

MINUTES FOR MEETING OF RENEW TOWNSVILLE LIMITED BOARD
THURSDAY 8TH JULY, THE BREWERY 4.30 PM

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

- 1 Minutes of Previous Meeting were confirmed.
Moved: Mark Seconded: Donna

- 2 **General Operations and Governance**
Final documentation re constitution and leasing will be followed up by Donna with the solicitors with an aim to have this finalised within the next two weeks. Tina Shaw and Ian Jessup's signatures are required for completion.

Linsey is to contact two insurance companies and get quotes for public liability, volunteer insurance, directors' liability and plate glass insurance based on the lease document from Flinders Plaza Pty Ltd

3. **Finance**
Budget has been prepared by Mark and Richard (TCC). Mark will email a copy to each board member for discussion at the next meeting.

No receipts were submitted for expenditure incurred on behalf of Renew Townsville.

4. **Grants and Sponsorship**
RT has been short-listed through Renew Australia for funding for the development of a tool kit.

Donna will continue to explore areas of possible funding [ie, Community Grants through TCC] and Together Townsville about sponsorship for events [AECOM] , Queensland Art, Ergon, RADF (October)

Sandy will continue to work with Donna in the area of grant applications.

Donna will send an email to the network to ask for help in writing grants.

6. **Submissions**
The Board decided the criteria for Phase 1 selection were to be: minimal cost to RT to make space suitable for occupancy; the detail in the organisation's proposal and readiness to occupy; suitability to the spaces available in Phase 1 (ie tenancies 1,4 and 5)

Phases 2 and 3 will consider suitable submissions for tenancies 2,3,6,7,8 and 9.

By next meeting three of the submissions received by 30 June will be matched to Phase 1 Tenancies. Donna and Mitch to determine which three are most suitable and speak directly with the applicants to finalise any further questions.

Mitch will prepare a draft letter that can be sent to applicants who were not successful in Phase 1.

7. **Tenancies:**
Donna has checked with Ergon about electricity charges. Quite substantial bonds are required and the Board has yet to determine the best way for tenants to pay for these as well as the usage during their tenancy time..

An inspection made on 2nd July determined which tenancies were ready to go, with minimal work re power, water and basic safety issues. Final action about exit signs, fire extinguishers, electrical safety checks and keys to the tenancies will be discussed at the next meeting.

Donna will shortly request, through appropriate networks, help in tidying up tenancies ready for occupancy.

Donna will check with Council and State Government about specific requirements that might be applicable to these tenancies so that certification can be obtained.

The Lease from Flinders Plaza Pty Ltd has been received and there are some areas that need further clarification. Linsey has sent some questions to Donna and Mark will email his questions. Donna to speak to solicitor to see if there are any problems.

Donna will also speak with Debbie, Lancini's, about access to the toilets.

8. Marketing

Event ideas to be scheduled from late July to early August will be discussed at next meeting.

Request to networks for help with marketing [Donna]

Schools to be contacted about art exhibitions. [Donna]

Supporters logos in RT material and at events (Mitch)

9 . Next Meeting

4.30 pm The Brewery Wednesday 21st July