



# Hamilton Business Association Inc.

ABN: 43 576 863 540 | INC ID NUMBER: INC1901585

## BOARD MEMBERS

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Reece Hignell	RH	Cakeboi
Amanda Hinds	AH	Origin Architecture
Kate Ellis	KE	Sportspower
Sandra Molloy	SM	Q's Books
Rob Burton	RB	132 Newsagency
Amy Cook	AC	Neighbourhood Barber
Chelsea Willis	CW	YPT
Nick Van Baal	NB	Greater Bank
Mara Draper Lang	ML	Son of a Gun

## CN REPRESENTATIVES

Thomas Michel	TM	CoN

## GUESTS

Janice Musumeci	JM	JM Consultancy Services

# MEETING MINUTES

<b>Date</b>	Wednesday 19 April 2023
<b>Location</b>	The Blind Monk – Private Room
<b>Minute Taker</b>	Janice Musumeci

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Reece Hignell	RH	Cakeboi
Amanda Hinds	AH	Origin Architecture
Sandra Molloy	SM	Q's Books
Rob Burton	RB	132 Newsagency
Amy Cook	AC	Neighbourhood Barber
Nick Van Baal	NB	Greater Bank
Cr J Barrie	JB	CN
Thomas Michel	TM	CN
Jarrold Lawler	JL	Herb Urban - Guest
Louise Manning	LM	Hunter Events Group - Guest
Amelie Fournier	AF	Hunter Events Group - Guest

## APOLOGIES

Chelsea Willis	CW	YPT
Kate Ellis	KE	Sportspower
Mara Draper Lang	ML	Son of a Gun
Cr Duncan		CN
Cr McCabe		CN

**Meeting Open:** 5:30pm

**Meeting Close:** 7:10pm

# MINUTES

Item No	Agenda Item	Details	Actions
<b>1. Welcome and Administration</b>			
1.1	Welcome to Country	RH opened the meeting and introduced Guests as noted above.	Nil
1.1	Confirmation of Previous Minutes	<u>Moved:</u> Amanda Hinds <u>Seconded:</u> Rob Burton	Nil
1.2	Conflicts of Interest	Nil	Nil
1.3	Treasurer's Report	<b><u>Budget at Bank:</u> \$38,440.52</b>  Financial Expenditure Update sent to Board prior to meeting. Approximately \$20k to be allocated from 22/23 funds by EOFY. These funds were allocated to Markets in James St Plaza. Ongoing estimated costs May/June are social media \$3630, Mens Shed \$720, Art Thinking James St Plaza activations \$3520 Accountant \$220 with an expected GST refund /income TBA.	Nil
1.4	CN Matters	<p>a) SBR Contestable funding suburban round opens April 26 for one month with Information session at The Hive 8am Friday April 28. Chair invited to talk about Boards strategic direction. Online Info session Wednesday May 3. Min application \$4k Max \$40k. \$50k offered. Currently HBA spending \$100k plus the \$50k and actual Levy collected per year around \$142K.</p> <p>b) General discussion about the SBRL contestable funding and past successful applications. RH (or delegate from Board) on assessment panel. RH is always connected with applicants to align with HBA plans. Will remove himself from decisions in assessment panel where necessary. RB queried is the rate indexed with CPI. If 3% increase in</p>	

		<p>rates will SBRL be affected. TM advised has heard no word of movement.</p> <p>c) TM/RH – Update on Awaba Park. RH asked CN to come back to Board with funding request for anti graffiti prevention by May 6. Nothing received as yet.</p> <p>d) TM – City Intelligence Program update. RH – requested TM present to Board the data from CIP with comparative day/night trade data.</p> <p>e) RH – proposed letter to CN requesting water pressure cleaning James St Plaza 3 x weekly Mon We Fri. Twice a day for toilets and possible structural solution over bench seats under trees. All board present agreed unanimously.</p>	<p>JM to draft letter for RH approval</p>
1.5	Correspondence	<p><b>6 emails from business owner Paul Murphy</b></p> <ol style="list-style-type: none"> <li>1. <u>Local Area Police Command visit 4 April</u> – expressing disappointment about attendance specifically sighted only 1 from Board. Chair responded to correct to 3 Board Members in attendance, including Kate Ellis as lead for this project.</li> <li>2. <u>Request to view AGM video recording</u> – Chair responded that this is not a BIA asset. JM proposed that the Board add footnote to the draft 2022 AGM minutes with the following <i>‘The AGM was recorded by a third party and is for the sole purpose of assisting to transcribe the minutes. It is not a HBA asset and therefore does not form part of the Association records’</i>. Board unanimously approved inclusion in the draft AGM minutes.</li> <li>3. <u>Clean Up Request to Board</u> – James Street CN Carpark with photos supplied. Chair responded</li> </ol>	

