
MINUTES OF THE STRATFORD BUSINESS ASSOCIATION MEETING HELD AT THE TET MULTISPORTS CENTRE, PORTIA STREET, STRATFORD ON MONDAY 14 SEPTEMBER 2020 AT 5.30PM.

PRESENT

Chairperson: Matthew Dimock Committee Members: Craig Burrows, Sharon Mackie-Langton, Min McKay, John Whittington, Gavin Cox, Tracey Scheliin, Amy Kingston (secretary), and Chade Julie (Stratford District Council).

APOLOGIES

Jason Kowalewski, Peter Dalziel and Ash Rowland.

1. CONFIRMATION OF MINUTES

1.1 Ordinary Meeting – Monday 10 August 2020

Stratford Business Association Meeting – 10 August 2020

THAT the minutes of the Stratford Business Association meeting held on Monday 10 August are accepted.

MCKAY/COX
Carried

It was noted that:

- Accepted with the amendment of removing John Whittington from present.

2. PRESENTATIONS

2.1 Kelley van Pelt

Discussion points: Website system update, events calendar, website layout and a discussion around changes to be made.

It was noted that:

- The secretary is to send minutes through to Kelley to upload onto the website.
- Website analytics will be provided to the committee each month by Kelley.
- The secretary to help push people to the HOT website through SBA's existing channels i.e. social and newsletter.

4.3 **Paid:**

- Colonel Malones	Voucher Reimbursement	\$50.00
- Five Star Liquor	Voucher Reimbursement	\$150.00
- Paper Plus	Voucher Reimbursement	\$100.00
- Dimocks 100%	Voucher Reimbursement	\$1100.00
- The Master Hardware	Voucher Reimbursement	\$100.00
- CMK	Xero subscription fees for Jul	\$69.00
- SDC	Jul BA5 costs	\$200.00
- NZME	Weekly advertising	\$948.75
- Technology SOS	Web consultant	\$575.00
- Technology SOS	Web consultant	\$287.50
- Technology SOS	Web consultant	\$287.50
- Technology SOS	Web consultant	\$230.00
- Stadium Bar & Bis	Hire and catering 29/7	\$412.00
- Stadium Bar & Bis	Hire and catering 5/8	\$412.00
- Done By Nine	Workshop x 2	\$1368.50
- BCreative	Voucher printing	\$495.80

Total paid = \$6786.05

4.4 **To be paid:**

- The Master Hardware	Voucher Reimbursement	\$200.00
- Colonel Malones	Voucher Reimbursement	\$10.00
- Five Star Liquor	Voucher Reimbursement	\$350.00
- NZME	Weekly advertising	\$759.00
- CMK	Xero subscription fees for Aug	\$69.00
- TGM Creative	Annual website SSL Cert charge	\$67.85
- Merco	POLi Monthly transaction fees	\$0.46
- Technology SOS	Web consultant	\$287.50
- Technology SOS	Web consultant	\$345.00
- Technology SOS	Web consultant	\$345.00
- SDC	Daffodil Day window starter packs	\$60.00

Total to Pay = \$2493.81

THAT the financial reports are received and the payments are approved.

SCHELIIN/MCKAY
Carried

5. SECRETARY'S REPORT

Secretary's Report attached

Points for discussion:

- Christmas Parade 2020
- Member update

It was noted that:

- The committee requested that a table be included as part of the minutes capturing actions, roles and responsibilities following each meeting.
- The secretary is to send out minutes once completed closely following the meeting.
- The committee agreed on 'Santa's Workshop' as the theme for the 2020 Christmas Parade. Registrations and promotion to commence earlier this year to increase numbers.
- The committee would like to encourage more participation from schools/early childcare facilities, and other education facilities. There is to be an 'education' category among floats entries.
- The value of the float winners is to increase.
- The committee is happy with the draft TET letter which confirms the previous funding allocation and how activity is tracking. The committee has requested the secretary send the letter onto TET.

THAT the 2020 TET application is completed, approved by the SBA committee and sent to TET.

MACKIE-LANGTON/ MCKAY
Carried

THAT the secretary's report be received

MCKAY/MACKIE-LANGTON
Carried

6. GENERAL BUSINESS

6.1 BA5's

24 September 2020	Stratford District Citizens and Services Club Inc
15 October 2020	CMK Stratford
18 November 2020	Tasman Training Ltd
9 December 2020	Te Wera Valley Lodge

24 September 2020	Stratford District Citizens and Services Club Inc
--------------------------	---

6.2 Membership

	May 2020	YTD 2019/ 2020
Members	2	152

6.3 SBA voucher purchases

Addressing payment on redemption: is this working or should all businesses pay upon order.

It was noted that:

- The committee agrees that SBA vouchers should be paid for upon ordering.
- Chairperson Matthew Dimock will speak with McDonald Real Estate regarding this.

6.4 TET Funding

The secretary discussed the TET application with the Committee, outlined the proposed projects and activity for the committee to approve.

6.5 TSB Credit Card

The current credit card has expired. A new one will need to be ordered and taken out under the new secretary's name.

THAT a new TSB credit card is ordered under the new secretary's name, Amy Kingston and the current credit card under Samara Preston is to be cancelled.

MCKAY/SCHELIIN

Carried

6.6 The Stratford Business Association 2020 AGM

The Stratford Business Association AGM will be held on Monday 19 October 2020 at 5.30pm at the TET Multisport Centre, Portia Street, Stratford.

It was noted that:

- The AGM notice is to be sent out 21 days prior to the event.

6.7 Next Meeting

The next Stratford Business Association Meeting will be held on Wednesday 28 October 2020 at 5.30pm at the TET Multisport Centre, Portia Street, Stratford.

The meeting concluded at 7:56

Matthew Dimock
CHAIRPERSON

Actions Register and Matters Outstanding

Action	Meeting Raised	Person Responsible	Current progress	Notes
Send minutes to Kelley		Secretary		
Send letter to TET		Secretary		
Send minutes to TSB and order new credit card		Secretary		
Obtain updated proposal from Media Works		Secretary		
Finalise quarterly economic report details with Venture Taranaki		Secretary		
TET application to be completed		Secretary		
Speak with McDonald Real Estate regarding SBA voucher payments		Chairperson		
AGM notice, catering and guest speaker to be organised		Secretary		