

MidCoast Council Cultural Plan 2036 Reference Group

Date	Tuesday 19 May 2020	Time	1:00pm
Venue	Zoom Call	Note-taker	Chris Tippett
Chair	Deputy Mayor Clair Pontin	Guests	John O'Callaghan - JOC Consulting
Attendees	Deputy Mayor Clair Pontin, Cr Hutchinson, Donna Carrier, Bettina Digby, Carmel Spark, Jill Watkins, Leigh Vaughan, Ann Keen, Council Staff: Rachel Piercy, Chris Tippet, Koran North, Hayley Samson.	Apologies	Michael Thurston, Stacey Evans, Kevin Williams, James Pearson

Meeting items

Item	Description	Lead by
1	Acknowledgement of Country	Chair
2	Housekeeping: how to use Zoom	Rachel Piercy
3	<p>Engagement Update – Overview of engagement activities.</p> <ul style="list-style-type: none"> • Ambitious plans now have to be augmented/shifted to the virtual/online world. • Indigenous engagement ongoing. • Presentations/Briefings formal and informal. • Online survey & Social pinpoint • Guided discussions 	John O'Callaghan
3	<p>How the reference group can help?</p> <ul style="list-style-type: none"> • Share the word • Hold group conversations • Share your knowledge of the process and encourage others to complete the surveys, social pinpoint or make a submission. • Complete the surveys/social pinpoint 	
4	<p>Overview of the 'The Conversation Starter'</p> <p>JOC explained the process for capturing information with the conversation starter and bringing it back to the group.</p> <ul style="list-style-type: none"> • A MS Word Document designed to assist you in Facilitating nuanced conversations on culture. 	John O'Callaghan & Rachel Piercy

	<ul style="list-style-type: none"> • Part A is the context • Part B is the conversation log. <p>Action – JOC to format introductory email for RG members for reaching out to groups.</p> <p>Action – JOC to design interactive online form for use with email contacts.</p> <p>Online Survey</p> <p>JOC gave an overview of short and long format surveys.</p> <p>Survey links:</p> <p>Got a bit of time? (approximately 15 minutes) https://www.surveymonkey.com/r/WKY6ZW7</p> <p>In a rush? (approximately 5 minutes) https://www.surveymonkey.com/r/W8CXB6D</p> <p>Social pinpoint</p> <p>Social Pinpoint was introduced to the group including instructions for use.</p> <p>Social pinpoint link: https://jocconsulting.mysocialpinpoint.com/midcoast-cultural-plan/map#/</p> <p>Mentemetre (Password 925437)</p> <p>JOC gave a demonstration of the Mentemetre engagement tool.</p>	
9	Next Meeting – 16 or 23 June 2020 TBC	
10	Close	Chair