

**Central Highlands Arts and Cultural Advisory Committee (CHACAC)**  
**Regional Arts Development Fund (RADF) Round 4 Assessment Meeting Minutes**

<b>Date:</b>	Friday 8 May 2020
<b>Venue:</b>	Face to face in Emerald Council Gallery Meeting Room and online conference call.
<b>Chair:</b>	Councillor Gai Sypher
<b>Note Taker:</b>	Karen Newman – Regional Arts Development Fund Liaison Officer (RLO).
<b>Present:</b>	<b>CHACAC Members:</b> Councillor Christine Rolfe, Councillor Gai Sypher, Councillor Charles Brimblecombe (online), Maureen Burns, Sharon Gimbert, Barbara Beazley and Kathy Hawkins (online). <b>CHRC:</b> Karen Newman – RLO and Nikki Pickering (Arts and Cultural Officer – Galleries) [ACOG] (online).
<b>Apologies:</b>	<b>CHACAC members:</b> Wendy Gibson, Mellissa Chick and Shaunte Francis. <b>CHRC:</b> Suzanne Poulter - Manager Connected Communities (MCC).
<b>Meeting time:</b>	10:00am to 12:00 noon.
<b>Preparation documents distributed for this meeting:</b>	RADF 2019-2020 Round 4 meeting agenda – 8 May 2020 RADF 2019-2020 budget RADF Round 4 applications Previous RADF 2019-2020 Round 3 minutes – 7 February 2020

Item	Subject	Discussions
1	<b>Open meeting</b>  <b>Welcome and Apologies</b>	RLO introduced attendees.  Councillor Gai Sypher welcomed attendees and apologies were noted.

2	<b>Confirmation of previous meeting minutes</b>	<p>Amendment requests to RADF 2019-2020 Round 3 minutes were noted:</p> <ul style="list-style-type: none"> <li>• P3 Miners Common, Arts and Cultural Centre Inc. application (training venue to be confirmed) to indicate main concern was the absence of letters of support for the project.</li> <li>• P4 Blackwater Patchwork is a group application not a Council Initiated Project (CIP).</li> <li>• P5 Project amendments - Art Trail booklet was a change of project to website. The website will have a small supporting booklet. The project is ongoing into 2020-2021 FY.</li> </ul>
3	<b>Actions from previous meeting</b>	<p>An Action table update was provided by RLO. Background to projects was provided for new members.</p> <p>Two RADF 2019-2020 Round 3 approved applications, to the value of \$1 653 could not proceed due to COVID-19 restrictions. Funds allocated to these project have been returned to the RADF 2019-2020 budget.</p>
4	<b>Round 4 applications and assessment discussion</b>	<p><b>RADF assessment discussion:</b></p> <ul style="list-style-type: none"> <li>• Concerns were raised surrounding COVID-19 impacts to project delivery of applications.</li> <li>• It was noted that applications can require a timeframe amendment for a number of reasons and that this in not uncommon. When this occurs, applicants seek approval from the CHACAC.</li> <li>• Templates to assist application assessment were discussed. It was noted that ‘Assessment Criteria’ have been trailed several times and these don’t work effectively due to variables in art projects.</li> <li>• Noted that CHRC’s RADF guidelines are the overarching assessment guide.</li> <li>• The RADF application form was discussed. It was decided that percentages need to be removed from the application forms. Forms are to be reformatted to become online editable documents.</li> <li>• A generic application template was sought. It was advised the RADF program previously had a general template. This has changed to an individual model which varies from council to council.</li> </ul> <p><b>Action:</b> RLO to remove percentages and action a service ticket request to reformat RADF application forms to become online editable documents.</p> <p><b>Individual applications - (1 application)</b></p> <ol style="list-style-type: none"> <li><b>1. Lachlan Grierson – Blacksmithing workshops</b> <ul style="list-style-type: none"> <li>• Lachlan Grierson to attend professional development blacksmithing workshops at Cobb and Co. Museum.</li> <li>• Background to the application and current delays in the COVID-19 environment were discussed.</li> </ul> </li> </ol>



- Cobb and Co. Museum conduct regular workshops in this medium.
- Lachlan Grierson will attend at a suitable time in the future. Once trained, he will offer Blacksmithing training back in the local community.
- Due to budget constraints this project is requested to be resubmitted in Round 1, 2020-2021.

**Assessment Outcome:** Project approved in principle.

Requested to be resubmitted in Round 1, 2020-2021, as Round 4, 2019-2020 budget is oversubscribed.

