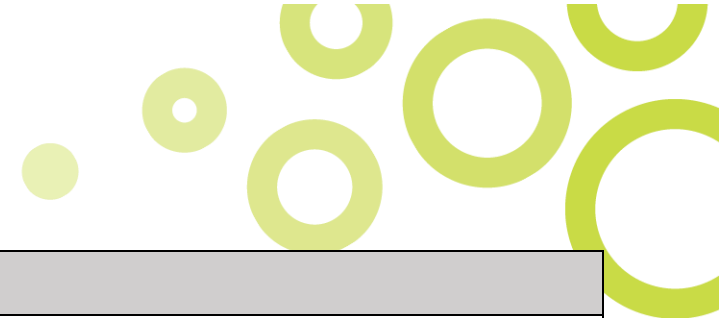


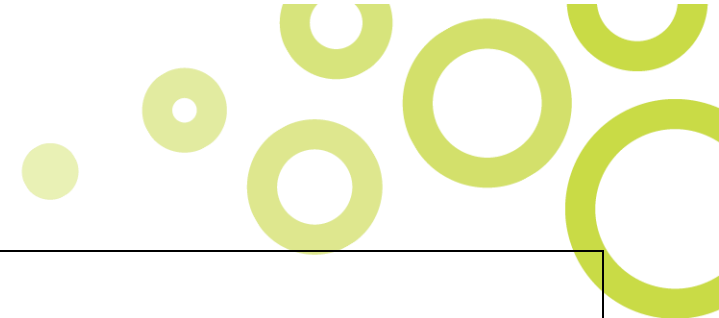


**Central Highlands Arts and Cultural Advisory Committee (CHACAC)
Planning Minutes**

Date:	Friday 20 November 2020
Venue:	Central Highlands Regional Council – Gallery Meeting Room
Chair:	Cr Gai Sypher
Minute taker:	Brooke Wright – Administration Officer (AA)
Present:	<p>CHACAC Members: Gail Nixon, Maureen Burns and Sharon Gimbert. CHRC: Cr Gai Sypher, Cr Charles Brimblecombe, Suzanne Poulter – Manager Connected Communities (arrived 11.32pm), Katerina Hatzipanagiotis - Coordinator Arts and Engagement (CAE), Karen Newman – Arts and Cultural Officer (ACO), Nikki Pickering – Arts and Cultural Officer – Galleries (ACOG), Kayla Holloway – Administration Assistant, Brooke Wright – Administration Assistant (AA).</p>
Apologies:	CHACAC members: Cr Christine Rolfe, Barbara Beazley.
Meeting time:	1.00 pm – 2:43pm
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC Planning Meeting Minutes – 23 October 2020 • CHACAC Member Update Form



	Subject	Discussions
1.	Acknowledgement of Country and opening of meeting	Cr Sypher shared an Acknowledgement of Country and welcomed attendees.
2.	Confirmation of previous CHACAC Meeting Minutes	CHACAC 23 October 2020 planning meeting minutes were confirmed. Moved: Sharon Gimbert Seconded: Gail Nixon
3.	Previous Meeting action review	<p>Complete</p> <ul style="list-style-type: none"> • Art Asset Gap Analysis – Arts Asset Register <ul style="list-style-type: none"> - ACOG to investigate availability of budget to finalise valuations. - ACOG to contact valuer to check availability for desktop review. • Arts and cultural website <ul style="list-style-type: none"> - Changes to be made to the RADF pages. • CHACAC membership <ul style="list-style-type: none"> - CHACAC members to provide ACO with feedback on nomination form. - Cr Sypher to review the responsibilities to reduce the number of dot points. - ACO to update nomination form to go out with the new Terms of Reference document. - ACO to start the advertising process for CHACAC committee nominations. • Metal in March <ul style="list-style-type: none"> - ACO to investigate grant funding for Metal in March 2021. • RADF Regional Arts Development Fund 2020-2021 program <ul style="list-style-type: none"> - ACO to present roll over figures at the next CHACAC meeting. - ACOG to distribute RADF information to artist email list. - ACO has requested feedback on the guideline dates for RADF.



