Aro Valley Community Centre upgrade Working Group/Steering Group

Meeting dates:
11 April 2016

13 June 2016

8 August 2016

19 September 2016

17 October 2016

7 November 2016

16 December architect evaluation panel (no minutes, procurement process)

20 January 2017

3 February procurement interviews (no minutes, procurement process)

27 February 2017

10 April 2017

22 May 2017

Aro Valley community centre upgrade, meeting notes from 11 April 2016

Working Group

AVCC Attending: Luke Allen, Hilary Unwin, Rachel Griffiths, Sacha Green

WCC: Councillor Iona Pannett, Jenny Rains, Teresa Gianos

AVCC Early engagement for project

* Stall at fair in March
* Survey in progress
* General meeting Wed 13 April to highlight the project.  Intend to overview big picture, general info, scope of project, estimated timeline, explain opportunity for further engagement.  The purpose of project is to improve the community centre function, make the site more usable, and improve aesthetics, per early discussions.

Questions about pavilion/bunker

* Not heritage listed
* Date constructed 1937, not pre-1930’s
* May need consideration for social history, to be determined with community input

Rough cost estimates from engineer for pavilion roof:

* Strengthen roof $100K
* Remove and replace roof $150-200K
* Remove and replace with trafficable roof $200-250K
* Demo bunker in full $80-90K

Budget and timing for project in LTP

* 2016/17 (starts July 2016) $48K for scoping, community-led process
* Oct/Nov 2016, early indications of major challenges/desires, needs for more funding
* February 2017, workshop with CSR committee to re-introduce the project with community-led design component (community need, scope of project and budget feasibility)
* 2017/18 $110 for design and consent
* 2018/19 $1.1 million for construction build
* Additional possible $214K for site renewals through 2024 (includes opex and capex for planned maintenance)
* Jenny also offered possible support now through June for early engagement or problem definition
* Budget for design and consent may exceed 10% in this case, possibly 15% more realistic
* Lotteries capex funding available <http://www.dia.govt.nz/Services-Casino-and-Non-Casino-Gaming-Funding-For-Community-Groups>

Questions about procurement process

* Tender needed for contracts over $50K
* Suggestion that procurement of architectural services may need to happen earlier than design and consent (involvement in conceptual stage is important)
* set up conversation with WCC procurement team/WCC architect to clarify process, stages (Teresa)

Consideration to address site issues, early indications:

* Pathways with bikes and pedestrians, other travel routes, park edges, safety and CPTED, bunker rehabilitation costs, former CAB space function, public playground, basketball courts

Steering group to be defined, stakeholders TBD (AVCC and WCC)

WCC to assist with demographics for community need. Interest in ESOL, social housing, what other factors to highlight? (Teresa)

Start internal WCC contacts and project group (Teresa)

* PSR (Bec Ramsey, Amber Bill)
* Property (Carrie Guthrie)
* WCC architects
* Consents, resource consent and building
* Treaty
* Urban design

Jenny to follow up with:

* City Housing on any upgrade plans for site adjacent
* forward procurement model from Vogelmorn example
* send Karori contact

Iona and Teresa to set up monthly update meetings, Fiona Lewis to help with admin

Aro Valley community centre upgrade, meeting notes from 13 June 2016

AVCC: Luke Allen, Hilary Unwin, Sacha Green, Jo O’Brien

WCC: Jenny Rains, Teresa Gianos

Apologies: Rachel Griffiths, Councillor Iona Pannett

Building renewals programmed over the next few years, can be incorporated into the project:

-Allowance of approximately $214K through 2024 for the entire site, including the garages ($47K)

-Teresa previously sent through a summary (attached below)

-Various works can be re-prioritised and used as part of the project (examples of 2019/20 work in the hall of paint, vinyl)

Copies of building plans, Teresa to send through by email.

Past acoustic reports, Jenny to gather

Procurement summary:

-General services up to $25K recommended as contestable with 3 quotes by invite.

-For construction-related design services up to $200K, we are able to request quotes from 3 providers who are on a pre-approved list.

-Construction contracts up to $1million, can select quotes for minimum 3 contractors on WCC pre-approved list.

-Amounts above these limits require an open tender.

-Decisions through steering group with AVCC as part. Can include criteria for engagement and community-led design.

Khandallah example, contact ---- (he’s better reached by phone).  I can set up a visit if you are interested.