Moved: Barbara Beazley

Seconded: Councillor Christine Rolfe

**Group applications - (4 applications)**

**1. Miners Common, Arts and Cultural Centre Inc. - Kim Tompson**

**Project title: Sapphire Shines for Queensland Day 2021 “Taste of Africa – Take 2”**

- Application did not contain all details required for assessment. Members requested RLO to work with applicant to resubmit in Round 1 2020-2021. The event the application is regarding is schedule for June 2021.

**Assessment Outcome:** Application not approved.

**Action:** RLO and Sharon Gimbert to assist applicant to rework application for resubmission in Round 1 2020-2021.

**2. Capella Cultural Centre - Les Alberts – Future Concepts Entertainment**

**Project title: Anthony Lamond – Comedy workshop and performance**

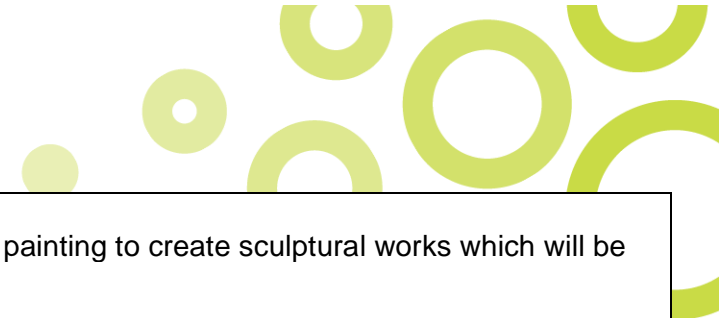
- Les Alberts manager of Capella Cultural Centre to engage professional comedian, Anthony Lamond to conduct a comedy workshop and performance in Capella.
- Members praised this application as something new and exciting for the region.
- Budget was discussed.
- Fee reduction will be implemented for Youth attendees.

**Assessment outcome:** RADF budget to a total of **\$3 867 approved.**

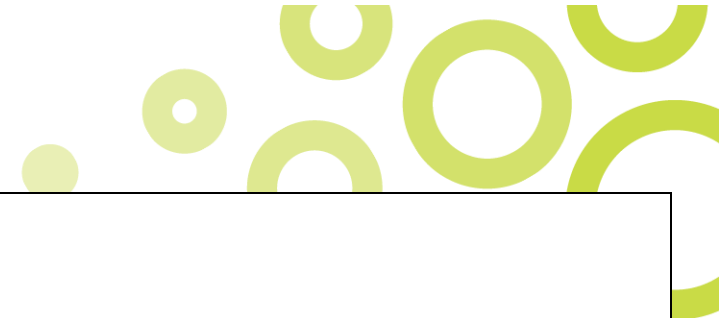
Moved: Maureen Burns

Seconded: Barbara Beazley

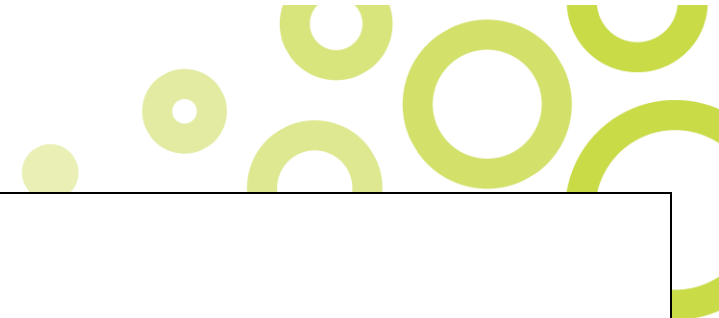
**3. Emerald Pottery Club Inc – Lorelei Touhy**



