



Hamilton Business Association Inc.

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

BOARD MEMBERS

Name	Abbreviation	Business represented
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	CN
Tamara Ward	TW	CN

GUESTS

Janice Musumeci	JM	JM Consultancy Services

MEETING MINUTES

Date	22 Feb 2023
Location	The Blind Monk – Private Room
Minute Taker	Janice Musumeci

ATTENDEES

Name	Abbreviation	Business represented
Reece Hignell	RH	Cakeboi
Amanda Hinds	AH	Origin Architecture
Kate Ellis	KE	Sportspower
Sandra Molloy	SM	Q's Books
Rob Burton	RB	132 Newsagency
Mara Draper Lang	ML	Son of a Gun
Rebecca Fitzgibbons	RF	Guest - The Fringe Festival
Tamara Ward	TW	Guest (CN) Executive Manager of Assets and Facilities
Jarrod Lawler	JL	Guest - Herb Urban

APOLOGIES

Amy Cook	AC	Neighbourhood Barber
Nick Van Baal	NB	Greater Bank
Chelsea Willis	CW	YPT
Cr McCabe		CN
Cr Barrie		CN
Cr Duncan		CN
Thomas Michel	TM	CN

Meeting Open: 5:35pm

Meeting Close: 7:08pm

MINUTES

Item No	Agenda Item	Details	Actions															
1. Welcome and Administration																		
1.1	Welcome	RH opened the meeting and introduced Guests and mentioned apologies as noted above.	Nil															
1.1	Confirmation of Previous Minutes	<u>Moved:</u> Amanda Hinds <u>Seconded:</u> Kate Ellis	Nil															
1.2	Conflicts of Interest	Nil	Nil															
1.3	Treasurer's Report	<p>HBA Spending to date:</p> <table border="1"> <thead> <tr> <th></th> <th>Actual</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Beautification</td> <td>\$4957</td> <td>\$10 000</td> </tr> <tr> <td>Promotion</td> <td>\$23 342.40</td> <td>\$38 000</td> </tr> <tr> <td>ED</td> <td>\$31 277.43</td> <td>\$47 000</td> </tr> <tr> <td>Governance</td> <td>\$2578.18</td> <td>\$5000</td> </tr> </tbody> </table> <p><u>At Bank:</u> 01/01/23 = \$47 677.52 21/02/23 = \$45 129.17</p>		Actual	Budget	Beautification	\$4957	\$10 000	Promotion	\$23 342.40	\$38 000	ED	\$31 277.43	\$47 000	Governance	\$2578.18	\$5000	Nil
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1.4	CN Address	<p>Tamara Ward, CN Executive Manager of Assets and Facilities addressed the Board.</p> <p>TW thanked the Board for the invite to the meeting to discuss the Hamilton Cleaning Schedule as operated by CN. TW asked the Board for observations about Hamilton to help her assist with changes as required.</p> <p>RH commented that he appreciated the current CN action and was happy to facilitate CN collaboration with the Hamilton BIA Board.</p> <p>RH highlighted that some members in the precinct are unhappy with the standard of street cleaning. Board is aware of how to use the CN app to report issues and have used the service and are happy with CN response to issues.</p> <p>RH The main concern is the cleanliness of James St Plaza. TW noted that she understood that there is consistent service in James St Plaza but it is clearly not meeting the needs of the area. TW noted that she is mindful of the need for consistent service across the City in addition</p>	TW to attend Board Meetings as required by Board for specific issues															

		<p>to the fact that James St Plaza is a concern and anti-social behaviour creates problems re cleanliness.</p> <p>RH noted that it is in the dual interest of the BIA and CN to ensure that James St Plaza is maintained as this area is an asset to the precinct and CN have invested to revitalise this area.</p> <p>RH continued to show TW a photograph taken in the past week with bird droppings on the seats deeming the seating unusable.</p> <p>TW noted that she understands the James Street Plaza is cleaned twice a week and will check on this and get back to the Board.</p> <p>TW recommended that the Board continue to use the CN App to report cleanliness issues as frequently as they occur.</p> <p>RB commented that there have been positives since the James St Plaza refurbishment. RB believes that the CN workers he sees are very committed to keeping the area clean. RB noted that he understands that there has been noise complaints about the leaf blower by community members. The feedback from CN workers that he has heard is that CN workers have been advised not to use the leaf blower before 7am; this inhibits their work.</p> <p>TW said that she would review this and advise the Board on a resolution.</p> <p>SM noted that the toilet is always a problem. TW said that the toilets are being serviced daily.</p> <p>RB advised that he believes they are only being serviced once daily.</p> <p>TW said that she would investigate and get back to the Board.</p> <p>RH also noted that previously the Board has been advised that the street bins were being replaced. A new bin audit needs to be completed as the bins have graffiti on them and the doors are broken.</p> <p>TW mentioned that the CN app is an effective way to report such issues as they are relayed to the relevant maintenance team at CN quickly.</p>	
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1.5	Correspondence	Nil	Nil
2. Outstanding Actions			
	Nil		
3. Items for Discussion and Decision			
3.1	<u>Guest</u> - Jarrod Lawler of Herb Urban	Presentation by Jarrod Lawler of Herb Urban to discuss hanging plant baskets and maintenance within the precinct for all greenery including mosaic planters.	Board to ask Business Owners for input re hanging

