

Meeting: MAPT Community Reference Group – meeting #1
Date and Time: 5pm-6.30pm, Thursday 29 June
Location: MAPT Project Office, 2 Kavanagh Street, Southbank
Chair: Penny Hutchinson

Attendees (CRG members)	Representing
Penny Hutchinson (PH)	Chair
Sulagna Dasgupta (SD)	Local resident
David Hamilton (DH)	Triptych Owners Corporation
Dan O'Keeffe (DOK)	Southbank Residents Association
MaryKay Rauma (MKR)	Southbank3006
Clair Richards (CR)	Local resident
Maureen Clifford (MPC)	Secretariat/ Snr Manager Stakeholder & Communications

Apologies (CRG members)	Representing
Andrew Crompton (AC)	Local resident/ local business owner
Eileen Pang (EP)	Century Towers Owners Corporation

Guests	Role/ representing
Katrina Sedgwick (KS)	Director and CEO, Melbourne Arts Precinct Corporation (MAP Co)
Mary Parker (MParker)	Director Corporate Communications, MAP Co
Michael Parry (MParry)	Director MAPT, MAP Co
Lisa Dooley (LD)	Communications Lead, Development Victoria
Richard Nash (RN)	Project Director, Development Victoria
Don Heron (DH)	Assistant Director Exhibition Management & Design, National Gallery of Victoria (NGV)
Chris King (CK)	Director, Reimagining Project, Arts Centre Melbourne (ACM)

#	Item detail
1	Welcome and introductions - Acknowledgement of Country - Agenda - for this meeting - Introductions – around the table and guests - MAP Co Director and CEO, Katrina Sedgwick, welcomed members to the first meeting, gave the Acknowledgement of Country, and talked about the role of the CRG and its importance to the MAPT project. - CRG members introduced themselves around the table, followed by the guests
2	Project overview MParry gave a presentation on the project and structure of MAP Co; with DH and CK talking respectively about the NGV and ACM works

#	Item detail
	- There was discussion around MAP Co and MAPT governance and process, architectural inspiration, recycling and sustainability, planning processes, wind modelling, and tree planting - MPC talked through the Project's communications and engagement activities and the Project's approach to supporting local business
3	Governance - Role of the Community Reference Group - Terms of Reference; Code of Conduct - Proposed meeting frequency and timing - Publishing CRG members names, meeting minutes - The Chair talked briefly through the Terms of Reference and advised CRG members that they should review it and provide feedback or acceptance to the Secretariat by the end of July - CRG members agreed on the 5pm timeslot on either a Tuesday or Thursday, and for meetings to be held approx. every 8 weeks - CRG members agreed the process for publishing member information
3	General business/ open discussion The group discussed potential future topics for the CRG meetings including: - Future works program - NGV and ACM dedicated updates - Customising communications for residents - Accessibility - Planning process - Greening the precinct - Public space operation and hours (at end of project) 3D design
4	Next meeting/ close The group agreed the next meeting to be early September, with potential dates to be provided by the Secretariat

Actions:

Number	Action	Timeframe	Who	Status
1.	Recent media to be shared with the group	Friday 14 July	MAP Co	Open
2.	An edited version of the presentation to be shared with CRG members	Friday 14 July	MAP Co	Open
3.	Schedule of proposed 2023 meeting dates to be circulated	Friday 14 July	MAP Co	Open
4.	CRG minutes with members names to be published on MAP Co website	Friday 14 July	MAP Co	Open
5.	CRG members to provide feedback on Terms of Reference by end July	Wednesday 27 July	CRG members	Open
6.	Terms of Reference to be ratified	Next meeting	CRG members	Open