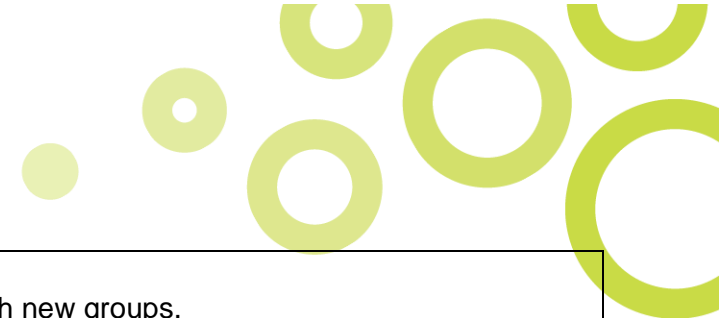
		<p>In Progress</p> <ul style="list-style-type: none"> • Arts and cultural website <ul style="list-style-type: none"> - ACO to request an update to the Projects and Programs webpage to reflect current achievements. • Arts Precinct <ul style="list-style-type: none"> - Consult with Manager Connected Communities with regards to a meeting to communicate project status and next steps to the stakeholder groups. • Cemeteries and Lone Grave Register <ul style="list-style-type: none"> - 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. - ACO to compile lone grave information provided by members into a register. - ACO to liaise with library and Planning team to determine best place for recording/linking to Duinga historic cemetery records. • Creative Cultural Futures and Heritage Action Plan –2020-2022 FYs <ul style="list-style-type: none"> - Set an agenda item to provide quarterly updates at CHACAC meetings. • Film festivals <ul style="list-style-type: none"> - ACO to add information in the film groups spreadsheet she is compiling and distribute to CHACAC members. • Metal in March <ul style="list-style-type: none"> - ACO will discuss a public art exhibition of Metal in March art in Mackenzie Park or an exhibition in the tourist centre with the Duinga Historical and Tourism Association. - ACO to develop project plan for budget request for 2021/22 FY • Public art Van Gogh ‘Big Easel’ sunflower painting <ul style="list-style-type: none"> - ACO to contact Canadian artist Cameron Cross for Big Easel van Gogh Sunflower painting in Morton Park original project contract. • Regional Arts Development Fund (RADF) 2020-2021 program <ul style="list-style-type: none"> - ACO to liaise with approved RADF applicants whose projects were delayed due to COVID-19 restrictions. Each applicant will need to submit an amendment on their project delivery time. - ACO to develop a plan for RADF information sessions. - Cr Sypher to develop an outline for an Arts Festival.
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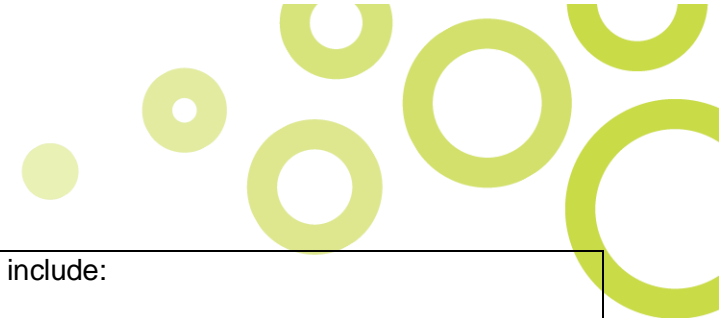
		<p>- ACO to liaise with Communications team regarding councillors and members adding RADF to community Facebook groups.</p> <p>Action: Cr. Sypher and MCC to organise a morning tea with a representative from each stakeholder group to provide face to face update on the status of the Precinct. Date to be sent to Sharon Gimbert who will assist with inviting stakeholders.</p> <p>Action: Existing CHACAC members to submit their updated CHACAC Membership forms</p> <p>Action: Close out date for submission forms to be publicised on the website, advising that all forms need to be received by 29 January 2021.</p> <p>Action: ACO to circulate the Creative Cultural Futures and Heritage Action Plan updates via email with any documentation relating to and upcoming meeting seven (7) days before the meeting to allow time for the documentation to be read and feedback brought to the meeting.</p> <p>Action: ACO to create 'Project amendment form' to document application changes/amendments for RADF grant recipients.</p> <p>Action: ACO to request that the RADF guideline be taken down from the website to be urgently updated with the new dates. Amend the two application closure dates to the 26 March 2021 and the 30 April 2021.</p> <p>Action: ACO to send out meeting requests for RADF meetings for next year, 12 March 2021 and 14 May 2021.</p>
