



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

**DATE:** 19 July 2019

**VENUE:** Emerald Gallery Meeting Room

**CHAIR:** Councillor Charlie Brimblecombe

**NOTE TAKER:** CHRC Administration  
Assistant Communities (AAC) Maddison  
Fitzpatrick

**PRESENT:** **CHACAC members:** Kathy Hawkins, Barbara Beazley and Sharon Gimbert.

**CHRC:** Councillors Charlie Brimblecombe, Gail-Godwin Smith and Gail Nixon.  
Karen Newman – Arts and Cultural Officer (ACO), Leisa Shuttleworth - Library Officer (LO)

**APOLOGIES:** Anna-Jane Moore, Maureen Burns, Ruth Jones, Wendy Gibson, Bernardine Frawley - Coordinator Community Engagement (CCE)

**GUESTS:** Associate Professor Anita Milroy – Central Queensland University (CQU)

**MEETING COMMENCED:** 10:05am

**MEETING CLOSED:** 2:06pm

| ITEM NO. | SUBJECT  | DISCUSSION  |
|----------|--|---|
| 1        | <p><b>Welcome</b></p> <p><b>Apologies</b></p> <p><b>Ratification of previous meeting notes</b></p> | <p>The chair welcomed everyone to the meeting.</p> <p>Apologies were noted.</p> <p>Confirmation of previous CHACAC meeting notes as true and correct.</p> <ul style="list-style-type: none"> <li>• Moved: Gail Nixon</li> <li>• Seconded: Sharon Gimbert</li> </ul>   |
| 2        | <p><b>Previous planning meeting review and actions update</b></p>                                  | <ul style="list-style-type: none"> <li>• <b>CHACAC meeting dates -</b> <ul style="list-style-type: none"> <li>○ Revised CHACAC meeting dates set for July-December 2019 were distributed.</li> </ul> </li> <li>• <b>Carnarvon Creates ...” -</b> <ul style="list-style-type: none"> <li>○ The project is progressing. Dates have changed to precede Easter holidays.</li> </ul> </li> <li>• <b>Arts in August -</b> <ul style="list-style-type: none"> <li>○ The events calendar has been created. The planning of events continues as work in progress.</li> <li>○ Are finding it difficult to attract volunteers for the pottery workshop.</li> </ul> </li> </ul> <p><b>Action:</b> The CQU Creates event and the pottery workshop to be added to Arts in August calendar. Anita Milroy to send details to ACO.</p> |



- **Metal in March -**
  - It was decided to defer discussions about this topic to the 25 October 2019 meeting for discussion and further planning.

**Action:** ACO to add to 25 October 2019 CHACAC planning meeting agenda.
- **Collection management and digitisation project -**
  - To be progressed with CHRC libraries new Montage system.

**Action:** ACO to arrange for CHRC libraries to provide a progress report at 25 October 2019 RADF meeting.
- **Volunteers –**
  - Various advertising for gallery volunteers has been distributed via council's media channels.
- **RADF local marketing -**
  - It was decided to discuss this at the 6 September 2019 CHACAC meeting to be held in Capella.
  - At the next meeting discuss in more detail website interviews, bookmarks, stickers, postcards and a RADF showcase event to be considered.

**Action:** ACO to add RADF local marketing to the 6 September 2019 CHACAC planning meeting agenda.
- **Galleries –**
  - An update was provided about the Emerald Gallery Incorporated (EGI).
  - CHRC requested financial information of which EGI have not responded nor provided the information to council.
  - This issue is now with the Office of Fair Trading and given they are the regulator of incorporated associations it is now in their hands.
- **Heritage Register –**
  - The Heritage overlay map (2014) and the associated State Heritage Register link has been added to council website.
  - There have been two new state heritage register locations approved for the Central Highlands region.
- **RADF Bid –**
  - The RADF bid for 2019-20 was sent to Arts Queensland earlier in the year.
  - From past experiences, responses to bid applications are generally received around September each year.
  - RADF Rounds are not advertised on the council website prior to the signing of the Arts Queensland contract and approvals.

