



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

Date:	19 June 2020
Venue:	Emerald Town Hall Supper Room, face-to-face and online.
Chair:	Councillor Christine Rolfe
Note Taker:	Maddie Fitzpatrick – Administration Assistant STSS (AA)
Present:	CHACAC Members: Councillor Christine Rolfe, Councillor Charles Brimblecombe, Gail Nixon, Kathy Hawkins, Maureen Burns, Sharon Gimbert and Shaunte Frances (online at 10:18am-12:18pm). CHRC: Karen Newman – Arts and Cultural Officer (ACO), Nikki Pickering - Arts and Cultural Officer – Galleries (ACOG) and Maddie Fitzpatrick – (AA).
Apologies:	CHACAC members: Councillor Gai Sypher, Wendy Gibson, Barbara Beazley and Mellissa Chick. CHRC: Suzanne Poulter - Manager Connected Communities (MCC).
Meeting time:	10:08am
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC 8 May 2020 planning meeting minutes • CHACAC 19 June 2020 planning meeting agenda • Arts, Cultural & Heritage Overview 2020-2021 • 2019 Arts in August flyer • CHACAC member update form

Item	Subject	Discussions
1	Welcome and Apologies	Councillor Christine Rolfe welcomed attendees and apologies were noted.

2	Confirmation of previous minutes	<p>CHACAC 8 May 2020 planning meeting minutes were confirmed.</p> <p>Moved: Maureen Burns Seconded: Sharon Gimbert</p>
3	Actions update from previous meeting	<p>Previous Meeting Actions</p> <p>In progress:</p> <ul style="list-style-type: none"> • The draft Creative Cultural Futures and Heritage action plan (CCFHAP) has been submitted to the graphic design. • The Gap analysis of the Art Asset Registers is being conducted as a desktop review by Ross Searle who was recommended by Museum and Galleries. • Big Easel Van Gogh project has been added into the CCFHAP. An asset condition report will be conducted first to evaluate how to proceed. • An analysis on the Digitisation project has been completed. Several factors including local community access suggest that a localised digitisation option would be more practical. A digitisation machine has been submitted as a library budget item for the 2020-2021 FY. • The Volunteer project with the Emerald Community Reference Group (CRG) is still to be investigated, ACO will attend the next Emerald CRG meeting to progress. • The Arts and Cultural website required a great deal of updates. The Heritage and Projects pages will be the current focus. • Winton Film Festival is not occurring in July 2020. • ACO is still searching for the Blackwater Herald newspapers and photographs. ACO has spoken to representatives from the State Library of Queensland (SLQ) to evaluate the Blackwater Herald gaps in their record holdings. • ACO is organising a meeting with Lou Petho to progress the Videography project. <p>Completed:</p> <ul style="list-style-type: none"> • Carnarvon Creates artist retreat final budget has been submitted to CQ RASN. Takarakka is still closed and partial refund pending. • Metal in March has been added to CCFHAP action plan. • The Central Highlands Heritage Collections study report is almost completed by Dr Melanie Piddocke. No additional groups participated due to COVID-19 restrictions. <p>In progress:</p> <ul style="list-style-type: none"> • Regional Arts Development Fund (RADF) and other project updates can be seen in agenda item 8 – Projects. • Arts around August update can be seen in agenda item 6 – Arts around August.

