

MEETING MINUTES

Meeting

Team Name:	Vibrant Places		
Date:	2 November 2023	Time:	4.00pm-5.00pm
Chairperson:	Councillor in attendance	Venue:	Committee Rooms or zoom
Purpose of Meeting:	Strategic Arts Committee		
File:	PSC2012-05077		
Minutes:	Jen Underwood		

Attendance

Jen Underwood	Emily Livens	Meryl Miller	Ian Farnsworth
Gregory Punshon	Anna Webster	Karen Wilgar	Adam Nicholas

Apologies

Jay Ross	Chantelle Sives	Zephie Cerny	Cr Francis
Mayor Ryan Palmer	Cr Kafer	Cr Tucker	Chris Petrow

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME				
1.1	Acknowledgement of Country	1min	Jen U	RECORD: Jen provided the Acknowledgment of Country	
2.0	URGENT MATTERS				

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.1	Outstanding Actions from previous minutes of last meeting (21 August 2023)	1min	Jen U	<p>RECORD: Moving the Cultural Forum to later in February 2024 and work on school involvement. Confirmed a networking event following the forum open to the public who weren't able to register for the forum. Looking for assistance from the Committee to assist or give some leads on networks that could assist with connections.</p> <p>Discussion around how we can build our network of the arts community to enable input into projects including the Cultural Forum.</p> <p>ACTION: Chantelle and Jen to complete a site visit at Shoal Bay White Sands. Jen To investigate with the Councils Communications and Engagement Team about how to build the arts community network and seek feedback on what they would like to see for the upcoming Cultural Forum.</p> <p>RECORD: Overview provided of the Birubi Night At the Beach event.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.2	Nomination form- new committee member Cheryl Punch	2mins	Jen U	<p>RECORD: Cheryl has experience in community development and looks after the STARS (Seniors Theatre and Recreational Services) project and community members coming together to undertake performing arts. Currently don't have this sector for performing arts representative on the committee and would be valuable. In the long run Cheryl would like to have a space to come together workshop and perform. Committee members were supportive of Cheryl joining the committee.</p> <p>ACTION: Jen to liaise with volunteer officer at Council and begin the process of bringing Cheryl on board as a member of the Committee.</p>	
2.3	Draft 355c Strategic Arts Committee Terms of Reference Review	10mins	Jen U	<p>RECORD: The overview provided the revised draft Terms of Reference outlining the main changes to align with the new template and the more active role the committee is taking with projects. This role includes actions in the Incredible Place Strategy, providing active feedback on public art applications.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Committee members agreed to have the revised Draft Terms of Reference to be put to Council for adoption.</p> <p>ACTION: Jen to report Revised Draft Terms of Reference to Council for adoption. Briefing of the Incredible Place Strategy to be included on the next meeting agenda.</p>	
2.4	Creative Hub update	5mins	Anna & Ian	<p>RECORD: The trial arts space for an artist in residence has been established at Salamander Bay and will be occupied by an artist – metal sculptor and painter. The artist is commencing this week. Looking to apply for a grant to Community Building Partnerships to build a facility that houses up to 10 artists, similar to the Newcastle model. Mayoral grant applied for to pay for the DA for this facility which is a requirement of the Community Building partnerships application. After the 3 month trial period will be looking for further artist to occupy the space and the artists can access material from the Salamandar Bay Recycling Centre and can display art at the Centre.</p> <p>ACTION:</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Jen to investigate whether Council could assist with the communications to promote the opportunity for artists to go in after the first artist's period concludes.</p> <p>Ian to provide information for Council to assist in promoting the facility.</p> <p>Council to provide a letter of support for the grant application.</p>	
2.5	Terrace Reflections Assessment panel member	5mins	Jen U	<p>RECORD:</p> <p>New Project Officer in Vibrant Places, Jessica McDonald will be undertaking the next round of Terrace Reflections and Yacaaba Walk of Art. Jessica will be working with the local schools to do an expression of interest for artworks to be introduced. Looking for a panel member from the Committee to assist in assessing the EOIs received. Its expected to be about an hour to review the concepts and then a 1hr meeting with Council stakeholders to select the successful exhibitors. Karen was nominated as the Committee representative.</p> <p>ACTION:</p> <p>Jessica to include Karen on the assessment panel.</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				Investigate setting up an online portal for the Strategic Arts Committee for ongoing networking.	
2.6	Art Walk debrief	10mins	Karen and Jen	<p>RECORD:</p> <p>4 guided Art Walks tours were undertaken over the weekend. The bookings went well and three of the guided Art Walks were booked out. Successfully engaged members of the community as the walks were undertaken. Some of the artists were present to talk about their artworks. The project was a great partnership between the Council and the Committee. Jen thanked the Committee members for their contributions to the project. Committee recognised and thanked Jay from events and activation team for the engagement of the Committee in the project.</p>	
2.7	Upcoming events	10mins	Chantelle	<p>RECORD:</p> <p>Nil with apology</p>	
2.8	Soldiers Point Memorial Hall	10mins	Emily and Jen	<p>RECORD:</p> <p>Chantelle will go to Soldiers Point Memorial Hall to showcase the hall and engage the community for help and potential use and performing arts that the hall could be used for.</p> <p>ACTION:</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				Jen to advise Committee members on the date set for this engagement to promote through their networks.	
3.0	OTHER MATTERS				
3.1	TiNA update	5mins	Zephie	RECORD: Nil with apology	
3.2	Councillor updates	15mins	Councillors	RECORD: Nil with apology	
3.3	Business Arising			<p>RECORD: Rainbow walk project coming up in Yacaaba Street, Nelson Bay – stay tuned.</p> <p>ACTION: Investigate looking setting up an online portal for the Strategic Arts Committee for ongoing networking. Potential to include survey questions in the Arts survey relating to potential locations for photography and projections of artworks on buildings and locations.</p>	

MEETING CLOSED AT: 5:01PM

NEXT MEETINGS

Date: Feb 2024

Time:4.00pm-5.00pm

**Venue:
Committee
rooms or zoom**

MEETING CODE OF COOPERATION

We start on time and finish on time.

Respect for diversity of group and views.

No inappropriate language.

Chair has to maintain control.

Decisions will be ratified at the next meeting.

We will not threaten or intimidate each other.

Agenda is put out before meeting and followed.

Everyone has a voice.

Agreement by majority consensus.

Lateral thinking is encouraged.

No hidden agendas.

Do not speak over others.

Share knowledge.

Publicly support the decisions of the Panel.

Actions will be completed on time.

Maintain our focus on the agenda item.

We will leave our personal conflicts at the door.

Stay within the boundary of our Purpose Statement.