

NEWCASTLE BUSINESS IMPROVEMENT ASSOCIATION

ABN 93706504579 |

INC ID 1901584

MEETING MINUTES

Date	Wednesday 05/02/2025
Location	20 Wolfe 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
Oliver Hughes	OH	Greater Group
Emily O'Brien	EO	Newcastle Banana Blossom
Kasia Ioczek	KI	Urban Bar & Deli

GUESTS

Rebecca Morley	RM	CN
Cr P Gittens	PG	CN
Cr R Kerridge	RK	CN
Jason Fox	JF	Facon
Grace Frey	GF	Bernies Bar/ Midtown District
Sally Hill	SH	Canvas Events
Sarah Madden	SM	Hey Tilly
Rebecca Judge	RJ	Greater Bank

APOLOGIES

Mel Sergeant	MS	Newcastle Podcast Station
Zackari Watt	ZW	Fingers Crossed Creative
Shanelle Lowe	SL	Chandler Macleod

MEETING OPEN: 5.31pm

MEETING CLOSE: 7.02pm

MINUTES

Item	Agenda Item	Details	Actions
1. Welcome Guests and Administration			
1.1	Acknowledgment of Country	JF	
1.2	Confirmation of Previous Minutes	Approved EG Seconded JF	
1.3	Conflicts of Interest	Kasia conflict as a participating business in the Darby St Food Month. Will excuse herself for the Board vote for this event.	
1.4	Treasurer's Report	At bank to date \$69,239.96 BAS paid to ATO \$9,275.00 Refer last page for quarterly expenditure breakdown and transactions	
1.5	Correspondence	Custom Eyecare – JF gave previous experience about mural for BIA was asked for a shortlist of locations and consultation with other businesses in Newcastle and Darby St for a location. KB: When mural funded it should be for the benefit of the community not for a single business. It is a beautiful mural. Board vote: Unanimous decision no	JM/KB to review a response.
1.6	CN Matters	RK Mentioned the commitment of the BIAs is powerful. It is wonderful to see businesses working together like this to solve problems and workshop ideas. Perkins St completion will hopefully improve the immediate area now.	

		<p>LG: Mentioned the statues at Momos and the greenery is impeding vision for drivers.</p> <p>JF: Mentioned more prominent one-way signage on Perkins st is required.</p> <p>Cr Gittens thanks for invitation and good to see the activity that everyone is exhibiting. Particular interest in heritage and the area between Newcomen st what can CN do to make the area more attractive as it could take up to around 7 - 10 years for completion. CN needs to do better in how we present the area. A lot of consultation is required and needs feedback to make the area more attractive. Will need to work with Iris Capital. PG requested to email directly ask for introductions from everyone so he could familiarize himself with our Board. Note the 3 Ward Crs working together on this area with support from CN.</p> <p>JF – Mentioned artwork projects with hoarding. Suggested ways to make the hoarding look more attractive with artwork or decals. Good opportunity for artists over the period and not a large cost.</p> <p>EG: Suggested local schools to be involved with artwork on the hoarding.</p> <p>LG: Dave the Street Sweeper retired after 30 years and since then the area has been very untidy. There are potential trip hazards.</p> <p>RM: Suggested there will be a cleaning schedule and as there was a close relationship with previous employee, an introduction to the dedicated person will assist the business community</p> <p>KB: Mentioned the PO there has been a grant application to the NSW Govt and if approved it is hoped renovations to the site will be moving forward if grant approved.</p> <p>RM: 2 Grants</p>	
--	--	---	--

		<p>1. Net Zero planning grant up to \$30k ends May 2 to offset some of the energy charges that small businesses have to pay.</p> <p>2. Office 24 Hour Commissioner Sound NSW second time this grant has been run. Designed to upgrade infrastructure in venues. Encouraged Board to share details with their connections and BIA will share in EDM.</p> <p>SBR Collaboration Forum Jan 23 congratulations to all applicants and those here who attended. Upcoming one on ones coming up to discuss the Acquittal process with key staff from CN.</p>	JM share Cr Gittens email with all.
1.7	Matters Arising	Nil	
2. Outstanding Actions			
2.1	Nil		
3. Items for Discussion and Decision			
3.1	Beautification No Budget		
3.2	Economic Development Budget \$47.5k Spend to date NIL	<p>Invited guests to present to Board</p> <p>Jason Fox Facon Conscious Couture Festival Crown St Newcastle Request \$10k investment from BIA to subsidize local business staffing fees for stalls on the street to make participation more accessible. Support local businesses buying vouchers and products for promotion. Mission to support the local businesses for printing etc. Facon requested \$110k and received \$60k from SBR funding from CN.</p> <p>JF: How many businesses are involved in the trade out and in situ. And how many businesses would be involved with the vouchers?</p> <p>JF: Has spoken to around 25 businesses and all would be involved. Jason has had push back for trading out. 7 retailers are coming into the area who are still based in the SBR Precinct.</p>	<p>Report on businesses trading out businesses and acquittal to be presented to the Board after event.</p> <p>Sponsors to attend AGM and Love Newy collaboration Feedback on acquittal from attendees.</p>