4	<p>CHACAC membership advertising for new members and CHACAC terms of reference</p>	<p>Central Highlands Arts and Cultural Advisory Committee (CHACAC) membership</p> <ul style="list-style-type: none"> • Advertising for new CHACAC members was targeted for July 2020. The new CHACAC Terms of Reference (TOR) will have to be completed prior to membership advertising. • The members reviewed the current TOR document and suggested changes. ACO advised RADF governance requires a council endorsed RADF assessment committee to evaluate all RADF applications. Members concluded two TOR documents were needed: one for CHACAC planning meetings and one for RADF assessment meetings. • Sharon Gimbert advised that the RADF letters of offer that were sent to the Emerald Art Group Inc. still have not been received. ACO will send all RADF letters of offer again via email and adjust the RADF process to include this as standard practice. • Shaunte Francis noted that she would like to remain a member and apologises for her lack of availability due to distance and technical issues. • Mellissa Chick's advice of her return to a full-time role as principal for the rest of 2020 was discussed. All members are required to reapply for CHACAC/RADF membership when it is advertised. • It was suggested that CHACAC welcome all interested community members to be involved in arts, cultural, history and heritage planning for the Central highlands as part of the regular CHACAC planning meetings. <p>Action: ACO to revise RADF process so that letters of offer are posted and emailed. Action: ACO to make requested changes to the CHACAC TOR. Action: ACO to draft two TOR, one for CHACAC and one for RADF to be emailed to members for consideration.</p>
5	<p>Creative Cultural Futures and Heritage action plan update</p>	<p>Draft Creative Cultural Futures and Heritage action plan 2020-2022 FYS discussion</p> <ul style="list-style-type: none"> • ACO confirmed that the CCFHAP 2020-2022 FYS has been submitted to the graphic designer. • The CCFHAP 2020-2022 FYS was reviewed by the Whole of Management team (WOMT). • Committee members enquired about the status of the draft Cemetery Strategy. • The historical cemetery records from Duaringa are to be added to the cultural tourism heritage area of the council website. • ACO advised the local heritage register review has been delayed due to insufficient funding. Local heritage register site location maps will be added to the Cultural Heritage area of the council website as part of the CCFHAP actions. • Councillor Christine Rolfe asked about 'lone graves' and cemetery discussion followed. ACO has requested that if the members come across or are aware of any lone graves, to get a GPS location and supply a photograph. <p>Action: ACO to email out the Arts Culture and Heritage Overview to Shaunte Frances. Action: ACO to add the Arts and Culture and Heritage Overview to the council website. Action: ACO to add Cemeteries an agenda item for the next CHACAC planning meeting.</p>

		<p>Action: ACO to liaise with library and Planning team to determine best place for recording/linking to Duaringa historic cemetery records.</p> <p>Action: ACO has requested that if the members come across or are aware of any lone graves, to get a GPS location and supply a photo.</p>
6	Arts around August	<p>Arts around August discussion</p> <ul style="list-style-type: none"> • Arts around August has no local entries currently which is understandable during COVID-19 restrictions. ACO will advertise the event further through Central Queensland networks. • Blackwater Art Society has indicated that they would like to run their annual exhibition event on the last weekend in August, however have not entered it yet. • The Annual Art Award for Emerald and Blackwater Art Society are two events that will run in Arts around August. • ACO will advertise the event through Central Queensland networks. • The Capella Pioneer Village Heritage Day for September 2020 has been cancelled. • Councillor Christine Rolfe advised members to be careful cancelling an event as there may be insurance implications. Postponing events may be the better option and groups are encouraged to research their individual policies. • Sharon Gimbert updated members on the Jet James workshops. • COVID-19 restrictions have affected community confidence in delivering events. Many groups do not have skills for digital alternatives. • ACO advised that any budget remaining for the 2019-2020 FY Arts in August budget will be used for advertising. An Arts around August budget request for the 2020-2021 FY has been submitted. • Shaunte Frances mentioned that Palettes & Plonk online events have proven to be a positive in Tieri. • Members agree youth groups might have ideas for engagement in Arts around August activities. • Shaunte Frances mentioned she would love to have Aboriginal art online or on display in Tieri and other smaller communities. The members discussed that Aboriginal artist, Eunice Day may be an option. ACO updated members of Eunice's SLQ Black and Write Fellowship award. • Members noted Nickeema Williams has a temporary exhibition in the CQ RASN initiative, Biloela Hospital gallery. • Members agree that Jodie van de Wetering would be good for an Arts around August event. <p>Action: ACO to ring arts and culture contacts to encourage participants to register their events.</p>
7	Galleries updates, Annual Art Award	<p>Galleries updates - ACOG</p> <ul style="list-style-type: none"> • The exhibition calendar is currently planned until January 2021 for Bauhinia Bicentennial Art Gallery in Springsure, and until December 2020 for the Emerald Art Gallery. Members were invited to share exhibition ideas for 2021. <ul style="list-style-type: none"> ○ A heritage-themed exhibition was introduced as an idea. <ul style="list-style-type: none"> ▪ Members agree that showcasing the region's heritage and objects is a good idea.



