

MINUTES

Cultural Advisory Committee COMMITTEE MEETING

Coffs Harbour Regional Gallery Workshop Space
Ground Floor, Rigby House
5:00PM, Tuesday, 16th August 2022

INVITEES:	Cr Jonathan Cassell (JC)	Chair
	Cr Tony Judge (TJ)	Deputy 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 INVITEES:	Nikki Greenwood (NG)	CHCC – Group Leader Community and Cultural Services
	Enzo Accadia (EA)	CHCC – Section Leader Community Programs
	Michelle Smith (MS)	CHCC – Team Leader, Cultural Services
	Jane Kreis (JK)	CHCC – Service Leader, Cultural Development and Programs

CC: Cath Stretton

After each meeting, minutes should be sent to Cath Stretton for [upload to website](#)

Item	Discussion	Actions
Meeting opens at 5:04pm 1. Acknowledgement of Country <i>Coffs Harbour City Council acknowledges that we are meeting on the traditional country of the Gumbaynggirr people. We pay our respects to their Elders past, present and emerging.</i>		

Item	Discussion	Actions
2. Apologies:	<p>EA chaired the meeting until Cr Cassell arrived.</p> <p>Minutes: JK</p> <p>Apologies: Nikki Greenwood (NG) and Michelle Smith (MS).</p> <p>Cr Judge (TJ) arrived at 5:08pm. Cr Cassell (JC) arrived at 5:14pm.</p> <p>Ashleigh Frost (AF) has resigned from the Committee as she has been recently appointed to a staff position in CHCC.</p>	Noted
3. Disclosures of Interest	None	
4. Terms of Reference	EA outlined key points from the Terms of Reference, including information regarding delegations (nil) and code of conduct.	Noted
5. Welcome and Introductions	<p>Cr Cassell (JC) arrived and took the Chair.</p> <p>Introductions from Tammy Mills-Thom, Leonie Henschke, Madge Hair, Cr Tony Judge, Liz Jamison, Christine Courcier-Jones, Julie Byers, Cr Jonathon Cassell.</p>	Noted
6. General Business		
6.1 Creative Coffs Cultural Strategic Plan	<p>PowerPoint presentation and outline of Creative Coffs Cultural Strategic Plan 2017-2022 provided by EA.</p> <p>CHCC is continuing to deliver Creative Coffs. There are still some elements of the Plan that due to resourcing, COVID and other issues require action.</p> <p>Feedback from CAC: Requested Council consider updating the Creative Coffs dates and some wording within this document to reflect continuity of the plan beyond 2022.</p> <p>Suggestion to undertake review of Creative Coffs in the next 12 months to 2 years (ie to 2024) when CHCC has had time in Yarrila Place and staff capacity can support a review.</p>	EA to investigate options to formally extend the dates of the Creative Coffs Cultural Strategic Plan 2017-2022 through to 2024.

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	Reporting to CAC against Creative Coffs to be determined.	
6.2 Arts and Cultural Development Grants	PowerPoint presentation and summary of the Arts and Cultural Development Grants Program 2022/23 provided by JK.	Noted
6.3 Major Cultural Projects Overview Cultural facilities in Yarrila Place, Permanent Museum Exhibitions, SSILO relocation; JMT Expansion project & CHEV Scoping Study	Presentation by EA on: Cultural facilities in Yarrila Place, Permanent Museum Exhibitions, South Solitary Island Lighthouse Optic (SSILO) Relocation, Jetty Memorial Theatre (JMT) Expansion, and Coffs Harbour Entertainment Venue (CHEV) Scoping Study. Enquiry whether CAC members might be invited to participate in a hard hat tour of Yarrila Place if available.	Noted EA to confirm if hard hat tour of Yarrila Place can be arranged for CAC members.
6.4 Future Meeting Schedule	Quarterly or half-yearly to be determined.	
6.5 Future Committee Reporting/Correspondence	Short summary report on the implementation of the Creative Coffs Cultural Strategic Plan to be attached to future Agendas. Minutes will be circulated. All minutes, once approved are uploaded to CHCC website.	Noted
7. Outstanding Actions Review		N/A
8. Next Meeting: November 2022 potential for it to be combined with an end of year celebration.	Requested that the agenda include an update on Council's forward planned Creative Coffs activities in 2023.	The next meeting will be scheduled for the early November (Off-Council-Meeting week) on Tuesday 5pm. An agenda and meeting invitation to be sent out prior.

Action List

Date	Item	Decision / Action	Assigned To	Due Date	Updates
16.8.2022	6.1 Creative Coffs Cultural Strategic Plan	Investigate options extend the CCCSP to 2024	EA	Nov 2022	
16.8.2022	6.3 Major Cultural Projects Overview	Enquire re Yarrila Place hard hat tour for CAC members	EA	Nov 2022	
16.8.2022	6.5 Future Committee Reporting/ Correspondence	Include short summary report on Creative Coffs implementation with next agenda	JK	30 Oct 2022	
16.8.2022	8. Next meeting	Schedule next meeting in early Nov on non-Council mtg week	JK	Sep 2022	