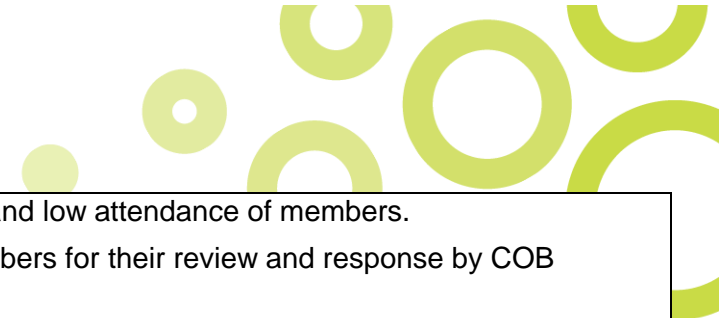




Central Highlands Arts and Cultural Advisory Committee (CHACAC) Planning Meeting Minutes

Date:	17 April 2020
Venue:	Online conference call
Chair:	Karen Newman - Arts and Cultural Officer (ACO)
Note Taker:	Karen Newman - Arts and Cultural Officer (ACO)
Present:	CHACAC Members: Associate Professor Anita Milroy, Sharon Gimbert and Barbara Beazley. CHRC: Karen Newman – ACO, Imbi Josey (acting Coordinator Community Engagement) and Nikki Pickering (Arts and Cultural Officer – Galleries) [ACOG].
Apologies:	CHACAC members: Councillor Charles Brimblecombe, Councillor Gail Godwin-Smith, Councillor Gail Nixon, Maureen Burns, Kathy Hawkins, Wendy Gibson, Mellissa Chick and Shaunte Francis. CHRC: Suzanne Poulter - Manager Connected Communities (MCC).
Meeting time:	10:00am to 11:00am

Item	Subject	Discussions
1	Open meeting Welcome and Apologies	ACO welcomed everyone and apologies were noted.



2	Confirmation of previous meeting minutes	<p>CHACAC meeting notes were not able to be confirmed due to technical difficulties and low attendance of members.</p> <p>Action: ACO to email the meeting minutes from 7 February 2020 to CHACAC members for their review and response by COB Monday 20 April 2020.</p>			
3	Actions update from previous meeting	<p>A review of the previous planning meeting minutes and actions was undertaken. It should be noted that this process was interrupted by technical difficulties.</p> <p>Previous Meeting Actions It was noted that the action table from the previous meeting minutes reflected the ACO's recent annual leave and the impacts of COVID- 19 restrictions.</p> <p>Action: ACO will send actions update via email.</p> <p>Completed actions:</p> <ul style="list-style-type: none"> • The first 'Heritage Call Out' event resulted in a memorial event commemorating 60 years since the Bogantungan Medway Creek disaster. This event was hosted at the Emerald Library on the anniversary date of 26 March 2020. • The ACOG will focus on coordinating the Central Highlands Galleries, while also supporting the ACO. <p>Ongoing actions:</p> <ul style="list-style-type: none"> • ACO to add Metal in March introductory year targeted for March 2021 into Creative Cultural Futures and Heritage 2020-2022 FYs action plan draft. • ACO is retrieving cemetery records from Duaringa Historical Association when next visiting Duaringa. <p>Pending actions:</p> <ul style="list-style-type: none"> • ACO to contact Canadian artist Cameron Cross for Big Easel Van Gogh Sunflower painting contract copy. 			
3	RADF Budget and RADF project proposals	RADF Budget	Budget \$	Comments	Application support
		FY 2019-2020	\$62,667		
		Round 1			
			0	nil	No applications were received in round 1.
		Round 2			
		Group			

