



Lyttelton Harbour Business Association Committee Meeting Minutes

Date: 9th July 2019

Time: 5.00pm

Venue: Structex, Norwich Quay, Lyttelton

Chair: Dana Dopleach (DD);

Present: Phil de Joux (PdJ); Sam Henderson (SH); Vicki Tahou Paton (VTP);

Apologies: Anne Parkinson (AP); Craig Minehan (CM); Rob de Thier (RdT); Ronnie Moore (RM);

Not Present: Maree Henry (MH); Marten Cooper (MC);

	Action
LPC was happy with this year's Youth Event, but would like to get the fireworks going again.	
Vicki presented her idea regarding running the NZ Youth Mentoring Network workshop event in Lyttelton. She'll send out an email to the group with information & a summary of her proposal, because there were so few people at the meeting this month.	VTP
1. Apologies See above.	
2. Minutes of the previous meeting: The minutes of the previous meeting were reviewed and accepted.. Proposed: SH Seconded: DD	
3. Matters Arising. It was mentioned that there was a note that Anne had not heard from Wendy about any update on the Long Lunch. Vicki was keen to follow up with her.	VTP
4. Correspondence None	
5. Finance. Dana's report was reviewed and approved. Proposed: PdJ Seconded: SH Previously, Marten had asked whether we needed MYOB. Penny said there wouldn't be much of an extra cost on her end - she transfers the numbers to a different system anyway. She'd export all the data out of MYOB in case it was wanted later for reference. DD would need to set up a mail merge to create invoices for each current member. This may take around \$200 to set up for the first year. Overall we'd save money in the first year, and can start after August. Decision deferred until the next meeting.	DD

- 6. Management Sub Committee Reports**
 - a. **Farmers Market Committee:** No report
 - b. **Artwork Committee:** No report

- 7. Any other Business**

None

- 8. Date and Venue of next meeting**

Tuesday 13th August at 5.00 at Structex, Norwich Quay
The meeting closed at 5.34