

# Mayfield Business

## MEETING MINUTES

<b>Date</b>	25/11/19
<b>Location</b>	Muster Point Collective: 53 Maitland Rd, Mayfield
<b>Time meeting opened</b>	5.32pm
<b>Person keeping minutes</b>	Clare Wilkinson

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Tanille Elley	TE	Muster Point Collective
Kristy Elley	KE	Muster Point Collective
Chris Fowler	CF	Mayfield Florist
Mary Anne Fowler	MF	Mayfield Florist
Warren Pullbrook	WP	Brook Motors
Mark Dowling	MD	MDRE Real Estate
Kath Teagle	KT	Mayfield Medical Connection
Ralph Ryder	RR	Mega Play Amusements
Ruth Jacobs	RJ	Mega Play Amusements
Ivor Davies	ID	Davies Shoes
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>Previous minutes</b>	Discussed and accepted by all.	
<b>Governance</b>	Conflict of interest (COI): This will be discussed at the start of every meeting to ensure transparency amidst members – and is in keeping with Duty of care for all board members.	All - Raise any COI at the commencement of each meeting.
	Purser Corporate Communication requested to explain its role.	
	Director training: 26 November 2019 – two people registered to attend to represent Mayfield precinct. Media announcement outlined with Lord Mayor to attend at end of training to meet BIA representatives.	
	Association status: Applications have been sent to NSW Fair Trading.	Awaiting response by NSW Fair Trading. Upon incorporation the following key compliance activities will be undertaken <ul style="list-style-type: none"><li>• ABN application</li><li>• Register for GST</li></ul>

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		<ul style="list-style-type: none"> <li>• Insurances</li> </ul>
	<p><b>Constitution:</b> Constitution reviewed by item by all members present at the meeting. Each and every single point was reviewed, discussed and had amendments made where necessary via group discussion.</p>	<p>PCC:</p> <ul style="list-style-type: none"> <li>• Update constitution as per meeting requests.</li> <li>• Seek further legal advice around changes.</li> <li>• Send to BIA for final review</li> </ul>
	<p><b>Funding Agreement:</b> to be updated aligned with constitutional changes arising from this meeting.</p>	<p>PCC:</p> <ul style="list-style-type: none"> <li>• Resend email of 24 October to all members</li> </ul>
	<p><b>Deliverables Plan:</b>  Strategic planning session (about two to three hours) to be scheduled and facilitated by PCC to determine key projects of the precinct.</p>	<p>ALL:</p> <p>This will need to be completed by early February</p>
<b>City of Newcastle (CN)</b>	<p>News and announcement process: BIA announced united approach to be distributed (26/11/19).</p>	<p>PCC:</p> <p>To provide ongoing information about matters of interest from CN</p>
	<p><b>Supercars feedback:</b>  RR: Business was slower than usual  Access for florist to city challenges</p>	
<b>Precinct matters</b>	<p><b>Social Media:</b> Question was asked 'Does Mayfield BIA want a social media presence?' Received a resounding yes in hopes to use the existing social media sites and reinvigorate them.</p>	<p>Refer to Deliverables Plan</p>
	<p><b>Coles development:</b> Plans for Coles development issued to group.  No members looked at plans or took a copy.</p>	<p>PCC:</p> <p>Email Mayfield BIA Coles development plans</p>
	<p><b>Hanbury St and Maitland Rd Intersection:</b>  Based on a map received from the RMS, the intersection is half RMS and half local council jurisdiction.</p>	<p>PCC:</p> <p>Coordinate with Ashlee Abbott from CN to support approach to RMS</p>
	<p><b>Disabled parking and pedestrian access:</b>  KT mentioned there needs to be more disabled parking available in Mayfield</p>	<p>PCC:</p> <p>Coordinate with Ashlee Abbott CN to include CN rep into meeting.</p>

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**NEXT MEETING:**

<b>Date:</b>	
<b>Time:</b>	
<b>Location:</b>	

**MEETING CLOSE:**

<b>Time meeting closed:</b>	7.11pm
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