	CTM Links Capella - Whimsy and me	1,313	approved	
	Michelle Gray and Raelene Bock		5,100 not approved	This application didn't meet RADF guidelines.
	Round 3			
	Individual			
	Lachlan Grierson - Carnarvon Creates		828 approved, then cancelled	Carnarvon Creates Artist Retreat was cancelled due to COVID-19 restrictions.
	Charmaine Partlett -McKeon – Carnarvon Creates		825 approved, then cancelled	Carnarvon Creates Artist Retreat was cancelled due to COVID-19 restrictions.
	Round 4 (proposal discussions)			
	Individual			
	Wellness workshops - Lisa Hodge - Blackwater		tba	Sharon Gimbert will work with Lisa Hodge to increase her smaller eastern region project to a regional project.
	Lachlan Grierson – Black smithing workshop - location TBD	5,000		Sharon Gimbert will work with Lachlan Grierson to complete application.
	Group			
	Gemfields Folk Festival - Kim Tompson	5,000		Barbara Beazley will work with Kim Tompson to complete application.
	Emerald Patchwork Group (EPG) - workshops	4,500		Sharon Gimbert will work with EPG to complete application.
	Comedy Festival – Capella Cultural Centre		tba	Sharon Gimbert will discuss project with Les Alberts manager of Capella Cultural Centre to progress the application.
	Bauhinia Shire Historical Society - Kylie McGuire	5,000		Sharon Gimbert will discuss project with Kylie Maguire to progress the application.

		Council Initiated Projects (CIP)			
		CIP - Community, connectivity, confidence. Artist development and mentoring	38,000		Sharon Gimbert, Barbara Beazley and ACO to work on application.
		CIP - Jet James (at CQU campus)	5,666		Sharon Gimbert to work on application.
		CIP - Animation project (regional)	10,000		ACO and Associate Professor Anita Milroy to work on application.
		RADF project amendment			
		CIP - Videography project - Lou Pethro		10,000 FY 18-19 allocation	Barbara Beazley, Sharon Gimbert and Maureen Burns working on application with Lou Pethro.
		CIP - Videography project -from CC cancellation		5,000 FY 18-19 allocation	Barbara Beazley to prepare project amendment details for RADF Round 4 meeting.
		FY 2020-2021 Planning proposals			
		Trisha Ruest workshop		tba	Sharon Gimbert and Barbara Beazley will develop project proposal with Trisha Ruest.
		3-D printing pottery workshop		tba	Sharon Gimbert and Lachlan Grierson to work on project proposal.
		Blackwater Patchwork - sculptural patchwork		tba	Sharon Gimbert and Blackwater Patchwork representatives to work on project proposal.
		Blackwater RSL - Lester Anderson		tba	ACO to work with Lester Anderson on project proposal.
		CHACAC are seeking to identify projects to the value of \$61,354 for Round 4 to utilise the remaining RADF funds for the FY 19-20. Note: this includes cancelled round 3 projects.			
4	RADF Projects discussion	Jet James project <ul style="list-style-type: none"> Sharon Gimbert discussed Jet James' CIP project approval in Round 2. ACO advised this project did not go to council for endorsement and should be considered in Round 4. Concerns were raised about timeframe to deliver the Jet James project in August 2020. 			

