

**MINUTES FOR MEETING OF POTENTIAL BOARD MEMBERS
RENEW TOWNSVILLE (RT)
WEDNESDAY 2ND, THE BREWERY 4.30 PM**

Attendees: Donna Sutherland, Mark Kennedy, Mitch Goodwin, Linsey Plante

	FOLLOW UP ACTIONS
<p>GENERAL OPERATIONS & GOVERNANCE</p> <p><u>Constitution:</u> Initial queries raised by Mark have now been addressed by Michael Keir. Final documentation to be prepared by solicitor. Each director to send personal details to Dominique</p> <p><u>Registered Auditor:</u> Ian Jessup has agreed to act as auditor on a pro bono basis. A letter of thanks should be sent from the Board as well as a letter of confirmation to the solicitor.</p> <p><u>Insurances:</u> Proposals have been received from CRISP Insurances for Public & Products Liability, Volunteers Personal Accident and Association Liability. There are some queries that need clarifying before proceeding further. Margot Douglas has provided an additional source of insurance cover used by Craft South (SA) which will be followed up.</p> <p><u>Strategic Plan:</u> A draft strategic plan has been prepared and will be further discussed at the next meeting.</p>	<p>Mark</p> <p>All</p> <p>Linsey</p> <p>Linsey</p> <p>All</p>
<p>FINANCE</p> <p><u>Budget:</u> A draft budget has been prepared and will be discussed further at next meeting. It was determined that RT would need some establishment funds in addition to the Council's commitment to cover insurance premiums for the first twelve months. Claire to be approached as to the best way to put this request to Council.</p>	<p>Linsey</p>
<p>GRANTS AND SPONSORSHIP</p> <p>Donna has spoken to Pamela Royal, Together Townsville for matching sponsorship. Event and project sponsors need to be identified. Sandy McCaffy has offered her assistance.</p>	<p>Donna</p>
<p>TENANCIES</p>	

<p><u>Opening Hours:</u> “Core Hours” for opening would appear to be flexible and will reflect RT’s preferences</p> <p><u>Licence Agreement:</u> Lancini’s have indicated a preference for a lease rather than a licence. Further legal involvement will continue.</p> <p><u>Electricity:</u> Tenants will be responsible for deposits and charges. Discussions needed with Ergon to find out how this will work.</p> <p><u>Rentals:</u> Will be negotiable with tenants and will be dependent on their specific needs</p>	<p>Donna</p> <p>Donna</p>
<p>MARKETING A DL Brochure has been printed Heidi to organise ads in The Place Aaron is working on the website Heidi to prepare an email mailing list Radio interview with ABC to be organised Supporters need to be recognised and their logos appropriately included in RT material and at events Public Meeting organised for 1st June was well attended and names and email details were gathered from prospective tenants.</p> <p><u>Launch:</u> Anticipated to be late July 2010.</p> <p><u>Submissions:</u></p> <p><u>Trader Concern:</u> It is understood Sylvia Ditchburne has some concerns about Renew Townsville’s operations. It was decided to meet with Sylvia and discuss any issues she may have.</p>	<p>Mitch Donna Donna Donna Donna</p> <p>Donna/Mitch</p> <p>Donna Mark/Linsey</p>

Next Meeting: Monday 14th June 4.30 pm The Brewery

Meeting Closed: 5.45 pm