4.	Projects and Programs Update	<p>ACO advised that project and program updates will be provided to the committee via email. This will include updates on:</p> <ul style="list-style-type: none"> • Creative Cultural Futures and Heritage Action Plan quarterly update • Former Springsure Hospital • Dingo History Room • Arts and Cultural Training • Planning Overlays • Twilight Markets
5.	Galleries update Exhibition Schedule	<p>Galleries update</p> <ul style="list-style-type: none"> • Nikki Pickering the Arts and Cultural Officer for Galleries (ACOG) has resigned from the position. • The position has been advertised as a two-year full-time contract. Applications close 30 November 2020. • The next exhibition in the Emerald Art Gallery is 'Beauty in our own Backyard'. It is a collaboration between local artists Loretta Horn, Raelene Bock and Michelle Gray. The opening night is Friday 27 November 2020 from 6 – 8pm. It is on exhibit from 27 November to 24 December 2020.



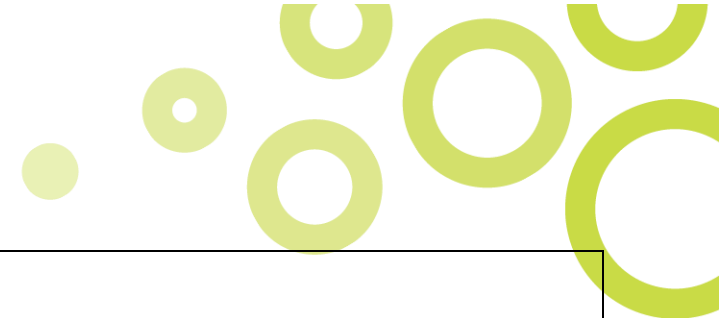
		<ul style="list-style-type: none"> The Emerald Art Gallery was open during the twilight markets 14 November 2020. Approximately 450 visitors came through the gallery. The next twilight markets are being held 5 December 2020. The 'Beauty in our own Backyard' artists will be in the gallery on the night to meet visitors. The Galleries Subcommittee has recently reduced in size. Recruitment of members for the subcommittee will be considered over the coming months. <p>Action: ACO will provide Arts and Cultural Officer Galleries advertisement to CHACAC members for their information and to disperse through their networks.</p>
6.	Member updates	<p>Sharon Gimbert</p> <ul style="list-style-type: none"> Jet James <ul style="list-style-type: none"> Sharon met with Jet in Yeppoon, 30 October 2020, and discussed his workshops to be held in Emerald. There is the possibility, with the change in his business, that he may not be able to conduct these workshops. Sharon will meet with him again early in the new year to resolve. There is potential for the Capricornia Printmakers Inc to conduct the workshops. They have all the necessary equipment needed for the different types of printmaking that they could provide. If Jet delivers the workshop we would need to source and borrow a press. Mosaic Tables <ul style="list-style-type: none"> Photography Club still to finalise their table. Once complete we are hoping to work with the youth group to complete the last table. Repairs still need to be completed on the edging of two of the tables. Capella Meeting <ul style="list-style-type: none"> Barbra Beazley and Sharon Gimbert were invited to a Capella, Middlemount, Tieri Links (CTM Links) meeting in Capella with their seniors to discuss what they would like for their community. It was noted that they would have liked to attend the wire workshop at Rolleston, however the cost was prohibitive when considering travel, materials, tools, etc. An art workshop was discussed. The option of having Randelle follow on from her workshops with the CIP is under consideration. Bauhinia Visit <ul style="list-style-type: none"> ACO to work with Bauhinia group to develop a RADF application for a future art workshop. This workshop is to have a new timeline. Barbra and Sharon to visit to gain information for the art trail website.



