

## MINUTES

### Cultural Advisory Committee COMMITTEE MEETING

5:00PM, Tuesday, 14 March 2023

Coffs Regional Gallery Workshop Space  
Ground Floor, Rigby House

ATTENDEES:	Cr Jonathan Cassell (JC)	Chair
	Cr Tony Judge (TJ)	
	Liz Jamison (LJ)	
	Madge Hair (MH)	
	Julie Byers (JB)	
	Leonie Henschke (LH)	
	Christine Courcier-Jones (CCJ)	
	Cheryl Ward (CW)	
	Tammy Mills-Thom (TMT)	
	Pat Brearley (PB)	
GUEST ATTENDEES:	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
	Ashleigh Frost	Junior Curator – YAM (Yarrila Arts and Museum)

Item	Discussion	Actions
1. Meeting opened at 5:00pm	N/A.	
2. Acknowledgement of Country	Nil.	

Item	Discussion	Actions
3. Apologies:	Introductions	Noted.
4. Disclosures of Interest	None.	
5. Confirmation of previous <a href="#">minutes</a> 1 <sup>st</sup> November 2022 (see attached or use hyperlink)	Nil.	That the minutes be accepted as a true and accurate record of the meeting. Moved: Seconded:
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		

Item	Discussion	Actions
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> <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>	<p>Noted.</p> <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.</p>
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 &amp; 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**

<b>Date</b>	<b>Item</b>	<b>Decision / Action</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Updates</b>
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	Completed
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	Completed
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	Postponed until 2024.