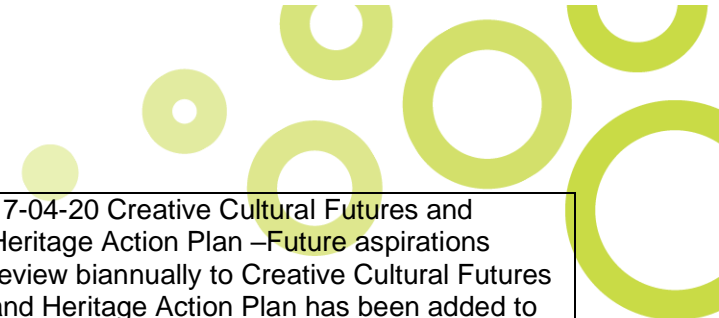
		<p>Videography project with Lou Pethro project</p> <ul style="list-style-type: none"> • ACO gave a project update on the Capella videography project with Lou Petho. Guidelines on the project have been received from Lou on what can be delivered with current social distancing requirements. Project needs to be delivered face-to-face for skills development. Timelines for delivery are not able to be determined due to COVID-19. It is not considered feasible to transition the project into an online space. • Sharon Gimbert noted that some community members feel overwhelmed by the delivery of activities online. • CHACAC discussed current RADF projects that they would prefer to be deferred until after COVID-19 restrictions are lifted. <p>Community, connectivity, confidence artist development and mentoring project</p> <ul style="list-style-type: none"> • Sharon Gimbert gave an outline surrounding the Community, Connectivity, Confidence CIP project for local artist development and mentoring. • Sharon is available to discuss the project with other CHACAC members. • Sharon emphasised the need to include local community in professional development opportunities to access and advance their skillsets. <p>Animation project</p> <ul style="list-style-type: none"> • Barbara Beazley suggested that the CIP animation workshop proposal could be delivered by locals. “We need to put our faith in our local people and start to utilise them”. • Emerald Photographic Club have an excellent projector available for rent. • Associate Professor Anita Milroy indicated that the Central Queensland University (CQU) campus have older IT equipment that they are cleaning out. This includes 20 old projectors, which could be used for the regional animation project. • ACO to work on this CIP project proposal for Round 4.
5	RADF Bid 2020-2021 discussion	<ul style="list-style-type: none"> • The RADF Bid for FY 2020-2021 is due for council signoff next week. • Bid included the new council RADF documentation for use in the FY 2020-2021. • CHACAC members concluded that “Council Initiated Project” applications should not be displayed on the council website as it may be confusing for community as these are council led.
6	Flying Arts Webinars	<ul style="list-style-type: none"> • ACOG attended a Flying Arts webinar on artist collectives. Harvey Bay has been very successful in this space. Flying Arts place their webinars on their site for viewing. • ACO and ACOG attended an online Central Queensland Regional Arts Services Network (CQRASN) workshop outlining a variety of online platforms and tools. <p>Action: ACOG to send to Barbara Beazley and Sharon Gimbert link to webinar. Flying Arts webinars link: https://vimeo.com/flyingarts</p>

7	Online platforms	<ul style="list-style-type: none"> Barbara Beazley enquired as to what online platforms council would be using for online activities. Sharon Gimbert recommend Slack for creating and participating online.
8	General Business	<ul style="list-style-type: none"> Deferred until CHACAC 8 May 2020 planning meeting.
9	Member Updates	<ul style="list-style-type: none"> Deferred until CHACAC 8 May 2020 planning meeting.
10	Meeting Close	<ul style="list-style-type: none"> Next CHACAC planning meeting scheduled for 10:00am Friday 8 May 2020, to be held online. ACO noted that RADF Round 4 closes on 1 May 2020. Meeting closed 11.00am.

Disclaimer: Council minutes are public documents therefore minutes may need to be adjusted where appropriate to council formatting and publishing standards.

CHACAC Actions Table

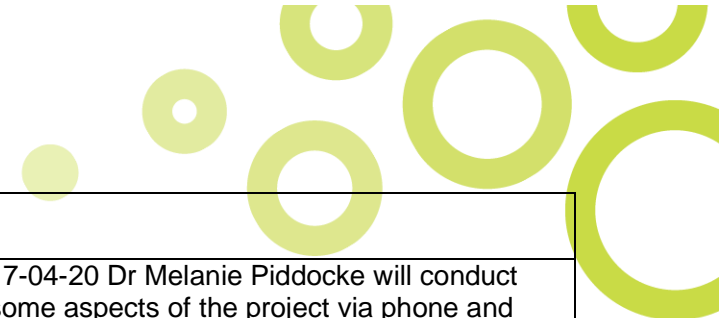
Item/Project	Action	Responsible	Status	Notes
Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022FYs	13-12-19 ACO to continue to conduct community consultation face to face visits for Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022 FYs.	ACO / Members	Completed	17-04-20 No more face-to face feedback sessions can be delivered due to COVID-19 restrictions. 07-02-20 Online engagement conducted. No formal responses.
	25-10-19 ACO to edit the Creative Cultural Futures and Heritage 2020-2022 FYs action plan draft to reflect CHACACs feedback.	ACO	Completed	07-02-20 New actions will only be included if they are achievable with existing resources.
	22-11-19 ACO to send email seeking a response from members about whether they want their contact details added onto the council website.	ACO	Completed	22-11-19 Email confirmation of details required.



