



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

DATE: 9 MAY 2019

VENUE: Meeting Room 3 Emerald Council Office

CHAIR: Karen Newman (CHRC)

NOTE TAKER: Bernardine Frawley (CHRC)

PRESENT: Karen Newman (Arts and Cultural Officer – CHRC), Bernardine Frawley (Coordinator Community Engagement – CHRC).

CHACAC Members: Barb Beazley, Sharon Gimbert and Kathy Hawkins (noting her arrival at 12.20pm).

GUEST SPEAKER: Kira Nuss (Coordinator Libraries – CHRC).

APOLOGIES: Cr Gail Nixon (Councillor – CHRC), Cr. Charles Brimblecombe (Councillor – CHRC), Cr. Gail Godwin-Smith (Councillor – CHRC).

CHACAC Members: Anna-Jane Gordon, Wendy Gibson, Ruth Jones, Shaunte Francis and Maureen Burns.

MEETING COMMENCED: 12.15pm

MEETING CLOSED: 2.10pm

ITEM NO.	SUBJECT	DISCUSSION
1	Welcome	<ul style="list-style-type: none"> All acknowledged this meeting followed the RADF Round 4 (2018-19 FY) assessment meeting previously held the same day from 10.15am to 12pm. Members had a lunch break from 12pm to 12.15pm
2	Guest Speaker – Kira Nuss	<p>Kira Nuss provided the following update to members of the improved services available at council libraries:</p> <ul style="list-style-type: none"> Libraries are currently undertaking research to source appropriate machine/s to digitise history collections as well as determine what training is required. This is a large project. The following new services are accessible for free to all CHRC Library members. <ul style="list-style-type: none"> “Borrowbox” A globally renowned online app offering library lending services available to library members. Kira is currently researching additional features and tool enabling that this app provides to allow local histories to be uploaded and be shared. “Montage” A new online platform that will become available at the end of May 2019. It provides capabilities to catalogue oral histories and make them accessible online. Montage links to other history applications and portals i.e. Ancestry.com, Trove, etc. It will be widely accessible, especially via smart devices. The aim is to make council’s library information accessible to people no matter where they are located. Online capabilities assist with this. There is a history collection currently owned by council libraries. Once Montage is established, equipment will be used to digitise what is currently stored. Work can then begin on digitising new and incoming history items. Plans are in place to promote, educate and inform the public. Helping them learn about the available facilities and teaching how to use them. The Libraries can also provide an overview of the movie streaming platform called ‘Canopy’. Libraries also provide access to robotic kits. Libraries have upskilled some of their staff, they can now digitise histories. The upskilling staff will continue across all the region’s branches.

		<p>Volunteers will be sought to assist libraries with their projects.</p> <ul style="list-style-type: none"> Meeting attendees were impressed with Kira's presentation, complimenting council libraries' work and their progressive thinking. These services can certainly support to arts, culture and heritage and help meet actions in the Creative Culture Future action plan. Meeting attendees suggested future CHACAC meeting/s be held in council libraries to continue the connection with this fantastic facility.
3	Confirmation of Minutes	<p>CHACAC Planning Meeting Minutes from 28 March 2019</p> <ul style="list-style-type: none"> Members read through meeting notes. These were confirmed as true and correct after noting the following corrections: <ul style="list-style-type: none"> Page 9. Topic: Emerald Art Gallery. Action to now read: ACO is to speak to council's governance team regarding the dissolution of the service level agreement between council and the Emerald Gallery incorporated. Page 8. Topic: Possible Exhibitions. Third last line. Barb Beazley asked it to be corrected to now read: Barbara Beazley has met with a few artists living in the Gemfields area, one may be able to curate an exhibition. Moved by Sharon Gimbert and seconded by Barb Beazley.
4	Previous Meeting Actions	<p><i>28 March 2019 Planning Meeting</i></p> <p>Arts in August</p> <ul style="list-style-type: none"> ACO to advise current RADF Applicants who are holding activities in August of the Arts in August event calendar and possible inclusion of their activity. <ul style="list-style-type: none"> In Progress: Currently being drafted to go out with 'Letter of Offers'. <p>RADF Round 4 to be advertised to close 3 May 2019</p> <ul style="list-style-type: none"> ACO to advertise an additional RADF round for the 2018-19 program. RADF Round 4 will close 3 May 2019 for assessment on 9 May 2019. <ul style="list-style-type: none"> Completed: This has been completed, with the assistance of the Communications Team. <p>May RADF Round Proposal</p> <ul style="list-style-type: none"> CHACAC members to consider an application for State Art Conference (first one to be held in six years), and the Winton Film Festival or other events – as there have been attempts to link these events previously. <ul style="list-style-type: none"> Completed: This was discussed during the RADF Round 4 meeting that took place on 9 May 2019 and is to be referred to CIP – The Blackall Arts Precinct Project application. <p>Potential RADF Applicants</p> <ul style="list-style-type: none"> ACO to contact Joanne Iker and gauge interest of the Floral Art Group. Encouraging them to apply to hold an exhibition or facilitate a demonstration workshop. <ul style="list-style-type: none"> Completed: Joanne Iker has been contacted. <p>RADF Bid</p> <ul style="list-style-type: none"> ACO to update priorities on council website with new 2019-2020 program and associated RADF documents when Arts Queensland approve the current changes. <ul style="list-style-type: none"> Update: This has a deadline of September 2019. <p>CHDC Tourism and Events Speakers – Key Points</p> <ul style="list-style-type: none"> ACO to update Creative Cultural Futures and Heritage – future aspirations document with the Film Festival, Twilight Markets, Sequins and Sapphires and an Emerald City Festival <ul style="list-style-type: none"> Completed: This aspiration has been noted.

