

Tropical Green Building Network (TGBN) Steering Committee

Minutes: Meeting 4, Wednesday February 29th, 10am-11.30am, McKenzie Room, Cairns Regional Council, Spence St.

Present:

Organisation	Representative present
BlueScope Water	Nick Skutenko
Building Designers Association of Queensland (BDAQ)	Sophie Barrett
Cairns Regional Council, Planning and Environment	Peter Boyd
Department of Employment, Economic Development and Innovation (DEEDI)	Kathy Rankin
Greenbuild and Recyclebuild	Emma Thirkell
Australian Institute of Architects (Total Project Group)	Edi Piagno
Engineers Australia (Arup)	Rupert Allen
HIA	Russell Parnicott
	Guests
Advance Cairns	Margaret Darveniza
Cairns and Far North Environment Centre	Sarah Hoyal

Apologies

Surveying and Spatial Sciences Institute, DERM	Jemma Picco
Planning Institute of Australia (PIA)	Nikki Huddy
Reef and Rainforest Research Centre	Nicky Swan

Meeting chair: Nick Skutenko

Minutes: Anna McGuire

Topic	Content	Actions
1. Introductions	-	
2. News and announcements	• Welcome to Rupert Allen (Arup), replacing Daniel Kennett on the steering committee • Welcome to Russell Parnicott (HIA), replacing Peter Collins on the steering committee	
3. Issues arising from last meeting	- DECISION MAKING PROCESS (Anna) Following on from last meeting, Anna has suggested a process for decision-making and approving external correspondence. Letters and media correspondence to be sent to the management committee for review and must be approved by 2 committee members before sending. Also for major decisions 2 committee members must approve. Committee agreed to use this process. - WEBSITE AND EMAIL ADDRESS (Emma) Emma and Andrew have created a new TGBN web address and email: www.tgbn.org.au and admin@tgbn.org.au. These should be up and running by next week. - RE-ESTABLISHING THE GREYWATER MAPPING	Use the new process (all) Finalise website (Emma) Divert emails to current account (Anna) Follow up about

	GROUP (Anna) Anna is still trying to arrange a meeting with Adrian at Council. Rupert suggested that Sam Koci at Arup may be interested in helping out with the greywater mapping project. Sarah suggested asking Tania Cobham as well. - REGIONAL ECONOMIC PLAN (Margaret) The Regional Economic Plan is a document that sets out the path for desired economic development in the region. The TGBN is listed as the lead agency against action 8.6 in this plan. The steering committee had previously raised issues about the reporting requirements involved in this. Margaret explained that because the TGBN is a small organisation we are able to have less formal reporting requirements (i.e. 6 monthly phone conversation). Margaret will send through a revised statement of intent for us to sign.	meeting with CRC and contact potential new group members (Anna) Sign the agreement
4. Update on TGBN activities (Anna)	• Retrofitting for sustainability discussion panel (March) event was a success. We have the film footage from this event which we can upload to youtube. Rupert offered to convert the files and upload them. • Sustainable display house presentation (April) • No event for May (focusing on Expo) • June- Nikki Huddy guest speaker • July – Edi's presentation? • Calendar of events for the year will be emailed out later today	Email out calendar of events (Anna) Convert video files and upload to youtube (Rupert)
5. Ongoing funding and success for the TGBN (Anna and Sarah)	Anna has been working approx. 12 hours/week on the TGBN while the grant allows for approx 8 hours/week. CAFNEC has been funding the remaining portion of Anna's position (which includes many other projects). For the past 2 years CAFNEC has been supporting the TGBN by allocating more of Anna's time to TGBN work than the grant pays for and had been happy to do this. It is suggested that the Urban Sustainability Officer and TGBN facilitation roles be split to allow Anna to work on other projects. This means that a replacement TGBN facilitator will need to be found (8hrs/week). CAFNEC is still keen to support the TGBN and provide office space/resources for the facilitator. A position description for the TGBN facilitator role has been drafted and will be emailed out to committee members.	Comment on position description by next Tuesday (all) Nominate someone/a couple of people to sit on the selection panel Set a meeting to discuss funding (Anna)

	Discussion: • Need to look at funding options for next year • Should work on a funding proposal • Consider approaching FNQROC and RDA FNQ&TS (Sonya/Allan) for support • There is a Council economic development fund that will be open later this year that may be suitable (Kathy) • Set a meeting to discuss funding options for 1 months time.	
6. TGBN forum site (Emma)	The TGBN forum site is a great resource and we need to let people know that it exists. Many of the documents posted on the site are receiving hits through google searches but the site could be better used. Edi suggested that Emma goes to meetings of different groups (e.g. Architects, BDAQ, HIA etc) to explain the forum site. It was also suggested that a TGBN meeting be focused on this. Emma will draft an email and send to Anna for sending out to the network inviting people to register onto the site.	Draft invitation email and send to Anna (Emma)
7. BDQ Expo update (Kathy)	The TGBN display for the Expo is coming together well. The draft Advancing Tropical Green Build Directory is now being reviewed and will be ready by next week. This directory will be launched at the Expo.	
8. Edi's presentation for Expo seminar	Edi ran through the presentation that he will be giving at the BDQ Expo next week. It was suggested that he could give this as a guest speaker at a TGBN public meeting.	
9. Tablelands display house project	This project is still progressing well, nothing major to report back on.	
10. Other business	Emma suggested that we should allow recognition of attendance at TGBN events so that people can claim CPD (e.g. send a letter out confirming people's attendance if required).	Create template for keeping more formal attendance list at events (Anna) Write a template for letter (Emma)
11. Next meeting	Wednesday 6th June, 10am-11.30am Specific meeting to discuss funding for next year Council admin building, Spence St Meeting room TBC	