- The Capella Pioneer Village was raised as a potential theme. Maureen Burns indicated she is interested however most of the heritage items are too heavy and could damage the flooring in the gallery.
- Object Exhibition discussion:
 - The 'Objects' exhibition was a previous Emerald Art gallery exhibition that received recognition from Queensland Museums and Galleries. 'Objects Revisited' could be a new theme.
 - Maureen suggested a call for heritage groups and individuals to provide five items each with information about them.
 - January 2021 was suggested for this exhibition in the Emerald Art Gallery.
- Maureen Burns discussed the upcoming Capella Rodeo milestone. Rodeos and Horse Cutting were discussed as a possible 2021 regional exhibition.
- Councillor Charles Brimblecombe suggested it could be worthwhile asking the schools if they would enter the students work as an exhibition. ACOG advised that there is a multi-school exhibition scheduled for October 2020 in the Emerald Art Gallery.
- Councillor Charles Brimblecombe suggested the exhibition idea of "Skills learned during COVID-19 and isolation".
- The valuation of council's Public Art and Fine Art collections is in progress and ACOG is aiming to get it financially completed next week (week of 23 June).

Action: ACO to add Heritage discussions to next meeting agenda.

Action: ACOG to add all members to the Galleries mailing list.

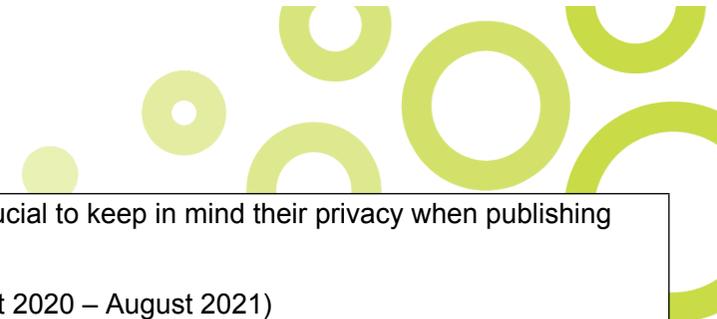
Annual Art Awards

- The 'CHRC Annual Art Award – Emerald' is to open Saturday 1st August at 6.30pm.
- Cameron Curd from the Gladstone Gallery will judge the awards.
- Given COVID-19 restrictions, there are discussions of challenges surrounding this event.
 - May need to have door monitors to keep the audience numbers within the government guidelines.
 - Members mentioned that the weather is getting cooler, the event may need outdoor heaters.
- ACOG mentioned it may be worthwhile getting a senior school student to play an instrument for the night.
- ACOG stated that council will sell artwork on behalf of artists during the Annual Art Awards event, and that is the only time. All other exhibitions require artists to manage their own sales.

Action: Sharon Gimbert to speak with Narelle Schirmer about possibly singing at the Annual Art Awards, Arts around August or an online program.

Action: ACOG to approach the high schools to find a suitable student to perform at the opening of the Annual Art Awards.

LUNCH 12.03pm		
8	Projects	<p>Project workshop discussions</p> <p>Jet James Print Workshops</p> <ul style="list-style-type: none"> • Sharon Gimbert is planning to travel to Yeppoon to liaise with Jet James in person. • Marist College Emerald was suggested as the venue for these workshops; however this facility is only available in school holidays which may not be suitable for participants. Jet James and other contacts may be partnered with for the printing presses necessary for the workshop. • Sharon indicated that the Rockhampton Print Makers are interested in hosting an event in the Central Highlands. The Rockhampton Print Makers may have something for Arts around August. • Sharon Gimbert will confirm dates for Jet James’s workshop once confirmed. <p>Kindness Rocks</p> <ul style="list-style-type: none"> • Lisa Hodge is still to receive her RADF letter of offer (sent via mail 15 June). Sharon Gimbert will then assist Lisa find support art teachers from each regional area participating. • Blackwater, Bluff, Emerald, Springsure, Sapphire and Capella are the mentorship areas identified. Some partnership groups have already been identified in the areas. <p>Animation Project</p> <ul style="list-style-type: none"> • The Animation project is a Council Initiated Project (CIP) for the 2020/2021 FY RADF. • ACO discussed Ben Robson’s offer do a presentation on what he does in the animation area. Ben has requested to set up an animation of his work in the art gallery to demonstrate his skills to members. • ACO mentioned possibly getting Donna Maree to mentor either through an online program or video call software such as Zoom. • It was agreed that this project will attract tourism to the community. • Sharon Gimbert told members about the animated interviews (projected on the walls) that were displayed at the State “Arts Ablaze” conference. • ACO discussed stories being they key to engaging with the community and developing and recognising the ‘sense of place’. • Members looking at the possibility of using this as a promotion exhibition. This can be achieved by a short animation about the skills that could be learned in the workshops.



- ACO noted that when interviewing the public about their heritage stories, it is crucial to keep in mind their privacy when publishing the final product.

