

MEETING MINUTES

Date	22/02/2021
Location	Mayfield Medical Connection: 52 Hanbury St Mayfield
Time meeting opened	4:35pm
Person keeping minutes	Georgia Hughes

ATTENDEES

Name	Abbreviation	Business represented
Warren Pullbrook	WP	Brook Motors
Mark Dowling	MD	MDRE Real Estate
Kath Teagle	KT	Mayfield Medical Connection
Sonia McNaughton	SM	Mayfield Medical Connection
Ashlea Dowden	AD	Mayfield Florist
Apologies		
Guests		
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Georgia Hughes	GH (PCC)	Purser Corporate Communication
Thomas Michel	TM (CN)	City of Newcastle
Evan Sutter	ES	Hapzly

MINUTES:

Item	Details	Actions
Governance	Change address for BIA: From Public officer 22 Victoria street, to Chair's address 74-76 Maitland rd, Mayfield. Unanimous approval by board.	CW: Change address on all sources.
Conflict of interest	Nil	
Previous minutes	18/01/2021 Approved MD Seconded by KT	
Matters arising	Pot plants on sidewalk. WP and KT to investigate further with TM assistance to coordinate removal.	
Correspondence	BAS statement sent to ATO	
AGM Update	Booked for 15/3/2021 at Stag and Hunter at 6.00pm. Thanks to WP for organising.	
Budget	\$ needs to be spent asap.	
City of Newcastle matters	TM: ABR newsletter update.	TM: Contact Onyx RE: outdoor area.

	Will bring other CN reps to next meeting to discuss plans for Mayfield.	
Deliverable Actions Distribution		
Hapzly	Plan distributed to board. Board to review.	ALL: Review hapzly plan which has been emailed.
Coordinator	Plan from Coordinator sent to board, has been re-sent for further review	ALL: Review email re: coordinator duties and costs.
Subcommittee reports		
Live Spots	AD searching for spots to host live spots.	AD to get photos of live spots potential areas
Business Support: New businesses in precinct	n/a	
Visitor Economy	No reports.	
Social Media	Coordinator role – see above.	
Events	Hapzly and Live spots combination.	
General business		
Review: how did we go?	Well.	

NEXT MEETING:

Date:	Late March
Time:	4.30pm
Location:	Mayfield Medical Connection: 52 Hanbury street, Mayfield

MEETING CLOSE:

Time meeting closed:	5.27pm
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