

# New Theatre Building Sub-committee

## Minutes: Meeting No. 3

Date: 12 December 2017

Time: 6 pm

Venue: External to Warren Daniel Conference Room

Note: Quorum was not achieved

### 1. Welcome

RW welcomed all attendees

### 2. Attendance

Randal Wells, Michelle Fornasier, Mike Buttery, Jennifer Barrie

### 3. Apologies

Stuart Haluszkiewicz, Rebecca Davis, Moya Thomas, Michelle DeRozario

### 4. Disclosure of interests

Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the convenor before the meeting to determine the appropriate way to manage the conflict.

### 5. Minutes of previous meeting

Refer to minutes of meeting No. 2 held on 22 November 2017

Confirmation of minutes to be held over to next meeting.

### 6. Matters arising from the minutes

#### 6.1 Dropbox

RW set up a Dropbox folder to allow all NTB Sub-committee members access to information gathered by the Sub-committee.

#### 6.2 Skills matrix

All invited to add the skills that will be required for the NTB Sub-committee to be effective.

Action: All

#### 6.3 Terms of reference

Terms of reference approved by P&C at P&C meeting 29 November 2017.

#### 6.4 Shared facility agreement

John Pryor loaded a copy of the expired MOU between MLSHS and ECU. This is not the shared facilities agreement. At the P&C meeting 29 November 2017 RW requested Mike Camilleri to locate the latest version of the MOU and the shared facility agreement for the Gymnasium building.

**ACTION: Randal Wells**

7. Status quo

Clearly establish the existing situation with the school's theatre facilities (i.e. Tricycle Theatre). Allocate responsibilities. Upload information to Dropbox.

8. Needs analysis

Discussion on needs (vs wants) and priorities. Allocate responsibilities. Upload information to Dropbox.

9. Visits to other facilities

Discussion on opportunities to attend other school theatre facilities and to create list of standard questions. Mike Buttery to provide list on dropbox

**ACTION: Mike Buttery**

10. Other business

None

11. Next meeting

14<sup>th</sup> February 2018

12. Meeting adjournment and close

**Action: Michelle De R** to arrange access to Warren Daniel Conference Room.

13. Meeting adjournment and close

Meeting closed at 6.25 pm