

## MEETING MINUTES

<b>Date</b>	07 December 2020
<b>Location</b>	Mayfield Medical Connection: 55 Hanbury street, Mayfield
<b>Time meeting opened</b>	4.37pm
<b>Person keeping minutes</b>	Clare Wilkinson

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Warren Pullbrook	WP	Brook Motors
Kath Teagle	KT	Mayfield Medical Connection
Sonia McNaughton	SM	Mayfield Medical Connection
Ashlea Dowden	AD	Mayfield Florist
<b>Apologies</b>		
Mark Dowling	MD	MDRE Real Estate
<b>Guests</b>		
Meg Purser (via phone)	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Thomas Michel	TM (CN)	City of Newcastle

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>City of Newcastle (TM)</b>	<p>Economic development on Zoom this Wednesday. All invited.</p> <p>Expenditure data (EFTPOS data) available indicating spending in Mayfield precinct. Includes all takings in all shops. Indicates trends. Visitor spend vs local spend visible on report.</p> <p>ABN data available but heavily regulated on how it can be used. It is not publicly accessible. CN working on this at the moment. Looks as though BIAs may be able to ask CN to email all persons on list.</p>	ALL: Send feedback to TM for what data you want
<b>CN Meet and meet and greet</b>	<p>MP: Thanks to WP and SM for attending. Positive outcomes and great support for all BIA's.</p> <p>WP: Connection with council built a solid foundation to move further forward with.</p>	
<b>Governance</b>		
Conflict of interest	Nil.	

Previous minutes	Approved: KT Seconded: WP	
Matters arising	Events insurance – waiting on Markey  Deliverables plan purchase requisition raised by TM.	
Correspondence	BAS forms received. Completed by PCC. Waiting on MD to sign to send back.	
Budget	SBR funding will hopefully be in Mayfield BIA bank account by the end of the week. Purchase requisition was raised today by TM.	
AGM Dates 2021 (Pre May)	February suits all board members. We need a location. Contact Mick Starkey from Stag and Hunter to host.	
<b>Subcommittee reports</b>		
Live Spots	Progressing well across precincts.	
Business Support – New businesses?	Thai massage across from Thai near Hanbury street  Onix coffee has revamped. Touch base with them.	PCC: Connect these businesses with Business Support.
Social Media – This is Mayfield 2304 & starting own page	Some funding available for Rita to run the page in the deliverables plan.  Project content can go onto social media pages – better access needed.  Rita has told WP she can change the name of the page.	PCC to meet with WP & Rita about social media work scope.  ALL: Consider combining local charities/not for profit to add value to community events
Happiness project	Engage Evan when funding is approved.	PCC: Contact Evan when funding approved.
General business	Rotary club graffiti trailer owned by Mayfield BIA. Ivor Davies/TM contacted BIA about trailers previously.  Pots: Community garden will pick up soon. They are currently busy.	WP track down graffiti removal trailer and contact Ivor Davies.  PCC: Send social media links to TM for update on website.
Michelle Westwood as board member?	All board members shown copy of Michelle's bio. Suggested we keep in touch with her	



	for February AGM and then formalise a role.	
Review: how did we go?	Well.	

**NEXT MEETING:**

<b>Date:</b>	18 January2020
<b>Time:</b>	4.30pm
<b>Location:</b>	Mayfield Medical Connection

**MEETING CLOSE:**

<b>Time meeting closed:</b>	5.10pm.
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