

MEETING MINUTES

Date	28 September 2020
Location	Out of the Square: 7/77 Hunter st, Newcastle
Time meeting opened	3.33pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Anthony Strachan (departed 5pm)	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 (via phone, departed at 4pm)	KM	Climate Risk
Marty Adnum	MA	Out of the square media
Mike Chapman	MC	Colliers International
Apologies		
Leigh Shears	LS	Hunter Workers
Guests		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication

MINUTES:

Item	Details	Actions
Governance		
Conflict of interest	Nil	
Previous minutes	Approved – DO and AS seconded	PCC: to CN and Slack
Matters arising	nil	
Correspondence	Jeremy Bath to attend meetings.	
Budget	Awaiting transfer of funds.	
BIA Matters	<p>Slack - Tutorial for Slack (shared document and communication platform) provided by PCC .</p> <p>Website (MA) Under consideration – but email @newcastlecitybia.com.au for directors.</p>	PCC: to facilitate
Subcommittee reports		
City of Newcastle matters	Contestable funding: Last week finalised last applicants. TM to update. Announcements	

	<p>imminent from CN. Collaboration workshop to be held October.</p> <p>Newcastle City BIA Live Spots submission successful to develop additional spots across the precinct.</p> <p>Database of 'members' - MP has chased this list from CN again. Intention of database is purely to contact business owners to keep them informed of BIA activity. Other options might include:</p> <ul style="list-style-type: none"> • PCC is maintaining a stakeholder list that is being developed as a BIA data base for use. • Perhaps engage UoN students to assist (marketing/business students). Questionnaire to be created. Possible use of survey monkey tool on social channels to gather data Perhaps consult groups such as NTIG, Makers and traders and ask if they are happy to share databases or communicate on our behalf. • Collaboration: create memorandum of understanding between groups e.g. Newcastle Now, Makers and traders etc for the express purpose of communication. <p>Parking and Cycling Strategy Consultation: BIA approached to provide Business perspective. MP sourced overview from each BIA and provided with HBC. Acknowledged variances between precincts. MP recommended each precinct be treated differently. Further discussion: DO to be cycling liaison. Lake Macquarie is seen to be best example which can be looked towards for guidance. More consultation is required re: parking in specific streets – consult locals and frequent cyclists.</p>	<p>PCC: Invoice CN</p> <p>AS to contact Kev from Newcastle Now re: contacting members in person (doorknocking approach) to gathering data within precinct.</p> <p>MC to consult HCCDC and see if they would share their database.</p> <p>DO: Investigate electric scooters.</p>
<p>Subcommittee reports</p>		
<p>Project: Business Support (CS)</p>	<p>Launched - Media present. BIA's viewed positively. Purpose: to provide free of charge support services to small businesses that are in need of assistance due to Covid or have a new business idea.</p>	<p>PCC and CN to facilitate next step for comms.</p>

Live Spots (JR)	<ul style="list-style-type: none"> Annual licencing and insurance currently being sought 20 submissions received Big Picture Fest. Sat 3rd /Sun 4th October 11am-2/3pm in Museum Park (DJ's) and Live ambient music at Darby St headphones. 	
Business Beat (MP)	<p>Engagement with Local Area Command police officers. Thursday 10.30am 1/10/2020 launch #1 in Wallsend.</p> <ul style="list-style-type: none"> JR happy to attend to the mall for this issue. AS representative for Darby St. Rundle Tailoring – West end MA – East end 	<p>MP: Send business beat info to MC</p> <p>BIA: ID circuits within city precinct and directors to attend.</p>
Foreshore planning (JR)	<p>Zoom meeting last month. Plans are being drafted based on principles developed and surveyed. JR was supported by Planning group to contact business owners about keeping parking on foreshore/spare improvement. There was a letter devised as part of this which JR took to each business. Letter includes cycling, hubs for young people, amenities. JR is collecting as many businesses on this list as possible before submission is due.</p>	
Social Media	<p>106 likes total - 48% women 52% men</p>	<p>PCC: Add JR as admin</p>
Partnerships (DO & KM)	<p>DO spoke with Dean from UoN. All in discussion currently.</p>	<p>DO talk to business school.</p>
Hunter Sustainability Network (KM)	<p><i>KM departed meeting at 4pm and was not able to report on this section.</i></p>	
General business	<p>NTIG (MA): BIA representative on the round table. Continual updates issued to BIA.</p> <p>Hometown Holiday (MA) 70 applications received. Functionality not perfect for those applications. Aims to start end of October.</p> <p>Events: Christmas (MA): Any considerations for local businesses – preparation should start now. Live spots with carols? Santa Photos or visits etc</p> <p>Promotion: Together not alone (TNA) (MA)</p>	<p>PCC: Add Christmas to next agenda.</p>

	MA will run an awards program. Submission based. E.g. best charitable solution through covid. Sponsors sought. Aim is to celebrate those who helped out during Covid-19. BIA has budget to support TNA.	
Review: how did we go?	Well. Lots of details.	

NEXT MEETING:

Date:	26 October 2020
Time:	3.30pm
Location:	OOTS

MEETING CLOSE:

Time meeting closed:	5.32pm
-----------------------------	--------