

Minutes of the Board of Management Meeting

Held Wednesday 16th February 2022 at 8.30am

@ Salisbury Community Hub, 32 Church Street Salisbury

1. Present

- Joe Balawejder - *multiple site Property Owner*
- Patsy Kellett - *Northern Community Legal Service*
- Melinda Fremlin - *Parabanks Shopping Centre* via teleconference
- David Kochergen - *Hoyts Salisbury Cinemas*
- Jacque Canavan - *Commonwealth Bank*
- Cathy Perry - *Ramsay Electorate Office,*
- Marty Edwards (Chair) - *Multiple Solutions Inc. (MS)*
- A/Sgt. Tanya Leonard - *SAPOL*
- Cr. Graham Reynolds - *City of Salisbury*
- David Waylen (*Association Executive Officer*)

Guests: Jamie Hosking - City of Salisbury and URPS Communications Coordinator

1. (a) Welcome

With the resignation of Melissa Shorter, Marty Edwards took the Chair, recognised the Kurna Welcome, and welcomed and thanked all members present.

2. Apologies

Cr. David Hood - *City of Salisbury*, Dr. Rajnish Garg – *Salisbury House Medical and Dental* and Kamal Dahal – *SA Disability Care*

3. Confirmation of Minutes of the last meeting: 17th November 2021

Minutes of the meeting circulated via email previously.

Motion: To accept the minutes for the 17th November 2021 as tabled

Moved: Jacque Canavan Seconded: David Kochergen Passed unanimously

4. General Business / Business Arising from the Minutes

4.1 Board Resignations

The Board formally received resignations from Melissa Shorter and David Kochergen and thanked both for their service to, and support of, the SBA, and were acknowledged with a farewell gift presented to David Kochergen, and David Waylen to contact Melissa re. a time to receive her gift.

Marty Edwards accepted the nomination for appointment as Chair.

Passed unanimously

4.2 Board Member Code of Conduct

Our Draft Code of Conduct has been revised to include: (1) a specific Confidentiality point and (2) Anti bullying, harassment and discrimination point. The document was distributed to the Board and the changes.

Motion: To adopt the Code of Conduct as per the revised edition. Passed Unanimously

4.3 Draft Budget 2022/23

David Waylen tabled the draft budget, along with surplus and deficit amounts for the past 4 years, proposing returning to pre-COVID-19 levels to ensure that we can continue to deliver an expanded calendar of events and activations, increase our marketing campaigns and contribute to other activities beneficial to the Salisbury City Centre.

Motion: To accept the Draft Budget as tabled, reverting back to 2019-2020 Special Rate Levy levels

Passed Unanimously. Approved Budget to be attached to these minutes.

4.4 SBA Election Statement 2022

David Waylen tabled the SBA Election Statement 2022 – Moving Salisbury Forward for discussion.

Issues included in the statement have been those highlighted by our Board and members over the past 18 months, and several as residual from 2018.

Motion: To adopt the Statement and forward to all MP's and northern based candidates.

Passed unanimously

4.5 COVID-19 Update

Restrictions remain in place for large (1,000+) open air community events

We continue to campaign for the return of 100% capacity for hospitality and entertainment venues. Which is currently 50% capacity/2 persons per 4m²

Mask wearing remains in all indoor places such as shopping centres, etc. as well as for healthcare, personal care services, aged care and public transport/ride share settings.

QR Code check-in has been removed from retail settings.

SA vaccine roll out going well to date. Northern suburbs vaccination uptake remains slow.

COVID updates continue to be provided by our EO to members as and when required.

4.6 John Street and Church Street Upgrades (see Item 4.10)

4.7 Safety and Security

David raised the following issues on behalf of members:

- Assaults reported over the previous 2 months (Refer Business Watch Report)
- Illegal dumping, etc. at the rear of the Salvos Store – Judd Lane, Sexton carpark and other locations. Concerns have been raised with Council and discussion around the portable CCTV strategy.
- Ongoing issues relating to Parabanks and John Street including intoxication of aboriginal people, police attendance and response times.

4.8 Marketing Plan 2022

Board Members received an update on the plan, with the inclusion of 2 additional events – Mainstreets of Australia Week and National Volunteer Week Expo and Events (in partnership with Northern Volunteering SA) as well as a campaign running throughout September celebrating Family Business Month. The 2022 plan has been unanimously adopted by the Board.

4.7 City of Salisbury Sponsorship – Season’s Greetings Saturday

The Association sincerely thanks the City of Salisbury for the \$3,000 contribution towards this event. It assisted with our children’s activities and amusements.

