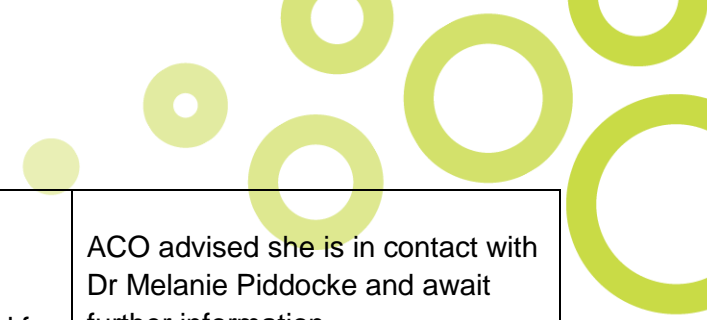


Central Highlands Arts and Cultural Advisory Committee (CHACAC) Planning Meeting Notes

- Location:** Emerald Corporate Building, Meeting Room 3
- Date:** Thursday 31 January 2019
- Time:** 10:00am to 3:10pm
- Chair:** Cr. Gail Godwin-Smith (CHRC) and Cr. Charlie Brimblecombe (CHRC)
- Minute Taker:** Kayla Holloway (CHRC)
- Present:** **CHRC:** Cr. Gail Godwin-Smith, Cr Charles Brimblecombe, Karen Newman and Kayla Holloway
CHACAC Members: Barb Beazley, Sharon Gimbert, Kathy Hawkins and Maureen Burns
- Apologies:** Cr Gail Nixon (CHRC), Bernardine Frawley (CHRC), Wendy Gibson, Ruth Jones, Diane Priddle, Anna-Jane Gordon & Shaunte Francis
- Documentation:** Documents provided to meeting attendees for the purpose of this meeting:
- Meeting Minutes from previous CHACAC planning meeting – 22 November 2018.
 - Agenda for CHACAC planning meeting 31 January 2019.
 - Copy of draft 'Creative Cultural Futures and Heritage action plan' and aspirational document.

	Item	Discussions	ACTIONS
1.	Welcome	<p>Cr. Gail Godwin-Smith welcomed everyone to the meeting and apologies were noted.</p> <p>Arts and Cultural Officer (ACO) made note that Zoe King has resigned from being a member as she has moved away.</p>	<p>Cr. Gail Godwin-Smith noted that she will be leaving at 1pm – and Cr. Charlie Brimblecombe will take over as chair from that point.</p>
2.	Actions from previous meeting	<p>Previous planning meeting review and update on actions:</p> <ul style="list-style-type: none"> • Bauhinia Shire Historical Group (BSHG)'s application review - ACO to write letter requesting a meeting with Barbara Beazley and Sharon Gimbert to occur in the new year to go over this application and for all the paperwork and the recordings/transcriptions to be brought along. • Carnarvon Artists Retreat - ACO to request project scope document in writing from Julie Barratt from Central Queensland Regional Arts Services (CQ RASN) for review by stakeholders. <p>A motion was made to confirm our original project proposal, as the original concept was not followed, and no funding has been supplied. Time frames have been changed and we are unable to proceed under the inconsistency of the current arrangements.</p> <p>Moved by Maureen Burns & seconded by Barbra Beazley.</p>	<p>ACO to telephone applicant to discuss CHACAC members visit.</p> <p>ACO to request project document and discuss project with Julie Barratt from CQ RASN.</p>