		<p>Marketing Training Budget</p> <ul style="list-style-type: none"> • ACO to follow up marketing contacts with CHDC and confirm their online marketing training dates. <ul style="list-style-type: none"> ◦ Update: This is in progress. <p>Gallery Discussions - Sunflower Festival</p> <ul style="list-style-type: none"> • ACO will assist Emerald Photographic Club (EPC) members with take down of 'Faces of ... 'and assist set up of Sunflower exhibition. <ul style="list-style-type: none"> ◦ Complete: This event has been held. <p>Gallery Discussions – Possibly Exhibitions</p> <ul style="list-style-type: none"> • ACO to contact Dawson River artists to check availability for the next Emerald Art Gallery exhibitor. <ul style="list-style-type: none"> ◦ Complete: Contact was made, and artists not available. • ACO to contact Jet James and dates to be confirmed and contract to be actioned <ul style="list-style-type: none"> ◦ In Progress: Currently working on a suitable date. • ACO to continue to work with Anne Smith on availability. <ul style="list-style-type: none"> ◦ In Progress: ACO continues to work on this. <p>Annual Art Awards</p> <ul style="list-style-type: none"> • A meeting specific to the Annual Art Awards to occur 11 April 2019 at 10am. <ul style="list-style-type: none"> ◦ Completed • ACO to contact prospective judges for the Art Awards – Bianca Acimovic (Rockhampton Gallery), Associate Vice-Chancellor – Central Highlands Region (AVCCH) Associate Professor Anita Milroy of the Central Queensland University (CQU) and Flying Arts. <ul style="list-style-type: none"> ◦ In Progress: ACO has contacted Anita Milroy and Sharon Gimbert will also assist in contacting judges. • Barb Beazley to send through a previous 'Emerald Art Awards' document for reference regarding this year's forms. <ul style="list-style-type: none"> ◦ Completed: This has been submitted to council's library officer Paul Albert. <p>Emerald Gallery Incorporated (EGI)</p> <ul style="list-style-type: none"> • ACO to speak to governance regarding avenues available for wind up of the current EGI and what can be done about the funds that were active for the committee. <ul style="list-style-type: none"> ◦ In Progress: ACO has contacted council's governance department, investigation process is in progress. Will continue to follow up.
5	Marketing Collateral	<p>Art Galleries rebranding</p> <ul style="list-style-type: none"> • Council is currently working on a re-brand of the Emerald and Springsure galleries in order to market their events properly. • ACO shared samples of the approved promotional graphic art works which will be used as templates for branding. <p>Annual Art Awards rebranding</p> <ul style="list-style-type: none"> • ACO shared samples of the approved promotional graphic art works to be used as templates for branding and promoting the annual art award events. <p>Arts in August</p> <ul style="list-style-type: none"> • ACO shared samples of the approved promotional graphic art works to be used as templates and promotional material for branding and promoting Arts in August events and activities. CHACAC members are requested to encourage community to use these. • Action: ACO to amend council's website – Arts in August events – the 'attached promotional material section' to be corrected. • Action: ACO to raise a ticket with council's Communications Team to promote and share Arts in August events.

