

## MEETING MINUTES

<b>Date</b>	<b>22 May 2020</b>
<b>Location</b>	Zoom
<b>Time meeting opened</b>	7:45am
<b>Person keeping minutes</b>	Gracyn Endacott

## 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
<b>In attendance</b>		
Meg Purser	MP (PCC)	Purser Corporate Communication
Gracyn Endacott	GE (PCC)	Purser Corporate Communication
<b>Apologies</b>		
Christine Martin	CM	Salvation Army
Ashlee Abbott	AA	City of Newcastle

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>Previous minutes accepted</b>	Accepted	
<b>Matters Arising</b>	To be dealt with in agenda	
<b>Correspondence</b>	<p>Margaret Glenn resignation due to professional and personal reasons. Accepted by board with understanding and support for Margaret.</p> <p>EOI from Robert Burton to join board. Accepted.</p> <p>Joint BIA letter to CN regarding rate inequity to be submitted</p>	<p>PCC:</p> <ul style="list-style-type: none"> <li>Formally accept resignation and thank Margaret for her work to date</li> <li>PCC to inform Rob Burn of position acceptance</li> </ul> <p>Board:</p> <ul style="list-style-type: none"> <li>Identify suitable additional board member/s and encourage EOI</li> </ul>
<b>Governance</b>	<b>Bank- Hamilton Business Association</b> Change of signatories	SM to replace Margaret Glenn as signatory. JM to organise
<b>Conflict of Interest</b>	None at the current time.	
<b>Deliverables Plan</b>	<p>Feedback from CN. Adjustments made to deliverables plan.</p> <p>Live Spots business plan to be developed</p>	<p>PCC - Draft 10 to be sent to board</p> <p>PCC and KM to discuss</p>

	Major events – Eol respondents notes as: <ul style="list-style-type: none"> <li>• Double Digits Marketing</li> <li>• Fixx Events</li> </ul>	Board: Zoom meeting to be organised for EOI
<b>City of Newcastle</b>	<b>Items for follow-up:</b> <ul style="list-style-type: none"> <li>• Major events (city wide) and the inclusion of Hamilton and Culturally diverse events</li> <li>• James Street Plaza - Modern Town Plaza planning to begin in 2020 to 2021 year</li> <li>• Toilets in James street being renovated</li> </ul>	PCC to follow-up with CN
<b>General Business</b>	<p><b>BIA Collaboration – New Usual</b>  Covid-19 - Collaborate with all other BIAs \$ and ideas.  All members present supportive of the concept and looking forward to detail</p> <p><b>Busking</b>  Launch of busking initiative in Hamilton. Once launched collaborate with other BIA's to have busking in their own precinct.</p> <p><b>Social media</b>  <a href="https://www.facebook.com/Hamilton-Business-Association-104760671128142/">https://www.facebook.com/Hamilton-Business-Association-104760671128142/</a></p> <p>Facebook getting good traction, encourage people to follow – goal of 1,000 followers/likes</p>	<ul style="list-style-type: none"> <li>• PCC to share database for New Usual</li> <li>• MP send Joe Relic contact to KM</li> <li>• PCC will share each BIA's social media handles</li> </ul>

**NEXT MEETING:**

<b>Date:</b>	TBC
<b>Time:</b>	TBC
<b>Location:</b>	Zoom

**MEETING CLOSE:**

<b>Time meeting closed:</b>	8:48am
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