Community, connectivity, confidence. - Artist development and mentoring (August 2020 – August 2021)

- Local people who have the skills will be mentored and assisted to develop as workshop tutors. This will include training in online art business skills.
- Public attendance numbers have to be reduced due to COVID -19 restrictions.
- Sharon is organising to meet with local artist Kath Dunne in Duarina. The Baralaba Group has an exhibition in the Biloela Gallery and Kath works many with the Baralaba Group and the Rockhampton Gallery.
- Sharon indicated that she will be considering Erin Dunne as a workshop speaker. Erin is someone the local community and youth will relate well with. Erin grew up in the region and has previously worked with the Emerald Art Group.
- Councillor Charles Brimblecombe mentioned Claire Dunne also. Claire has developed the Graziher magazine; this might be a useful way of expanding as its written rather than visual works.
- Katrina Cutting is a local artist who has taught children around Springsure.
- Members would like to see other art forms represented, not just visual art.
- Members agree it would be beneficial to have the Central Highlands Writers Group's (CHWG) assistance with the project.
- The CHWG would be a good group to do more partnership projects within the region.
- Music and poetry are also other artforms that it would be great to include within some of the regional projects.
- Mark Svendsen, a children's author participating in Arts around August has also offered to assist with writer's development workshops.
- Members agree to assist advertising this project. It is important to remember that by using social media only, we can be losing the percentage of the public that don't have access. It is recommended that we advertise in newsletters, newspapers and community notice boards as well.

Videography workshops

- Lou Petho is visiting Emerald to meet CHACAC members regarding the videography project.

Action: ACO to ask Jodie van de Wetering if she would consider registering for Arts around August.

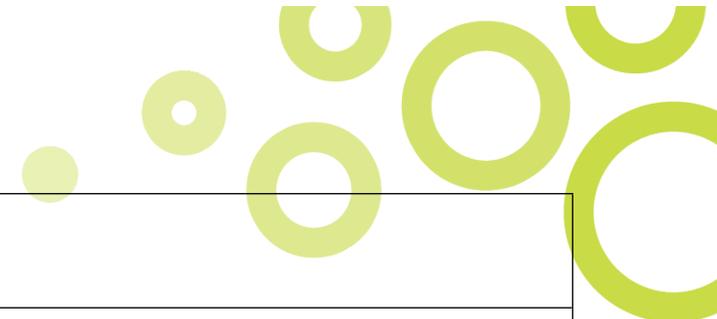
9	General business	<p>General Business</p> <ul style="list-style-type: none"> The 40th anniversary for the National Rodeo championships is being held in 2021 in Capella. David White has come forward to digitise the event. Sharon Gimbert is organising a discussion with Emerald Patchwork and Quilting about their RADF application this weekend. <p>Action: Councillor Christine Rolfe to talk to Councillor Ann Carpenter about possibly attending the next CHACAC meeting.</p> <p>Central Queensland Regional Arts Services Network (CQRASN) update</p> <ul style="list-style-type: none"> There are two CQRASN meetings being held on 23 June and 24 June 2020. Members queried if it was possible to use the Emerald Agricultural College campus for the meetings or artist events. This was suggested as the rooms have more space to abide by the COVID-19 restrictions. Gail Nixon stated that Local Disaster Management are based there temporarily. ACO to investigate. <p>Action: ACO to contact Glenn Bell about using the rooms at the Emerald Agricultural College for art events and/ or CQRASN meetings.</p>
10	Member updates	<p>Maureen Burns</p> <ul style="list-style-type: none"> Capella Pioneer Village (CPV) members continue with restoration presentation refurbishment and presentation works off site. Many of these have been returned and new displays set up in the homestead kitchen and dairy exhibit. Four large stationary engines and their pumps have been retrieved from Lyne Park – which was once part of the Australia Estates ‘Jellinbah’. A very Large Petter S water engine (1828) is included. This was part of a large water system that was installed in 1938 and included a concrete weir and large earthen dam with pipework’s that extended up to 6 miles. CPV members deciding – after much discussion and consideration – to cancel the 2020 Heritage Day due to COVID-19 physical distancing requirements. However, the CPV will open for visitors from July 12 on Thursdays and Sundays between 9am- 1pm providing there is no second wave of COVID-19. <p>Shaunte Frances</p> <ul style="list-style-type: none"> Whimsy and Me Workshops were successful in Tieri and Capella in March and once COVID-19 restrictions are lifted may be encouraged to return. Capella Tieri Middlemount (CTM) Links Tieri ran two Community Photo competitions for adults and children to encourage people to connect with wildlife/ nature and build creativity skills. CHRC Trivia online nights continue to be extremely successful in Tieri. There is a lot of the Tieri community has been taking part in the Palettes & Plonk classes