		<p>RADF promotional post cards</p> <ul style="list-style-type: none"> • ACO advised council's Communications Team has produced a selection of post cards as promotional material. • Action: ACO to share postcards electronically with members for them to distribute in the community.
6	Arts and Cultural Officer Update	<p>Heritage update</p> <ul style="list-style-type: none"> • This agenda item was addressed at the beginning of the meeting by guest speaker Kira Nuss. <p>Heritage workshops and planning</p> <ul style="list-style-type: none"> • ACO advised the Heritage workshops were held 27 and 28 April 2019. <p>Carnarvon Gorge Artist Retreat</p> <ul style="list-style-type: none"> • The Carnarvon Gorge Artist Retreat overview document is being amended. • Council are awaiting CQ RASN's response to various points addressed in the planning document. We hope to receive a reply by COB Friday 10 May 2019. • Action: ACO to advise CQ RASN's response at the next meeting. <p>Emerald Art Gallery and Bauhinia Bicentennial Art Gallery Expression of Interest (EOI)</p> <ul style="list-style-type: none"> • The EOI is online, advertised in local newspaper and promoted through Facebook and networks. • Feedback is the response timelines are too short. • A lot of community and art groups have volunteer group fatigue. • All discussed, as a collective group to remain positive when challenges present themselves and continue to address issues when they arrive. The EOI process in motion will proceed. We aim to find a replacement group to partner with council to coordinate the galleries. <p>Arts in August</p> <ul style="list-style-type: none"> • Due to time taken in previous discussions, this item was not addressed today.
7	General Business	<p>Next meeting dates</p> <ul style="list-style-type: none"> • To be set in June 2019. <p>Carnarvon Artist retreat</p> <ul style="list-style-type: none"> • Action: ACO to provide an update on Friday 10 May 2019 when CQ RASN forward through a reply.
8	Member Updates	Due to time taken up in previous discussions, attendees agreed to not cover this agenda item today.
<i>Meeting Closed at 2.10pm</i>		
10	Next Meeting	<ul style="list-style-type: none"> • Next CHACAC Planning Meeting: ACO to arrange next meeting date/s • Venue: to be advised • Date: to be advised

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

Action Table noting discussions at 9 May 2019 meeting

Date Discussed	Item/Project	Action	Responsible	Status	Notes
31 January 2019	The Carnarvon Gorge 'Carnarvon Creates ...' Artist Retreat	ACO to discuss project with Julie Barratt from CQ RASN.	ACO	Ongoing	ACO continues to communication with media contact.
	Arts in August	ACO to continue with Arts in August planning	ACO	Ongoing	
		ACO to confirm with the Central Highlands Science Centre Inc. if they have any appropriate activities.	ACO	Completed	ACO has made contact.
		ACO to discuss an EOI flyer with council's communications team	ACO	Completed	
	Along the Garden Path	ACO to investigate "Along the Garden Path" workshop concept possibilities with Manager Community Recreation and Facilities and Emerald Parks and Gardens team.	ACO	Completed	ACO will try and work this concept into Carnarvon Creates retreat with Sharon Gimbert and Barb Beazley when writing the retreat project plan. All agreed it is best to get another art group to do this event. This is to be treated as a concept at the retreat.
	Metal in March	It is an aim this event to be held in 2020 in Springsure and Rolleston however to be run by a community group.	CHACAC members	Ongoing	Members to identify groups who could run the event and encourage/support these groups to submit a RADF grant application for them to run the event.
	Digitisation project	ACO to work with libraries on digitisation project.	ACO	Deferred until September 2019	Members to re-address this September 2019.
	Arts in August discussions continued with BAS representatives	ACO to confirm Variety Bash details.	Sharon Gimbert	In progress	To contact local variety club contact groups.
		ACO to arrange for council communications team to create an Arts in August template with logo on template.	ACO	Completed	ACO advised all done.
		ACO to arrange a similar template for RADF advertising requirements.	ACO	In progress	ACO is currently working on.

		ACO to add Troy Cassar-Daley details to Arts in August calendar	ACO	Completed	ACO has completed.
		ACO to add Blackwater Art Society exhibition to Arts in August calendar	ACO	Completed	All done.
	Comet and Blackwater Historical Collections	ACO to investigate with State Library Queensland and State Records Queensland re: Blackwater Herald newspaper	ACO	In progress	ACO to continue communications with Ann Vaughan at Emerald Library.
		ACO to discuss volunteer capacity to assist with digitization work with coordinator of libraries.	ACO	Deferred until September 2019	Members to discuss this further in September 2019.
	CQ RASN Carnarvon Gorge Artist Retreat	ACO to discuss project with CHACAC, council and CQ RASN.	ACO	Ongoing	ACO continues to work on this.
14 February 2019	CHRC Creative cultural Futures Action Planning	ACO has submitted a budget request for the Art Gap Collection Project for council's consideration.	ACO	Completed	ACO advised all done.
		ACO to follow -up Gallery agreements for Emerald and Springsure	ACO	Ongoing	The Art Galleries Expression of Interest process has commenced including the updating of agreements.
		ACO to continue to follow-up heritage register map update	ACO	Ongoing	Working with council's planning department. Awaits State Government sign off.
		ACO to investigate with council's town planning department requirements around the Emerald Pioneer Cottage space.	ACO	Ongoing	Part of Morton Park South master planning.
		Community groups to register on the council Community Directory Website (where appropriate).	Members	No Longer applicable	Nothing further to action.
	CHACAC Planning Meeting dates	RADF bid to be submitted by the ACO 6 April 2019	ACO	Completed	All done.
28 March 2019	Arts in August Calendar	ACO to insert events calendar clause in applicant's acceptance letter. ACO to advise current RADF Applicants of the Arts in August Event Calendar including their event.	ACO	In progress	This information will go out with letter of offer to applicants.
		ACO to completed Arts in August \$500 grant application forms and other associated documents.	ACO	Completed	Forms completed and published on council's website.
	RADF Round 4 to be advertised to close 3 May 2019	ACO to advertise an additional RADF round for the 2018-19 program. RADF Round 4 will close 3 May 2019 for assessment on 9 May 2019.	ACO	Completed	All done.