		<ul style="list-style-type: none"> • Art Trail Website <ul style="list-style-type: none"> - Information still being entered onto website as we continue to meet with new groups. - ACOG has sent through the list of public art. If there are any gaps, those details will be forwarded to council for their records. A launch event will be held in the new year. • Printmaking <ul style="list-style-type: none"> - Sharon Gimbert is currently enrolled in a series of mini workshops with the Capricornia Printmakers Inc. These are new skills which she hopes to bring back to the community. <p>Maureen Burns</p> <ul style="list-style-type: none"> • CH History Exhibition Report <ul style="list-style-type: none"> - Central Highlands history type groups appreciate being able to use the Emerald Art Gallery for the month of March 2021 to hold an exhibition of historic objects and their stories. The different museums/history groups will organise their objects with stories themselves as there is no funding. Communication between key group members about the exhibition is via email with Maureen Burns the central point of contact. - Capella Pioneer Village members met with Emerald Historical Society members, one of whom is from Comet, to put forward some initial thoughts for dissemination. - Comet itself won't be participating but additional items and stories will be entered from Emerald and surrounds to compensate. - Members sought clarification on private individuals entering items. This is not an issue; however it would be the owner's responsibility to insure the items. Private entrants to check that they have insurance that covers the pieces/items that they intend to showcase/loan to galleries before doing so. - Each item's up to 100-word story signage will be printed on white A4 in Arial Bold font with the heading font size 22pt and story 18pt. The heading centered and the group's logo in a top corner (left or right) and the sign to be laminated. Marie Reid from Emerald suggested the first six lines should have the item's attention-grabbing information. - The two glass cabinets with shelving will be reserved for delicate objects. The Emerald and District Historical Society also has a couple of small glass cases they could lend. Participants will need to be inventive in their exhibit displays as there is no budget for this exhibition. A packing case, an old suitcase or trunk etc. could be used for plinths to display hardy historic items on. - All understand that during bump-in during early March 2021 and bump out the gallery floor tiling must be protected.
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		<ul style="list-style-type: none"> - The Emerald and District Historical Society suggested their items could include: <ul style="list-style-type: none"> ▪ 1905 wedding dress that belonged to Lala Fisher ▪ 1880/90 sewing machine ▪ Bicycle wheel with metal spokes but wooden rim ▪ Homemade wooden occasional verandah set ▪ WWII First Aid kit ▪ WWI wheelchair ▪ Morton's Chemist artifacts ▪ Portable piano ▪ Sulky that has links through the McCosker family back to the Fairbairn family - Capella Pioneer Village members are happy to work with other groups to avoid duplication. They have suggested including: <ul style="list-style-type: none"> ▪ A display section of the Peak Downs homestead spotted gum walling. Nails were not used to fix the plank walls. ▪ A framed image of Lou Brimblecombe's group in Bomber Command with Lou's history ▪ A very early piece of mechanical sheep shearing gear displayed on a 1956 shearing table ▪ An early 20th Century Peak Downs Pastoral and Agricultural Society Medal ▪ A cream can labelled Capella No. 1 Farm from the turn of the 20th Century when a Butter Factory was built in Capella ▪ A Disolvenator – once use in place of a long drop toilet ▪ A suite of WWII jerry cans – English, German and American - Carol Finger from Duaringa Historical and Tourism Association has put forward three items to date: <ul style="list-style-type: none"> ▪ Boolburra Post Office - Counter Scales ▪ Uniting Church Duaringa – Bell ▪ Ansonia Clock from the Inga Ellis Collection - Gemfields Miners Common, Arts and Cultural Centre Inc. are still considering items. - Emerald RSL will decide on objects at their December meeting - Clermont Men's Shed will display a rare Victor outboard motor and are working out a few more items. - Derek Rowlands, president of the Rolleston Tourism Association, from Rolleston will also be contacted to see if Rolleston will have something to contribute.
