health
Karl Mallon	KM	Climate Risk
Guests		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Simon Massey	SM(NCC)	Newcastle City Council
Apologies		
Marty Adnum	MA	Out of the square media
Mike Chapman	MC	Colliers International
Leigh Shears	LS	Hunter Workers

MINUTES:

Item	Details	Actions
Previous minutes accepted	25/5/2020 minutes accepted.	
Conflict of interest	Nil mentions	
Governance	Nil mentions	
Matters arising	Nil mentions	
Correspondence	Co-signed letter from BIA Chairs submitted to council seeking equitable rates for businesses.	
Deliverables Plan		
Project Renewal - Business Package for new business	'Tool kit' to help start a new business, or moving a business, easier. Intended to drive the occupancy of commercial space and will include such things as how to determine a lease, local solicitors and real estate agents, marketing assistance, recommended suppliers etc. Opportunity to collaborate with Council and Business Centre	MP: Set up meeting with CS and AS to meet with Steve Wait, BIA's and NCC to review <i>Project Renewal</i>
Partnerships	University and education important to NCBIA Deliverables Plan and outcomes.	DO + KM: Catch up with University of Newcastle regarding what they can offer and what is needed in terms of <i>Project Renewal</i> .
Live Spots	JR and Kellie Mann (Hamilton) met last week. MP met with talent manager to further	

Identity	<p>structure this project and help it progress. Launch ASAP.</p> <p>LS: Need to inform identity and the BIAs position in this ongoing conversation. Need to add to Deliverables Plan</p>	<p>City Working Group to meet and determine launch date with stakeholders.</p> <p>MP: Send updated deliverables plan to all Newcastle BIA</p>
City of Newcastle (CN) - Simon Massey	<p>Update on community and economic resilience package.</p> <p>Lean in Newy App update: Purpose, operation, and challenges. Download number already in the thousands.</p> <p>Online training programs: Free, accredited courses still available.</p> <p>City Taskforce: Supports local leadership. They intend on advocating for the citys success, responding to business needs, Local evidence bases.</p> <p>Open floor for BIA to comment if they would like to. SM available for contact for feedback.</p> <p>SM: Left meeting at 3.38pm</p>	<p>CW: Send presentation through to all participants</p> <p>MP: SM to be at next meeting.</p>
Resources	<p>The Business Centre: Business support webcast series schedule</p> <p>Hunter Business Chamber</p>	<p>PCC to distribute dates to all board members</p>
Contestable Funding	<p>BIA can apply for projects collaboratively to gain extra funding to further reach of projects.</p>	<p>MP: Follow up with SM(NCC) regarding projects which never made it past the first round of contestable funding pitches.</p>
Branding: Social media & logo	<p>AS presented quotes in deliverables plan for social media management from professional social media companies.</p> <p>PCC is happy to create platforms for Newcastle BIA to get them started at no cost.</p> <p>AS: Logos have been sent around the group. MP: NCC will not permit substantial sums on branding/media.</p>	<p>CS: Consult graphic designer to get logo for BIA's.</p> <p>PCC: Set up shared document platform via Slack.</p> <p>PCC: Set up association email account – report back next meeting</p>
General Matters	<p>Nil</p>	
Review	<p>Well done. A lot covered.</p>	

NEXT MEETING:

Date:	Monday 29 June 2020
Time:	3.30pm
Location:	Zoom