

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 transcribed the remaining business profiles I had on file and sent them off to be uploaded to the website, and made a list of the outstanding business profiles for the members that do not have an active profile on the website for future collection.

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 added West Perth events to the Snap Perth event calendar.