

MEETING MINUTES

Date	7/5/2020
Location	Zoom
Time meeting opened	5.00 pm
Person keeping minutes	Clare Wilkinson

ATTENDEES

Name	Abbreviation	Business represented
Warren Pullbrook	WP	Brook Motors
Kath Teagle	KT	Mayfield Medical Connection
Guests		
Meg Purser	MP (PCC)	Purser Corporate Communication
Clare Wilkinson	CW (PCC)	Purser Corporate Communication
Rita Dixon	RD	My Father's Tables
Apologies		
Mark Dowling	MD	MDRE Real Estate
Chris Fowler	CF	Mayfield Florist
Mary Anne Fowler	MF	Mayfield Florist

MINUTES:

Item	Details	Actions
Previous minutes accepted	Not approved – given that quorum was not achieved.	To be approved at next meeting
Governance	<p>Confirming positions:</p> <ul style="list-style-type: none"> Chair: Warren Pullbrook Vice Chair: Kath Teagle Treasurer: Sonia McNaughton Public Officer and Secretary: Mark Dowling. Director: Chris Fowler <p>Directors to be confirmed:</p> <ul style="list-style-type: none"> Mia Westcott Jill Donovan Sonia McNaughton <p>Budget: MP advised that CN confirms that because Mayfield had not been operating in the past two years, that there would be \$100,000 for the 2020 to 2021 year and a further \$100,000 for the 2021 to 2022 year.</p>	<p>CW: Contact KT re: what are health practices in Mayfield doing. We have lots of info about cafes – but we need to know what people are doing in other spheres.</p> <p>CW: Once all directors in place ABN and insurances to be confirmed.</p>
City of Newcastle	<p>BIA Chair committee</p> <ul style="list-style-type: none"> WP to attend. 	<p>MP: to organise BIA chair Zoom with Simon Massey to discuss:</p> <ul style="list-style-type: none"> Precinct Issues Resilience Package BIA city wide initiatives
BIA Operations History: Rita Dixon	<p>History: Older projects that never eventuated included. AIM: Get residents to feel</p>	<p>RD: Present budget/proposal to BIA via MP. Potential for project work in future and the continuation of projects that were not completed.</p>

	<p>ownership and pride in area to spend more in Mayfield.</p> <ul style="list-style-type: none"> • Use existing surveys where possible • Build on services, retail, council, experiences, community and other BIA's to better precinct • Not deemed as important/results driven for businesses. • Existing social media: <i>Meeting Mayfield, Mayf-Life, My Mayfield, This is Mayfield</i> – these could all be renewed and revitalised (FB and IG pages.) 	<p>MP: Send 'Signify' interactive lighting details to Mayfield BIA.</p> <p>CW: Add Blackbird Corner to NewUsual hub. Add MMC flu shot changes also.</p> <p>RD: Share old business plans with MP.</p> <p>RD: Send old photos to MP.</p> <p>RD: Send 'night walk' data to MP</p>
Deliverables Plan	<p>MP: Update on process involved with Deliverables Plan.</p> <p>General discussion points</p> <p>Opportunities to act now - Covid-19</p> <ul style="list-style-type: none"> • Coles opening • ID Mayfiled stories – see New Usual and review App called "open for business." May be beneficial to get Mayfield on that. Also, supports acts with other BIA's. #MightyMayf. Blackbird Corner – supporting other businesses. <p>City wide options for consideration</p> <ul style="list-style-type: none"> • New Usual – see business plan • BizHacks. CN Will be done in city hall. Businesses will be telling their stories. This will inform Rita's project. • Lighting: interactive lights installations which attracts people, but not loitering groups. Could be part if previous 'Illuminate' festival held in precinct a few years ago. 	<p>MP: Draft Plan to be provided top all board members for further input/consideration that will include:</p> <ul style="list-style-type: none"> • Liaison with Rita Dixon about unrealised projects (informed by previous plans etc) • Cross City projects – business plans or overviews • Additional projects as identifies by attending directors <p>All:</p> <ul style="list-style-type: none"> • Filter good news stories to MP and CW for story hub New Usual • Directors to review
General	Sustainability Network - Call Lawrence looking for union connection.	MP: To raise with Leigh Shears from Newcastle City BIA

NEXT MEETING:

Date:	Wednesday 27 May 2020 (tentative)
Time:	5pm
Location:	Zoom

MEETING CLOSE:

Time meeting closed:	6.00pm
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