

MAYFIELD BIA INC.

INC ID NUMBER: 1901583

MEETING MINUTES

Date	27 May 2020
Location	Zoom
Time meeting opened	5.00pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Sonia McNaughton	SM	Mayfield Medical Connection
Kath Teagle	KT	Mayfield Medical Connection
Guests		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Apologies		
Ashlea Dowden	AD	Mayfield Florist
Mark Dowling	MD	MDRE Real Estate
Mia Westcott	MW	Mayfield Medical Connection
Jill Donovan	JD	Mason Lawyers

MINUTES:

Item	Details	Actions
Previous minutes accepted	Minutes not confirmed: no quorum.	PCC – circulate to board for approval
Governance	Ashlea Dowden has signed on as a director and sent in her directors intent form. Mia Westcott (MW) EOI New board member information kit	PCC: provide copies of all official Association docs to all board members
Conflict of Interest	MD has relocated offices outside Mayfield. MP advised that he constitution allowed for people who operated businesses outside the precinct can still be on the board because they possess specialist knowledge and skills.	
Matters arising	Nil	
Correspondence	Letter sent to council on Monday from BIA chairs asking CoN to reconsider equity of proposed commercial rate rise. MP spoke with Ash Abbott in CN council 26 May 2020 regarding:	MP: Share letter updates Board. MP to provide updates and opportunities as necessary

MAYFIELD BIA INC.

INC ID NUMBER: 1901583

	<ul style="list-style-type: none">• Deliverables Plans for all precincts• Cross city projects• Covid19 CN Taskforce• Overarching strategy for major community events led by CN officer Kate Britton	
Roles and Responsibilities of Executive/Directors	<p>Board roles: Opportunities for board members to identify areas of interest and work across city-wide or precinct projects. E.g.</p> <p>WP – BIA Chairs' Round Table</p> <p>MD – Project Renewal</p> <p>Once deliverables plan is closer to finalised, roles can be better defined.</p>	<p>ALL: Consider being part of the busking subcommittee with other BIA precincts members.</p>
General Matters	<p>Deliverables Plan feedback.</p> <p>KT presented collaboration option: Amnesty International Inspiracy festival type event. May appreciate input of BIAs.</p> <p>Connectivity is a success for Mayfield BIA. Connections made with other BIA's and Council contacts is success.</p> <p>KT suggested Jodie Kell as a BIA member. Atherton Records owner. Very connected person.</p>	<p>MP: Email Mayfield BIA members requesting deliverables plan feedback by close of next week.</p> <p>KT to introduce MP to Kevin Sweeney via email. MP to include Kate Brittan in this.</p> <p>KT to introduce MP to Jodie Kell via email.</p> <p>MP to contact Alex Mills RE: women's music scene in Mayfield.</p>
Review – how did we go?	<p>More attendees will ensure higher productivity.</p>	

NEXT MEETING:

Date:	Wednesday 17/6/2020
Time:	5.00pm
Location:	Zoom

MEETING CLOSED:

Time meeting closed:	5.49pm
-----------------------------	--------