4.8 Christmas Parade Sponsorship

DBH Lawyers will continue their commitment as our GOLD Sponsor for this event. They previously committed to both 2020 and 2021, but unfortunately both were cancelled due to SA Health restrictions. We sincerely thank DBH for their continued support.

Other sponsors are still being sought, with \$2,000 and \$1,000 levels available.

4.9 Board Nomination – Najib Jamili Comm Bank Business Banker

New nomination received. Najib, as a business banker located in Salisbury and who has lived in Salisbury for an considerable time, has an excellent skill set and business network capability to complement the board.

Board unanimously, and with thanks, accepted Najib’s nomination.

4.10 Progress Report - John Street & Church Street Renewal Project

Jamie Hosking (Team Leader Urban Built Assets, Infrastructure Management) and representative from URPS Council’s Communication Partner

Council and the principal contractor are currently working on the timeline.

Public Toilets: 2 locations have been identified. #1 John Street side of the Community Hub alongside the storage sheds or #2 out the front of Cash Converters.

Our preferred position is #1 due to CCTV coverage, access to utilities and to complement activities in Civic Plaza.

Bin Corrals/Waste Management: These are being looked into (across the Salisbury City Centre) to look at shared commercial bins thereby removing the yellow and red bins stored in bin corrals for greater ambience and improved storage.

Council will provide regular updates for us to share with traders and our customer base especially around milestones, road closures, parking restrictions, etc. David Waylen to follow up on parking restrictions with Council depending on what is proposed.

The Board has suggested a pictorial capture of John Street/Church Street as it is now, to then showcase the changes after the renewal project.

David will do social media updates (weekly if possible) on project milestones and will communicate with members, complementary to Council's Communication Strategy with traders around impacts and concerns.

The Board sincerely thanked Jamie and Co. for making the time to share the updated project details.

5. Significant Correspondence

5.1 In: Resignation Letters – David Kochergen and Melissa Shorter

5.2 Out: Lobbying for return to 75% venue capacity or above

6. Reports

6.1 Chairperson – Marty Edwards

Nil to Report

6.2 Deputy Chair – Vacant

Nil to report

6.3 Finance Report – David Waylen/Cathy Perry

David prepared and circulated the Finance Reports for November and December 2021 and January 2022 via email.

Our current financial position continues to allow us to deliver all programmed activities and contribute to special projects as needed.

Please Note: On months where no Board meeting is scheduled, a Finance Report will still be provided to Board Members via email. This will then be ratified and adopted at the next available meeting.

Motion: To accept the November and December 2021 and January 2022 Finance Reports as tabled

Moved: David Kochergen

Seconded: Jacque Canavan

Motion Passed Unanimously

6.4 SAPOL and SCC BUSINESS WATCH Report

Board members raised concerns about the high number of reports that emanated from this 2-month period. Tania advised that the report covered double the timeframe that it usually covers, hence higher reporting numbers.

Also, concerns were raised around the SAPOL operation, scheduled by SAPOL for September/October as to whether this operation was in fact carried out, and if so, what were the outcomes/benefits of the operation. We still appear to have many of the same issues occurring, especially those related to aboriginals breaching the Dry Zone.

There are also issues around the Salisbury Oval redevelopment/Brown Terrace area relating to intoxication and anti social behaviour.

David Waylen to follow up with Superintendent Guy Buckley who met with Melinda Fremlin and himself in ?August last year.

Tanya tabled the Business Watch Report via email and at the meeting and spoke to the report.

SAPOL has undertaken an education campaign around retail theft, etc. at bottle shops and drive- thru liquor outlets across Salisbury.

Tanya reinforced the message for traders to report incidents or concerns to 131 444 or if immediate threat to personal safety 000.

Salisbury Business Association Business Watch Report **(Not for Public Circulation)** **15/12/2021 – 14/2/2022**

Incident date	Incident type	Location	Details
22/12/2021	Assault	SALISBURY HWY	Assault – Weapon used
14/12/2021	Assault	PARK TCE	Assault – Medical treatment required
01/01/2022	Assault	JOHN ST	Assault – Medical treatment required
10/02/2022	Assault	JOHN ST	2 x Assault – Known offenders (nil charges)
04/02/2022	Assault	COMMERCIAL RD,	3 x Assault – offenders were customers
02/02/2022	Assault	JOHN ST	Assault - Customer
27/12/2021	Assault	PARK TCE	Assault - Customer
03/01/2022	Assault	PARK TCE	Assault – Known offender
28/01/2022	Assault	PARK TCE	Assault – Medical treatment required
21/01/2022	Assault	JOHN ST	Assault
13/01/2022	Assault	JOHN ST / PARK TCE	Assault – Known offender with CCTV footage <input checked="" type="checkbox"/>
10/01/2022	Assault	JOHN ST	Assault – Nil injury