Community engagement:

-Looking for someone to manage process design, allow for different ways to engage, a continuous driver, create a blog/website resource

-Looking for more recommendations of people who do this type of work. Teresa can suggest facilitators, but not sure of their range beyond that.  For example:

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-Other ideas for innovative engagement: Inspiral, Think Place, RC100 facilitator Matt (Jenny to send details)

-AVCC has drafted a stakeholders list

Maps can be prepared for population data by Jono at WCC:

-Population density, deprivation, age groups, migrants/ethnicity, homeowners vs renters, walking distances

Resource consent

-Needed for expansion of use in inner residential zone

-Potentially easier with early and wide community consultation, neighbour approval.

-Standard non-notified is 20 working days.  If notified with submissions and hearings, longer process of 60days-3months.

-Able to start application at conceptual and site plan stage.

Council flats on Able Smith St:

-Contracted to Salvation Army supported housing.

-Not part of upgrade plan. Jenny to confirm and get contact for SA.

Next meeting: early August

-Teresa away in July

-Could you send through a few days you are able to meet in early August so we can schedule in the next one? Most lunchtimes are good for Jenny.

**Aro Valley upgrade meeting notes 8/8/2016**

Attending AVCC: Luke Allen, Jo Brien, Hilary Unwin, Sacha Green, Rachel Griffiths

WCC: Carrie Guthrie (property), Iona Pannett (councillor), Jono Moore (GIS mapping), Teresa Gianos (community services). Apologies from Jenny Rains

Community Needs

Maps and community profile, presented by Jono and reviewed by the group. He will rework a few of the maps and send through digital copies.

Question on what is ‘deprivation’?

*A full report on deprivation index by Department of Public Health, University of Otago, Wellington can be found here:* [*https://s3.amazonaws.com/s3.documentcloud.org/documents/1158587/research-report.pdf*](https://s3.amazonaws.com/s3.documentcloud.org/documents/1158587/research-report.pdf) *According to the report deprivation index is a combined measure based on a weighted combination of:*

*- Unemployment*

*- Levels of qualification attainment*

*- Rates of people living in equivalised households below bedroom occupancy threshold*

*- Rates of people receiving a means tested benefit*

*- Accessibility to home internet*

*- People not living in own home*

*- People living in a single parent family*

*- People with no access to a car*

*These individual aspects are weighted differently depending on their significance and do not have an equal effect on the final deprivation index score of a meshblock area.
See the report for more information on how these measures are weighted.*

Engagement consulting

-Reviewed proposal by Anne Cunningham, with experience in Vogelmorn community hub.

-AV may ask to reduce hours for concept design.

-WCC can fund this portion ($---- as a grant, and AV run the process as community-led design.

-Remaining budget (almost $----) should be retained by WCC for hiring architect for concept design.

-Risks? Ensure outcomes are clear, timeline retained, and expectations tie in reality of budget.

Steering group

-Establish a governance group for decision making.  To include:

* 2 members of AVCC (Co-chairs Luke and Hilary)
* Community Services staff (Teresa Gianos)
* WCC architects office (need to confirm participation late August)
* 1 additional community member (suggestion of Rachel Griffiths, to be confirmed by AVCC)

-Existing wider working group still ok.

Procurement update

-Questions on process. Further discussions with WCC procurement team in process. (Teresa to send through separate update)

-Architect involvement still preferred in early concept design.

-To be considered: project management early as well?

Additional questions

-Question regarding Council requirements for the upgrade.

-Overall, WCC want a community centre that functions long-term for a variety of community needs and use.  Some issues/concepts to be addressed, many of which have been raised by the community as well:

* Purpose-built community space (meeting community needs)
* High level of public engagement
* Accessibility
* Pedestrian friendly
* Friendly, welcoming front entry
* Health and safety – staff safety
* Site safety, CPTED (crime prevention through environmental design, community safety, graffiti prevention)
* Resolution of temporary and unsafe buildings
* Long term maintenance considerations

Next meeting:

Monday 19 or 26 September, 12-1pm?  Please send through preference, or new dates if we need to meet earlier.

**Aro Valley upgrade meeting notes 19/9/2016**

Attending AVCC: Luke Allen, Jo Brien, Rachel Griffiths

WCC: Jono Moore (GIS mapping), Teresa Gianos (Community Services), Jenny Rains (CS), Carlos Gonzales (WCC architects), Guy Scoon (WCC procurement), Simon Tendeter (CS), Anna (MBIE)

Apologies: Sacha Green, Hilary Unwin, Iona Pannett (councillor)

Community Needs

Overview of population profile maps: median age (mostly young people), income, deprivation, housing density and renters, walking distance, population.