**Action:** ACO to distribute RADF 2019-20 templates and utilise older RADF Outcome report model.

**Action:** CHACAC members to continue to develop RADF online editable forms.

**Action:** ACO to distribute a copy of the RADF 2019-20 bid documents to CHACAC members.
- **Training budget –**
  - Members discussed and agreed training staff and volunteers on galleries is a priority for the 2019-20 FY.
  - ACO submitted one training proposal (quoted by an independent trainer Trudie Leigo) to the committee. Is currently in the process of seeking additional quotes and programs from other suppliers for CHACAC to consider.

**Action:** ACO to continue to investigate gallery training options and discuss at next CHACAC meeting.
- **Arts and Cultural council website –**
  - This has been discussed at previous CHACAC meetings and members have provided feedback.
  - Further discussion continued in general business.

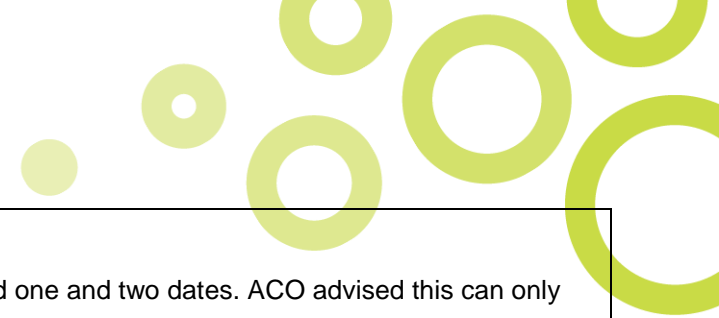
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| 3 | <p><b>Creative Cultural Futures and Heritage Action Plan 2018-19 Report</b></p>   | <ul style="list-style-type: none"> <li>• <b>Creative Cultural Futures and Heritage Action Plan 2018-19 report -</b> <ul style="list-style-type: none"> <li>○ This report was presented to council on 9 July 2019.</li> <li>○ A printed copy of this report was distributed to members.</li> <li>○ ACO explained the details of the Creative Futures and Heritage Action Plan 2018-2020 FY document to members.</li> <li>○ ACO reported the results of the overall Creative Cultural Futures and Heritage Action Plan 2018-19 is 91% complete.</li> <li>○ A copy of the report is available upon request.</li> </ul> </li> </ul>  |
| 4 | <p><b>Creative Cultural Futures and Heritage Action Plan 2019-20 and planning for CCFHAP2022-2022</b></p> <p><b>Have Your Say annual online engagement planning</b></p> | <ul style="list-style-type: none"> <li>• The Draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FY. <ul style="list-style-type: none"> <li>○ Planning needs to commence now.</li> <li>○ The first step in this process is to recognise the ongoing annual obligations in the Creative Cultural Futures and Heritage Action Plan 2018-2020 FY which is to be transferred over to the 2020-2022 FY Action Plan.</li> <li>○ Discussed utilising 'Have Your Say Central Highlands' online engagement tool to obtain feedback and to inform the creation of a new 2020-2022 Action Plan.</li> </ul> </li> </ul> <p><b>Action:</b> ACO to distribute the base Creative Cultural Futures and Heritage Action Plan 2020-2022 template to committee members for feedback.</p> <p><b>Action:</b> The Creative Cultural Futures and Heritage – Future Aspirations document to be distributed to members.</p> <p><b>Action:</b> Creative Cultural Futures and Heritage Action Plan 2020-2022 to be added as an agenda item to 6 September 2019 CHACAC meeting.</p> |
| 5 | <p><b>Arts in August calendar and discussion</b></p>  | <ul style="list-style-type: none"> <li>• Arts in August events have been compiled and marketing has commenced.</li> <li>• Discussed the Arts in August flyers and members praised the initiative of including the QR code on the flyer.</li> <li>• Members made comment that the Arts in August marketing campaign for the 2019 calendar has worked well.</li> </ul> <p><b>Action:</b> ACO to check if workshop dates set for the 'Andrea Chapman Oil Workshop' could be changed to 7 - 8 and 14 - 15 September 2019.</p> <p><b>Action:</b> ACO to ascertain if the 'Dean Saffron Photography Workshop' can be added to the Arts in August calendar given it is a RADF funded event.</p>   |
| 6 | <p><b>RADF Local Marketing</b></p>  | <p><b>RADF Local marketing</b></p> <ul style="list-style-type: none"> <li>• Members discussed methods of marketing previously used promoting RADF grant funding.</li> <li>• One element used for marketing are the RADF postcards and the following suggestions were made: <ul style="list-style-type: none"> <li>○ To include more local content reflecting people rather than objects.</li> <li>○ Instead of postcards consider advertising on bookmarks or stickers.</li> <li>○ Look into the use of pictures from RADF projects completed or other images that connects to people and aid in their understanding of what RADF does.</li> <li>○ Use images from the activities from workshops, ask them to provide good quality images for uploading.</li> <li>○ Casey Seeley workshops may have suitable images and he may be a possible contact for images.</li> </ul> </li> </ul> <p><b>Action:</b> CHACAC members to obtain good quality images of RADF activities and workshops and use for RADF marketing material.</p>                                       |