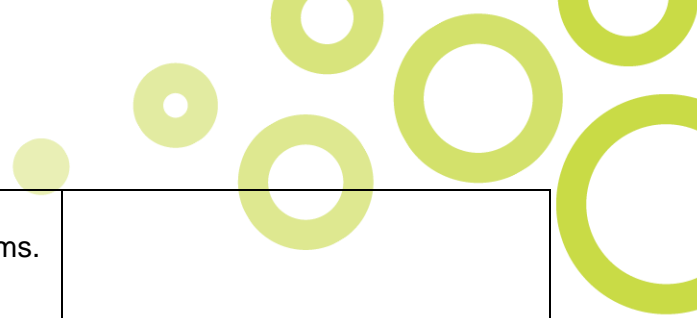
		<ul style="list-style-type: none"> • ACO to source updated quote in relation to the Queensland Museum service proposal in Capella and confirm project delivery date, as soon as possible. • Capella Pioneer Village heritage training date was confirmed for 11 May 2019. • ACO was to discuss Council Initiated Projects (CIPs) projects with Arts Queensland to ensure compliance with Regional Arts Development Fund (RADF) guidelines. ACO discussed CIP projects with Arts Queensland and they confirmed it meets all Arts Queensland's guidelines. • Barbara Beazley to consider making a RADF application for videography training, in the next RADF round. In response, she has taken on another project therefore will be applying to RADF at a future round. • ACO to investigate why National Heritage Register (NHR) items have been removed. ACO advised from her findings that all previously listed sites need to reapply to the new National Heritage to be registered. • ACO to add to the Creative Cultures Futures Aspirational document Maureen Burns suggestions. Additions were noted and recorded in the aspirational document. • Heritage Maintenance Register – ACO to find out what council's current process is for maintenance of heritage buildings and collections. ACO advised no process in place and heritage maintenance recommendations can be made by CHACAC to council. 	<p>ACO advised she is in contact with Dr Melanie Piddocke and await further information.</p>
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		<ul style="list-style-type: none"> • ACO to contact Carmel Marshall from the Emerald Historical Society to update CHACAC regarding the Emerald Historical Society's incorporation status of the Pioneer Cottage Historical Group. ACO advised this is work in progress. • ACO to discuss digitisation projects with libraries and Youth Officer. ACO advised this is work in progress. • ACO to advise CHACAC of budget for Arts in August 2019. The Arts in August budget is \$14,000. 	<p>ACO to ascertain Emerald Historical Society incorporation status of the Pioneer Cottage Historical group.</p> <p>ACO to continue to work with libraries on digitisation project.</p> <p>.</p>
3.	RADF Bid planning and goal setting	<ul style="list-style-type: none"> • The Committee looked over various strategic RADF documents (for example, Mackay Regional Council). <ul style="list-style-type: none"> ○ Members discussed specific areas, such as economic, tourism, arts in health and wellbeing. Evaluating other council RADF programs and how CHACAC could align some of these concepts to our local program, prior to the creation of the current RADF bid. ○ The committee agreed to leaving the proposal open as it allows artists to take their own approach. ○ All agreed to align the current RADF bid in a similar style to last year's bid. • The RADF bid is to be submitted by April 2019. • To Note: Sharon Gimbert and Barbara Beazley are raising awareness of RADF with the community. 	<p>RADF bid to be submitted by the ACO in April 2019.</p>