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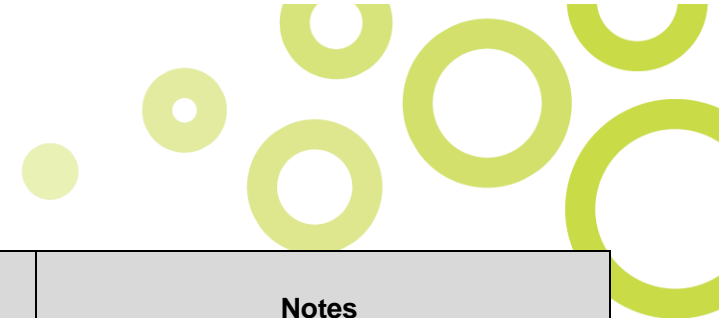
		<p>Gail Nixon</p> <ul style="list-style-type: none"> • Springsure Surf and Turf Exhibition <ul style="list-style-type: none"> - Sadly, it was very poorly attended. Artist was noticeably upset with the low turnout. Some very beautiful photos were on show. • Remembrance Day <ul style="list-style-type: none"> - Now held under the memorial trees beside the information Centre with great turn out. • Things have been very quiet otherwise. <p>CIP Projects - Communication Connectivity and Confidence</p> <ul style="list-style-type: none"> • Completed Workshops <ul style="list-style-type: none"> - Beginner Watercolour - 17 October 2020 – Randelle McClure and Sharon Gimbert - Photography Intentional Camera Movement – 14 November 2020 – Sandra Ryan and Pam Bartlett-Munt • Upcoming Workshops <ul style="list-style-type: none"> - Procreate – 22 November 2020 - Barbra Beazley - Patchwork – 6 December 2020 - Lorraine Baker intermediate workshop to be confirmed by early 2021 - Wire Wrapping - Sapphire and Capella dates to be confirmed - Krystal Korn - Intermediate Watercolour – Blackwater 6 March 2021 - Randelle McClure - How to Photograph Artworks – Date to be advised - Barbra Beazley • Keynote Speaker/Workshop <ul style="list-style-type: none"> - Erin Dunne – confirmed for May 2021 • Workshops yet to be Confirmed <ul style="list-style-type: none"> - Resin art - Textile art - Performing art - Writing - Marketing and merchandising – online, print on a variety of services. <p>Emerald CRG</p>
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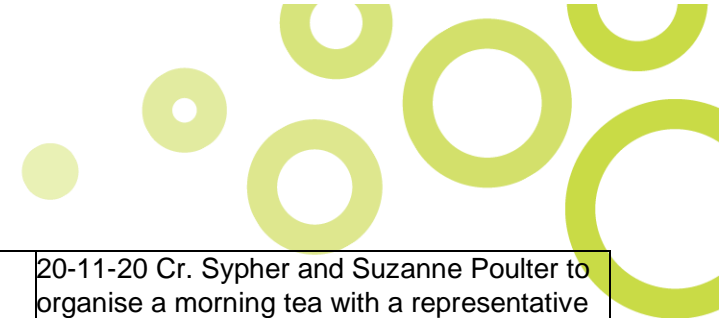
		<ul style="list-style-type: none"> • Botanic Gardens Carlisle Marbles <ul style="list-style-type: none"> - There is still a temporary sign in place, CRG would like to know when the permanent sign will be installed. • Storyboard for the Windmill <ul style="list-style-type: none"> - This item is ongoing. ACO waiting to hear from Victor Cominos. <p>Cr. Charles Brimblecombe</p> <ul style="list-style-type: none"> • Facebook Sculpture Comments on Facebook <ul style="list-style-type: none"> - Be aware of negative feedback regarding the sculpture in the Botanical Gardens. - Encourage the community to vote but a reminder to that sensitivity is needed around the subject the moment for some members of the community who are discouraging this initiative. <p>Action: ACO to liaise with CAE regarding the sign for the Carlisle Marbles at the Botanical Gardens.</p>
7.	General Business	<p>Anakie railway station</p> <ul style="list-style-type: none"> • This is a historical building but is not heritage listed. The building has previously hosted a teashop and fundraisers but has been vacant for many years. Council provides cleaning to the public toilets. • The suggestion of a pop-up art gallery was very well received by the General Manager Communities, John McDougall and some community members. This proposal would