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|   |   | <p><b>RADF website</b></p> <ul style="list-style-type: none"> <li>To try new ideas in promoting the benefits of RADF, ACO discussed with council's senior communications officer (SCO) Kara Paradies the possibility of publishing interviews with RADF recipients, on council's website.</li> <li>It has been discovered that council's webpage has challenges in relation to searching for RADF and Arts in August applications on mobile devices. This could be a contributor to why there has been a decline in RADF and Arts in August applications. To counter this, it was suggested a showcase event be held as a promotional activity to advertise the RADF program.</li> <li>To increase reach, all members were open to ideas on how to increase more face to face contact with the community. Talking with people one to one gives members the opportunity to explain RADF and what they can offer the community.<br/><b>Action:</b> ACO to add RADF showcase event to the list of 2019-20 promotional activities.</li> <li>Members discussed the idea of videos and pictures of RADF programs that have been completed, be published on council's website. Whilst it would work in well with Arts Queensland promoting key projects, it is difficult as Arts Queensland need to supply appropriate tools and RADF governance documentation.</li> </ul> <p><b>RADF Outcome Report 2019 Reviews-</b></p> <ul style="list-style-type: none"> <li>Sharon Gimbert provided her feedback <ul style="list-style-type: none"> <li>Groups appear not be applying due to lack of confidence in completing grant applications.</li> <li>There is a need to make it easier for applicants to access and edit application forms online.</li> <li>To broaden the reach to a wider audience.</li> </ul> </li> <li>Members discussed <ul style="list-style-type: none"> <li>The previous version of the 'Outcome Report' should be used as it is more practical and user friendly.</li> <li>ACO advised that if the committee requires receipts from participants, ACO will have to submit a changed RADF form model to Arts Queensland.</li> <li>All areas have limited funds. Arts Queensland is looking for bigger projects, which requires more funding.</li> <li>Aim towards a balance between Council Initiated Projects (CIPs) and regular grants for individuals and groups.</li> </ul> </li> </ul> <p><b>Action:</b> CHACAC to review current and the older versioned 'Outcome Report' models.</p> |
| 7 | <b>Lunch</b>                                | <ul style="list-style-type: none"> <li>Lunch break from 12pm to 12.50pm.</li> <li>Councillor Charlie Brimblecombe announced his departure from the meeting at 12:23pm.</li> <li>Anita Milroy announced her departure from the meeting at 1:16pm.</li> <li>ACO chaired the meeting for the remainder of the afternoon.</li> </ul>   |
| 8 | <b>Emerald and Springsure Art Galleries</b> | <p><b>'Reasonable &amp; Necessary' exhibition -</b></p> <ul style="list-style-type: none"> <li>Museum and Galleries requested that Emerald Art hosts the 'Reasonable &amp; Necessary' exhibition and it is scheduled to be held early 2020.</li> <li>This exhibition is currently on display at the Coalface Gallery in Moranbah.</li> <li>Choice Passion Life CEO Rhys Kennedy is the sponsor to this exhibition.</li> <li>It is requested that Rhys Kennedy be issued an invitation to the opening night of this exhibition.</li> </ul> <p><b>Action:</b> ACO to invite Rhys Kennedy to the opening night of the 'Reasonable &amp; Necessary' Exhibition held in Emerald.</p>  |

