

## Approved MEETING MINUTES

<b>Date</b>	21/09/21
<b>Location</b>	ZOOM
<b>Time meeting opened</b>	4:30PM
<b>Person keeping minutes</b>	Janice Musumeci

## ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Warren Pullbrook	WP	Brook Motors
Kath Teagle	KT	Mayfield Medical Connection
Chris Arnold	CP	Arnold Property
<b>Apologies</b>		
Ashlea Dowden	AD	Mayfield Florist
<b>Guests</b>		
Janice Musumeci	JM	JM Consultancy Services
Thomas Michel	TM (CN)	City of Newcastle

## MINUTES:

<b>Item</b>	<b>Details</b>	<b>Actions</b>
<b>City of Newcastle matters</b>	<p>TM – Sarah Horan to attend next meeting. Covid Response Programs from CoN still available.</p> <p>WP – General discussion around Covid reopening advise for business.</p> <p>TM – Advised this is a State level matter for advice. Suggested referring any queries to the smallbusiness.nsw.gov.au website</p> <p>CA – Enquired about new cycleways for Mayfield.</p> <p>TM – Public will get an opportunity to for comment on options for Mayfield.</p> <p>TM – Citywide services lighting in carpark is slow moving but has commenced.</p>	
<b>Governance</b>		
Conflict of interest	nil	
Previous minutes	<p>Accepted by all.</p> <p>Approved: CA</p> <p>Seconded by: KT</p>	
Matters arising	WP – Contact Mark Dowling but no response	JM – Notify Dept Fair Trading about new PO
Correspondence	nil	
Budget	\$88,251.59 CR	

	<p>GST Refund \$337</p> <p>Flying Spanners Gallery \$1300</p> <p>Blazpclean \$297</p> <p>Commbizz fees \$2.20</p> <p>Shafi &amp; Co Accountant paid \$700</p> <p>JM – Asked Board to decide on Accountant to engage moving forward for BAS as previous multiple BAS outstanding was addressed as a matter of urgency with Shafi &amp; Co Accountant firm on approval of Chair.</p>	<p>KT – Pass on her bookkeepers' details to provide second quote</p>
<b>Subcommittee reports</b>		
Live Spots	JM – Live Streams on FB every Thursday night indefinitely	
Business Support: New businesses in precinct	nil	
Social Media	Need new socials and to merge This is Mayfield FB page. Possible issue with admin log in.	<p>WP – Pass on Kerrie Dowlings details for JM to follow up</p> <p>KT – Pass on graphic designer details to JM</p>
<b>General business</b>	<p>WP – All pots are removed from precinct footpath</p> <p>JM – Possible mural on Surf Shop wall as we have \$15k budget</p> <p>JM – Advertorial packages from Hunter Hunter as we have \$10k budget</p> <p>JM – EOI for event coordinator budget \$10,900. Board not ready to engage yet.</p> <p>CA – Suggested wait until pressure cleaning and graffiti removal completed before promoting the precinct further.</p> <p>TM – Ensure anti-graffiti paint is used on all street art</p> <p>KT – Is it ok to approach Georgetown group to collaborate on some art projects – ALL APPROVED.</p> <p>WP – Enquired about Evan Sutters project.</p>	<p>KT – Speak to owner</p> <p>JM – Quote from Hunter Hunter</p> <p>JM – Provide details on how best to report graffiti and public property damage to CoN</p> <p>JM – Invite Evan to next meeting for a refresh of project</p>

	<p>JM – Met with Evan on hold until covid allows him to come to precinct and meet with business owners</p> <p>New Board Member nomination – Reece Hignell as a Community Board Member – ALL APPROVED</p> <p>JM - Safety Audit Quotes presented for Vote Harris - \$5500 &amp; Kristy Ryan \$6350</p> <p>Harris is the winner – ALL APPROVED</p> <p>CA – Raised the unsightly redundant Telstra hardware in the precinct.</p> <p>TM – Suggested raise this in safety audit. Safety Audit will tie in nicely with CoN local centre upgrade plans for precinct. Sarah Horan to join next meeting.</p>	<p>CA – to be point of contact for Harris</p> <p>JM – Advise Harris</p>
<p><b>Review: how did we go?</b></p>	<p>Productive</p>	

**NEXT MEETING:**

<p><b>Date:</b></p>	<p>Tuesday 19/10/21</p>
<p><b>Time:</b></p>	<p>4:30PM</p>
<p><b>Location:</b></p>	<p>ZOOM</p>

**MEETING CLOSE:**

<p><b>Time meeting closed:</b></p>	<p>5.31pm</p>
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