involve 3-4 exhibitions/workshops per year. • Sharon Gimbert suggested that, from previous visits out there, locals would support this. • First proposal would be for council to retain all responsibility as trustees of the building. • Second proposal would be that a community group take over maintenance under a tenure agreement. • MCC will liaise with the Manager Facilities, Chris Campbell, to explore options for the space. • This will be an ongoing discussion. <p>Information Nights</p> <ul style="list-style-type: none"> • Information sessions to be held next year to share RADF details with the community. • One round should be held in February 2021 and one at the beginning of April 2021. This aligns to be approximately 4 weeks before applications close for the remaining RADF rounds to allow community to develop applications considering the information provided.



		<p>Action: ACO to create a plan for delivery of information sessions before each of the remaining RADF rounds.</p> <p>RADF Funding Management</p> <ul style="list-style-type: none"> • Members discussed the concept of distributing funds across all three rounds, and the possibility of reserving funds for each round to allow submission over the span of the year. • Concern was shared that excellent projects may miss out due to ‘not enough money’ in the beginning rounds if this were to occur. • The aim is to have a clear understanding of funding available each round when advertising to avoid confusion. • Information sessions will assist with advising the funding amounts available in each round and dates, encouraging them to apply as early as possible to have the best chance at funding being available. • A defined model for how this information is conveyed needs to be established. Information needs to be clear and concise across the board when conveying the details to the community. • Committee decided on reserving \$10,000 each for Round 2 and Round 3, with the remainder to be available for allocation any round as available. <p>Arts Around August</p> <ul style="list-style-type: none"> • Members discussed the \$500 micro grants provided in 2020. CHACAC unanimously agreed that they were not necessary and will not occur in 2021-2022. <p>Upcoming CHACAC Meetings for 2021</p> <ul style="list-style-type: none"> • 22 Jan 2021 • 12 March 2021 (including RADF assessment meeting) • 16 April 2021 • 14 May 2021 (including RADF assessment meeting) • 25 June 2021
8.	Close of meeting	Meeting closed: 2:43pm



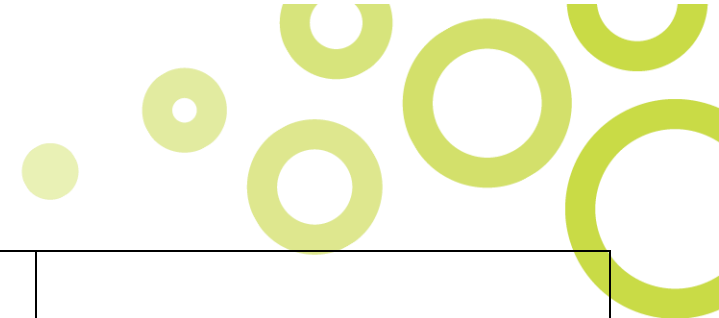
Item/Project	Action	Responsible	Status	Notes
Art Asset Gap Analysis – Arts Asset Register (including public art collection)	23-10-20 ACOG to investigate availability of budget to finalise valuations.	ACOG	In progress	Valuer had been contacted, we confirmed have budget for this and he is available so that's proceeding 23-10-20 Blackwater, Capella and Springsure collections to be valued. 17-07-20 Valuation completed for public art and Emerald's fine art collection.