Teresa will send through digital copies separately and/or add big files to dropbox.

Teresa to follow up with detailed community profile and growth projections for AVCC to further investigate community needs.

Steering group (for governance in project)

Confirmed as: Luke and Hilary (AVCC), Teresa and Carlos (WCC), Rachel Griffiths (community)

Engagement programme and schedule

Anne Cunningham and Cally O’Neil chosen by AVCC for facilitation, design and participation experience to bring varied people into the conversation.

Revised proposal expected at end of the week, scope changes to include revised children engagement, and ‘design brief’ rather than concept design. AVCC to send through revised proposal from Anne/Cally.

On-site interviews to start soon, Cally.

Teresa to draft grant framework from the engagement scope (aims and outcomes) through on-line funding portal with Mark Farrar.  Luke to approve through the same.

AVCC to supply dates for workshops asap.

Procurement

Working group wants architect participation early on, to work together with the community in early design decisions.

Guy Scoon gave overview of the way we work

* WCC RFP process is flexible and customised, allowing for best outcomes.
* ROI not recommended as it will lengthen the process without much benefit.
* Open tender/RFP does not limit us to strict definitions (not all price based).  We can still ask for core skills that benefit the project.
* Weightings in the evaluation can be flexible as well.
* Target price is an option.
* Additional discussion about fees (fixed fee or percentage fee without known/defined scope?).
* Decision: Scope for initial engagement phase to concept design, target fee in mind
* Decision: Stages 2-3 with detailed design and construction to be based on fixed fee.  Although the exact scope is unknown, the design experience is a known quantity or we can estimate given the amount of work and project budget.
* Also require RFP responses to include rates for additional/out of scope work.
* Guy suggests the RFP should include enough detail and enough time to respond to make it attractive to designers.
* Decision: open tender to wider network to allow professionals not on the pre-approved council list.

Within capability statements, we can ask for experience, willingness and evidence of:

* similar community conversations
* dynamic, flexible, participatory working style
* lessons learned from similar projects
* AVCC to do brainstorming for RFP - what additional elements are important for the project success (able to listen to community and represent the issues in a design brief, not-predetermined views)

Agreed that Project Management services not needed now, but can be engaged separately in stage 2, along with other professionals (engineer, landscape, resource consent, other specialties).

Updated timing

Tentative dates for RFP process

* 3 October – RFP released (change to 11 Oct)
* Tender presentation to architects, date to arrange in next two weeks
* 2 November – Tenders close (9 Nov)
* 2-6 November – Tender Evaluations (9-11 Nov)
* 7-11 November – Architect presentations/interviews with Evaluation Panel  (14-18 Nov)
* 11-14 November – Negotiations (21-23 Nov)
* 15 November – Contract Award (24 Nov)

RFP presentation to architects?  Need availability from steering group

Web and communications

Teresa to publish a ‘project’ page for the Council web site.  AVCC to supply image for this.  We can also include more info on the project as it progresses (web links, dates of workshops)

Any flyers, communications and marketing for the project engagement should include the Council logo. And if drafts can be flicked through a few days before for a check by WCC comms and marketing, this would be most helpful.  (Lexi/Cally)

February/March to present concept to councillors as an update and information, but we do not need approval as the project is already part of the LTP.

Anything else?

Briefly discussed other potential data needs. User numbers, pedestrian counts, bike counts, other site data?

Next meeting Monday 17 October 12-1pm

RFP presentation to architects, TBD in mid-October

**Aro Valley upgrade meeting notes 17/10/2016**

Attending AVCC: Luke Allen, Jo Brien, Rachel Griffiths, Sacha Green

WCC: Teresa Gianos (Community Services), Carlos Gonzales (WCC architects), Guy Scoon (WCC procurement), Iona Pannett

Apologies: Hilary Unwin, Jenny Rains

Engagement

-Contract between AVCC and Cally/Anne, ok to use Vogelmorn example

-Completed 3 days residency for Cally, potentially more upcoming and individual meetings happening. AVCC to send through any additional dates.

