

**MINUTES OF MEETING OF POTENTIAL BOARD MEMBERS  
RENEW TOWNSVILLE  
MONDAY 28<sup>th</sup> JUNE, THE BREWERY 4.30 PM**

Attendees: Donna Sutherland, Mark Kennedy, Linsey Plante, Claire Van Wel

Apologies: Mitch Goodwin

<b>FOLLOW UP ACTION</b>
<b>1 Confirmation of Minutes of Previous Meeting</b>
<b>2 Actions from last meeting</b>  <b>Completed:</b> <ul style="list-style-type: none"><li>• Each director has sent personal details to Dominique</li><li>• Ads have appeared in The Place and Art Gaze; website updated; email mailing list compiled; radio interview with ABC by Donna.</li><li>• Meeting with Sylvia Ditchburne</li></ul> <b>Still Pending:</b> <ul style="list-style-type: none"><li>• Final documentation re constitution and lease still with solicitor. <b>[Mark]</b></li><li>• A letter of thanks to go to Ian Jessup, Auditor. <b>[Mark]</b></li><li>• Insurances – a further quote to be obtained once copy of lease is available <b>[Linsey]</b></li><li>• Check with Ergon to find out how tenants can pay for electricity usage. <b>[Donna]</b></li><li>• A letter of confirmation to the solicitor re Jessup - check with Craig if this done <b>[Linsey]</b></li><li>• Supporters logos in RT material and at events <b>[Mitch]</b></li></ul>
<b>New Items</b>  <b>Tenancies:</b> <ul style="list-style-type: none"><li>• Access to the tenancies is now needed and will be organised for current week or week commencing Monday 5<sup>th</sup> July. As no money is available as yet to pay for security staff, Donna has agreed to provide funds which will be reimbursed when funding is received. <b>[Donna]</b></li><li>• Check water availability and Council requirements; ditto re toilets; any safety issues and which tenancies will need “prettifying up” <b>[Donna]</b></li><li>• Ideas for tenancies were discussed: schools to be contacted about art exhibitions. <b>[Donna]</b></li><li>• Aim to have 2-3 tenancies operating by mid-July. <b>[All]</b></li><li>• Claire highlighted the issue of footpath access as the developers will need to work along the footpaths which will preclude access to tenancies. Preferred timelines need to be identified <b>[Donna]</b></li><li>• Assistance will be needed to work on the tidying up the tenancies and to help with marketing. We need to put out requests to networks to gain help. <b>[Donna]</b></li><li>• Marie-Claude, Townsville Chamber Commerce, will be asked for input and assistance to keep RT informed of traders’ concerns and ideas.</li><li>• Craig Stack had said that ‘other landlords’ were interested in the RT concept.</li></ul> <b>General Operations and Governance:</b> <ul style="list-style-type: none"><li>• Draft constitution needs finalising <b>[Donna]</b></li><li>• Lancini’s lawyers have moved away from a “licence” not to a “lease” agreement. Details of this new lease need to be provided to the Board asap. <b>[Donna]</b></li></ul> <b>Finance:</b> <ul style="list-style-type: none"><li>• Craig has presented Mark’s letter to Council; provide copy to Claire <b>[Mark]</b></li><li>• A budget will be prepared with Richard’s (TCC) help. <b>[Mark]</b></li><li>• Linsey asked that everyone keep receipts and details of any expenditures to date so they can be reimbursed when we receive funding. <b>[All]</b></li></ul>

**Grants and Sponsorships:**

- Donna updated on the South Australian move for 'Renew Australia' and the joint funding grant.
- Other areas of possible funding were identified by Donna as: RADF, Shannon Chadwick, Together Townsville [AECON] [TCC], Queensland Art, Watpac **[Donna]**

**Submissions:**

- Eight had been received and a further 6 had been promised.
- Matching of submissions and tenancies will happen in mid-July **[Donna]**

**Marketing:**

- Need to ensure we work in with existing events. A calendar of known events will be provided by Claire . **[Linsey]**
- Heidi to consider event ideas to be scheduled from late July to early August **[Donna]**

**General Business:**

- Claire had specific questions to be addressed and this was done during the meeting.

**Next Meeting:**

8<sup>th</sup> July at 4.30 pm at The Brewery

**Meeting Closed:** 6.40 pm

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Chairman