		<ul style="list-style-type: none"> • Smarty Grants – This online tool was discussed as an online only service that could be utilised. <ul style="list-style-type: none"> ○ Members did not feel it was of any benefit given what is on offer could be easily provided by the current CHRC Site. ○ Paper based applications are still something that needs to be made available to the public. ○ The additional cost of Smarty Grants was also discussed, and all are in agreeance to not proceed with this tool • Generic RADF proposal and application forms were discussed. • Utilising the CHRC Website for marketing was discussed noting the below points: <ul style="list-style-type: none"> ○ This will help to ensure people are going to the CHRC site, to see everything that is on offer and what is happening at council. ○ Include a checklist (cheat sheet) to help the RADF process for the applicants. ○ Make available the logo's for CHRC and RADF for advertising purposes, possibly with a one-page template. ○ Ensure that their outcome report evidence includes copies of promotional flyer and any other advertising material with the use of the logo's. 	<p>ACO to investigate the possibility of utilising the council website for online RADF Applications. That they can be editable, include the option to print, save or email the completed form and the capacity to save the document.</p>
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		<ul style="list-style-type: none"> • Arts Queensland contributed \$35,000 to the 2018-19 FY RADF program and council contributed \$26,667 plus costs towards meetings, transport and venues. There is approximately \$20,000 remaining in the RADF funding for Round 3 which is in March 2019. • 'Along the Garden Path' <ul style="list-style-type: none"> ○ Cr Godwin-Smith showed members a flyer promoting "Along the Garden Path". An artist program run by the Drillham School Parents and Citizens Assn (P&C) and located in Miles, Queensland. ○ A group of women from Rolleston are going to the event. ○ Is it possible for council to consider making a similar Garden Path event? ○ Possibly in the Emerald Botanic Gardens? • New event concept - 'METAL in MARCH' <ul style="list-style-type: none"> ○ Juliet Jones from Rolleston would like to do a Barbwire Workshop in Rolleston. ○ Members discussed the option of CHACAC facilitating the event. ○ Suggested different artists to submit RADF seeking funding for the event. 	<p>ACO to discuss specifics surrounding a new outcome report on council's website with communications team.</p> <p>ACO to investigate the possibility of a similar event to be held in the Emerald Botanic Gardens and this item will be added to the Creative Cultural Futures aspirational document.</p> <p>Cr. Gail Godwin-Smith to speak to the Barbed Wire artists and see if they are interested</p>
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		<ul style="list-style-type: none"> ○ Another idea unfolded, to hold a larger event in Springsure including multiple metal-based art forms. Possibly have a heavy metal band attend for entertainment. ○ Require ample time planning for a bigger event and to collect resource metal material. ○ Discussed the logistics of a small event in Rolleston and then lead into a larger event the following year in Springsure. Utilising the multiple metal art forms in workshops which would be displayed in a gallery exhibition. - Important to note Safety: bring your own hat, goggles, apron, hat, personal protection equipment (PPE). - Other metal art forms suggested were: <ul style="list-style-type: none"> ▪ Lead lighting ▪ Barbwire art ▪ Copper foiling - For the purposes of branding and promotions, discuss if there are templates for a framework form that can be utilised for this event. Including similar application forms. - This requires proper planning over a twelve-month period in advance. The planning of the event could be linked to the upcoming community Arts and Cultural training. 	<p>Metal in March will be added to the Creative Cultural Futures aspirational document</p>
4.	Lunch		

<p>5.</p>	<p>Arts in August planning</p>	<ul style="list-style-type: none"> ▪ Discussed ideas to refresh and reinvigorate Arts in August. ▪ It is recommended to revert to traditional habits of planning for this event 12-months in advance, where possible. This will also assist informing budget submissions. ▪ An idea for one event, is to hold arts and craft markets at night, under lights. ▪ Encourage artists to take ownership of their event that contributes towards Arts in August. ▪ Proposed an Arts in August Expression of Interest (EOI) grant process. Offering funding can support various community groups and stimulate new interest and ideas. <ul style="list-style-type: none"> ○ \$500 grants to be paid by the remaining 2018-2019 FY Arts in August budget = \$4,000. ○ Promotional Expression of Interest (EOI) flyer to be developed. • Discussed that it would be best for the annual Emerald Art Awards 2019 event to be scheduled in August this year. This also enables additional time to re-develop the competition entry form and marketing the event. ▪ Members proposed Andrea Chapman, artist from Rockhampton, to come to Emerald each weekend in August 2019 to hold a series of workshops. <ul style="list-style-type: none"> ○ Cost = \$5,000 approx. 	<p>ACO to discuss an EOI flyer with council's communications team.</p> <p>ACO to place the booking for the Emerald Arts Awards into the Emerald Art Gallery calendar being developed.</p>
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		<ul style="list-style-type: none"> ○ Discussed charging participants a fee. This would help cover the cost of resources and possibly an additional tutor to maximise the program. ○ People bring their own canvas and brushes. ▪ The Astronomical activities are not an option for Arts in August 2019. Central Highlands Science Centre Inc. may be an option as an Arts in August alternative supplier to provide activities that would over-lap in arts and science. ▪ Red Chair 1971 musical was very popular when held as an Arts in August event in 2018. Would need to investigate if they are able to host a musical again. There was some suggestion they were planning a show based on the music of 1979? ▪ ArTour is sending a list of performances that may be available for Arts in August 2019. ACO to discuss further at next meeting. ▪ Discussed another idea for an activity - Chalk drawing 'place making' event. Possibly utilising remaining Arts in August 18-19 FY budget. 	<p>ACO to confirm with the Central Highlands Science Centre Inc. if they have any appropriate activities.</p> <p>ACO to confirm with Red Chair if a new performance has been developed.</p> <p>ACO to discuss ArTour events with members at next meeting.</p>
6.	Arts and Cultural Officer update	<ul style="list-style-type: none"> ▪ ACO discussed the status of each of the Creative Cultural Futures and Heritage Action Plan projects to date. 	
7.	General Business	<ul style="list-style-type: none"> ▪ Creative Cultural Futures and Heritage Acton Plan update. <ul style="list-style-type: none"> ○ ACO presented the revised draft document noting all the changes. ○ This final draft will go to a graphic designer prior to being placed on council's website. 	



