

NEWCASTLE BUSINESS IMPROVEMENT ASSOCIATION

ABN 93706504579 |

INC ID 1901584

MEETING MINUTES

Date	Wednesday 23 August 2023
Location	ZOOM
Minute Taker	Janice Musumeci, JM Consultancy Services

ATTENDEES

Name	Abbreviation	Business represented
Lucy Glover	LG	Kafey Café
Damien O'Brien	DO	O'Brien Winter Law
Kendall Brooks	KB	Brooks Marketing & Events
Kristy Coady	KC	Swell Magazine
Shanelle Lowe	SL	Chandler Macleod
Blake Phillips	BP	Pokey

APOLOGIES

Chris Russell	CR	CIMS Cafe
E Acton	EA	CN

GUESTS

Jacinta Fintan	JF	Wall Station
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MEETING OPEN: 4.56pm

MEETING CLOSE: 5.51pm

MINUTES

Item	Agenda Item	Details	Actions
1. Welcome and Administration			
1.1	Presentations	JF – Wall Station presented proposal for SBR Contestable Funding Broad discussion with Board for feedback.	
1.2	Confirmation of Previous Minutes	LG KC	
1.3	Conflicts of Interest	Nil	
1.4	Treasurer's Report	Budget at Bank \$22408.61 JM advised FY statement complete Board noted that the above remaining account balance has been allocated towards 2024 Deliverables Plan specifically UpnUp project.	Nil
1.5	Correspondence	Dr Marcus Jeffries UoN – Regarding SBR Contestable funding application. Advising not in a position this year to apply for wayfinding project as discussed with Board but will connect again in 2024.	
1.6	CN Matters	JM – Still awaiting allocation of new funding from CN. SBR Contestable Funding Session in person at CN Wed Sept 6. JM noted it is important for Board to attend to meet the room and discuss applicants ideas as the Board have allocated funds towards sponsorship for unsuccessful applicants. 3 Board members attending CN has upcoming engagement related to Queens St carpark. This will be a targeted survey issued by email and letterbox drop to traders in Darby St Coks Hill. Matt McMullen and Ryan Trantor requested invite to next meeting to	

		discuss in more detail and also discuss the parking sensor project.	
1.7	Matters Arising	Nil	
2. Outstanding Actions			
2.1	Nil		
2.3			
3. Items for Discussion and Decision			
3.1	Beautification Project Location	Jacinta Fintan updated board on lighting mural project at 141 Darby St. Owner has given permission and minor heritage works form has been submitted. Also updated Board on Easled project.	Nil
3.2	Live Spots	JM spoken to Talent Manager about new budget and SBR funding application. KB also spoken to him and JM will invite to Sept 6 info session at CN. Board supporting application to continue Live Spots in the City precinct.	
3.3	Operation Confidence	KM met with LAPC met new Crime Prevention Officer and requested date and time for targeted walkthrough east end and mall area specifically directed at speaking to business owners.	Date & Time TBA
4. Strategic Discussion and Review			
	Recruiting Board Members	JM – Emily Coker is interested. Also advised Board DO has to stand down in December as 4 years on Board according to Constitution 4 x 12 consecutive months must stand down. JM advised we could do a special resolution at upcoming AGM to extend time for Board members. KB requested this be an option. Sighting DO is a valuable Board member with a	-

		wealth of knowledge and connections that can assist the BIA to grow. DO expressed he would like to stay on.	
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Next Meeting: Sept 20, O'Brien Winter Partners