		<p>Grace Frey from Mid-Town District CPTED Study for the area. Ran through various issues with crime in the area. Investment is needed in the area as local businesses have been paying for extra security to help people feel safe. Graffiti, pathways, lighting are all needed. Anything that makes the area appear safer to people.</p> <p>This study will assist with giving us the professional research we need to convince CN and groups such as BIA to assist with funding. Requested funding from CN SBR but was declined Asking for \$8500</p> <p>KB: Is there a possibility for the company to be engaged within the SBR precinct?</p> <p>GF: Is a particular type of study and may not be able to be completed by a local business.</p> <p>KB: Is it possible for the Mid Town District group to engage with other daytime businesses in the area? We know that the funding is for the nighttime. It suggested there would be a lot more support for the economy but would appreciate other businesses to be aware of Midtown.</p> <p>OH: Suggested at least 3 quotes for the study to be presented to the BIA.</p> <p>RM: Suggested CPTED reports are well recognized and respected.</p> <p>EG: What next after the report</p> <p>GF: Revi what is recommended and address what MIDTOWN can do with tier grant money and lobby other groups as needed.</p> <p>Sara Madden & Sally Hill: The Darby St Festival community event for economic impact to assist Darby St traders. Closing a portion of Darby St November all businesses in the street will participate. 30 committed in writing. Funding would assist businesses to trade out on the day. Business consultation involved and suggestions provided, and I hoped the extra BIA funding would assist with making sure the local businesses can benefit as best as possible. It is</p>	
--	--	---	--

		<p>important that all businesses within the closure zone are engaged, including those that are just outside the activation. Mitigating the risk for businesses. The risk of trading out of hours and for an extended period for a festival. Requested \$130k from SBR CN Received \$80k from CN SBR Requesting \$20k</p> <p>KB: Asked if any businesses were not interested.</p> <p>SM: One café could not see the benefit and was concerned about staff parking.</p> <p>RM: Mentioned there was another application for SBR but they wanted to bring in external parties for the activation and that goes against the essence of the SBR funding program.</p> <p>Sally Hill - Newcastle Food Month Darby International Eat Street – SH Darby St degustation on Wednesday nights. Kasia has approached business to be involved and has had a number of businesses interested. Sally to be onboard to bring this together is needed as it cannot be done by one small business owner alone. Darby St has not had an activation in NFM over the 5 years of the event. Tapas offerings Wednesday's nights during the Food Month \$8,800 requested.</p> <p>Budget Report: LG \$69,239.96</p> <p>JM ran through spend to date</p> <p>Facon Vote: \$10k Reasons to Visit brochures to be given out at the activation</p> <p>All Board present YES</p> <p>Midtown District CPTED Vote: \$8.5k</p> <p>All Board present voted yes</p> <p>Provision to engage with non-entertainment businesses within the Mid Town District and provide reports back to a meeting attend AGM. Provide 2 other quotes from a business within</p>	
--	--	--	--

		<p>the precinct present at the March meeting. Love Newy collaboration</p> <p>Darby Street Festival Vote \$20k</p> <p>Engage businesses (in Darby St) outside of the road closure to be involved in some way. Listing of actual spend required in the acquittal. In the principal vote positive would, Board would like a budget breakdown for \$20k. Could pay some funding this FY and balance from new FY budget. Love Newy collaboration Feedback on acquittal from attendees.</p> <p>JF Suggested improvement to the BIA Funding Form – to be reviewed with JM. Proposed BIA funding standardized format to be created.</p> <p>NFM International Darby St Activation - Kasia removed herself from the vote. Feedback on acquittal from attendees.</p> <p>Vote \$8.8K</p> <p>JF Mentioned Culture Count for surveys at events. Ran through the benefits of using the app and the data that is collated.</p> <p>KB proposed BIA fund the \$1500 per license year Culture Count survey for BIA funded events and sponsor to utilise. Working committee Oliver and Jacinta.</p>	
3.3	<p>Promotion</p> <p>Budget \$44.5k</p> <p>Spend to date \$29,647.78</p>	<p>Social Media Report sent to Board prior to meeting from Soqual</p> <p>Good to see increased following month after month on socials Love Newy promoting businesses in the precinct.</p>	
3.4	Governance		

