



NEWCASTLE BUSINESS IMPROVEMENT ASSOCIATION

ABN 93706504579 |

INC ID 1901584

MEETING MINUTES

Date	Wednesday 28/02/2024
Location	787 Hunter St Newcastle
Minute Taker	Janice Musumeci, JM Consultancy Services

ATTENDEES

Name	Abbreviation	Business represented
Lucy Glover	LG	Kafey Café
Kendall Brooks	KB	Brooks Marketing & Events
Jacinta Fintan	JF	Wall Station
Blake Phillips	BP	Pokey
Trish Hilkmann	TH	CN

GUESTS

APOLOGIES

Shanelle Lowe	SL	Chandler Macleod
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MEETING OPEN: 5.18pm

MEETING CLOSE: 6.28pm

MINUTES

Item	Agenda Item	Details	Actions
1. Welcome and Administration			
1.1	CN Matters	TH – Date for ideas exchange possibly early April CN applying for NSW grant funding for a special street event specifically for road closures. SBR Funding suburbs opening possibly June 2024	
1.2	Confirmation of Previous Minutes	Approved KB Seconded JF	
1.3	Conflicts of Interest	Nil	
1.4	Treasurer's Report	Budget at Bank \$75,912.88	Nil
1.5	Correspondence	Nil	
1.6	Matters Arising	Nil	
2. Outstanding Actions			
2.1	Nil		
3. Items for Discussion and Decision			
3.1	Beautification	141 Darby St. Herb Urban updated will commence work Feb. JF update on lighting works on mural. Lighting testing is complete installation commences March 2. Up to 2 weeks for completion around March 24.	Nil
3.2	Database Update	NCBIA appointed person to clean up database Database from Hunter Hunter campaign to be used to promote events in the precinct. JF proposed regular giveaways via digital marketing to build database.	
3.3	Branding Direction/Social Media	KB/JM discussed possible EOI x 3 Slice Wireless, Pepperit, Soqual	JM prepare the EOI

		<p>Broad discussion around branding and how the BIA wants to be represented on socials.</p> <p>KB - BIA should support and promote businesses in the precinct raise awareness. Provide businesses tools to connect between CN and local business and events. Information base.</p> <p>JF - Build better culture for businesses, facilitate connecting businesses.</p> <p>BP - Great idea to get businesses together. Business owners to connect at networking event.</p> <p>KB - The Business Centre could host, and this gives meaning for attendance. EOFY networking event.</p> <p>JF - Suggested Bartholomew Bar and everyone bring a businesses friend from the precinct in May</p>	<p>KB approach Business Centre to attend/host event</p>
3.5	Newcastle Food Month Proposal	<p>KB sent proposal to Board prior to meeting. Proposal to assist businesses with promoting their participation in NFM. Special offer to businesses to promote their NFM offer in the Herald.</p> <p>VOTE unanimous no all Board present</p>	
4. Strategic Discussion and Review			
	Recruiting Board Members	<p>JM advised need for new Board members please connect with contacts.</p>	
	Big Picture Festival (BPF)	<p>Discussion around BIA Funding Form submitted by BPF for Nesbitt building mural. Not within the precinct paying SBR levy.</p> <p>Board decided to go broadly to all SBR recipients advising sponsorship opportunities</p>	<p>JM BPF to be advised</p>

Next Meeting: March 21 at 12 Stewart. Avenue, Newcastle West