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|  | <p><b>Annual Art Awards update</b></p> <p><b>Gallery Training</b></p> <p><b>Arts, cultural and heritage correspondence – QPG report and minutes</b></p> | <p><b>Jet James -</b></p> <ul style="list-style-type: none"><li>• Artist Jet James has an exhibition scheduled for 6 September 2019. He will also be running a print workshop at the CQU (dates and details to be confirmed).</li></ul> <p><b>Action:</b> ACO to provide Anita Milroy with Jet James' details.</p> <p>• <b>Art Gallery planning -</b></p> <ul style="list-style-type: none"><li>• Members discussed:<ul style="list-style-type: none"><li>○ The importance to start planning a year ahead regarding both the Emerald and Springsure art galleries. This will enable publishing of projects at the start of each year.</li><li>○ Need an upgraded gallery storeroom that is dust free and climate controlled to store artwork and exhibitions.</li></ul></li></ul> <p><b>2019 Emerald Art Awards -</b></p> <ul style="list-style-type: none"><li>• The 2019 Emerald Art Awards opening night is Saturday 3 August 2019.</li><li>• Entries closed on 27 July 2019 with 91 entries received to date. ACO in the process of doing a final check in council records.</li><li>• The judging of the art awards is to commence 1 August 2019. This date conflicts with council's 'Whole of Organisation Day' which is compulsory for all council staff to attend. Given the absence of staff members, there was a discussion of a replacement council representative to help host the judge.</li><li>• Kathy Hawkins has three volunteers arranged to assist with the event.</li><li>• Discussions took place about a decline in public participation due to lack of information or to speak to.</li></ul> <p><b>Action:</b> ACO to finalise the arrangement of a representative to host Emerald Art Awards judge on 1 August 2019.<br/><b>Action:</b> ACO to finalise catering for the Art Awards event.</p> <p><b>2019 Bauhinia Bicentennial Art Gallery Awards -</b></p> <ul style="list-style-type: none"><li>• Opening night is to be held Saturday 27 September 2019.</li><li>• The promotional flyer and art entry forms have been placed with the communications team for design and marketing.</li><li>• Alleah Mayne, CHRC library officer, Springsure is heading the Bauhinia Bicentennial Art Gallery sub- committee and can assist with the exhibition opening evening.</li></ul> <p><b>Gallery Training -</b></p> <ul style="list-style-type: none"><li>• Trudy Leigo has submitted a training proposal on how to create an exhibition and basic curatorial skills.</li><li>• She has worked with Tambo and Frazer Coast communities and was Vice President of branch museum to the Museum and Galleries Queensland.</li><li>• ACO is in the process of obtaining quotes and programs from other training suppliers.</li></ul> <p><b>Arts, cultural and heritage correspondence -</b></p> <ul style="list-style-type: none"><li>• This item was not addressed at today's meeting.</li></ul> |
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| 9 | <b>General Business</b> | <ul style="list-style-type: none"> <li>• The Carnarvon Gorge Wilderness Lodge won't be open until 2020 as a result of repairs still in progress from bushfire damage.</li> <li>• Members discussed the work that needs to be done in the arts, cultural and heritage space. The budget allocated to this area is low.</li> <li>• An objective going forward is to recruit people who are dedicated, willing to participate regularly in meetings and who show a genuine interest to be active in this field.</li> </ul>   |
|   | <b>Member update</b>    | <p><b>Maureen Burns –</b></p> <ul style="list-style-type: none"> <li>• The Peak Downs homestead repairs continue. The replacement cedar windows have been installed. Dry rot repairs have commenced, including a replacement disabled access ramp. To ensure the homestead is looking its best for its 150th birthday on 14 September 2019 Capella Pioneer Village Heritage Day. Peak Downs repainting works will commence in conjunction with the final repair works.</li> <li>• Funding is required for the insulation and cladding for the homestead's extremely weather damaged ablutions section. This must be done or a complete rebuild would be necessary within five years.</li> <li>• The Pioneer Village have retrieved a farmer's sheds and a refurbished original set of Capella Bakehouse Oven bread tins to be displayed with the Bakehouse Oven when the building process is finalised. An oven peel to load and unload the tins from the oven and a 1960s Baker's Hat have also been sourced. Rodney Mallon's stated, <i>"in the '60s, one could buy 2.5lb dough weights of good, tasty, white bread cooked in a variety of tin sets. Except for the High Tin Loaf where you got two 2.5lb dough weights cooked together in the appropriate tins. These were pulled apart and if you were lucky, you secured the first slice and slathered it with butter and vegemite! Yum!"</i></li> <li>• The ten High School students from Capella and Emerald did well at their tractor operations training and will lead out the Grand Parade on Heritage Day.</li> </ul> <p><b>Sharon Gimbert -</b></p> <ul style="list-style-type: none"> <li>• Continues to work on the Central Highlands Artist Booklet.</li> <li>• Has a meeting with the Woorabinda Indigenous Committee on Friday 26 July 2019.</li> </ul> <p><b>Barbara Beazley</b></p> <ul style="list-style-type: none"> <li>• has an upcoming meeting with Nekima Williams. Nekima is a local from Windorah Queensland, who makes jewelry from natural products.             <ul style="list-style-type: none"> <li>○ Could be a useful workshop to host as part of council's Reconciliation Action Plan.</li> <li>○ One option is holding a two-hour Indigenous workshop for the community to learn and understand their heritage.</li> <li>○ Currently there are workshops that run all day however these could be too long.</li> <li>○ Barbara will discuss with Nekima Williams how to arrange a shorter and better suited workshop.</li> <li>○ With regards to the program, Nekima recommended to get local cultural advisors on board.</li> </ul> </li> </ul> |





