

Mitchell BIA – Activity Report
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Part of the work I have done for the Mitchell BIA this month has been the creation of the agenda and the recording of the minutes and distributing them to the membership list via email.

I have gone out to collect business profile forms that may have been completed every week that I am in Mitchell and have transcribed them and send them off to be uploaded to the website. I will be making a list of the outstanding business profiles for the members that do not have an active profile on the website for future collection.

I am working on creating a newsletter for May-June which I would like to send out shortly. I currently do not have a BIA member lined up to profile, if any members are interested in having their business profiled in the newsletter please let me know!

I have also been maintaining the Mitchell BIA email account and regularly send out communications from that account to BIA members and pass on any pressing information. I have also been posting to the BIA Facebook page and have sent out the information and poster that I have created for the Garage Sale day to Dublin Cable TV, CJSC, and the Municipality of West Perth to advertise the event.