

MEETING MINUTES

Meeting	Port Stephens 355C Strategic Arts Committee		
Team Name:	Vibrant Places		
Date:	4 June 2025	Time:	3:00 – 5:00pm
Chairperson:	Cr Armstrong	Venue:	Committee Room or zoom
Minutes:			
Purpose of Meeting:	Port Stephens Council Strategic Arts Committee fulfils the functions of an advisory body to Port Stephens Council on matters related to culture and the arts.		
File:	PSC2012-05077		

Attendance

Mayor Anderson	Cr Armstrong	Meryl Miller	Kate Wilke
Amber Herrmann	Chantelle Sives	Jessica McDonald	Cazandra Mariano
Kathie Barnes	Cheryl Punch	Gregory Punsheon	Liz Date-Huxtable
Elaine Fereday			

Apologies

Cr Wells	Cr Francis	Ian Farnsworth	Yasmina El Mrabet
Susan Mc Donnell			

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME				
1.1	Acknowledgement of Country	1min	Chair		
2.0					
2.1	Outstanding Actions from previous minutes of last meeting 12 March 2025	5mins	Amber Herrmann	Chantelle provided updates	
2.2	Port Stephens Sister Cities Presentation	20min	Elaine Fereday Liz Date-Huxtable	<p>Elaine and Liz shared 40th anniversary Sister Cities Project which was funded by Vibrant Spaces grant.</p> <p>Sister Cities are looking at opportunities to promote the bird migration as a permanent art installation and are seeking artist input for ideas on how to deliver this project. E.g. Banners, sculptures, competition.</p> <p>ACTION: Share project with networks. ACTION: Bring ideas of the project to the next meeting. ACTION: Share Liz and Elaine's email address with the group</p>	
2.3	Our Incredible Place Strategy Overview	25mins	Amber Herrmann	Amber provided an overview and update on the Our Incredible Place Strategy	
2.4	Artist Port Opportunity and Challenges and Port Stephens	25mins	All	Conducted an interactive brainstorm.	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				ACTION: Invite Kathy Barnes to present at a future SAC meeting ACTION: Promote the Vibrant Spaces Fund with the arts community	
2.5	Our Incredible Place Strategy Engagement Plan	15min	Chantelle Sives	Chantelle provided an engagement plan update to the group. ACTION: Send Power Point to the group. ACTION: Investigate the use of a TV at the new airport to display local artists and artwork. Further look into other opportunities where a similar style of display could take place.	
3.0	OTHER MATTERS				
3.1	Member update	15mins	Councillors	<u>Kate Wilke Pointy End Pictures:</u> 3 month trial of the Pointy End Pictures at Soldiers Point Hall commences 22 June. ACTION: Check links are correct and obvious in all marketing material. <u>Cheryl:</u> STARS program looking to host open mic events within the community. ACTION: Share Cheryl's Facebook page with the committee - STARS of Port Stephens	
3.2	Business Arising			N/A	

MEETING CLOSED AT: 4:55pm

NEXT MEETINGS

**Date: 3
September 2025**

**Time: 3:00pm-
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.

Strategic Arts Committee Actions

Item	Topic	Action/Decision	Responsible Officer	Date to be Completed	Status
4 JUNE 2025					
2.2	Port Stephens Sister Cities Presentation	ACTION: Share project with networks.	SAC	September 2025	
		ACTION: Bring ideas of the project to the next meeting.	SAC	September 2025	
		ACTION: Share Liz and Elaine's email address with the group	Chantelle	13 June 2025	Complete
2.4	Artist Port Opportunity and Challenges and Port Stephens	ACTION: Invite Kathy Barnes to present at a future SAC meeting	Chantelle	End 2025	
		ACTION: Promote the Vibrant Spaces Fund with the arts community	Chantelle	August 2025	
2.5	Our Incredible Place Strategy Engagement Plan	ACTION: Send power point to the group.	Chantelle	13 June 2025	Complete
		ACTION: Investigate the use of a TV at the new airport to display local artists and artwork. Further look into other opportunities where a similar style of display could take place.	Chantelle	September 2025	
3.1	Member update	ACTION: Check links are correct and obvious in all marketing material.	Kate Wilke	13 June 2025	
		ACTION: Share Cheryl's Facebook page with the committee - STARS of Port Stephens	Chantelle	13 June 2025	Complete