11/02/2022	Assault	GAWLER ST	Assault
30/12/2021	Assault	PARK TCE	Assault – unknown offender
23/12/2021	Cyber crime	JOHN ST	Victim's photo ID used to open an account
11/02/2022	Disturbance	PARK TCE	Adult arrested for disorderly behaviour and property damage.
14/12/2021	Fuel drive off	GAWLER ST	Fuel Drive Off - unknown offender. CCTV available.
15/01/2022	Illegal interference	JOHN ST / WINZOR ST	Illegal Interference. Window smashed
15/01/2022	Illegal use	JOHN ST	Illegal Use. Nil CCTV
16/12/2021	Illegal use	JOHN ST	Illegal interference of motorcycle. Nil CCTV.
25/12/2021	Property damage	PARK TCE	Window smashed of vehicle. Nil entry. Nil theft.
20/12/2021	Property damage	JOHN ST	Property Damage of vehicle. Keyed while parked.
21/12/2021	Property damage	JAMES ST	Property damage in cinema toilets. CCTV <input checked="" type="checkbox"/>
18/01/2022	Property damage	PARK TCE	Damage to side fence.
17/12/2021	Serious criminal trespass (SCT)	JOHN ST	House broken into. Items stolen
31/12/2021	Serious criminal trespass (SCT)	WILTSHIRE ST	Attempt SCT to Child and Family Health Salisbury. Damage to door and door frame. Nil susp and Nil CCTV.
14/02/2022	Stalking	SALISBURY HWY	Stalking - Love letters/poems left on victim's front doorstep.
25/12/2021	Theft/receiving	GAWLER ST	Theft of alcohol
26/12/2021	Theft/receiving	PARK TCE	Theft of alcohol. CCTV available
26/12/2021	Theft/receiving	JOHN ST	Theft of wallet inc 2 x bank card with unauthorised transactions.
16/12/2021	Theft/receiving	JOHN ST	Victim gave suspect computers to fix, suspect pawned laptops but gave her the pawn receipts. Nil permission to pawn, property recovered from Cash Converters. Nil charges
11/01/2022	Theft/receiving	PARK TCE	Theft of coins. CCTV <input checked="" type="checkbox"/>

07/01/2022	Theft/receiving	PARK TCE / JOHN ST	Stolen wallet and contents. Commonwealth Bank Debit Mastercard used unlawfully
07/01/2022	Theft/receiving	JOHN ST	Alcohol theft. CCTV <input checked="" type="checkbox"/>
10/01/2022	Theft/receiving	JOHN ST	Shop theft. CCTV <input checked="" type="checkbox"/>
14/01/2022	Theft/receiving	JOHN ST	Alcohol theft. CCTV <input checked="" type="checkbox"/>
05/01/2022	Theft/receiving	PARK TCE	Alcohol theft. CCTV <input checked="" type="checkbox"/>
10/01/2022	Theft/receiving	PARK TCE	Theft of beef jerky
05/01/2022	Theft/receiving	JOHN ST	Shop theft. Suspect arrested
17/01/2022	Theft/receiving	JOHN ST,	Assault/theft. Suspect arrested.
16/01/2022	Theft/receiving	PARK TCE,	Alcohol theft
04/01/2022	Theft/receiving	GAWLER ST,	Alcohol theft. CCTV <input checked="" type="checkbox"/>
20/12/2021	Theft/receiving	COMMERCIAL RD	Theft. Nil CCTV
25/01/2022	Theft/receiving	JOHN ST	Theft. Suspect reported. Barring order issued by store.
22/12/2021	Theft/receiving	COMMERCIAL RD	Theft. Unknown suspect.
31/10/2021	Theft/receiving	JOHN ST	Theft. Items recovered. Suspect reported
29/01/2022	Theft/receiving	JOHN ST	Alcohol theft. CCTV <input checked="" type="checkbox"/>
01/02/2022	Theft/receiving	JOHN ST	Attempted theft. CCTV <input checked="" type="checkbox"/>
31/12/2021	Theft/receiving	GAWLER ST	Theft
04/02/2022	Theft/receiving	JOHN ST	Theft of shop sign. CCTV <input checked="" type="checkbox"/>
01/01/2022	Theft/receiving	GAWLER ST	Alcohol theft. CCTV available. Items recovered.
04/02/2022	Theft/receiving	JOHN ST	Alcohol theft. CCTV <input checked="" type="checkbox"/>
28/01/2022	Theft/receiving	JOHN ST	Theft
07/02/2022	Theft/receiving	GAWLER ST	Alcohol theft. CCTV <input checked="" type="checkbox"/>
01/01/2022	Theft/receiving	PARK TCE	Alcohol theft. CCTV <input checked="" type="checkbox"/>
10/02/2022	Theft/receiving	JOHN ST	Theft. CCTV available
30/12/2021	Theft/receiving	GAWLER ST	Theft of alcohol. CCTV <input checked="" type="checkbox"/>
30/12/2021	Theft/receiving	GAWLER ST	Theft of alcohol. CCTV <input checked="" type="checkbox"/>
12/02/2022	Theft/receiving	PARK TCE	Alcohol theft. CCTV <input checked="" type="checkbox"/>
07/02/2022	Theft/receiving	GAWLER ST	Alcohol theft. CCTV <input checked="" type="checkbox"/> Suspect Arrested