May RADF Round Proposal	CHACAC Member's to think of application for State Art Conference (first one to be held in six years), and the Winton Film Festival – as there have been attempts to link these events previously.	ACO	Completed	Discussed and refer to RADF Round 4 CIP grant submission titled: The Blackall Arts Precinct Research Project.
Potential RADF Applicants	ACO to contact Joanne Iker and gauge interest of the Floral Art Group. Encourage them to open for an exhibition, or a demonstration workshop. Strategic Initiative – will be 7-8K available.	ACO	NO Longer applicable	Take off the list.
RADF Bid	ACO to update priorities on council website with new 2019-2020 program and associated RADF documents when Arts Queensland approve the current changes.	ACO	To be deferred until September 2019	Agreed to defer and re-address this item September 2019.
	ACO to update priorities on council website with new 2019-2020 program and associated RADF documents when Arts Queensland approve the current changes.	ACO	In Progress	ACO continues to work on this. Has a deadline September 2019.
CHDC Tourism and Events Speakers – Key Points	ACO to update Creative Cultural Futures and Heritage – future aspirations document with the Film Festival, Twilight Markets, Sequins and Sapphires and an Emerald City Festival	ACO	Completed	ACO advised this has been done
	ACO to inform Lynda Connell of feedback that local indigenous peoples were not recognized in the Discover the Central Highlands.	ACO	To do	
Marketing Training Budget	ACO to follow up marketing contacts with CHDC and confirm their online marketing training dates.	ACO	In progress	ACO continues to work on this
Gallery Discussions - Sunflower Festival	ACO will assist Emerald Photographic Club (EPC) members with take down of 'Faces of ...' and assist set up of Sunflower exhibition.	ACO	Completed	ACO advised this has been done
Gallery Discussions – Possibly Exhibitions	ACO to contact Dawson River artists to check availability for the next Emerald Art Gallery exhibitor.	ACO	Completed	ACO advised this has been done
	ACO to contact Jet James and dates to be confirmed and contract to be actioned	ACO	In Progress	ACO is in contact with Jet James and working on a suitable date.
	ACO to continue to work with Anne Smith on availability.	ACO	To Do	
Annual Art Awards	A meeting specific to the Annual Art Awards to occur 11 April 2019.	ACO	Completed	ACO advised that has occurred.
	ACO to contact prospective judges for the Art Awards – Bianca Acimovic (Rockhampton Gallery), Associate Vice-Chancellor – Central Highlands Region (AVCCH) Associate Professor Anita Milroy of the Central Queensland University (CQU) and the Flying Arts.	ACO / Sharon Gimbert	In progress	ACO has contacted Anita Milroy. Sharon Gimbert will be soon in contact with Bianca and will also assist to try and finalise this.

		Barb Beazley to send through a previous 'Emerald Art Awards' document for reference regarding this year's forms.	Bard Beazley	Completed	Has been submitted to library officer – Paul Albert.
	Emerald Gallery Incorporated	ACO is to speak to council's governance team regarding the dissolution of the service level agreement between council and the Emerald Gallery incorporated	ACO	In progress	ACO has contacted council's governance department, starting the investigation process. Will continue to follow up.
9 May 2019	Arts in August	ACO to Amend council's website – Arts in August events – the promotional material section to be corrected.	ACO	To Do	
		ACO to raise a ticket with Comms Team promote and share Arts in August events	ACO	To Do	
	RADF Post cards	ACO to share this electronically with members to share.	ACO	To Do	
	Carnarvon Gorge Artist Retreat	ACO to advise CQ RASN's response to council, at the next meeting.	ACO	To Do	
	Next planning meeting dates	ACO to arrange next lot of CHACAC planning meeting dates	ACO	To Do	