

## MEETING MINUTES

<b>Date</b>	19 October 2020
<b>Location</b>	Mayfield medical connection: 55 Hanbury st, Mayfield
<b>Time meeting opened</b>	5.06pm
<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 (left 5:44pm)	KT	Mayfield Medical Connection
Sonia McNaughton (via phone until 5.30pm)	SM	Mayfield Medical Connection
<b>Apologies</b>		
Ashlea Dowden	AD	Mayfield Florist
<b>Guests</b>		
Meg Purser	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>Governance</b>		
Conflict of interest	Nil	
Previous minutes	Approved by all board members.	PCC: send to CN for upload to website.
Matters arising	As below	
Correspondence	Additional insurance required for LiveSpots. WP signed.  Jeremy Bath is still on leave. Will attend next meeting when he can  Also note BIA - CN get together.	PCC to Markey  PCC to schedule with CN
Finance	Board approved: <ul style="list-style-type: none"> <li>Warren Pullbrook (President)</li> <li>Sonia McNaughton (Treasurer)</li> </ul> To open Mayfield BIA bank account with Comm Bank	Unanimous  By 5 November 2020
<b>City of Newcastle matters (TM)</b>	<b>Contestable funding:</b> Jan/Feb contestable funding potentially opened for Mayfield.  <b>Advocacy</b> - Leash free area at Mayfield park. Potential for an animal celebration day at end of	PCC: Brief local councillors for leash-free dog zone in Mayfield park which is now fully fenced. Potential development proposal.



	<p>summer. More brainstorming to occur on this.</p> <p><b>Parking and cycling strategy:</b> Ongoing input by BIA.</p> <p><b>Economic development strategy:</b> Consultation about to begin. Keen to have BIA's involved. Perhaps a 1-hour session.</p>	<p>PCC: Brief CN and councillors that Mayfield BIA is keen to discuss contribution to parking and cycling strategy and other community advocacy initiatives.</p>
<b>Deliverables plan</b>	<p>Currently being refined. Estimate finalisation by 30 October 2020.</p>	<p>PCC: By 23 October</p>
<b>Subcommittee reports</b>	<p><b>Live spots:</b> Potential permanent location at Dangar park near power source in shed. Each BIA is on track to have their own P.A. System. Preferably Thurs-Fridays. 6-9pm. dates to be selected. Include a laser lights show also perhaps. Lions or Rotary running a BBQ. Stalls from local business owners. Good idea for Xmas evenings.</p> <p><b>Business Support:</b> Mental Health in business needs to be included. This is included in Business Support planning. Everymind, Lifeline and other mental health support organisations are part of the business support teams – who help for free.</p> <p><b>Business Beat:</b> Next up in Mayfield on Thursday 29 October at 10:30 am. Need Mayfield BIA members to attend and walk the streets to engage with local businesses.</p> <p><b>NewUsual:</b> In progress - waiting on funding</p> <p><b>Happiness Project:</b> To be reviewed.</p> <p><b>Events: Christmas</b> Let TM know any thoughts for Xmas so they are able to assist. Hamilton and Newcastle City BIA have their plans in progress.</p> <p><b>Social Media:</b> EOI to be part of a visitor economy package</p>	<p>PCC: Send video from Wallsend business beat to Mayfield BIA members.</p> <p>PCC: Ask Ashlea Dowden if she can attend business beat.</p> <p>PCC: Connect to mosque, community centres, child care centres, and the Grainery Church</p>



<b>General business</b>	<b>Pot Plants within Mayfield</b> KT: Waratah community garden/multicultural centre will come and remove pot plants as they can.  Meetings can start earlier if everyone is available.  WP away from 29/10 – 3/11.	
<b>Review: how did we go?</b>	Well. Need to focus conversation better.	

**NEXT MEETING:**

<b>Date:</b>	TBC
<b>Time:</b>	4:30pm
<b>Location:</b>	Mayfield Medical Connection: 55 Hanbury Street, Mayfield

**MEETING CLOSE:**

<b>Time meeting closed:</b>	6.16pm.
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