

Meeting Notes

MidCoast Cultural Plan 2036 Reference Group

Date	23 August 2019	Time	10:00am
Venue	MidCoast Council	Chair	Paul De Szell
	Committee Room Taree	Note-taker	Chris Tippett
Attendance	Paul De Szell, Deb Tuckerman, Rachel Piercy, Chris Tippett, Leigh Vaughan, James Pearson, Jill Watkins, Anne Keen, Carmel Spark, Stacey Evans. Guest: Donna Hudson, Governance Liaison & Projects Coordinator		
Apologies	Cr Pontin (Chair), Cr Hutchinson, , Bettina Digby, Deborah Knoke, Kevin Williams		

Meeting items

Item	Key points/actions
1	Acknowledgement of Country
2	Housekeeping/WHS – information provided relating to amenities and exits.
3	Icebreaker and introduction to group members – Members broke into pairs to get to know each other a little better then introduced themselves to the group.
4	What is a cultural plan? – A general discussion took place on what group members understood of the term cultural plan.
5	Governance Induction – Donna Hudson provided members with an induction relating to roles and responsibilities, code of conduct and communication/media, meeting protocols and provided with a number of reference documents. Confidentiality agreements signed. Action – Conflict of Interest to be included in meeting agenda.
6	Future Meetings – Future meetings were discussed and it was agreed that the meeting location be at various locations in the MCC region. A questionnaire be sent to group members regarding preferred days and times. It was suggested that the next meeting be held at Gloucester.
7	Background Documents – The following background documents were provided to each member: <ul style="list-style-type: none"> • The Camra Tool kit – all Culture is Local • Bathurst Cultural Vision 2036 • ATT 2 Creative Coffs - Cultural Strategic Plan 2017-2022 V3

Item	Key points/actions
	<ul style="list-style-type: none"> • Cultural Tourism Toolkit • Public Art Making It Happen
8	Other items – General discussion on grants/grant writing. Group Photo. Dietary requirements for next meeting.

Next meeting

Date	Tuesday 8 October 2019	Time 10am to 12 noon	TBC
Venue	Gloucester		