		<p>advising such matters can be reported directly to CN via app.</p> <ol style="list-style-type: none"> <li>4. <u>Clean Up Request to Board</u> – Paul Muprhy emailed CN app response with reference number. JM also reported via the CN App and advised Cr J Barrie and Chair of the 2 reference numbers asking Cr Barrie for a Councillor Request to be submitted. JM also emailed Tamara Ward of CN to advise and request urgent action on 13/4. Carpark was cleaned and graffiti removed on 18/04. JM received email response from CN.</li> <li>5. <u>Clean Up</u> - Paul Murphy emailed committee to thank CN for the clean-up of the carpark</li> <li>6. <u>Clean Up</u> - PM emailed regarding bird dropping at James Street Plaza with photos and also queried BIA Coordinator role and cost. JM responded with role responsibilities and clarified with Paul that the cost of the BIA Coordinator Role can be found on CN website, which is \$18 870 per annum as per Appendix C 21/22 Annual Report on the Council website. JM noted to Paul that as BIA Coordinator she has communicated with the relevant department at CN in relation to James St Carpark and the Plaza and copied Chair and Cr Barrie all instances. JM clarified to Board that the cost of her contract is \$117 700 p/a. across 4 BIA's with 214 businesses paying SBRL in Hamilton, 828 businesses in City, 168 business in Mayfield and 123 in Wallsend. The cost for each precinct is identified in Appendix C of the BIA 20/21 Annual Report on CN Website. JM noted to Board that the general scope of role is outlined in the BIA Support Services Audit of 2021 / 2022 inc activities: manage and develop the Deliverables Plan, ensure strict</li> </ol>	
--	--	--	--

		<p>compliance with service agreements, provide administration support to Chairpersons, update CN regularly on activities, arrange the AGM, administer procurement activities related to the delivery of projects (gather quotes, present expenditure, administer banking transactions and monitor the delivery and receipt of services / goods), maintain membership record.</p> <p><b>1 email from new business to area – Dynamic Ability Support</b></p> <ol style="list-style-type: none"> <li>1. Email from Dynamic Ability Support introducing themselves to the HBA. JM responded</li> </ol>	
<b>2. Outstanding Actions</b>			
	Nil	-	-
<b>3. Items for Discussion and Decision</b>			
3.1	Events Coordinator	<p>Hunter Events Group presented proposal for EOI Events to Board. Company details given and experience as well as ideas on events highlighted in EOI.</p> <p>EOI events sent to PWP events, Abercrombie Events, Agnes &amp; Read, Canvas, Hunter Events Group with 2 proposals submitted.</p> <p>Board were sent proposal from PWP Events and HEG Events prior to meeting.</p> <p>Board VOTE for Event Coordinator 23/24. All Board present unanimous PWP Events.</p> <p>RH proposed payment of \$10k in advance for Noddle Market Activation in July/August. All board present unanimous approved</p>	<p>JM to advise unsuccessful EOI's, RH to advise PWP events.</p>

