



**MEETING MINUTES**

<b>Date</b>	18/1/2021
<b>Location</b>	Mayfield Medical Connection; 52 Hanbury St, Mayfield
<b>Time meeting opened</b>	4.35pm
<b>Person keeping minutes</b>	Clare Wilkinson

**ATTENDEES**

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
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
<b>Apologies</b>		
<b>Guests</b>		
Gracyn Endacott	GE (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>Governance</b>		
Conflict of interest	Nil	
Previous minutes	07/12/2020 Approved by AD Seconded by KT	
Matters arising	PCC to follow up with Rita RE: Social Media.  WP: Trailer for graffiti removal progress.	
Correspondence	BAS Statement for Oct-Dec 2020 approved.	
AGM	Early march approved.	CW: Contact Mick at the Stag hotel for room hire.

<b>City of Newcastle matters</b>	Jo Rigby to attend a future meeting to discuss infrastructure in Mayfield for 2021  Use of ABR database to communicate - in progress	TM: Onyx outdoor seating to be changed. Connect with them and discuss.
<b>Subcommittee reports</b>		
Live Spots	AD to contact Live spots committee and discuss further.  Live music on large mosaic in front of across from Stag hotel. More spots to be determined.	AD: Scope out spots in Mayfield.
New Business	Hanbury at the end of Hanbury Street.	Connect with The Business Centre.
Social Media	Michelle (?) who contacted BIA last year – social media option?	CW chase up.
<b>General business</b>		
Trailer ownership with rotary (WP)	Full of old technological hardware. To be signed over to rotary.	PCC consult TM on how to transfer ownership
Flower pots	Number of pots were fibreglass filled with concrete. Have been distributed to Waratah and Silsoe street community gardens. Hard to get to Waratah due to owner capabilities.	WP: Contact Rotary and coordinate movement of pots with trailer prior to ownership.
Deliverables plan	Make actionable.	CW to make broken down action plan for
Silsoe community garden	Willing to collaborate. Noted for future.	AD to contact them and Mens shed for collaboration opportunities.
Newcastle Food Month	AD: Flyers brought in. Details on event. Spoke to Dana Pichaloff about running an event. Quotes received.  Idea presented to watch this years event and gauge for deliverables for 2021-2022.	CW: Contact Gus Maher and check cut off dates.
<b>Review: how did we go?</b>	Swift.	

**NEXT MEETING:**

<b>Date:</b>	22/2/2021
<b>Time:</b>	4.30pm
<b>Location:</b>	Mayfield Medical Connection

**MEETING CLOSE:**

<b>Time meeting closed:</b>	5.23pm
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