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| <p><b>Arts and Cultural Website feedback</b></p> | <p><b>CHRC Website Discussion-</b></p> <ul style="list-style-type: none"> <li>• Notes of general discussion</li> <li>• A request to the website was made to update the RADF Grant Funding round one and two dates. ACO advised this can only be actioned after Arts Queensland contract is signed off and approved.</li> <li>• ACO advised that there is no more capacity to do any further oral history interviews at this stage. People from Bauhinia were the last group where ACO was able to do a recording. Whilst some of council's library staff have been trained to do oral history recordings, many interviews require personal visits to people, which is labour and travel intensive.</li> <li>• Members liked how the Facebook page recognises the Emerald Art Gallery and Bauhinia Bicentennial Art Gallery as separate identities.</li> </ul> <p><b>Ideas for website to action -</b></p> <p><b>ACO to discuss with council's communications team about the following suggestions as the current Emerald and Springsure Art Gallery pages need updating:</b></p> <ul style="list-style-type: none"> <li>• Update pages <a href="http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/emerald-art-gallery/">http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/emerald-art-gallery/</a> and <a href="http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/springsure-art-gallery/">http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/springsure-art-gallery/</a> to include location address, advise of upcoming events and generally more promotion on each gallery. Also update Springsure Art Gallery to reflect its true name being Bauhinia Bicentennial Art Gallery.</li> <li>• Anita Milroy suggested Ashley Holmes has a class who are studying Digital Media, and they are doing a third-year assessment which requires them to take on community projects. A suggestion was made to contact Ashley about using these students to help with a website redesign of the Art Galleries Pages</li> <li>• Requested to change the banner on the "Arts &amp; Culture" page <a href="http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/">http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/</a></li> <li>• Requested to change the banner on the Emerald Art Gallery page as well as the 'Snapshot of the Gems Youth Art Awards' section on the bottom of the page. Suggested utilising better quality photos to help promote the awards. <a href="http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/emerald-art-gallery/">http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/emerald-art-gallery/</a></li> <li>• Requested to change the top banner in the Art Galleries page. The paintings are all too alike. Members suggested using a variety of artwork to show off the Art Galleries Tab. <a href="http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/">http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/</a>.</li> <li>• Requested on the Springsure and Emerald Art Galleries page, when promoting exhibitions, to include:             <ul style="list-style-type: none"> <li>○ Name of the exhibition and artist.</li> <li>○ Artwork title.</li> <li>○ Price of each piece that is published on website.</li> <li>○ A link enabling people to purchase the artwork online.</li> </ul> </li> <li>• Requested the 'Project &amp; Programs' page under Arts and Culture, the top banner be changed and to be supplied with a new image <a href="http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/">http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/</a>.</li> <li>• Requested to have the Conservation Plan linked to the Springsure Hospital Museum section at the bottom of the projects page <a href="http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/">http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/</a> as well as an image of the Springsure Hospital Museum.</li> <li>• Requested to add to the 'Projects and Programs' page with all the programs and projects representative of the region - <a href="http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/">http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/</a></li> </ul> |
