

THE ABBOTSFORD CONVENT FOUNDATION

Tenant & Site Development Committee

Friday 18 November 12.30 pm in Bishop's Parlour, Convent Building

MINUTES

Welcome and apologies

Present:

Tenants: Colin Hopkins (Mercator), Robyn De Vries & Maureen McCarthy (Level 2 Convent), Jennifer West (Steiner School)

ACF: Maggie Maguire, Mirella Zandegu, John Di Natale (ACF staff).

Sally Romanes, Mike Smith (ACF Board)

Apologies:

Tenants: Helen Punton, Ilona Topolcsanyi

ACF Board: Anthony Cullen, Charlotte Allen

All present accepted and adopted minutes of previous TSDC meeting (held 18/7/2011).

Mike Smith (Temporary Chair) apologised for the two previous TSDC meeting dates being postponed however meeting was still timely as it occurred prior to the next full Board meeting.

1. Business Plan

Consultation period now closed and the ACF is presently collating feedback provided by tenants, City of Yarra, the Collingwood Children's Farm. The Board's responses will be provided to aforementioned stakeholders. The current Business Plan has been available on the ACF website during the whole feedback process.

The focus and basis for the Business Plan is to demonstrate that the Convent is self sustaining. It will not outline daily operations but will provide the State Government with the "big picture" vision. An associated document about implementing the Business Plan will be formulated once the Plan is completed. It is also supported and informed by other documents such as the Master Plan etc. At present the Convent site is sustainable with 60% of the site not yet activated.

Whilst the ACF does not receive any funding from the Government (other than occasional Federal funds for capital works), the ACF is required to develop a Sinking Fund for future maintenance of buildings and grounds.

Robyn asked if the GFC has had an impact on the project's viability, MS explained that as there are multiple revenue streams, the site has managed to continue operating with no negative impact (alternative management plans exist if the GFC causes major impact to site operations and staffing).

Funds are accumulated to do major works such as installing an underground power supply.

In response to 'the tenant ideas section' minuted in previous TSDC meeting re business coaching for tenants, Maggie has briefed two organisations that can provide those services with a view to coaching being offered to tenants in 2012.

2. Steiner School

Jennifer West explained that the School is still awaiting a decision from the Minister for Planning re their plan for an extra building on site.

If approved the building will be operational by Term 2 2012. Building will be located on the current play ground area and the play area will move to the swimming pool. The pool site will then be accessible to the public as a community space. The pool will be filled so it can revert back to a swimming pool in future.

The building has been designed to have minimal impact to the Convent site. In the event that the School leaves the Convent site, the building will revert to ACF ownership.

If the Minister does not approve plans, the future of SMSS is uncertain.

3. Proposed Code of Conduct (CoC) for the precinct

The origins for proposing a CoC relate to two (separate) recent incidents on site, involving a former ACF staff member and a tenant. There is no formal CoC at present. The ACF is creating a document to be codified and adopted by various groups relevant to the way these stakeholders use the site (ie ACF staff, Tenants and the General Public). It is proposed that the tenants' CoC forms part of tenant leases under the Building & Precinct Rules section in Schedule 2. Once written, the draft document will be given to TSDC group for comment.

Other business

- Signs pertaining to "no alcohol beyond this point" refers to food & beverage liquor licences (ie Bakery and Kappaya are licensed and LaA has a BYO license).
- One of the biggest public problems on site currently is graffiti
- Discovery Day tenant debrief is being held on 24/11/11.
- TSDC meetings in 2012 will continue to occur on a quarterly basis with days rotating through the week. MZ to send first notice of meeting in February 2012 (tbc) - See below***

MS reiterated that the TSDC is a forum for tenants to raise issues before Board members to be referred onto Board level.

Meeting closed at 1.15pm

****TSDC MEETING DATES FOR 2012 (tbc):**

- Tuesday 7th February
- Wednesday 16 May
- Thursday 16th August
- Friday 9th November