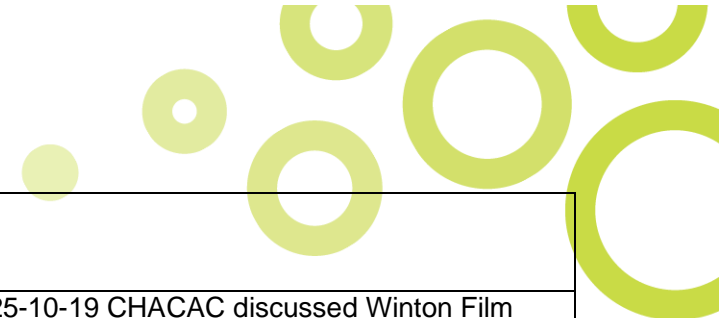
Creative Cultural Futures and Heritage Action Plan – Future aspirations	13-12-19 ACO is listing Creative Cultural Futures and Heritage – future aspirations document bi-annual review in the draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs.	ACO	Completed	17-04-20 Creative Cultural Futures and Heritage Action Plan –Future aspirations review biannually to Creative Cultural Futures and Heritage Action Plan has been added to draft for 2020-2022FYs
	25-10-19 ACO to add Creative Cultural Futures and Heritage Action Plan –Future aspirations review biannually to Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022FYs			
Creative Cultural Futures and Heritage Action Plan – 2018-2020FYs	13-12-19 ACO to present biannual report to council	ACO	Completed	17-04-20 Report has been delivered to council and can be viewed on council livestream. 07-02-20 ACO advised report is going to council that 75% of the work has been completed for 2019-2020FY. Remaining 25% of the actions are on big projects involving other departments.
The Carnarvon Gorge ‘Carnarvon Creates ...’ Artist Retreat	17-04-20 ‘The Carnarvon Creates ...’ Artist Retreat was cancelled due to COVID-19 restrictions	Sharon Gimbert Barbara Beazley	In progress	17-04-20 ‘The Carnarvon Creates ...’ Artist Retreat was cancelled due to COVID-19 restrictions. Financials still to be finalised.
	07-02-20 Sharon Gimbert advised they continue to work on preparations for this project and all is going well			07-02-20 Sharon Gimbert and Barb Beazley will continue to work on project and provide updates
Metal in March	17-04-20 Metal in March has been added to draft Creative Cultural and Futures Heritage action plan 2020- 2022 FYS	ACO	Completed	17-04-20 Metal in March has been added to draft Creative Cultural and Futures Heritage action plan 2020- 2022 FYS for consideration.
	07-02-20 CHACAC members attending Carnarvon Creates Artist Retreat may seek expressions of interest from artists attending to participate in Metal in March event 2021.	Sharon Gimbert Barbara Beazley ACO	Completed	07-02-20 A grant has been also been approved under Human and Social Recovery Category C Funding. This is a community lead project that incorporates barb wire workshop. It is a totally separate project to the proposed Metal in March 2021 event. This is to be added to CCFAP 2020-2022.



Art Asset Gap Analysis – Arts Asset Register including public art	17-04-20 Museums and Galleries Queensland recommended service providers had been asked to quote for the project which is now being conducted as a desktop review.	ACO - Galleries	In progress	07-02-20 ACO Galleries is currently undertaking this project. ACO assisting with previously created developed art asset registers and existing public art details.
	13-12-19 ACO has contacted Museums and Galleries Queensland for advice on specialists in this field. Recommended service providers will be asked to quote for the project. ACO will work with new ACO – Galleries to progress this project as an opportunity for their professional development and to understand council's arts' assets.	ACO	In progress	07-02-20 ACO Galleries is currently undertaking this project.
	6-09-19 Members to send to the ACC the GPS location, photos and details of any public artworks they are aware of to be considered for the Art Assets Register and Cultural Tourism.	CHACAC ACC	In progress	
Public art Van Gogh 'Big Easel' Sunflower Painting- (Morton Park)	25-10-19 ACO to contact Canadian artist Cameron Cross for Big Easel Van Gogh Sunflower painting contract.	ACO	In progress	07-02-20 Currently CHRC assets and facilitates department are looking at frame A budget proposal to be re-submitted
	25-10-19 ACO to talk with GM Communities, Parks and gardens staff and GM Infrastructure. Suggestion by CHACAC members: <ul style="list-style-type: none"> • A different painting to put up there. • Back can done by Council, can we just change the painting • Finds original contract. • Ongoing costs – Whole of life costs Maybe negotiate a skin instead	ACO	In progress	
	6-09-19 ACO to liaise with the original Canadian artist and the Community Recreation and Facilities Team, about the restoration of the Sunflower	ACO	In progress	