		<ul style="list-style-type: none"> ○ Some timeframes have been extended to reach a more realistic completion time. ○ Is open to the public to add any ideas to the aspirational part of the document. <ul style="list-style-type: none"> ▪ Members discussed the progress of the Central Highlands Art Trail booklet. Barb Beazley and Sharon Gimbert continue to work on this project. <ul style="list-style-type: none"> ○ An element of heritage for cultural tourism is planned to be included in the booklet. <p>Member Updates</p> <p><u>Maureen Burns</u></p> <ul style="list-style-type: none"> ▪ Capella arts council has their final meeting tomorrow. ▪ The Capella Pioneer Village Heritage Day will be held this 14 September 2019. ▪ Les Alberts from the Capella Cultural Centre advised he has not received payment for the approved RADF and Community Grant applications. ACO clarified the differences between RADF and Community grant processes. ▪ A performance is booked - Troy Cassar-Daley to be held at the Capella Cultural Centre in August 2019. <p><u>Sharon Gimbert</u></p> <ul style="list-style-type: none"> ▪ Tentative dates have been set to visit community groups in order to obtain information for the Central Highlands Art Trail Booklet. The first meeting is set for 7 February 2019. ▪ In the process of setting up a new Gmail account so that personal and business emails can be separated and accessible by both Barb Beazley and Sharon Gimbert. 	<p>ACO to investigate if it is possible to encourage the CRG's to provide information on their town's heritage – art, history, locations and information.</p> <p>ACO to check that Les Alberts has received payment for approved grant applications.</p>
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		<ul style="list-style-type: none"> ▪ Most of the arts groups located at the Emerald Arts Precinct are only just starting back from being on holidays. ▪ Advised that council still has an easel that belongs to the Emerald Art Group. Can this please be returned? <p>Gallery Update</p> <ul style="list-style-type: none"> • ACO advised that no one from the Emerald Gallery Inc. committee attended the mandatory meeting. • The Emerald Art Gallery calendar that includes existing exhibition bookings cannot be confirmed until all calendars and collated. • In the interim, ACO asked members if they are aware of any other Emerald Art Gallery booking calendars. Please send in so that all information can be collated into one calendar. In addition, this will help with planning and organising, so follow up calls can be made, and bookings confirmed with artists. 	ACO to return the easel.
8.	Mini Artist Booklet discussion	<ul style="list-style-type: none"> • Note the correct title is: Central Highlands Art Trail Booklet. • Public artworks to be listed in the booklet. • Map to show where the public art work and galleries are located • All types of artists and art forms are to be included. • The criteria for artists to be listed, to be active, available for appointments and have work available for sale. 	
9.	Close of Meeting Next Meeting Date	<ul style="list-style-type: none"> ▪ Meeting closed: 3:10pm ▪ Next meeting: CHACAC planning meeting is scheduled for 14 February 2019 ▪ Venue: Blackwater Aquatic Centre meeting room 	