-School workshops anticipated, but dates still to be arranged. Cally/AVCC to arrange and give dates asap

-Festival of Place, 19/20 November interactive fun workshop over 2 days. Showcasing the site, what are potentials, examples, and input from community

-Loomio on-line engagement tool possibility for continuing engagement.  Created in Wellington by Aro people, so a good resource.

-Suggest to keep Anne/Cally expenses to $----

-T to ask Belle Gwilliam (WCC designer) for possible filming, rather than pay through consultants

Budget overview

CAPEX spend for the upgrade project, re-checked and confirmed

* $48,247 scoping (engagement and early design), this year
* $109,935 design and consent, year 2
* $1,056,25 construction, year 3

Total $1,214,443

Questions about additional funds and allocation to the project. (Answer: FM Facility Maintenance funds are under a different property budget.  While they can be re-allocated to the facility in the project construction, they can’t apply to scoping and plan development.  For example, FM budgets for exterior painting can be used to paint during construction, rather than being done in 2019 which is the current programme).

Discussion about construction contingency, suggest 10% for existing buildings

Procurement/RFP draft

Characteristics, revise to include landscape design, re-use materials, and preschool relationship

Budget for consultants, T to discuss with Carlos, Luke to input

T to revise with other comments and send 2nd draft (see attached)

Next meeting before Festival of Place

What is availability for these possible dates from 12-1pm:

-Monday 7 November (at WCC),

-Friday 11 November (at AVCC - I have the day blocked out for the mural project, so was planning to visit the community centre. Are others able to get to the centre easily? Or we can still meet at WCC)

**Aro Valley upgrade meeting notes 7/11/2016**

Attending AVCC: Luke Allen, Hilary Unwin

WCC: Teresa Gianos (Community Services), Carlos Gonzales (WCC architects), Guy Scoon (WCC procurement)

Apologies: Jenny Rains, Rachel Griffiths, Sacha Green, Iona Pannett

Comms

* Link to ‘project’ page on WCC web <http://wellington.govt.nz/your-council/projects/aro-valley-community-centre-upgrade>
* WCC set to promote Festival of Place on social media (event dates 18/19/20 November).  It is in My Wellington e-newsletter this week and on WCC Facebook.
* Flyers, drafted, to be distributed this weekend by AVCC volunteers. T to check about WCC printing: would need final version and numbers by Tuesday for print room to print by Friday. (T can print up to 300 on local photocopier if we get the final version by Thursday morning).
* Forgot to mention, but T has approval from Jenny to support/fund Film for Change at festival if still needed.  Under separate budget.  T to coordinate with Cally.

RFP for architect

* Yes to supplier briefing to clarify project to potential architects.  Evening proposed early next week at Aro Valley site.  AVCC to check available meeting space, and who to attend from AVCC/Cally.
* Release date, possible this Wednesday 9th November.  (Final drafts complete)
* Release to WCC consultants list, and AVCC also to send to others
* Draft schedule: close 9 Dec, evaluations 12-14 Dec, potential interviews for top candidates 15-16 Dec.  Steering group members to give availability for these dates.
* Given the need to have an open process, we should aim for a month of circulation, electronic release
* Guy to incorporate price and timeframe as pre-conditions.  Weighting and target price changes to be circulated in new draft asap. (Done)
* Price and fee estimates discussed.  Suggest higher consult percentage for architect given the community consultation and higher project contingency.

Other matters arising

* T to continue archives visits with Cally
* T summarised meeting with other WCC teams (PSR & Property) to update them on this project
* T advises AVCC make submission on current PSR Play Spaces Policy consultation, to suggest flexibility in future site play spaces (playground, basketball courts) given the upcoming community engagement

<http://wellington.govt.nz/have-your-say/public-inputs/consultations/open/playgrounds-policy>

* Carlos to ask Property about asbestos report for the site
* Conflict of interest during procurement process, to discuss with Guy for Steering Group members.

Next meetings:

Steering group proposal evaluations 12-16 Dec.

No December working group meeting proposed, given commitment of evaluations.

T will send through email project updates as needed, in place of meetings.

**Aro Valley Upgrade Steering Group Meeting Notes**

20 January 2017

Attendees: Luke Allen, Rachel Griffiths, Teresa Gianos, Guy Scoon (WCC Procurement)

Apologies: Hilary Unwin, Carlos Gonzales

Confirm short-list architects

In December, a selection panel including 4 members of the Steering Group reviewed 7 proposals by architects for the Aro Valley upgrade.  During this review, we requested further clarifications from all the proposers regarding price. We received responses and revised scoring.