	Budget \$8k Spend to date \$817.08		
4. General Business			
4.1	Chair Position	KB must step down as Chair as she has reached the 4 year tenure. JM thanked KB for her volunteer service and the Board presented KB with flowers.	
4.2	Board Positions	<p>Chair KB nominated JF</p> <p>Seconded LG</p> <p>All Board present voted unanimously for JF as Chair</p> <p>Vice Chair KB nominated EG</p> <p>Seconded JF</p> <p>All Board present voted unanimously for EG as Vice Chair</p> <p>Secretary Position JF nominated KI</p> <p>Seconded by OH</p> <p>All Board present voted unanimously for KI as Secretary</p>	JM to advise SL
4.3	Change of day for meetings	<p>KI moved meetings changed to Mondays</p> <p>Seconded JF</p> <p>All Board present agreed Monday for meetings moving forward</p>	

Next Meeting: Mar 3 Urban Bar & Deli

July – Dec 2024 Quarterly Expenditure to Budget Report

<u>CATEGORY</u>	<u>BUDGET</u>	<u>QTR 1</u>	<u>QTR 2</u>
Beautification			
Promotion	\$44,500.00	\$7,623.00	\$22,024.78
Economic Development	\$47,500.00		\$5,701.90
Governance Incl. Bank Fees	\$8,000.00	\$407.30	\$409.78
BAS ATO			\$9,275.00
TOTAL	\$100,000.00	\$8,030.30	\$37,411.46

Oct – Dec 2024

AT BANK OCT 1 **\$107,725.17**

INCOME

SUBTOTAL **\$107,725.17**

LESS EXPENSES **\$37,411.46**

AT BANK DEC 31 **\$70,313.71**

EXPENSES SUMMARY

BEAUTIFICATION:

PROMOTIONS **\$22,024.78**

ECONOMIC DEVEL **\$5,701.90**

ATO - BAS **\$9,275.00**

GOVERNANCE **\$404.00**

BANK FEES **\$5.78**

TOTAL \$37,411.46

Transactions Oct – Dec 2024

DATE	AMOUNT	PAYEE	INVOICE/S	PRICE	GST	BEAUTIFICATION	PROMOTION	E.D.	BAS	GOVERNANCE	BANK FEES
10-Oct	\$7,623.00	Soqual	INV1432	\$6,930.00	\$693.00			\$7,623.00			
10-Oct	\$5,500.00	Samaritans Xmas Lunch Sponsorship	INVSAM42402	\$5,000.00	\$500.00			\$5,500.00			
10-Oct	\$9,275.00	ATO BAS							\$9,275.00		
10-Oct	\$350.00	Accountant	NEWBIASEP24	\$318.19	\$31.81					\$350.00	
15-Oct	\$0.55	Commibizz Fee		\$0.55							\$0.55
12-Nov	\$294.78	javiza holdings t/as Minutemen Press	INV2728	\$267.98	\$26.80			\$294.78			
12-Nov	\$384.00	HSR Publishing	INV45810930	\$349.09	\$34.91			\$384.00			
12-Nov	\$1,351.90	Purple Card Project	INV0026	\$1,229.00	\$122.90			\$1,351.90			
15-Nov	\$1.93	Commibizz Fee									\$1.93
25-Nov	\$600.00	BWE PTY LTD (Toy Swap)	INV0471	\$600.00				\$600.00			
25-Nov	\$2,000.00	BWE PTY LTD (Toy Swap)	INV0470	\$2,000.00				\$2,000.00			
25-Nov	\$1,500.00	BWE PTY LTD (Toy Swap)	INV0469	\$1,500.00				\$1,500.00			
9-Dec	\$7,623.00	Soqual	INV1576	\$6,930.00	\$693.00			\$7,623.00			
11-Dec	\$850.00	Selfies with Santa (Toy Swap)	INV2024100	\$850.00				\$850.00			
16-Dec	\$3.30	Commibizz Fee		\$3.30							\$3.30
17-Dec	\$54.00	JM Consultancy Dept Fair Trading	INVS9	\$54.00						\$54.00	
TOTAL	\$37,411.46							\$22,024.78	\$5,701.90	\$9,275.00	\$404.00
										\$5.78	