6.5 Salisbury Council – Cr. Graham Reynolds

Cr. Reynolds reported on the Salisbury Swimming Centre upgrade, that should be completed by the start of the summer season in 2022, as well as some additional points around the John Street/Church Street completion dates (scheduled for October 2022).

6.6 Other Board Members

Nil to report.

6.7 Executive Officer - David Waylen

Report submitted to Board members via email.

7. General Business (continuing)

7.1 City Centre and Salisbury Community Hub activation

Previously David Waylen tabled strategies to increase activation of the City Centre and the Salisbury Community Hub including longer opening hours on weekdays (emailed to Elected Members and Board Members) and rationalisation of library footprint and thereby adding new 'public spaces'.

A response has been received from the CEO to identify a suitable time to meet to discuss this further.

Meeting Closed: 9.35am

To ensure maximum Board Member engagement, we need to, (where possible), ensure Board meetings do not extend beyond one hour.

Thank you all for your attendance and valuable contributions.
Special thanks the City of Salisbury for hosting today's meeting.

Next Meeting: **Wednesday 20th April 2022**
8.30am

Venue: Level 1, Room 102A/B, Salisbury Community Hub 34 Church Street
+ Teleconference facilities

Future Meetings

If members have reports for tabling, please email them to David Waylen by 5pm on the Friday prior to the meeting. This way they can be emailed to all Board Members prior to the day and minimal need to present the report verbally at the meeting - more of a question and answer sort of report.

ACTION LIST

Item #	Action	Responsibility	Timeframe
4.2	Thank you and farewell gift for Melissa Shorter	David Waylen	ASAP
4.3	SBA Budget to be lodged with the City of Salisbury	David Waylen	March 4 th
4.4	SBA Moving Salisbury Forward Statement to be distributed	David Waylen	February 22nd
4.6	John Street & Church Street upgrades – liaise with City of Salisbury and local businesses	David Waylen	Ongoing / Weekly
4.7	Business Watch – Precinct Safety and Security Follow up with Supt. Guy Buckley (SAPOL) re. 2021 operation and on-going issues	David Waylen	ASAP
4.8	Ongoing communication with DBH re. Christmas Parade	David Waylen	Monthly
4.9	Board Information Kit to be provided to Najib	David Waylen	28 th February

STANDING ORDERS

Date Approved/ Minuted	Details	Review Date or 1 st meeting post AGM
20/10/21	Proxy voting capability at all Board Meetings (as per AGM) If a Board Member is unable to attend, they can appoint a nominee (proxy) who will attend on their behalf and have all of the voting rights of the Member.	October 2022
20/10/21	Teleconferencing capability for all Board meetings Members are enabled to dial in, rather than lodge an apology or send a Proxy, and still be enabled to participate in Association decision making.	October 2022
20/10/21	Reduction in the number of formal Board meetings to bi-monthly , with the opportunity to meet on the alternate month should sufficient agenda items necessitate this and for concerns that can't be addressed via email and consensus	October 2022
21/2/18	Meeting Protocol: Where a convened meeting doesn't reach the required quorum within 10 minutes of the scheduled meeting time, the meeting will proceed, minutes will be taken & then they will be circulated to all Board members for ratification/adoption. Ensuring minutes can be shared and actioned in real time, rather than waiting until the next scheduled meeting.	February 2021
May 2017	ANZAC Day Wreath for Salisbury RSL Service. That the Association will provide and lay a wreath on behalf of all local businesses/traders	February 2021
13/12/17	Events Contingency Fund will be an 'on the books' line of \$10,000. This line to be maintained and used on an as needed basis.	July 2021