	Easel Artwork and discuss adding it into the action plan being developed for 2020-2022 FYs.			
Heritage Collection Management	17-04-20 Dr Melanie Pidcocke will conduct an online review of remaining collections and visit when COVID-19 restrictions are lifted.	Dr Melanie Pidcocke	In progress	17-04-20 Dr Melanie Pidcocke will conduct some aspects of the project via phone and complete the additional components when distancing rules are relaxed.
	07-02-20 Dr Melanie Pidcocke will return in March 2020 to finalise the Central Highlands heritage Collection Study.	Dr Melanie Pidcocke	In progress	
	20-06-19 ACO advised CHACAC members library staff to get Blackwater Herald sent to State Libraries.	ACO	In progress	20-06-19 Blackwater staff flagged Blackwater Herald conservation as a priority and wish to flag significance of this collection's conservation.
Digitisation project	20-06-19 ACO advised CHACAC members library staff to get Blackwater Herald sent to State Libraries.	ACO	In progress	20-06-19 Blackwater staff flagged Blackwater Herald conservation as a priority and wish to flag significance of this collection's conservation.
	20-06-19 CCE to proceed with volunteer project	CCE	In progress	20-06-19 Co-ordinator Community Engagement leading volunteer project
RADF Marketing	17-04-20 RADF Showcase event will be added to draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs.	ACO	Completed	17-04-20 RADF Showcase event will be added to draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs as a biannual event.
	07-02-20 Showcase RADF at the time of Arts Around August	ACO	In progress	07-02-20 Members agreed to move the showcase event into 2020-2021 FYR. To tie in the showcasing in with Arts Around August using any current RADF applications.
	25-10-19 Ongoing until project completion	ACO	In progress	
	6-09-19 ACO to investigate dates for the RADF Showcase Event for discussion at the October 2019 RADF meeting.	ACO	In progress	
	19-07-19 ACO to add RADF showcase event to the list of 2019-20 promotional activities.	ACO	In progress	25-10-19 Has to be after local government elections - May or June.



Film workshops	19-07-19 CHACAC members to obtain good quality images of RADF activities and workshops and use for RADF marketing material.	ACO	In progress	
	22-11-19 ACO to share film information with CHACAC members.	ACO	In progress	25-10-19 CHACAC discussed Winton Film Festival as a training opportunity
Arts and cultural website feedback	13-12-19 Multiple projects and programs needed to be added and existing projects and programs content enhanced.	ACO	In progress	07-02-20 ACO continues to work on the 'Projects and Program' page
	13-12-19 ACO to request an update to the Projects and Programs webpage to reflect current achievements. http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/	ACO	In progress	
Arts Around August	07-02-20 ACO to confirm what budget remains in 2019-2020 FY and what will be included in the 2020-2021 FY. To progress marketing the event and grant rounds.	ACO	In progress	17-04-20 ACO to confirm Arts Around August budget and develop online alternatives for all aspects including 8 x \$500 Arts Around August grants.
CHACAC meeting notes 7 February 2020	17-04-20 ACO to email the meeting notes from 7 February 2020 to CHACAC members for their review and response by COB Monday 20 April 2020. 17-04-20 ACO will send actions update via email.	ACO	In progress	
Webinars	17-04-20 ACOG to send to Barbara Beazley and Sharon Gimbert link to Flying Arts webinar. Flying Arts webinar link: https://vimeo.com/flyingarts	ACOG	In progress	17-04-20 Flying Arts webinars link: https://vimeo.com/flyingarts