		<ul style="list-style-type: none"> I am interested to have an Aboriginal artist come to the community to help teach people history and painting techniques and learn to create Aboriginal art once COVID-19 restrictions are lifted.
8	Meeting Close	<ul style="list-style-type: none"> Next CHACAC planning meeting is scheduled for Friday 17 July 2020, to be held in Emerald Gallery meeting room with Skype option. Meeting closed 1.46pm

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 – 2018-2020FYs	17-06-20 ACO to present final Creative Cultural Futures and Heritage Action Plan –2018-2020FYs report to council during August.	ACO	In progress	17-06-20 ACO to present final Creative Cultural Futures and Heritage Action Plan – 2018-2020FYs report to council during August.
RADF program	17-06-20 ACO to make requested changes to the CHACAC TOR.	ACO	In progress	17-06-20 RADF TOR was revised during CHACAC meeting ACO to create two new draft documents. ACO to draft two TOR, one for CHACAC and one for RADF to be emailed to members for consideration.
	17-06-20 ACO to revise RADF process so that letters of offer are posted and emailed.	ACO	In progress	17-06-20 ACO to revise RADF process so that letters of offer are posted and emailed.
Arts and Culture and Heritage Overview	17-06-20 ACO to add the Arts and Culture and Heritage Overview to the council website.	ACO	In progress	
	17-06-20 ACO to email out the Arts Culture and Heritage Overview to Shaunte Frances.	ACO	In progress	
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.	ACOG	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.



Galleries	19-06-20 ACOG to add all members to the Galleries mailing list.	ACOG	In progress	
	19-06-20 Sharon Gimbert to speak with Narelle Schirmer about possibly singing at the Annual Art Awards, Arts around August or an online program.	Sharon Gimbert	In progress	
	19-06-20 ACOG to approach the high schools to find a suitable student to perform at the opening of the Annual Art Awards.	ACOG	In progress	
Digitisation project	17-04-20 Dr Melanie Piddocke will conduct an online review of remaining collections and visit when COVID-19 restrictions are lifted.	Dr Melanie Piddocke	In progress	17-04-20 Dr Melanie Piddocke will conduct an online review of remaining collections and visit when COVID-19 restrictions are lifted.
Digitisation project	20-06-20 ACO advised CHACAC members library staff to get Blackwater Herald sent to State Libraries.	ACO	In progress	20-06-20 ACO is obtaining Blackwater Herald newspaper and photographs from Blackwater as digitisation priority.
	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.
Volunteers	8-05-20 ACO to investigate linked to a project from Emerald Community Reference Group (CRG). 20-06-19 CCE to proceed with volunteer project.	CCE	In progress	8-05-20 Sharon Gimbert said this item linked to a project that Carmel Marshall had suggested in the Emerald CRG. 20-06-19 Co-ordinator Community Engagement leading volunteer project.
Film workshops	08-05-20 Short films will be developed as a project result from the RADF videography workshops with Lou Petho.			08-05-20 Short films will be developed as a project result from the RADF videography workshops with Lou Petho 08-05-20 Film are still pending as professional development suggestion.



Arts and cultural website	8-05-20 ACO to check website links and request service ticket for repairs.	ACO	In progress	8-05-20 ACO to check website links and request service ticket for repairs.
	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	19-06-20 ACO to ring arts and culture contacts to encourage participants to register their events. ACO to ask Jodie van de Wetering if she would consider registering for Arts around August.	ACO	In progress	19-06-20 ACO advised CHACAC members that there was only a week before the flyer marketing deadline closes.
Cemeteries	19-06-20 ACO to liaise with library and Planning team to determine best place for recording/linking to Duaringa historic cemetery records.	ACO	In progress	19-06-20 ACO to add Heritage discussions to next meeting agenda. 19-06-20 Councillor Christine Rolfe to talk to Councillor Ann Carpenter about possibly attending the next CHACAC meeting.
'Lone graves register'	6-09-19 Members to send to the ACO any lone grave information that they would like recognised by providing a GPS location and a photo of the site.	CHACAC ACO	In progress	
Emerald Agricultural College campus	19-06-20 ACO to contact Glenn Bell about using the rooms at the Emerald Agricultural College for art events and/ or CQRASN meetings.	ACO	In progress	