

Mitchell BIA – Activity Report Mary-Katherine Whelan March 2015

I have created a newsletter for April which will be sent out shortly via email, and have started to create the next newsletter for May. If any members are interested in being profiled in the newsletter please let me know!

I have gone out to collect business profile forms that may have been completed every week, and I am continuing to work on gathering outstanding business profiles for the members that do not have an active profile on the redesigned BIA website. Currently I have 10 outstanding profiles which I will pick up this Wednesday.

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 also been maintaining the Mitchell BIA email account and regularly send out communications from that account to BIA members. In addition to these tasks I have been working on collecting events that can be added to the Mitchell BIA website calendar that are not already up yet and adding Mitchell BIA events to the snapd event calendar.