

MEETING MINUTES

Date	Wednesday 19 May 2021
Location	OOTS: 7/77 Hunter street, Newcastle
Time meeting opened	3.30pm
Person keeping minutes	Georgia Hughes

ATTENDEES

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

MINUTES:

Item	Details	Actions
City of Newcastle matters	TM: Small Business Month in October SBR Contestable Funding coming up in July. Digital Upskilling Training Workshops this month	Board to come up with ideas for upcoming deliverables plan for next meeting
Governance		
Conflict of interest	nil	
Previous minutes	21/04/2021 Accepted by all. Approved by MA Seconded by CS	
Matters arising	nil	
Correspondence	nil	
Budget	nil	
Subcommittee reports		
Business Support (CS)	nil	
Live Spots	Board discussion about getting Live Spots started. Have Live Spots on Saturdays	MA: To contact Belle Taylor

Social Media	MA: Look into contracting someone to manage NCBIA's social media	PCC: Get quotes for social media management
Partnerships (DO)	nil	
NTIG (DO)	nil	
General business	<p>Board discussion about Hunter Hunter scope of work and quote</p> <p>Approved by board.</p> <p>Darby Street Sign Approved</p> <p>Chat about NTIG Workshop, tourism expo</p> <p>TM: Potential for City of Newcastle to collaborate with BIA & NTIG on Tourism Expo</p> <p>MC & CS: Surveyed the businesses in the East End precinct about upcoming construction.</p> <p>A lot of the feedback was regarding a no knowing a timeline of construction.</p> <p>Look into construction timeline and offer support for businesses.</p> <p>Board discussion about marketing campaign for East End Businesses; engaging someone to run marketing campaign to promote business affected by the construction.</p> <p>BIA subsidising parking for the area</p>	<p>MA: To contact Hunter Hunter</p> <p>TM: To get more information</p> <p>TM: Invite CN rep to next meeting</p> <p>CS & MC: Marketing Brief</p>
Review: how did we go?	Well.	

NEXT MEETING:

Date:	Wednesday 16 June 2021
Time:	3:00 pm
Location:	OOTS

MEETING CLOSE:

Time meeting closed:	4:48PM
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