<p>3.2</p>	<p>Jarrold Lawler - Herb Urban (Guest)</p>	<p>Jared Lawlor addressed group at RB request about hanging planters and continuation of maintenance of greenery in the precinct. Broad discussion included continued watering of green beams but Board will need to look at a transition at some stage. Proposal of \$12k per year to be considered by Board at Deliverables Plan Workshop. Includes Maintenance + 2 green beams per year.</p> <p>RH suggested monthly retainer rather than a lump sum and JL accepted. RH suggested it is worth considering Herb urban taking over maintenance.</p> <p>RB asked if Herb Urban would take on the hanging baskets. This was discussed at previous meeting with Herb Urban in attendance and this is not part of their scope. JL expressed that container gardens are Herb Urbans unique focus. They could remove the hanging baskets, replant, and rehang but at a cost possible \$8k spend and could fail again; current budget for maintenance is \$10k.</p> <p>RH/SM noted that they are not interested in looking at hanging baskets option again. RH asked if maintenance moved to Herb Urban what option do we have with watering machinery as currently HBA owned and Mens Shed storing and using. Would Herb Urban buy back considering depreciation.</p> <p>JL confirmed HU will look at buy back and provide offer to Board. Will take in green beams and lemon myrtle maintenance. Myrtles planted in Oct 2022 with SBR Contestable funding agreement is to maintain for 12 months to Oct 2023. 2 trees vandalized and replaced by HU in the first 2 months.</p> <p>RH noted that if SBR contestable funds cover maintenance or a full year to Oct 2023 new agreement with HBA would be</p>	<p>JM to write communication to relevant businesses. RB to assist with distribution as required.</p>
------------	--	--	--

		<p>from July 23 – June 24. Need to consider difference in monthly retainer for the cross over months in 2023 will need to be negotiated. Also asked JL to consider a different look for the precinct to other precincts now some also have green beams. Request to keep Hamilton unique.</p> <p>JL advised will consider SBR Contestable funding application for more Lemon myrtles to be planted.</p> <p>RH requested JL to come back to board with a fair cost to buy out the watering machinery. JL left meeting.</p> <p>RH Proposed accepting Herb Urban maintenance quote of \$12k Approved unanimously all board present. SM proposed communications to be sent to all businesses currently with hanging baskets advising option to remove or transfer from HBA ownership and maintain. Approved all board present.</p>	
3.3	Business Beat	Received by BIA Coordinator directly from Local Area Police Command and sent to Board.	JM to send to HH Database
3.4	Social Media Update	<p>Crave Media wrapping up April 30. EOI for Social Media Management sent to the following: Soqual, Society Creative, SocialHaus, JT Creative, Gabrielle Cavalieri, Pepper It.</p> <p>PepperIt requested meeting with Chair and we received 3 EOI. All sent to Board prior to meeting to review. RH discussed all 3 proposals. JM provided summary of proposed costs for all 3 to Board.</p> <p>Board vote: PepperIt unanimously approved all Board present with note Kate Ellis emailed vote for PepperIt.</p> <p>SM suggested 6-month trial with option for further extension. RH to discuss agreement options with PepperIt</p>	JM to advise unsuccessful parties and RH to meet with PepperIt and arrange handover.



		RB requested that all special events well covered on social media platforms in future.	
3.5	James St Plaza Activation Update	AC advised Board regular contact with Art Thinking with WE ARE project images currently projected for one month. Also encouraging to hear the Newcastle Art Gallery may be interested to host projector June/July plus possible project for Africa Day. RH connected Art Thinking to Wesley Mission who have funding to be utilised by EOFT.	JM to seek images for social media promotion also notify Art Thinking to send invoice to be paid and advise of SBR Contestable funding round.
3.6	CN Pressure Cleaning	<p>JM notified Board of addition to SBR Expenditure Policy by CN for optional water pressure cleaning of BIA precincts. 12 month contract directly with Council and quoted being sought. Does HBA want to opt in? Extensive discussion about past experiences with localized pressure cleaning. Some businesses complained due to the mess from splashback. Open discussion about pros &amp; cons.</p> <p>RH – Advised this is the number one complaint from locals and businesses. This could be a good opportunity to address the street cleanliness.</p> <p>Final suggestions:</p> <ul style="list-style-type: none"> <li>• 12 month trial</li> <li>• One off deep clean and one maintenance clean</li> <li>• References of providers of quotes must be checked with before and after photos provided</li> <li>• Flyer required by provider to be delivered to businesses with opt out if requested by business owner.</li> </ul> <p>AC – Proposed HBA letter to Local Ward Councillors asking for more bike racks in</p>	JM/TM to follow up



		street as bikes leaning against businesses facades is causing damage and is it possible to have extra signage / stencils on pavement advising no bikes or scooters.	JM to communicate to Ward Councillors
<b>4. Strategic Discussion and Review</b>			
	Nil	-	