	23-10-20 ACOG to contact valuer to check availability for desktop review.	ACOG	Complete	
Arts and cultural website	23-10-20 Changes to be made to the RADF pages	ACO	Complete	20-11-20 updated RADF pages on the arts and cultural website 23-10-20 ACO has researched other models across Queensland which raised the need for improvements to the RADF website pages.
	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	23-10-20 Broken links have been fixed. 23-10-20 Heritage trails and maps have been added. 25-09-20 All projects are all but finalised, ACO to follow up on this being updated on the website. 23-10-20 Work in progress, broken links have been fixed, working through some ideas and also what to do with the projects and programs page.



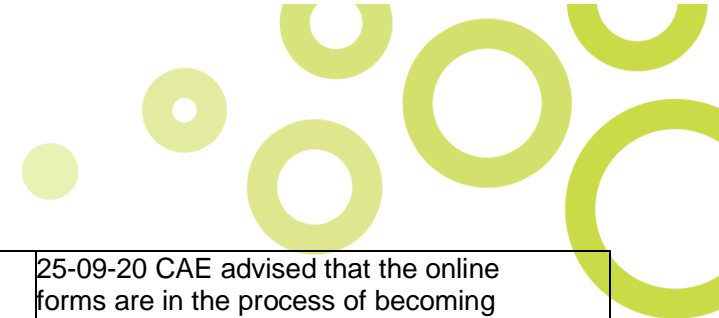
Arts Precinct	23-10-20 Consult with Manager Connected Communities with regards to a meeting to communicate project status and next steps to the stakeholder groups.	ACO, Manager Connected Communities and Cr. Sypher	In progress	20-11-20 Cr. Sypher and Suzanne Poulter to organise a morning tea with a representative from each stakeholder group to provide a face to face update on the status of the Precinct. Date to be sent to Sharon Gimbert who will assist with inviting stakeholders. 23-10-20 An update needs to be provided to stakeholder groups. 25-09-20 Community are requesting information regarding what is happening and/or what is underway in relation to the carpark proposed for the Arts Precinct. 25-09-20 Cr Rolfe and Cr Sypher to discuss this issue with council in hopes of finding a resolution.
Cemeteries and Lone Grave 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	In progress	23-10-20 Cr Sypher 25-09-200 CHACAC members have provided information of lone graves. No GPS coordinates available to date.
	17-7-20 ACO to compile lone grave information provided by members into a register.	ACO	In progress	25-09-20 Lone graves registrations being progressed.
	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	
CHACAC membership	20-11-20 Existing CHACAC members to submit their updated CHACAC Membership forms	CHACAC	In progress	20-11-20 Only one membership form has been returned to ACO thus far.
	20-11-20 Close out date for submission forms to be publicised on the website, advising that all forms need to be receive by 22 January 2021.	ACO	In progress	



	23-10-20 CHACAC members to provide ACO with feedback on nomination form.	CHACAC members	Complete	23-10-20 The committee agreed that the nomination form needs to be reduced to two pages and the requirements reviewed to invite more nominations.
	23-10-20 Cr Sypher to review the responsibilities to reduce the number of dot points.	Cr Sypher	Complete	
	23-10-20 ACO to update nomination form to go out with the new Terms of Reference document.	ACO	Complete	
	23-10-20 ACO to start the advertising process for CHACAC committee nominations.	ACO	Complete	
Creative Cultural Futures and Heritage Action Plan –2018-2020 FYs	23-10-20 Set an agenda item to provide quarterly updates at CHACAC meetings. 20-11-20 ACO to now circulate the Creative Cultural Futures and Heritage Action Plan updates and any documentation relating to and upcoming meeting seven (7) days before the meeting to allow time for the documentation to be read and feedback brought to the meeting.	ACO	In progress	20-11-20 ACO to attach update to the minutes. 23-10-20 CHACAC requested short quarterly updates on the action plan.