		<p>RH commented he had invited JL after numerous discussions from the Board about the hanging baskets in the street being in disrepair.</p> <p>RH believes it is time to discuss and review possible replacement or for the Board to consider future actions for hanging baskets particularly considering the Deliverables Planning Session is coming up in May 2023 with new expenditure for the financial year to be discussed and decided upon.</p> <p>JL addressed the Board providing comparative features and benefits of green beams and hanging planters.</p> <p>SM commented on the current poor state of the hanging planter baskets and asked whether it was possible to replant to revive them.</p> <p>JL noted that the soil density of the plant is so low that they dry out between watering; plants often perish in the summertime as they are fragile and if one watering is missed, they are likely to perish.</p> <p>JL noted that he took on the hanging planter baskets as a favour to the Board and is not willing to collaborate further as it is not a good representation of his current business activities.</p> <p>RH posed the question to the Board as to what will happen with the hanging baskets as the beautification issue needs to be solved.</p> <p>JL noted that Herb Urban will not be proposing to maintain the hanging baskets and individual shop owners could maintain independently. However, JL noted that Herb Urban could remove them if they are unwanted.</p> <p>AH suggested to consider Green Beams only.</p> <p>RH commented that the Green Beams are beautiful, but he would like the Board to consider a more universal approach that is community inclusive for greenery in the street as opposed to individual businesses.</p> <p>RH proposed to JL that the Board look at a quote to maintain Green Beams on a monthly basis for 6 months, then a further 6 month renewal. The Board were not</p>	<p>planter baskets.</p>
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		<p>interested in locking into a contract and not in a position to agree to a big budget project at this point in the financial year but will consider incorporation in the Deliverable Plans.</p> <p>JL mentioned that the watering cart that the Mens Shed are using was initially paid for by the BIA and that the Mens Shed could still use this to water plants weekly.</p> <p>JL also suggested that he could buy back the watering cart.</p> <p>MD suggested to ask business owners if they wish to keep and maintain the hanging planters before the Board was to decide on an outcome.</p>	<p>Board to consider quote for greenery maintenance.</p>
<p>3.2</p>	<p><u>Guest - Rebecca Fitzgibbons of the Fringe Festival</u></p>	<p>RF announced that the Fringe Festival would be hosting four performance venues in Hamilton in 2023. The FF was successful in obtaining \$15 000 in SBR Contestable Funding.</p> <p>RF noted that the Hamilton area is a dedicated performance precinct to drive foot traffic and business engagement. A Box Office (branded) will be placed in James Street Plaza and will remain for three weeks. Also, FF will stage micro-performances each Saturday in the James Street Plaza at FOC. Full details for the timetable are to be presented to the Board and to relayed to business owners via social media.</p> <p>RF also advised the Board that there was promotion for the FF in the Newcastle Herald, Newcastle Live, Newcastle with Kids and HunterHunter.</p> <p>The Board agreed that the Fringe Festival is a good cultural fit for Hamilton precinct. The Board were put a proposal for a HunterHunter advertorial for the precinct. Cost was \$750 plus GST to promote the free entertainment of Fringe Festival on Saturday 11th and 18th of March 2023. All Board members unanimously agreed to pay for the HunterHunter advertorial.</p> <p>RH encouraged the Board to consider future funding for the Fringe Festival in the Deliverables Plan and to monitor street foot traffic / business sales during the Fringe Festival period in March 2023.</p>	

3.3	Social Media Update – Crave Media	<p>Crave Media will be undertaking reduced posts and reducing cost from Jan 2023 – April 2023 and then closing business.</p> <p>EOI's to go out for a local social media manager</p> <p>The Board will need to undertake an EOI process to replace this service.</p> <p>RH commented that we must maintain our social media presence as we have a good following and good business engagement.</p>	Social Media Management EOI to be dispersed.
3.4	Breakfast Club & Blog	RH asked that the Business Breakfast Club and the Blog project items be removed from the Agenda as this will be paused indefinitely.	
3.5	Business Beat	<p>Kate Ellis contacted SI Kylie Endemi to organise 2023 dates for Business Beat, no dates confirmed yet.</p> <p>KE will follow up with RH.</p>	KE will follow up with RH re 2023 Business Beat dates.
3.6	James Street Activation – Lighting Project	RH updated the Board that ArtThinking are planning several activations in April 2023. There will be \$3000 budget request to Board; this includes a dance performance, projection, roaming street activation, family friendly party. Activation is to focus on inclusivity given the ethnicity of the precinct.	
3.7	2023 Harvest Festival	<p>Board was advised of the Harvest Festival happening in Tudor Street with various local vendors / businesses.</p> <p>RH proposed a \$750 + GST spend on promotion through HunterHunter advertorial for the precinct.</p> <p>All Board present voted unanimously agreed to pay for a HunterHunter advertorial.</p>	JM to assist to arrange HunterHunter Article for Hamilton precinct events and activations
3.8	Small Walls Project	<p>RH and AH gave an update on the Small Walls Project.</p> <p>AH noted that the Small Walls Project will be coming to precinct businesses with flyers to promote EOI's for nominations for small doors to be decorated.</p> <p>This is an SBR Contestable Funding Project.</p>	

3.9	Rainbow Crossing Update	RH commented that the Board is awaiting a quote for a potential rainbow crossing from Priceline to Piggott's Pharmacy. This is a very detailed quote to be reviewed by the Board. To be discussed at the Deliverables Planning Workshop.	
3.10	Preparation for Deliverables Planning Workshop	Board notified that there is an EOI out for events management to various businesses for precinct events and activations in 2023 and 2024 FY.	
3.11	AGM Minutes Review	All Board to review AGM Minutes and reply to JM with approval or amendments – urgent	
4. Strategic Discussion and Review			
	Nil		

NEXT MEETING: Thursday 23 March 2023 at 5:30pm

Important Dates:

16 March 2023: BIA Ideas Exchange - CN Offices Stewart Avenue Review