

Gosford Foundation Trust Management Committee Meeting Record 5 November 2019



Location:	Central Coast Council Gosford Office Level 1 Committee Room 49 Mann Street, Gosford	
Date:	5 November 2019	
Time	Started at: 4.07pm	Closed at: 4.40pm
Chair	Councillor Jane Smith	
File Ref	F2018/00731	

Present:

Councillor Jane Smith, Gary Murphy – Chief Executive Officer, Clive Blunt, Barbara Wills

Staff present:

Phil Cantillon – Unit Manager Leisure and Lifestyle, Kelly Drover – Advisory Group Support Officer, Donna Payne – Advisory Group Support Officer

Item 1 Welcome, Apologies and Acknowledgement of Country

Apologies received: Shane Sullivan – Unit Manager Governance and Business Services

The Chairperson, Councillor Jane Smith, declared the meeting open and completed an Acknowledgement of Country and Connection to Land statement.

Item 2 Disclosure of Interest

The Chair called for any declarations of interest.

No disclosures received.

Item 3 Confirmation of Previous Meeting Record

The Committee confirmed the Meeting Record from 6 August 2019.

The Committee discussed the Action Log.

Item 4 Review of Trust Deed

Staff advised in previous meetings that Council was obtaining legal advice on the Trusts. As Chair of the Committee, Councillor Smith has expressed concerns to the CEO and Director Governance and has received clarification that the legal advice relates to whether the Trust is operating within the legal framework of the Deed. This advice will be discussed with the Committee once received.

Item 5 Koi Sculptures (Action Item 23)

Phil Cantillon (Unit Manager Leisure and Lifestyle) provided images of the separated Koi sculptures and advised the plan is to take the sculptures to different events, which staff will develop a calendar for.

Clive Blunt suggested payWave as a donation option at the Gallery and other venues.

Item 6 Promotion and Donation to the Trusts (Action Items 20, 21, 22)

A handout was provided by Shane Sullivan (Unit Manager Governance and Business Services) detailing advice received from Communications staff.

The advice from Communications staff is that:

- The Committee develop a separate website independent to Council's website, a similar example would be that of Northern Beaches and their set up for Pittwater Environmental Trust.
- The Committee develop and manage an RFQ to procure a full-service digital agency to support marketing, website and content creation and ongoing management.
- A Community Representative member of the committee manage and be the point of contact for information and the services provided by an appointed digital agency.

Councillor Smith to review the Pittwater Website.

<http://www.pittwaterenvironmentalfoundation.org.au/donations/>

The Committee discussed other options such as an information flyer, downloadable PDF or engaging a resource such as Treehouse Creative to create an info video that might be alternative options to creating a new webpage.

Action: Councillor Smith to meet with Director Governance to seek clarification around the Trusts setting up a website, the process including preferred suppliers and provide advice back to the next meeting.

Action: Staff to investigate what other Trusts are doing and provide a briefing note back to the next meeting.

Action: Staff to liaise with the National Trust or the Art Gallery and discuss their philanthropy programs and invite them to attend the next meeting of the Trust, if appropriate.

Item 7 Finance Report (Standing Agenda item)

The Committee discussed the Income Statement as at 31 October 2019 for the Gosford Foundation Trust.

Item 8 General Business and Close

No general business was discussed.

The meeting closed at 4.40pm

NOTE: A discussion was held after the meeting had closed with a suggestion of inviting Council's Heritage Officer to the next meeting of the Gosford Foundation Trust with an aim to discuss key projects that could benefit from Philanthropy.

Next Meeting: Tuesday 4 February 2020 (TBC)
4pm – 5pm
Central Coast Council Gosford Office
Level 1 Committee Room