

Date	29 June 2020		
Location	Zoom		
Time meeting opened	3.30 pm	Close:	4.49 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
Joe Relic	JR	Coco Skin Laser Health
Marty Adnum	MA	Out of the square media
Apologies		
Damien O'Brien	DO	O'Brien Winter Partners Law
Leigh Shears	LS	Hunter Workers
Mike Chapman	MC	Colliers International
Guests		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Simon Massey	SM (CN)	City of Newcastle
Thomas Michel	TM (CN)	City of Newcastle

MINUTES:

Item	Details	Actions
CN Briefing:	<p>Introduced TM and as lead contact for BIAs working with SM and CN Economic Development team.</p> <p>Industry response programme: High number of submissions: 29 totalling \$4 million in requests. Panel reviewing submissions this week. Unsuccessful applicants will be considered for SBR funding streams in July 2020. Alignment to ensure projects are considered against BIA deliverables plans.</p> <p>Thanked BIA for submitting letters.</p> <p>City Taskforce: Advocacy – tourism and regional migration policy.</p> <p>SBR funded projects Ideas exchange held by CN 26-6-2020. Potential for multiple submissions to collaborate and gain funding as a group. Collaboration workshop and ideas exchange and part of funding process in future.</p> <p>SBR funding application 2020; mid-July and will be open in July for 3 to 4 weeks. SBR grant</p>	<p>PCC to detail further once CN provides meeting overview.</p>

	<p>will be higher this year due to withdrawn applications from last year. Approximately \$1 million this year.</p> <p>Lean in Newy: Positive so far. 1500 downloads and 200 actions across Newcastle to date. No details available on rewards claimed at local businesses.</p> <p>PCC with assistance of CN replied to Kevin Coffey's correspondence about 'what is going on' with BIA. Response was shared with all BIA board members.</p>	
Governance		
Conflicts of Interest	OOTS submitted application for industry response programme funding.	
Acceptance of previous minutes: 9/6/2020	AS and CS seconded pending addition of 'identity' inclusion into plan	PCC to update and circulate.
Bank Account	Set up by DO and AS	AS: Bank details to PCC BSB, Account number, account name and signatories on the account.
Correspondence	Reply to Kevin Coffey noted	
Budget	Nil.	
CN Admin & Engagement		
	<p>CN Website: Being updated by CN now. PCC provided content to CN.</p> <p>Foreshore planning (JR): Group of stakeholders to contribute to how the foreshore will be evolved from current state. This may include a play space open to all persons. Architects involved have done work in Cairns and Geelong. JR sent link out to group earlier to ensure people can have a say. This assists council in understanding what the public wants at the foreshore.</p>	ALL: Submit ideas to CN for foreshore evolution using link from JR email.
Deliverables plan submission	MP: Draft submission sent to CN to illuminate on areas that need work prior to final approval.	ALL: Send through anything else to be added to MP ASAP.

	Identity: expand content in plan to 'Broaden, expand, grow.' Project Renewal scope and messaging.	PCC to update. MP: Chase CN for connections BIA can use to collaborate on funding.
Service Agreement	Waiting on deliverables plan	
Subcommittee Reports		
Project Renewal (CS)	MP and CS met with Steve Wait (SW) from The Business Centre. SW is happy to do the work. Easy project for BIA involvement. Simple success story for the Newcastle City BIA. CS waiting on reply from SW to further this. Options: Project Growth, Proudly Newcastle, Growing Newcastle, Project Collaboration. (working title).	ALL: Consider new names for project renewal. All new names to be returned to MP by 3-7-2020. MP: Add growth brand to deliverables plan uniting all BIAs and Business. MP: Check with CN and see if they will create a BIA hub website to introduce people to BIAs, collaboration opportunities, and contact details. MP: Rewrite identity piece and put money towards it on deliverables plan. MA: Ask team to contribute ~6 hours to making 'Newy Business' logo. Include BIA logo colours where possible. MP: Send links to all projects online for other BIA's to Newcastle BIA.
Partnerships (DO)		
Live Spots (JR & MP)	JR and MP meet with group on Wednesday for city wide approach.	

Precinct "Business Beat" (MP)	MP: Old 'coffee with a cop' revised as 'business beat'. Police officers paired off with board members of BIAs walking streets of each BIA to talk to businesses. Approximately 1 hour to talk to local business community. Helps in rapport building with business owners and great for image for all involved. Max Mitchell and Brett Greentree are on board. MP meeting with Local Area Command next week to discuss logistics. Free project. Hopes to start within the next few weeks. Great social media opportunity.	PCC: Write 'business beat' into deliverables plan.
Social Media and Digital comms	Facebook and Insta accounts open and slowly building content and audience. MA: NewcastleBIA.com.au is currently available. BIA Newcastle. New Business with hand written Y at the end of NEW to make it NEWy BUSINESS.	MA to be added as Admin
General business		
Public Documents	Sent to CN for website	
Shared information - Slack	Move to next meeting	
BIA Gmail Account	Gmail: newcastlecitybia@gmail.com Instagram: NewcastleCity_BIA	
Review: how did we go?	AS thanked everyone for being involved and engaged.	

NEXT MEETING:

Date:	20 July 2020
Time:	3.30pm
Location:	TBC