

# Minutes

CIFA Reference Group Meeting  
Camden Civic Centre  
Undercroft Building, Oxley Training Room  
Oxley Street, Camden, NSW, 2570

29<sup>th</sup> August 2022



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## **MEETING COMMENCED AT 7.10PM**

### **PRESENT**

Jill Leemen, Richard Leemen, Monique Dunk, Andrew Watson.

### **ALSO IN ATTENDANCE**

Camden Council's Gunjan Tripathi, Cr Eva Campbell and Blair Avila.

### **ACKNOWLEDGEMENT OF COUNTRY**

Blair Avila read the Acknowledgement of Country.

### **APOLOGIES AND LEAVES OF ABSENCES**

Tony Haddad and Warren Dunk.

### **DECLARATIONS OF INTEREST**

Nil

### **CONFIRMATION OF MINUTES**

No previous minutes circulated.

### **BUSINESS ARISING**

Nil / That the business arising be noted.

## **1. REPORT TITLE**

### **Appointment of the Chairperson and Alternate Chairperson**

As all CIFA voting members were not present for the first meeting, it was agreed to defer the appointment of a Chairperson and alternate chair. This decision was made in conjunction with advice received from Camden Council's Governance Support Officer – Committees and Panels.

### **Action Items:**

Defer to the next CIFA Reference Group Meeting on 10<sup>th</sup> October 2022.

### **Terms of Reference**

The Camden International Friendship Association Terms of Reference were noted by members present.

### **Forward Meeting Plan:**

It was noted that CIFA previously met bimonthly and will continue to do so. The previous meeting schedule was March, May, July, August (AGM), October and December (social event).

It was agreed to keep the same meeting time and location, being first Monday of the month from 6-8pm at the Oxley Training room, in the Undercroft building located at the Camden Civic Centre.

It was also noted by the Group that the previous meeting times are a tentative guide to future meeting plans for the new Reference Group. It was decided that the next CIFA Reference Group Meeting will be held on the 10<sup>th</sup> of October 2022 from 6-8pm. The Forward Meeting Plan template is attached, future meeting times need to be decided.

### **Letter to Kashiwa**

CIFA Members referenced this letter and discussed its contents. The group noted that the letter needed to have addressed the issues surrounding the student exchange program, specifically Council's inability to support the exchange program with underage children. The Group commented that it could have been better worded to suit the Japanese cultural context and expectations.

### **Action Items:**

Another letter to Kashiwa be drafted to go to KIRA outlining specifically the changes to the CIFA program and implications for future initiatives before Monique leaves for her trip to Japan in late October/early November.

Council to have drafted, in consultation with CIFA, another letter to be delivered/sent to KIRA, outlining the intention of the Friendship Agreement between the two groups.

### **Future Project and Activity Scoping**

Various ideas for future projects and activities were discussed by the Group. In the form of, family exchanges, artistic exhibitions, and other culturally relevant and appropriate events. The Group proposed ideas to increase CIFA's community profile, increase their membership numbers and hold a stall at the upcoming Unlock Camden Event.

### **Action Items:**

Camden Council to conduct a risk assessment to determine the viability of hosting family groups i.e., mother/daughter exchanges.

Cr Eva Campbell to raise the stall holder idea to the Heritage Advisory Committee at their next meeting.

A Project Planning template is attached to scope and plan potential CIFA events/activities/programs. Group members are able to draft this, and Council will work with them to support the plan.

Council to investigate CIFA funds from the rollover as a S355 Committee to a Reference Group.

### **Other Business**

It was noted that Cr Eva Campbell and Jill and Richard Leemen would like hard copies of the next meeting Agenda and any subsequent attachments.

### **Action Items:**

Camden Council to provide hard copies of CIFA documents to Cr Eva Campbell and Jill and Richard Leemen.

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**MEETING CLOSED AT 7.57PM.**