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|    |  | <ul style="list-style-type: none"> <li>• Requested a tab to be added to the Arts and Cultural section on “How to write an artist statement” to be added. The aim is that it is a tool for artists to use when entering exhibitions.</li> <li>• Councillor Gail Godwin-Smith mentioned that it’s inconvenient to have to go through many sections to get to the Arts and Cultural section. Requested if Arts and Culture can be a heading on its own, on the black ribbon on the council home page. ACO to discuss if viable with the communications team.</li> <li>• Requested if an image of the Carnarvon Gorge be placed on front of website or a front banner to grab people’s attention and promote the Central Highlands’ attractions.</li> </ul> <p><b>Heritage Overlay Map-</b></p> <ul style="list-style-type: none"> <li>• Heritage Overlay Map was made in 2014 and needs to be updated with new state heritage locations such as Duaringa State School and Rewan.</li> <li>• ACO stated that Cultural Tourism Signs are placed at Bogantungan, Rewan and Bedford Weir. Bedford Weir has 18th Century cobble stones.</li> <li>• The Aboriginal Historical places are located on a different register and not publicly accessible.</li> <li>• Qld heritage register is now linked on the Heritage and Cultural Tourism page.</li> <li>• Maureen Burns has requested additions in the Facilities and Heritage site which have been actioned.</li> </ul> <p><b>Ideas for website to action</b></p> <ul style="list-style-type: none"> <li>• For easier access to reaching the historical places, requested to have an Identification Number added to the locations on the key of the overlay map. <a href="http://www.centralhighlands.qld.gov.au/wp-content/uploads/2019/07/Heritage-Regional-map.pdf">http://www.centralhighlands.qld.gov.au/wp-content/uploads/2019/07/Heritage-Regional-map.pdf</a></li> <li>• Councillor Gail Godwin-Smith suggested on the ‘Heritage &amp; Cultural Tourism’ page <a href="http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/heritage-cultural-tourism/">http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/heritage-cultural-tourism/</a>, under the ‘Facilities and Sites” tab, place a hyperlink over each of the locations so the link directs the viewer to the relevant facility information as adding value to attracting tourists to the area.</li> <li>• The ‘Heritage &amp; Cultural tourism’ page starts off with Central Highlands heritage overlap map. The opening sentence requires more explanation about the map. <a href="http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/heritage-cultural-tourism/">http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/heritage-cultural-tourism/</a></li> </ul> |
| 10 | <b>Close of meeting<br/>Next Meeting</b> | <ul style="list-style-type: none"> <li>• <b>Next CHACAC Planning Meeting:</b></li> <li>• <b>Venue:</b> Capella CHRC Boardroom with afternoon at Capella Pioneer Village</li> <li>• <b>Date:</b> Friday 6 September 2019   <b>Time:</b> 10:00am</li> <li>• <b>Agenda Items:</b> <ul style="list-style-type: none"> <li>○ Local RADF Marketing</li> <li>○ Arts in August events planning</li> <li>○ Additional quotes on Gallery training</li> <li>○ Updating the Creative Cultural Futures and Heritage Action Plan 2020-2022</li> </ul> </li> </ul>  |

