

## APPROVED MEETING MINUTES

<b>Date</b>	<b>Wednesday 14 July 2021</b>
<b>Location</b>	<b>OOTS: 7/77 Hunter street, Newcastle</b>
<b>Time meeting opened</b>	<b>3.37 pm</b>
<b>Person keeping minutes</b>	<b>Georgia Hughes</b>

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Cornelia Schulze (VIA Phone)	CS	Hunter and Coastal Lifestyle Magazine
Marty Adnum	MA	OOTS
Damien O'Brien	DO	O'Brien Winter Partners Law
<b>Apologies</b>		
Karl Mallon	KM	Climate Risk
Mike Chapman	MC	Colliers International
<b>Guests</b>		
Georgia Hughes	GH	Purser Corporate Communication
Thomas Michel	TM (CN)	City of Newcastle

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>City of Newcastle matters</b>	<p>TM: Monday SBR Contestable Funding open. Registered 12 people for the SBR info session</p> <p>BIA Support Services for the tender closed.</p> <p>DO: Issues regarding have two signatories on bank account, makes paying invoices complicated</p> <p>TM: Look into changing banking process when new service provider begins.</p> <p>Discussion about changing constitution to make payment process smoother.</p> <p>DO: Explanation of CBA processes, how NCBIA can make banking process easier.</p> <p>MA: Needs to update deliverables plan</p>	<p>MA: Send PCC the updated deliverables plan</p>
<b>Governance</b>		
Conflict of interest	nil	
Previous minutes	<p>16/06/2021</p> <p>Accepted by all.          Approved by DO          Seconded by MA</p>	

Matters arising	nil	
Correspondence	nil	
Budget	nil	
<b>Subcommittee reports</b>		
Business Support (CS)	nil	
Live Spots	Look into buying a second PA System  Acquittal Form for Live Spots contestable Funding is due 45 days from 31 August 2021	
Foreshore planning	nil	
Social Media	Fresh Marketing will begin managing Newcastle City BIA's social media on 1 August 2021	
Partnerships (DO)	nil	
NTIG (DO)	nil	
<b>General business</b>	Feedback from business re/ new Covid 19 restrictions: They have definitely felt the impact of restrictions it is quieter.  Down 20-40% in the last few weeks.  Discussion about what CN/BIA can do to help businesses through latest restrictions	Board: Think of ways BIA's can support businesses
<b>Review: how did we go?</b>	Well.	

**NEXT MEETING:**

<b>Date:</b>	Wednesday 18 August 2021
<b>Time:</b>	3:30 pm
<b>Location:</b>	OOTS

**MEETING CLOSE:**

<b>Time meeting closed:</b>	4:07 PM
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