

## MEETING MINUTES

<b>Date</b>	Wednesday 19 August 2020		
<b>Location</b>	July Jones Style Studio – Hamilton		
<b>Time meeting opened</b>	4.30 pm	<b>Time closed</b>	6.00 pm
<b>Person keeping minutes</b>	Meg Purser		

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Janice Musumeci	JM	July Jones Studio
Kellie Mann	KM	Lotus Fashion
Sandra Malloy	SM	QS Books
Kate Ellis	KE	Sportspower
<b>Guests</b>		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Thomas Michel	TM (CN)	City of Newcastle: Economic Development
Sarah Horan	SH (CN)	City of Newcastle: Planning
Pat Burgess	PB	City of Newcastle: Planning
<b>Apologies</b>		
Robert Burton	RB	Hamilton Newsagency
Christine Martin	CM	Salvation Army
Evan Reid	ER	Westpac
Robert Greer	RG	Jacks Hideout

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>Welcome</b>	<p>Welcome by JM</p> <ul style="list-style-type: none"> <li>Congrats to Kellie &amp; Meg for getting project LIVE SPOTS launched next week.</li> <li>Filling Shops – remains a priority</li> </ul>	
<b>Conflict of Interest</b>	Nil	
<b>Previous minutes accepted</b>	Accepted	PCC: Minutes to CN and Slack
<b>Matters Arising</b>	Nil	
<b>Correspondence</b>	UoN PhD student research participation	Board members notes already speaking with student and assisting
<b>Budget</b>	<p>Outgoings:</p> <ul style="list-style-type: none"> <li>Live Spots <ul style="list-style-type: none"> <li>Proweb Services website \$1750</li> <li>Domain name \$80</li> </ul> </li> <li>Flying Spanner Gallery <ul style="list-style-type: none"> <li>3 x small \$900</li> </ul> </li> </ul>	<p>Approved for payment by board</p> <p>To be recorded in budget</p>

	<ul style="list-style-type: none"> <li>o Pillar – veteran \$400</li> <li>o 4 light poles, 2 x murals \$2,800</li> </ul>	
<b>City of Newcastle matters</b>	<p><b>James Street Plaza Update: SH and PB</b> Detailed design process to begin by CN with anticipated construction in 2021 Budget. BIA invited to provide input to design:</p> <ul style="list-style-type: none"> <li>• Live Spot in Plaza to be included</li> <li>• Mosaic use to be considered</li> <li>• Lighting a priority – BIA linked CN to Phillips Australia re interactive and light features.</li> <li>• Clock to chime at 12 midday</li> </ul> <p><b>General: TM</b></p> <ul style="list-style-type: none"> <li>• Live Spots Licence with Council by HBA</li> <li>• Data (visitation) sourcing as a priority</li> <li>• Database</li> </ul>	<p>BIA to encourage community to pass along thoughts to BIA directors</p> <p>CN: to use vacant shops in clocktower to promote James Street Plaza plans- build the hype</p> <p>CN to advise on data base of membership/rate payers</p>
<b>Sub-committee reports</b>		
<b>Live spots</b>	<p>Live Spots to be launched in James Street Plaza 10.30am Thursday 27 August in James Street Plaza.</p> <p>Invited guests: CN, Councillors, Media, NTIG, Members for Newcastle and Wallsend + Federal Member for Newcastle + all BIA boards and contacts</p>	<p>Board members to attend</p> <p>Note CovidSafe management</p>
<b>Street art</b>	Flying Spanner working on 'high profile' signal boxes next phase.	
<b>Business Beat</b>	Meeting to be held	PCC: meeting TBC
<b>Men's Shed</b>	Men's Shed in the hands of Westpac and hope to get approval be end August for them to move in.	
<b>Business Support</b>	<p>The Business Centre will create a Business Support hub at its premises at 265 King Street to help business realign to the current landscape. The project has been funded by a grant from City of Newcastle. The Newcastle City BIA was developing a way to support local business access support services as part of its role in the economic development of the city. While it devised the initial project framework, it saw opportunity in creating a city-wide approach and engaged with the BIAs of Hamilton, Mayfield and Wallsend. The Business Support centre will be officially launched in September via media relations, marketing and signage.</p>	<ul style="list-style-type: none"> <li>• BIAs to be recognised in all promotional, marketing signage and communication activities - "With Support of Business Improvement Associations" - approved by Council today.</li> <li>• BIA budget to be refined and allocated to project</li> <li>• Launch</li> </ul>

	<p>All parties to collaborate to create an accessible and cohesive way for business to access support services.</p> <p><i>The Business Centre:</i></p> <ul style="list-style-type: none"> <li>• Part fund and manage project</li> <li>• Provide accommodation and meeting rooms for business at just \$10 per square metre until 31 December 2020</li> <li>• Concierge enquiry about business support</li> <li>• Schedule the delivery of pro-bono support services.</li> <li>• Provide access to resources that can help business align to new landscapes</li> </ul> <p><i>The BIAs:</i></p> <ul style="list-style-type: none"> <li>• Part fund</li> <li>• Promote the initiative to target audiences</li> <li>• Contribute funds to support resources to concierge enquiry</li> <li>• Utilise networks to advance the project (advocacy, network, promotion, communication)</li> </ul> <p><i>City of Newcastle:</i></p> <ul style="list-style-type: none"> <li>• Part fund - Resilience grant in place</li> <li>• Promote the initiative</li> <li>• Contribute to model development and map resources within Council that might add value to the initiative.</li> </ul>	Ongoing participation on project meetings
<b>Events</b>	Events subcommittee appointed Double Digits and will no work on CovidSafe approach.	
<b>Tourism</b>	Update on Round Table and insert of BIA projects into visitor experience	PCC: to keep BIA updated.
<b>General Business</b>	<p><b>Membership stickers:</b> Hunter Signs has quoted \$1.50 per sticker. Board approved design and firm quote to be obtained.</p> <p><b>Pull-up banner:</b> for BIA to be quoted and produced.</p>	PCC to facilitate
<b>Social media</b>	<p>Facebook</p> <ul style="list-style-type: none"> <li>• 231 up from 181 people last month</li> </ul>	Instagram to be activated.
<b>Review</b>	Positive feedback. Good progress.	