Looking at final scoring by the selection panel, we decided to interview two.

Guy to invite for interviews on Friday 3 February by panel. Target of 45 minutes each, allowing the panel discussion time after each.

Guy to notify other 5 proposals that they are not included in initial interviews.  We may reconsider others after first round of interviews, so it is not a final release.

Questions for Interview

* Community engagement solution
* Experience of team
* Price confirmation
* Interest/ability to project manage

Steering group to re-review proposals for two architects, and send through any additional questions to Guy.  Guy will compile and send to architects so they can prepare.

Consultants and project management

Discussed options for PM as engineer to contract, independent, WCC provision in-house, architect providing.

To be added as a question in the interviews.  Discussion and decision about how to proceed for after interviews.

T to proceed with hiring land surveyor and Quantity Surveyor in the next month.

Engagement update

Summary report received from AVCC.

In process: additional interviews and on-line questionnaire at AVCC webpage.

TBD future dates for workshops.

Early engagement payment, $---- authorised  by Jenny Rains 19 December with agreed scope of works. Invoice from AVCC received 10 January (total including GST $----).

Terms of Reference

Quick intro, but no time to discuss.

Please send through any comments, and we will adopt next meeting.

Issues arising

Garages, building investigations underway

Next Meeting

Should we go back to our regular Monday meetings?  Is that still the best for everyone? Please let me know which is better for you:

Monday 20 February or Monday 27 Feb, 12-1pm.

**Aro Valley Upgrade Steering Group Meeting notes**

27 February 2017

Attendees: Luke Allen, Rachel Griffiths, Hilary Unwin, Carlos Gonzales, Carrie Guthrie, Teresa Gianos, Brian Dawson, Iona Pannett

Apologies: Sacha Green, Jenny Rains, Guy Scoon

1. Community design progress
* Festival of Place sum up
* Interim progress: site development webpage at AVCC, on-line survey, additional interviews with harder to reach people
* Plan for future workshops: next is 1 April to focus on setting priorities.  There will be a third workshop (potentially early May) to feed into a more detailed design brief.
* Update on hiring architects, Jerram Tocker Barron selected and WCC is drafting contract.
1. Terms of Reference, approval by Steering Group
* Attached is a revised draft of the Terms of Reference, with few changes to suggested phases.    As suggested, we will consider these adopted, unless significant changes are suggested by any member of the steering group within 7 days.
1. Property update
* Recent upgrade, update on work complete and painting in progress.  From December 2016 through January 2017 WCC completed drainage works, refitting playground matting, repair siding and windows on the preschool and offices, reroof of the preschool and office building.
* Garages structure, engineer checked post November earthquake, ok for use, written report pending.
* Renewals funding, Carrie to summarize programed work over the next ten years.  We talked about this previously and June meeting notes say $200K for renewals on the site through 2024, possibly available for incorporation into the project. Carrie to refresh budget and report back.
1. Updated comms, Teresa to update WCC webpage with summary of Festival of Place and invite for April workshop.
2. Update project programme
* To be re-worked with architects
1. Other items
* Raised issues of other studies and consultants needed early on: QS, land survey, asbestos report, building condition surveys.

Next meeting:

Monday 10 April 12-1pm

(please let me know if you want to meet earlier, another option 3 April 11.30-12.30)

Please send through any agenda items by Thursday next week.

We can invite John Tocker (architect) to introduce himself to the team.

**Aro Valley Upgrade Steering Group meeting notes**

10 April 2017

Attendees: Luke Allen, Rachel Griffiths, Carlos Gonzales, Carrie Guthrie (WCC Property Manager), Teresa Gianos (WCC Community Services), Brian Dawson (WCC Councillor), Iona Pannett (WCC), John Tocker (JTB Architects)

Apologies: Hilary Unwin, Jenny Rains, Sacha Green

1. Community design process
* Sum up from April workshop – values, ideas, and risks were reviewed, grouped and prioritised by the community.  Value statements and ideas are both spatial and functional, new uses as well as spaces.
* Next Steps

Action item: Anne Cunningham and Cally O’Neill to regroup results from workshop into broad objectives, record and report outcomes, and highlight issues that need answers

* Tentative dates? Action item: Evaluate with consultants and plan for next stages and workshops to feed into a project design brief.  Architect to take part to transition into design.
1. Architect

Introduce John Tocker to the team, lead at Jerram Tocker + Barron Architects.

