

MEETING MINUTES

Meeting	Port Stephens 355C Strategic Arts Committee		
Team Name:	Vibrant Places		
Date:	Wednesday 26 November 2025	Time:	3:30pm – 5:30pm
Chairperson:	Kate Connor	Venue:	PSC Administration Building: Committee Room
Minutes:	Jessica 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 Port Stephens Council	Councillor Armstrong Port Stephens Council	Kate Wilke Pointy End Pictures	Kate Connor Port Stephens Council
Chantelle Sives Port Stephens Council	Cheryl Punch STARS of Port Stephens	Gregory Punshon Photographer	Ian Farnsworth Salamander Bay Recycle Centre
Kathie Barnes Tomaree Cultural Development Group	Jessica McDonald Port Stephens Council	Meryl Miller Port Stephens Community Arts Centre	

Apologies:

Cazandra Mariano Marketing & Business Development	Renae Lamb Midnight Dreaming	Yasmina El Mrabet Graphic Designer	Councillor Wells Port Stephens Council
Councillor Francis Port Stephens Council	Susan Mc Donnell Tilligerry Arts Group		

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
1.0	WELCOME				
1.1	Welcome and Acknowledgement of Country	1min	Chair	Record: Completed by Kate Connor	
2.0					
2.1	Outstanding Actions from previous minutes from 3 September 2025 meeting	5mins	Chair	Record: Kate provided an overview of the outstanding actions	
2.2	Tomaree Cultural Development Group - Presentation	20mins	Kathie Barnes	Record: Kathie delivered presentation on the Tomaree Cultural Development Group project and three-year journey.	
2.3	Our Incredible Place Strategy Update	15mins	Kate Connor	Record: Kate and Chantelle delivered the Our Incredible Place Survey results and next steps for the strategy. Discussions were had around the different demographics of the survey Action: Investigate a new potential data analysis called Tableau	
2.4	Midnight Dreaming Presentation	20min	Renae Lamb	Record: Renae sent apologies prior to meeting	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
2.5	Safer Spaces Launch	5mins	Kate Connor	<p>Record: Kate delivered an update on the Safer Spaces Launch</p> <p>Action: Chantelle to send the committee images of the installation</p> <p>Record: Discussions about a new name for the program for the community to understand</p>	
2.6	2026 Strategic Arts Committee planning	10min	Kate Connor	<p>Record: Chantelle opened discussions for the committee to give ideas and suggestions for 2026 meetings</p> <p>Record: Cheryl would like to see more collaboration with organisations to better utilise community facilities. Nelson Bay PCYC as an example</p> <p>Record: SAC members are underutilised on Council's projects. Committee would like to be better informed</p> <p>Action: Publish the new creatives network page and delete the old page currently on Council's website</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p>Action: An agenda item for 2026 to better understand the committee's individual skill sets.</p> <p>Action: Council to investigate and report back at a meeting in 2026 about the percentage business contribute to Public Art as part of their development application. Investigate process to ensure artwork is delivered and confirm previously agreed artwork has been delivered.</p> <p>Action: Council to investigate guest speakers and guest to present at next year's meeting. Suggested guest: Sculptures at Scratchley event organiser, New Annual CEO, Contemporary Asian Australian Performance Executive Producer</p>	
3.0	OTHER MATTERS				
3.1	Member update	15mins	Chair	<p><u>Kate Wilkie</u> - Looking at new funding through Soldiers Point Bowling Club to help AV and Projector cost at Soldiers Point Hall.</p> <p><u>Kathie Barnes</u> - Group held 3 cinema days showing classic films that were very successful for fundraising</p>	

Item	Topic	Time Required	Responsible Officer	Action	Status/Date to be Completed
				<p><u>Merly Miller</u> - Working with Cr Armstrong and the Sister Cities Committee on the Wings Over the Wetland arts competition. Competition will be announced 6 Feb at Fly Point. Registration in by May and competition close 31 July.</p> <p>Art Centre is a finalist in the 7 News Excellence Award Program for the Crown Land Excellence Award.</p> <p>Creative crawl passport is working well with 70 already given out.</p> <p>Fibre and thread exhibition in March</p>	
3.2	Business Arising			<p>Record: Tomaree Sports Complex upgrade will include an art piece. EOI will be out in December.</p>	

MEETING CLOSED AT: 5pm

NEXT MEETINGS

Date: Wednesday 11 March 2026

Time: 3:30pm-5:30pm

Venue: Committee rooms or Teams

MEETING CODE OF COOPERATION

We start on time and finish on time.

We all participate and contribute – everyone is given opportunity to voice their opinions.

We use improvement tools that enhance meeting efficiency and effectiveness.

We actively listen to what others have to say, seeking first to understand then to be understood.

We follow up on the actions we are assigned responsibility for and complete them on time.

We give and receive open and honest feedback in a constructive manner.

We use data to make decisions (whenever possible).

We strive to continually improve our meeting process and build time into each agenda for reflection.

We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations

Strategic Arts Committee Actions

Item	Topic	Action/Decision	Responsible Officer	Date to be Completed	Status
26 NOVEMBER 2025					
2.3	Our Incredible Place Strategy Update	Action: Investigate a new potential data analysis called Tableau	Chantelle	2026	
2.5	Safer Spaces Launch	Action: Chantelle to send the committee images of the installation	Chantelle	September 2025	
2.6	2026 Strategic Arts Committee planning	Action: Publish the new creatives network page and delete the old page currently on Council's website	Chantelle	September 2025	
		Action: An agenda item for 2026 to better understand the committee's individual skill sets.	Council and SAC	Ongoing	
		Action: Council to investigate and report back at a meeting in 2026 about the percentage business contribute to Public Art as part of their development application. Investigate process to ensure artwork is delivered and confirm previously agreed artwork has been delivered. Action: Council to investigate guest speakers and guest to present at next year's meeting. Suggested guest: Sculptures at Scratchley event organiser, New Annual CEO, Contemporary Asian Australian Performance Executive Producer	SAC	2026	

