

MINUTES OF MEETING OF INTERIM RENEW TOWNSVILLE LIMITED BOARD  
WEDNESDAY 21<sup>TH</sup> JULY, THE BREWERY 4.30 PM

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

1 The **Minutes** of the previous meeting were confirmed.

2 **General Operations and Governance**

Donna contacted Dominique Tim So in regard to questions raised by Linsey and Mark about the lease from Flinders Plaza Pty Ltd. She sent a review of the Commercial Tenancy Agreement provided by Lancini's solicitor. This was not discussed at the meeting because there had not been enough time for the Board to study the document.

Linsey is continuing to obtain suitable quotes from insurance companies. Donna provided details of the insurers for the Cairns group, Artworkers Alliance.

It was determined that Claire and Marie-Claude should be regularly kept informed of RT's progress. Mark and Donna to meet with Marie-Claude, possibly on Friday 23<sup>rd</sup> July.

3. **Finance**

Mark had emailed copies of a draft budget to Board members and invited their comments. Questions were raised about the figures that Richard had used as the basis for the draft budget and Mark undertook to check this out with Richard.

Mark will also check with Sandy for any additional items that needed to be included to support submissions for grants.

Donna advised that Renew Australia were meeting in Melbourne and they had invited Donna to attend. RA would meet air fares and RT would need to pay accommodation costs for Donna. It was agreed that this expenditure would be in RT's interest. Donna will pay costs and claim from RT when funds are available.

4. **Grants and Sponsorship**

It was decided to approach TEL and Townsville City Council with requests for funding for specific items. Sandy to be asked to assist with preparing the approaches.

Discussed grouping with Cairns for submissions.

6. **Submissions**

Mitch had prepared a draft letter that could be sent to applicants who were not successful in Phase 1. The Board approved the letter with minor changes and decided it should be sent out asap.

It was decided to organise a workshop at JCU in October so that students could plan for projects to work on over Christmas.

7. **Tenancies**

Bonds for electricity and on-charging to tenants were discussed. Donna had spoken to Craig Stack about this issue and he has prepared a draft letter to send to Ergon's CEO, Ian McLeod, and sent an email seeking the Board's approval. Once approved, the letter would be sent out.

Final action about exit signs, fire extinguishers, electrical safety checks and keys to the tenancies will be deferred until clearer details are confirmed about which tenancies will be available and suitable.

Requests for help in tidying up tenancies ready for occupancy would be delayed until firmer dates were established.

The problem of a stalled delay of occupying the tenancies due to footpath reconstruction was discussed and it was decided to arrange to meet with the Council's project manager and confirm what the exact position was in regard to the schedule and access for that precinct of the Mall redevelopment.

An informal request had been received from Watpac who were seeking to occupy one of the RT promised tenancies for a 12 month period on a month-to-month basis. It was felt that either Rivers or Coles would be the Board's preferred tenancies for Watpac's use. There was discussion whether rent or sponsorship would be the better option. Craig Stack was to be contacted to determine what an appropriate rental figure might be.

8. **Marketing**

Donna will provide information for Heidi so that she can prepare a press statement as an update on the RT project. It was seen as important that the community, and applicants, were kept in the loop about progress towards the launch of the first RT tenants.

Launch options for a September date were discussed. Ellie would be asked to check on known dates for events at that time within the arts community.

9. Next Meeting: Not scheduled at the time

Meeting Concluded 6.45 pm

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Chairman

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Date