

## **Abbotsford Convent Foundation**

### **Tenants and Site Development Committee (TSDC) Meeting**

**Wednesday 8 December 2010 at 12.30pm, Community Room**

**Present:** Robyn DeVries (RV), Arnie Salinas, Rick Matear, Charlotte Allen (CA - Chair), Mike Smith (MS), Sally Romanes, Patricia O'Donnell, Anthony Cullen, Maggie Maguire, Mirella Zandegu

**Apologies:** Ilona Topolcsanyi, Louise Richards-Green, Janine Scott

CA Welcomed everyone to the first TSDC meeting which was proposed by the ACF Board Chairman in June and outlined its purpose. The Committee is strategic and visionary in nature and its purpose is to discuss and review long term strategies for the Convent precinct. Tenants can make recommendations/suggestions through the Committee to be reported to the Board at their quarterly Board meetings (unless an issue arises deeming it necessary to call an extra TSDC meeting). Operational matters will not be discussed at these meetings, the regular tenant meetings is the forum for those matters.

Tenants can join and participate in meetings at any stage [New tenants will be provided with TSDC information as part of their induction process.]

The draft Terms of reference (TOR) for the committee was reviewed and some changes were agreed. The amended version will be circulated to those present for final review. The finalised TOR will be sent out with the minutes and posted on the ACF website.

***ACTION: Circulate TOR for final review.***

***ACTION: Once approved, TOR to go on ACF website (under 'Governance' section )***

#### Discussion points

- **Governance:** This was an issue raised in the Communications Working Party. MS gave overview of the role, responsibility and accountability of ACF Board and its members. The Convent's growth over past 6 years correlates to increased demand on the mix of Board skills. Over the next 12 months, ACF Board will review current and other governance models to determine which will best serve the next 5 years of the Convent's development.

The issue of tenant representation on the Board was discussed. A submission about this can be made by tenants in writing to the committee but it must canvass all issues.

After some discussion it was suggested that the TSDC may provide tenants with the avenue to provide their ideas to the Board and be more practical than tenant representation on the Board and this would remain under review. It was agreed that tenants would provide feedback later in the year.

***ACTION: Tenants to read material about a Board's roles and responsibilities handed out at meeting [see attached documents - briefing paper, onboardatartsorgs, bridgestar paper] and provide feedback to Committee. (A larger document about Governance and Boards to be held at the ACF office for tenants to reference if interested.)***

- **Future vision:** at a recent Board meeting, a preliminary draft of the Vision/Mission statement was developed [see Draft Vision #1 – attached]. It was agreed that all tenants should be invited to have the opportunity to review the draft Convent Vision and Mission statement. RV volunteered to write the invitation. This and the draft vision statement to be placed under all tenants doors.

***ACTION: RV to write invitation and organise placing documents under tenants doors.***

***ACTION: Tenants to provide any feedback to draft Vision via the Tenant Suggestion box near tenant mailboxes, or hand into ACF office. DEADLINE – 23 DECEMBER 2010.***

Meeting concluded at approx 2.00 pm.

**Next meeting Tuesday February 1 at 12.30pm**

**Meeting dates for 2011 TSDC Meetings (held at 12.30pm):**

Tuesday 1 February

Wednesday 27 April

Thursday 28 July

Friday 4 November