

NEWCASTLE BUSINESS IMPROVEMENT ASSOCIATION

ABN 93706504579 |

INC ID 1901584

MEETING MINUTES

Date	Monday March 3, 2025
Location	20 Wolfe St, Newcastle
Minute Taker	Janice Musumeci, JM Consultancy Services

ATTENDEES

Name	Abbreviation	Business represented
Lucy Glover	LG	Kafey Café
Jacinta Fintan	JF	Wall Station
Zackari Watt	ZW	Community Member
Emily O'Brien	EO	Newcastle Banana Blossom

GUESTS

Steve Wait	SW	Business Centre
Rory Gilmartin	RG	Service NSW

APOLOGIES

Cr C McCabe	CM	CN
Cr P Gittens	PG	CN
Shanelle Lowe	SL	Chandler Macleod
Oliver Hughes	OH	Greater Group
Rebecca Morley	RM	CN

MEETING OPEN: 5.40pm

MEETING CLOSE: 7.00pm

MINUTES

Item	Agenda Item	Details	Actions
1. Welcome Guests and Administration			
1.1	Acknowledgment of Country	JF	
1.2	Confirmation of Previous Minutes	Approved JF Seconded EO	
1.3	Conflicts of Interest		
1.4	Treasurer's Report	At bank to date \$50,435.21 Refer last page for quarterly expenditure breakdown and transactions NB: Inv 0079 Neighbours on Market \$10 paid twice On 16/01 & 05/02 BIA to send invoice requesting refund	
1.5	Correspondence	E Acton CN Civic Theatre collaboration and database information for EDM Cr C McCabe Meeting attendance R Morley CN Darby St Project for Football	
1.6	CN Matters	RM – NRL Magic Round pitch to Darby St traders March 18 GL will attend. Guage interest and BIA to consider assisting with funding for August 2025. LG raised concerns about spending more money on Darby St area. ZW Mentioned the trade outs for Winter Heat and would Board want to support that again this year. JF with a process that the businesses could apply directly to BIA with a form so ZW would not be compromised. Board agreed unanimously not to support Magic Round.	

		<p>JF Suggested a flyer with QR code for new subscriptions to BIA at Darby St Festival information night. Also suggested a community meeting dedicated to informing SBR paying businesses.</p> <p>LG suggested Soqual use wording like our member"" promote Love Newy as a BIA initiative.</p> <p>JF Need for engagement with businesses to talk about themselves on our socials and awareness of the pages being funded by SBR. Talking about the BIA our board what we do and how we align our outcomes with data. Culture Count can also assist.</p> <p>LG Tags SBR contestable funding events and has never been reposted.</p> <p>EO – Wayfinding digital signs prior to light rail were used and have since been taken away. Queried their whereabouts in the city. These could be useful in the area.</p> <p>JF moved a motion to invite a member of the media team to a meeting to see how we can better connect as BIAs to raise awareness. E.g.: 4 posts per year on CN pages.</p> <p>All Board present agreed unanimously.</p>	<p>JM Follow up with RM digital screens.</p> <p>JF requests link to media team at CN</p>
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1.7	Matters Arising	Nil	
2. Outstanding Actions			
2.1	Nil		
3. General Business			
4.1	Service NSW Business Bureau Report	<p>Business Concierge team have surveyed Newcastle CBD & Darby st</p> <p>8 BC in the community in a day approached 200 businesses with 50 responses. Tricky time of year prior to Xmas.</p> <p>Refer to summary of themes covered from report.</p> <p>SW Digital literacy audits of each business engage with Love Newy organic and then together collab posts</p> <p>RG Keen to partner with other businesses joint promotions etc opp for BIA to set up a group within our group to assist promoting events</p> <p>Tech & digital work to be done</p> <p>Brand messaging # impressions marketing SEO AI</p> <p>Educational program supported by CN and BIAs and collaborate with The Business Centre.</p> <p>Service NSW - Rental issues mulitple referrals to the small business commissioner and employment law fact checks.</p>	<p>SW to send JM case study to be shared on the EDM</p> <p>JM follow up SW with proposals</p>

		SW can do work with small and micro businesses. Workshops but also support thereafter. Digital Solutions Program. Social media marketing, language a SME to assist a group to navigate these fast moving programs. SW Business Literacy workshops and one on ones can be included	
4.2	Culture Counts	JF - Zoom demo of software this Friday at 3pm for surveys of events and gather data. To be considered at budget planning meeting.	JM send ZW the invite
4.3	Connect for Purpose	JF Beyond Bank breakfast networking events. Sent the details to Board prior to meeting. Relevant workshops could be good to attend. \$200 fee to join to be considered at budget planning meeting.	

Next Meeting: Budget Planning Meeting April 7

Quarterly Expenditure to Budget Report

CATEGORY	BUDGET	QTR 1	QTR 2	QTR 3
Beautification	\$0.00			
Promotion	\$44,500.00	\$7,623.00	\$22,024.78	\$673.10
Economic Development	\$47,500.00		\$5,701.90	\$20,179.00
Governance Incl. Bank Fees	\$8,000.00	\$407.30	\$409.78	\$1,101.65
BAS ATO			\$9,275.00	
TOTAL	\$100,000.00	\$8,030.30	\$37,411.46	

Jan – Mar 2025

AT BANK JAN 1 - MAR 3	\$70,313.71
INCOME	\$2,108.00
SUBTOTAL	\$72,421.71
LESS EXPENSES	\$21,986.50

AT BANK MAR 3	\$50,435.21
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EXPENSES SUMMARY

BEAUTIFICATION:	
PROMOTIONS	\$673.10
ECONOMIC DEVEL	\$20,199.00
ATO - BAS	

GOVERNANCE

\$1,110.00

BANK FEES

\$4.40

\$21,986.50

Transactions Jan – Mar 2025

DATE	AMOUNT	PAYEE	INVOICE/S	PRICE	GST	PROMOTION	E.D	GOVERNANCE	BANK FEES
15-Jan	\$1.65	Commbizz Fee							1.65
16-Jan	\$10.00	Neighbours on Market St	inv0079	\$9.09	\$0.91		\$10.00		
16-Jan	\$10.00	Newcastle Banana Blossom (Toy Swap)	inv0084	\$9.09	\$0.91		\$10.00		
16-Jan	\$90.00	Mr Sister Coffee PTY LTD (Toy Swap)	inv0011	\$81.82	\$8.18		\$90.00		
16-Jan	\$240.00	Mia Peters (Toy Swap)	inv20	\$240.00			\$240.00		
16-Jan	\$522.50	Here's Johnny PTY LTD (Toy Swap)	inv2311	\$475.00	\$47.50	\$522.50			
3-Feb	\$39.00	Saute Simmer	inv0269	\$35.46	\$3.54		\$39.00		
3-Feb	\$150.60	Minuteman Press (Toy Swap)	inv2840	\$136.91	\$13.69	\$150.60			
5-Feb	\$10.00	Neighbours on Market St	inv0079	\$9.09	\$0.91		\$10.00		
13-Feb	\$2,108.00	ATO CREDIT							
17-Mar	\$2.75	Commbizz Fee							2.75
19-Feb	\$1,110.00	Markey Insurance Legal Liability Insurance	nv10432559	\$999.09	\$100.91			\$1,110.00	
21-Feb	\$8,800.00	Canvas Events Darby St Eat Street Event	inv0500	\$8,000.00	\$800.00		\$8,800.00		
21-Feb	\$11,000.00	Facon Creative	inv1098	\$10,000.00	\$1,000.00		\$11,000.00		
						\$673.10	\$20,199.00	\$1,110.00	\$4.40