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



## Action Table

### Summarising actions from 19 July 2019 CHACAC meeting

| Topic  | Action   | Person Responsible   |
|--|--|----------------------|
| Arts in August / Calendar                      | <ul style="list-style-type: none"> <li>The CQU Creates event and the pottery workshop to be added to Arts in August calendar.</li> <li>Anita Milroy to send details to ACO.</li> </ul> | ACO and Anita Milroy |
|  | <ul style="list-style-type: none"> <li>Check if workshop dates set for the 'Andrea Chapman Oil Workshop' could be changed to 7 - 8 and 14 - 15 September 2019.</li> </ul>              | ACO                  |
|  | <ul style="list-style-type: none"> <li>Ascertain if the 'Dean Saffron Photography Workshop' can be added to the Arts in August calendar given it is a RADF funded event.</li> </ul>    | ACO                  |
| Metal in March                                 | <ul style="list-style-type: none"> <li>Add this item to 25 October 2019 CHACAC planning meeting agenda.</li> </ul>   | ACO                  |
| Collection management and digitisation project | <ul style="list-style-type: none"> <li>ACO to arrange for CHRC libraries to provide a progress report at 25 October 2019 RADF meeting.</li> </ul>                                      | ACO                  |
| RADF Local marketing                           | <ul style="list-style-type: none"> <li>Add RADF local marketing to the 6 September 2019 CHACAC planning meeting agenda.</li> </ul>   | ACO                  |
|  | <ul style="list-style-type: none"> <li>Obtain good quality images of RADF activities and workshops and use for RADF marketing material.</li> </ul>                                     | CHACAC members       |
| RADF Bid                                       | <ul style="list-style-type: none"> <li>Distribute RADF 2019-20 templates and utilise older RADF Outcome report model.</li> </ul>   | ACO                  |
|  | <ul style="list-style-type: none"> <li>Continue to develop RADF online editable forms.</li> </ul>  | CHACAC members       |
|  | <ul style="list-style-type: none"> <li>Distribute a copy of the RADF 2019-20 bid documents to CHACAC members.</li> </ul>   | ACO                  |
| Training budget                                | <ul style="list-style-type: none"> <li>Continue to investigate gallery training options and discuss at next CHACAC meeting.</li> </ul>   | ACO                  |

| Topic  | Action   | Person Responsible |
|--|--|--------------------|
| Creative Cultural Futures and Heritage Action Plan 2019-2020 | <ul style="list-style-type: none"> <li>• Distribute the base Creative Cultural Futures and Heritage Action Plan 2020-2022 template to committee members for feedback.</li> <li>• The Creative Cultural Futures and Heritage – Future Aspirations document to be distributed to members.</li> <li>• Creative Cultural Futures and Heritage Action Plan 2020-2022 to be added as an agenda item to 6 September 2019 CHACAC meeting.</li> </ul> | ACO<br>ACO         |
| RADF Website   | <ul style="list-style-type: none"> <li>• Add RADF showcase event to the list of 2019-20 promotional activities.</li> </ul>   | ACO                |
| RADF Outcome Report 2019 Reviews                             | <ul style="list-style-type: none"> <li>• Review current and the older versioned 'Outcome Report' models.</li> </ul>  | CHACAC members     |
| Emerald and Springsure Art Galleries                         | <ul style="list-style-type: none"> <li>• Invite Rhys Kennedy to the opening night of the 'Reasonable &amp; Necessary' Exhibition to be held in Emerald.</li> </ul>   | ACO                |
|  | <ul style="list-style-type: none"> <li>• Provide Anita Milroy with Jet James' details.</li> </ul>  | ACO                |
| Annual Art Awards update                                     | <ul style="list-style-type: none"> <li>• Finalise the arrangement of a representative to host Emerald Art Awards judge on 1 August 2019.</li> <li>• Finalise catering for the Art Awards event.</li> </ul>   | ACO                |
| Website feedback (CHRC)                                      | <ul style="list-style-type: none"> <li>• ACO to discuss with council's communications team the suggestions and recommendations made by CHACAC members in updating the Emerald and Springsure Art Gallery pages on council's website. Refer to List tabled earlier in these minutes.</li> </ul>   | ACO                |