Film festivals	23-10-20 ACO to add information in the film groups spreadsheet she is compiling and distribute to CHACAC members.	ACO	In progress	25-09-20 ACO to provide a copy of film service/program/event providers.
Metal in March	23-10-20 ACO to investigate grant funding for Metal in March 2021.	ACO	Complete	23-10-20 There is no allocated budget for this project. The funding for this would need to be a CIP for RADF.
	23-10-20 ACO will discuss a public art exhibition of Metal in March art in Mackenzie Park or an exhibition in the tourist centre with the Duinga Historical and Tourism Association.	ACO	In progress	



	23-10-20 ACO to develop project plan for budget request for 2021/22 FY	ACO	In progress	
Public art Van Gogh 'Big Easel' sunflower painting	25-10-19 ACO to contact Canadian artist Cameron Cross for Big Easel van Gogh Sunflower painting in Morton Park original project contract.	Assets and Facilities	In progress	23-10-20 This will undergo an asset condition report within the next month. 07-02-20 Currently CHRC Assets and Facilities department are looking at frame. A budget proposal to be re-submitted.
RADF Regional Arts Development Fund 2020-2021 program	20-11-20 A 'Project Amendment Form' needs to be created to streamline application changes/amendments for applicants.	ACO	In progress	
	23-10-20 ACO to liaise with approved RADF applicants whose projects were delayed due to COVID-19 restrictions. Each applicant will need to submit an amendment on their project delivery time.	ACO	In progress	20-11-20 ACO to ensure all correspondence is in writing, via email if possible. 20-11-20 Applicants need to submit a request for approval submission to make changes to their approved applications.
	23-10-20 ACO to present roll over figures at the next CHACAC meeting.	ACO	Complete	23-10-20 Governance is required around the rolling over of funds.
	23-10-20 ACO to develop a plan for RADF information sessions.	ACO	In progress	
	23-10-20 ACOG to distribute RADF information to artist email list.	ACOG	In progress	
	23-10-20 Cr Sypher to develop an outline for an Arts Festival.	Cr Sypher	In progress	20-11-20 Cr. Sypher advised that this is a 2-year plan
	23-10-20 ACO to liaise with Communications team regarding councillors and members adding RADF to community Facebook groups.	ACO	In progress	



RADF program Feedback	25-09-20 ACO has requested feedback on the guideline dates for RADF.	ACO	Complete	25-09-20 CAE advised that the online forms are in the process of becoming 'editable'. The more feedback received the better the website can become. 23-10-20 ACO to follow up with Comms in relation to adding to Facebook pages.
	20-11-20 ACO to request that the RADF guidelines be taken down from the website to be urgently updated with the new dates	ACO	In progress	20-11-20 Amend the two application closure dates to the 26 February 2021 and the 30 April 2021. 20-11-20 ACO to send out meeting requests for RADF Meetings for next year, 12 March 2021 and 14 May 2021
Gallery Update	20-11-20 ACO will have this information sent out to CHACAC members for consideration and to disperse through their networks.	ACO	In progress	
	20-11-20 ACOG will circulate gallery report to CHACAC	ACOG	In progress	
Member Update	20-11-20 Emerald CGR questioned if the sign for the Marbles at the Botanical Gardens had been replaced.	ACO	In progress	20-11-20 ACO to follow up with Emerald CRG officer, to see how this is progressing and if it has, yet, been completed.
	20-11-20 Mr Cominos requested discussion about signage for the Windmill in Botanic Gardens	Mr. Cominos ACO	In progress	20-11-20 ACO advised that Mr. Cominos was to request a meeting to discuss, and this has not yet occurred.
General Business	20-11-20 MCC to liaise with Manager Asset Management and provide feedback regarding the Anakie Train Station.	MCC	In progress	
	20-11-20 RADF information session information can be distributed to the CRG Meetings so that they are aware of them.	ACO		