Signed: (Minute Secretary/Executive Officer)

Date:

BOARD MEETING SCHEDULE & KEY DATES 2022

Board meetings 3rd Wednesday of each month, (unless otherwise indicated)

Activity	Day/Date/Time	Venue
SBA Board Meeting	Wednesday 20 th April, 8.30am	Salisbury Community Hub
SBA Board Meeting	Wednesday 18 th May (if needed) 8.30am	
National Volunteers Week Expo	Wednesday 18 th May, 10am – 1pm	Parabanks
Mainstreets of Australia Week Family Fun Day	Saturday 21 st May, 10am - 1pm	John Street and Mawson Lakes
SBA Board Meeting	Wednesday 15 th June, 8.30am	Salisbury Community Hub
Salisbury Community Health Expo	Thursday 16 th June, 10am – 1pm	Salisbury Community Hub
Salisbury Business Awards	Friday 1 st July – Friday 5 th August	
SBA Board Meeting	Wednesday 20 th July (if needed), 8.30am	Salisbury Community Hub
Superhero Saturday Family Fun Day	Saturday 23 rd July, 10am – 1pm	Parabanks
Salisbury ... Food Glorious Food Month	1 st – 31 st August	Various across the Salisbury City Centre
SBA Board Meeting	Wednesday 17 th August, 8.30am	Salisbury Community Hub
Celebrating Family Business Month	1 st – 30 th September	Social Media Campaign across local businesses
SBA Board Meeting	Wednesday 21 st September (if needed)	
Salisbury Business Showcase Month	1 st – 31 st October	Various across Salisbury
SBA Annual General Meeting	Wednesday 12 th October, 4.30 – 5.15pm	Salisbury Community Hub
SBA Board Meeting	Wednesday 19 th October, 8.30am	Salisbury Community Hub
Halloween Family Fun Day	Saturday 29 th October, 10am – 1pm	Parabanks Shopping Centre
SBA Board Meeting	Wednesday 16 th November, 8.30am	Salisbury Community Hub
Salisbury Community Christmas Parade	Saturday 3 rd December, 10am – 12pm	John Street & Surrounds
SBA Christmas Drinks	Tuesday 6 th December 4 – 6pm	TBC
Salisbury Christmas Markets	Saturday 17 th December, 10am – 1pm	Salisbury Community Hub & Civic Plaza

Key	Board Meetings	Precinct Wide Marketing & Events	Governance	Council & Member Events
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2022/23 BUDGET

For the year 01/07/2022 to 30/06/2023

Expenditure

<u>Item</u>	<u>Requested 2022/23</u>	<u>Current 2021/22</u>
Office - Rent	22,500	20,500
Office - Power	2,500	2,500
Office – Phones & BBand	3,800	4,000
Office – Business Hardware	500	500
Office – Programmed Maint (1)	500	500
Software / I.T./Licences	1,200	500
Australia Post	500	300
Stationery	500	250
Printing	500	250
Misc	300	500
Accounting / Audit Fees	3,800	3,500
Staff Wages and Costs (incl Income Tax Withholding)	80,000	80,000
Superannuation	8,000	6,650
Staff Training	500	750
Return to Work Levy	1,200	1,000
Insurances incl. Public Liability	4,000	4,000
Event Contingency Fund (1)	0	500
Annual Christmas Parade (2)	20,000	0
Minor Events x 2	0	1,500
Health Expo/Business Showcase/Fam Business	5,000	1,500
Precinct activation + minor events	6,000	5,000
Business Awards Program	2,000	2,000
Precinct wide marketing	8,000	9,000
Member Events and Functions	1,200	600
Campaigns and Promotions	6,000	7,000
GST less GST credits	13,200	13,200
<u>TOTAL EXPENDITURE</u>	<u>\$191,700</u>	<u>181,000</u>

Income

<u>Item</u>	<u>Requested 2022/23</u>	<u>Received 2021/22</u>
Special Levy	\$178,145	\$133,608
Sponsorships	\$ 16,000	\$ 5,000
<u>TOTAL INCOME</u>	<u>\$193,145</u>	<u>\$138,608</u>

TOTALS

\$1,455

-\$42,392

Snapshot

Year	Retained Funds	Operational Surplus / (- Loss)
2018/2019	\$82,586	\$16,868
2019/2020	\$97,566	\$14,979
2020/2021	\$75,443	(-\$22,122)
2021/2022	\$40,000*	(-\$40,000)*

*Estimated