

MINUTES OF MEETING

Participants: Mick Pointing (MP) -Cathedral Place CBC Representative
Catherine Harvey (CH) - Cathedral Place FM
Kym Wood (KM)
Larry Cowling (LC) (Only part of meeting)
Lloyd Anderson (LA) (Only part of meeting)
Date: 26 May 2010
Location: Star Board Room
Time: 1610
Distribution: Star, CP CBC, BCS

Note items requiring action are shown in Red Bold
Comment from CH in Blue Bold

1.0 Approval of Minutes:

1. Previous minutes were reviewed and CH to update and forward to MP by COB 27 May.
CH confirmed completion and sent to MP 28/5/10

2.0 Resignation:

1. LA advised that CH has resigned and will finish at Star in 2 weeks. (date not confirmed).
CH confirmed last day of employment is Friday 4/6/10
2. LA advised the KW will fill the position of Facilities Manager.
CH confirmed that Kym Wood is the Liaison to the CBC and the Lloyd Anderson will confirm the FM to MP at the meeting 2/6/10.
3. Kym's email is: kym.wood@starbuild.com.au

3.0 Fire Safety Document

1. Star has advised they will supply a bound copy of the report, and all quotes by COB 27 may.
2. MP to review documents with CBC.
CH sent Fire Summary via email 28/5/10 and binded report placed in MP mailbox

4.0 Garden

1. LC advised he will supply a water, trimming and fertilizer plan by COB 27 May.
2. CH confirmed this report was still to be completed and would be tabled at the next meeting 2/6/10

5.0 Sauna

1. LC advised there was no damaged seat or step in the spa.
CH confirmed that after investigation damage was found with LC currently organising repairs

6.0 Minutes

1. CH advised BCS has sent all minutes and are tabling all tasks from minutes for action.
2. Star will advise MP when all tasks have been tabled.
CH confirmed that all minutes had been given to Kym Wood and LC for response and action and will be ready for discussion etc at the meeting on 2/6/10.