

MINUTES**Cultural Advisory Committee
COMMITTEE MEETING****5:00PM, Tuesday, 01 November 2022**Coffs Regional Gallery Workshop Space
Ground Floor, Rigby House

ATTENDEES:	Cr Jonathan Cassell (JC)	Chair
	Liz Jamison (LJ)	
	Madge Hair (MH)	
	Julie Byers (JB)	
	Leonie Henschke (LH)	
	Christine Courcier-Jones (CCJ)	
	Cheryl Ward (CW)	
	Tammy Mills-Thom (TMT)	
GUEST ATTENDEES:	Pat Brearley (PB)	
	Enzo Accadia (EA)	City staff – Section Leader, Community Programs
	Michelle Smith (MS)	City staff – Team Leader, Cultural Services
	Jane Kreis (JK)	City staff – Service Leader, Cultural Development and Programs

Item	Discussion	Actions
1. Meeting opened at 5:04pm	N/A.	
2. Acknowledgement of Country	Nil.	
3. Apologies: Cr Tony Judge, Nikki Greenwood Welcome to new Committee Member, Pat Brearley	Introductions from all attending committee members and members of staff, including Pat Brearley and Michelle Smith.	Noted.
4. Disclosures of Interest	None.	

Item	Discussion	Actions
5. Confirmation of previous minutes 16 Aug 2022 (see attached or use hyperlink)	Nil.	That the minutes be accepted as a true and accurate record of the meeting. Moved: MH Seconded: LH
6. Business arising		
6.1 'Creative Coffs' Cultural Strategic Plan 2017-2022	<p>EA reaffirmed that Creative Coffs is Council's adopted strategy and will continue to be implemented until such time as it is fully implemented or a new plan is developed and resourced but the title of the document will remain unchanged (ie the dates will remain as '2017-2022'). EA advised the document remains published on the City of Coffs Harbour website.</p> <p>JB suggests a clarifying statement on the City of Coffs Harbour website noting that the document is a valid and enforced strategy.</p> <p>EA advised a statement can be included in the next 6 monthly Operational Plan report that the Creative Coffs remains the adopted strategy of Council and is continuing to be implemented. These reports are considered by Council and published online.</p>	Statement to accompany Creative Coffs Cultural Strategic Plan on the website and similar statement to be considered in the next 6 monthly Operational Plan report.
7. General Business		
7.1 Creative Coffs Cultural Strategic Plan implementation report – 2022/23 Q1 (see attached)	<p>Committee confirmed that the report format is suitable.</p> <p>Committee recommends a pro-active media article on the activity shared in this report.</p> <p>Suggestion to include a traffic light metric in future reports.</p>	Noted.

Item	Discussion	Actions
	<p>Discussion on recent decision by Council in relation to Coffs Harbour Entertainment (CHEV) Scoping Study project and current performance and rehearsal venues for performing arts.</p> <p>Program of opening activities that encourage teachers, parents, families and creatives should be recommended to CSG as they prepare for Yarrila Place opening.</p>	EA to email link to Committee Members to CHEV Scoping Study project page on the Have Your Say website where relevant documents are located.
7.2 Planned activities in 2022/23	<p>EA briefed the committee on planned activities of the City in relation to Creative Coffs, focussing on Council's adopted Delivery Program and 22/23 Operational Plan.</p> <p>Next meeting agenda to include briefing on (a) the Community & Cultural Facilities Plan regarding identified and currently unfunded youth and rehearsal spaces projects, and (b) Yarrila Place.</p>	<p>Noted.</p> <p>Next agenda to include updates on these items.</p>
7.3 Future Meeting Schedule	Next meeting to be scheduled prior to Yarrila Place opening.	
8. Outstanding Actions Review	No outstanding actions.	
9. Information Sharing : Arts Mid North Coast, Create NSW, Other	PB gave a brief update on recent and upcoming events at the Conservatorium, including their successful Creative Capital grant applications (with Create NSW).	Noted.
10. Next Meeting: Date of next meeting	To be scheduled in early March 2023, on a Tuesday 5-6:30pm on a non-Council meeting week.	JK to schedule meeting and advise committee. Meeting closed at 6:44pm.

Action List

Date	Item	Decision / Action	Assigned To	Due Date	Updates
16.8.2022	6.1 Creative Coffs Cultural Strategic Plan	Statement to accompany Creative Coffs Cultural Strategic Plan on the website.	Assigned to JK/EA for action.	November 2022	
16.8.2022	6.1 Creative Coffs Cultural Strategic Plan	Statement re Creative Coffs Cultural Strategic Plan to be considered in Operational Plan performance reporting (6-month report).	Assigned to JK/EA for action.	December 2022	
1.11.2022	7.1 Creative Coffs Cultural Strategic Plan implementation report 22/23 Q1	Email link to CHEV Scoping Study Have Your Say project page to Committee Members.	EA	December 2022	Email sent 2/11/22. Completed
1.11.2022	7.2 Planned activities in 2022/23	Send calendar invite with information on any upcoming Creative Industries events or activities to Cultural Advisory Committee.	Assigned to JK with input from MS/EA	Ongoing	
1.11.2022	10. Next meeting	Schedule next meeting in early March 2023, on a Tuesday 5-6:30pm on a non-Council meeting week.	JK	December 2022	