

MEETING MINUTES

Meeting	Port Stephens 355c Strategic Arts Committee				
Team Name:	Vibrant Places				
Date:	12 March 2025	Time:	3:30pm – 4:30pm	Venue:	Committee Rooms or zoom
Chairperson:	Mayor Anderson			Minutes:	Jess McDonald
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	Kathie Barns	Yasmina El Mrabet
Amber Herrmann	Chantelle Sives	Kate Wilkie	Jessica McDonald
Ian Farnsworth	Cheryl Punch	Gregory Punshon	Meryl Miller

Apologies

Cr Wells			
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Item	Topic	Time Required	Responsible Officer	Action
1.0				
1.1	Acknowledgement of Country	1min	Chair	

Item	Topic	Time Required	Responsible Officer	Action
2.0				
2.1	Welcome new councillors and members, introductions	10min	Chair	
2.2	Strategic Arts Committee role and function for year	5mins	Chantelle Sives	Committee to meet quarterly as an advisory committee. Role is to provide feedback and suggestions on the current Art, Events and Culture Strategy (our Incredible Place).
2.3	Outstanding Actions from previous minutes of last meeting 18 July 2024	5mins	Chantelle Sives	<p>Chantelle provided an update on previous minutes and action items.</p> <p>Safer spaces for Women and Girls Henges install estimated for April</p> <p>ACTION: Port Stephens Council to send artwork designs to committee.</p> <p>Salamander Bay Recycling Centre ACTION: Salamander Bay Recycling Centre are looking at alternative sites to help reduce costs.</p> <p>ACTION: Ian Farnsworth to provide dates/times for Chantelle Sives and the Mayor to have a site meeting to discuss options.</p> <p>ACTION: Port Stephens Council to send an overview of the project to committee.</p>
2.4	Events, Arts and Culture 2025 projects	15mins	Chantelle Sives	Update provided on

Item	Topic	Time Required	Responsible Officer	Action
				<p>Shoal Bay Food & Wine Festival Strong local businesses participation and 7000 in attendance. So far there has been only positive feedback.</p> <p>The event currently being evaluated and will include recommendations for future events.</p> <p>Soldiers Point Hall. Council is trialling a range of activations at Soldiers Point Hall to test the potential for performing arts space in the area. Council is exploring upgrades for the hall pending funding.</p> <p>Seniors Festival - Seniors Comedy. Sponsored by DCJ and held at Soldiers Point Hall. Port Stephens was chosen as one of 2 regional locations.</p> <p>Pointy End Pictures Kate Wilkie has applied for funding to help with a trial of this project and is currently seeking volunteers to help build this initiative. Pointy End Pictures will have an affordable cinema experience at the hall once a month to show foreign, artistic and classic films to the community.</p> <p>Sail Port Stephens Street Party – After the success in 2024 Port Stephens Council and Sail Port Stephens are hosting the event again on Wednesday 2 April 2025.</p> <p>Illuminate Raymond Terrace Event Planning has begun for the 2025 event at Boomerang Park. The focus for this event is community, inclusivity and creativity.</p>

Item	Topic	Time Required	Responsible Officer	Action
				<p>ACTION: Interested Strategic Arts Committee members to get in touch with Chantelle Sives on how they can get involved in the Illuminate event.</p> <p>ACTION: Port Stephens Council will coordinate with Greg Punshon and the opportunity for the photography group to development the historic photos component at the event.</p> <p>Creative Network Page Council has been developing a central site for local artist to contact and communicate. This project was an action from the 2024 Creatives Conference. Committee agreed the page would be beneficial. Port Stephens Council will monitor and run the page.</p> <p>Committee wants to see more face to face workshops for creatives to connect with each other.</p> <p>ACTION: Council will investigate a networking event in the next 12 months.</p>
2.5	Public Art Update	5mins	Chantelle Sives	<p>Port Stephens Council currently has two public art displays in the LGA. The Art walk in Yacaaba Street Nelson Bay and the Terrace Reflections on the Best and Less wall Sturgeon Street Raymond Terrace.</p> <p>ACTION: Committee to provide feedback on current public art and review public art opportunities for the future.</p>

Item	Topic	Time Required	Responsible Officer	Action
2.6	Our Incredible Place Strategy discussion	10mins	Chantelle Sives	Deferred to next meeting – 4 June 2025 ACTION: send a copy of the “Our Incredible Place Strategy” with minutes.
3.0				
3.1	Member update	15mins	Councillors	
3.2	Business Arising			

MEETING CLOSED AT:

NEXT MEETINGS

Date: 4 June 2025

Time: 3:30pm-4:30pm

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
12 MARCH 2025					
2.3	Outstanding Actions from previous minutes of last meeting 18 July 2024	ACTION: Safer Spaces for Women & Girls project- Feedback on artist concept	Jen Underwood	July 2024	Complete
		ACTION: Vibrant Places to consult internally about funding opportunities on The Salamander Bay Recycling Centre Creative Hub DA.	Jen Underwood	December 2024	Working on it
		ACTION: Safer Spaces Send final artwork	Chantelle Sives	April 2025	
		ACTION: Salamander Recycling Centre Look at alternative sites to help reduce costs.	Ian Farnsworth		
		ACTION: Salamander Recycling Centre Ian Farnsworth to provide dates/times for Chantelle Sives and the Mayor to have a site meeting to discuss options.	Chantelle Sives Ian Farnsworth	April 2025	
		ACTION: Salamander Recycling Centre Include an overview of the project along with minutes to committee for context.	Chantelle Sives	March 2025	
2.4	Events, Arts and Culture 2025 projects	ACTION: Interested Strategic Arts Committee members to get in touch with Chantelle Sives on how they can get involved	Committee	April 2025	
		ACTION: Port Stephens Council will coordinate with Greg Punshon and the opportunity for the photography	Chantelle Sives	March 2025	

		group to development the historic photos project at the event.			
		ACTION: Port Stephens Council will investigate a networking event in the next 12 months.	Chantelle Sives	May 2025	
2.5	Public Art Update	ACTION: Committee to provide feedback on current public art and review public art opportunities for the future.	Committee	June 2025	
3.2	Business Arising	ACTION: Port Stephens Council to send a copy of the “Our Incredible Place Strategy” with minutes. Put at the top of the agenda for next meeting.	Chantelle Sives	March 2025	