Discussed possible project management role as an addition to the original architect scope.

1. Budget overview (not discussed)
2. Property
* Renewals summary

Attached summary of property renewals (new fit outs, rather than repairs) for 2017-27.

Each year the renewals budget is programmed into the annual plan.  We have possibility to re-direct and free up some funds toward the upgrade.  The full amount however will not be possible, given the intent of the budget and complexity of budget shifts.

Update from Carrie Guthrie:

We only have connection to community centre budgets (not all of council buildings). Renewals are designed for the existing asset.  We need to recognise constraints, and realise there may be some but not all.  We have until Dec 2017 to request moving specific items in to the 2018/19 year, or Dec 18 to move in to 2019/20.

Also note, the values have tended to be under scoped and only allow for like-for-like replacement, not upgrade/updates.

* Annual maintenance cost, attached
* Recent spend summary, attached

The works carried out over late December 2016 – February 2017 was quite significant. It was mostly to the Preschool, but included the office as it was impractical to split them. Not listed is for matting levelling and re-laying which was completed by Parks Sports and Recreation team.

5. Communication and outreach

* To date:
* Interested Stakeholders, Action item: AVCC to supply list.
* Existing users, interviews done
* Businesses?  Flyer invites and on email lists
* Immediate neighbours (Aston Towers, surrounding houses, owners and tenants, Garage Project).  Community centre staff and AVCC are in touch with surrounding people, some have attended workshops. Consider continuing discussions with these groups which may differ slightly from the wider work.  Action item: Hilary, Teresa and Anne/Cally to talk through further.
* City Housing, invites sent through
* Wider community - Multiple methods of letter box, email list, newsletter, flyers, additional on-line survey
* For some requests with complexity, large extent or sensitive content (i.e. structural reports), refer as official information request.
* Chose a spokesperson Luke Allen for participation component, Teresa Gianos for WCC related issues
1. Other items:
* Feedback to WCC Parks Sports and Rec, Action item: Teresa to action with summary report from Anne/Cally

Next meeting: Monday 22 May 12-1pm

**Aro Valley Upgrade Meeting notes 22 May 2017**

1. Community design process

Planning for June workshops

* Anne Cunningham and John Tocker planning together to present context, summary of process and community values, and encourage participants to start turning words into physical design. This is done through an Enquiry by Design participation exercise. Four design sessions are organised for 9-11 June, 2 hours each.
* Flyer to be prepared with John giving description to Sarah at AVCC for design. Sarah to arrange distribution.
* John preparing draft run sheet.
* AVCC to introduce project with background and governance.

Next phases

* In workshop sum up, we can emphasize that this is not the end of discussions.
* Facilitation by Anne Cunningham can continue through design phases of concepts. Teresa to talk through with Anne, Jenny and report back.
1. Recent engagement report
* Draft summary report from Anne Cunningham is being reviewed. The short version released without recommendations will be updated, released in full on-line and at the June workshops. Anne will also work through the full list of comments, regroup, and publish the whole list rather than just highest priority.
1. Architect
* Contract – WCC and JTB have a final signed contract
* Revised timing – WCC anticipates a variation in the next months to revise the timing of the project (adjust given dates in the RFP have slipped) and addition of project management scope once the project brief is better defined.
1. Budget update
* Other services before June – we have some unallocated budget for additional background site studies.
* Land survey – we have been in touch with several surveyors, established scope of services, and anticipate a land survey to be done late June.
1. Property
* Per notes from April meeting, there was continuing discussion of recent works, and renewals spending and possible reprioritization.
1. Comms and Marketing
* Film for Change, raised option of using existing footage to showcase the project as different ways/new ways for Council decision making. Designer in Community Services team no longer available for video work or editing. To discuss further within CS team.
* AVCC and WCC to draft description of the project for publication, including funding, governance and documents. Teresa to circulate Terms of Reference and other background documents as needed.
* AVCC plan more info on site development page/website, and utilise blog tool.
* Community Comms Collective for advice – AVCC can utilise for planning, training for staff
* Teresa to link in review and advice from WCC Comms and Marketing
1. Other items arising
* Introduced idea similar to Mt Vic Hub sharing spaces, such as Philosophy House. Teresa to link with Trish and the Mt Vic Hub platform to talk about learnings from their way of working.

Next meeting 26 June