

MINUTES

Cultural Advisory Committee COMMITTEE MEETING

5:00PM, Wednesday, 28 February 2024

Make Space, Level 1, Yarrila Place, 27 Gordon St, Coffs Harbour

ATTENDEES:	Cr Jonathan Cassell (JC)	Co-Chair
	Cr Tony Judge (TJ)	Co-Chair
	Liz Jamison (LJ)	
	Cheryl Ward (CW)	
	Tammy Mills-Thom (TMT)	
GUEST ATTENDEES:	Karlene McKeown (KM)	City staff – Group Leader, Community and Cultural Services
	Michelle Smith (MS)	City staff – Team Leader, Cultural Services
	Jane Kreis (JK)	City staff – Service Leader, Cultural Development and Programs
		Minute Taker

CC: Cath Stretton

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

Item	Discussion	Action
1. Acknowledgement of Country <i>City of Coffs Harbour 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>		
2. Apologies: Julie Byers, Madge Hair, Patrick Brearley, Christine		

Item	Discussion	Action
Courcier-Jones, Leonie Henschke		
3. Disclosures of Interest	None	
4. Confirmation of previous minutes 14 March 2023 (see attached or use hyperlink)		That the minutes be accepted as a true and accurate record of the meeting. Moved: LJ Seconded: CW
5. Business arising	Welcome and Introduction of Group Leader, Karlene McKeown Discussion re: Live Performance in City of Coffs Harbour	Future City of Coffs Harbour Live Performance Venue Update Action (see below)
5.1 Outstanding Actions Review	2022/23 Meeting Dates completed. 2023/24 Meeting dates confirmed. No further outstanding actions.	noted
6. General Business		
6.1 Cultural Strategy Report (see attached Quarter 2, 2023 report)	Report with Q&A around key points of interest including visitation, facilities and education and awareness.	
6.2 Future Meeting Schedule		n/a
7. Information exchange: Sharing cultural information of relevance to the Cultural Advisory Committee e.g. Create NSW Cultural Policy, Arts Mid North Coast updates.	Minister for the Arts has expressed an interest in visiting Yarrila Place Visit by DNSW and Bellingen City Council	noted
8. Next Meeting: 5pm – 6:30pm, Wednesday, 29 May 2024		Meeting date confirmed. Calendar invitations sent with

Item	Discussion	Action
		Agenda to be provided closer to the meeting.
9. Tour of Yarrila Place		
10. Meeting Closed at 6:35pm		

Action List

Date	Item	Decision / Action	Assigned To	Due Date	Updates
28/2/2024	5. Business Arising	To draft a suitably worded action for a report on Council activities on live performance in City of Coffs Harbour	Michelle Smith	29/2/2024	Complete: See Action for completion below
28/2/2024	5. Business Arising	Produce a short report on the current status of live performance venues and opportunities in the City of Coffs Harbour.	Michelle Smith	29/5/2024 or Next scheduled meeting date	