		<p><b>Project title: Garden Dwellers Sculptural workshop</b></p> <ul style="list-style-type: none"> <li>• 'Garden Dwellers Sculptural' workshop involves sculpting, mosaicking and painting to create sculptural works which will be held in Emerald.</li> <li>• Project will bring something new to the region.</li> <li>• Project met guidelines.</li> </ul> <p><b>Assessment outcome:</b> RADF budget to a total of <b>\$1 901 approved.</b> Moved: Sharon Gimbert Seconded: Councillor Christine Rolfe</p> <p><b>4. Emerald Patchwork Club</b></p> <p><b>Project title: Arts Around August Four day Patchwork Workshops with two tutors</b></p> <ul style="list-style-type: none"> <li>• Four-day workshop as part of the Arts Around August program with two patchwork and embroidery tutors: Robyn Jones and Linda Nicastri. Workshops will be held in Emerald.</li> <li>• Resulting produced pieces will be displayed at a Trunk Show Dinner in Emerald, September 2020.</li> </ul> <p><b>Assessment outcome:</b> RADF budget to a total of <b>\$6 020 approved.</b> Moved: Sharon Gimbert Seconded: Barbara Beazley</p> <p><b>Council Initiated Projects (CIP) – (4 applications)</b> CIP are strategic projects which are usually regional and are based on community value.</p> <p><b>1. Lisa Hodge - Blackwater</b></p> <p><b>Project title: Kindness Rocks project</b></p> <ul style="list-style-type: none"> <li>• Lisa Hodge will work with artists across the region to conduct 'Wellness Rock' workshops.</li> <li>• Local Blackwater artist originally put forward the project proposal just for the eastern townships. The project has now been extended to encompass the region.</li> <li>• Concerns were raised with rocks being distributed all over the place. It was noted that these type of rock activities are already happening in the Emerald Botanic Gardens.</li> <li>• This is a social emotional well-being project.</li> </ul> <p><b>Assessment outcome:</b> RADF budget to a total of <b>\$5 000 approved.</b></p>
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		<p>Moved: Sharon Gimbert Seconded: Maureen Burns</p> <p><b>2. Sharon Gimbert and Barbara Beazley</b> <b>Project title: Community, connectivity, confidence project</b></p> <ul style="list-style-type: none"> <li>• Sharon Gimbert gave an outline surrounding the Community, Connectivity, Confidence CIP project for local artist development and mentoring.</li> <li>• Sharon Gimbert provided background to the twelve months of discussions which brought about this project application.</li> <li>• Emerald Art Group has been involved with developing local and regional artists in the workshop space. Artists include Shona Nicholls, Andrea Chapman and Erin Dunne.</li> <li>• Keynote speakers are an important component of the mentoring program to extend local artist professional development.</li> <li>• It was suggested that the project may encompass too much. It was decided the Youth element should become a separate CIP project.</li> <li>• Members were all in favour of splitting the application to define the two project areas within the initial project proposal:             <ol style="list-style-type: none"> <li>1. Artist development and mentoring project.</li> <li>2. Youth project.</li> </ol> </li> </ul> <p><b>1. Community, connectivity, confidence project - Artist development and mentoring project</b> <b>Assessment outcome:</b> RADF budget to total of <b>\$38 900 approved.</b> Moved: Councillor Christine Rolfe Seconded: Maureen Burns</p> <p><b>2. Community, connectivity, confidence project - Youth Project</b> <b>Assessment outcome:</b> Project approved in principle. Requested to be resubmitted in Round 1, 2020-2021, as Round 4, 2019-2020 budget is oversubscribed. Moved: Maureen Burns Seconded: Councillor Christine Rolfe <b>Action:</b> Sharon Gimbert, Barbara Beazley and RLO to rework project CIP applications to reflect the split into two projects.</p> <p><b>3. Emerald Art Group</b> <b>Project title: Jet James workshops</b></p> <ul style="list-style-type: none"> <li>• Project involves print workshops. Jet is popular with local artists.</li> </ul>
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		<ul style="list-style-type: none"> <li>Application met guidelines.</li> </ul> <p><b>Assessment outcome:</b> RADF budget to a total of <b>\$5 666 approved.</b>          Moved: Maureen Burns          Seconded: Barbara Beazley</p> <p><b>4. CHACAC</b>  <b>Project title: Animation project</b></p> <ul style="list-style-type: none"> <li>It has been previously suggested that this CIP animation workshop proposal could be delivered by local people.</li> <li>RLO gave a background to evolution of the project concept which results in large scale animation projections.</li> <li>Central Queensland Regional Arts Development Fund (CQ RASN) background was also given for concise of project.</li> <li>Data projectors were offered by CQU Associate Professor in initial project planning phase.</li> <li>Councillor Sypher discussed her previously links with CQU with members.</li> <li>Councillor Sypher offered to investigate if data projectors are still available.</li> <li>Emerald Photographic Club have an excellent projector available for rent.</li> <li>ACO to work with committee members and local people on this CIP project proposal for Round 1, 2020-2021..</li> </ul> <p><b>Assessment Outcome:</b> Application not approved.  <b>Action:</b> RLO and members to rework application for resubmission in Round 1, 2020-2021.</p> <p><b>RADF Round 4 budget total approved \$61 354.</b></p>
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5	RADF 2019-2020 FY Program summary	<b>RADF Program Summary</b>		
			<b>Budget \$</b>	<b>Comments</b>
		<b>FY 2019-2020</b>	<b>\$62 667</b>	
		<b>Round 1 - \$0</b>		
			0	nil
		<b>Round 2 - \$1 313</b>		
	<b>Group</b>			

	CTM Links Capella - Whimsy and me	1 313	approved
	Michelle Gray and Raelene Bock		5 100 not approved
<b>Round 3 - \$0</b>			
<b>Individual</b>			
	Lachlan Grierson - Carnarvon Creates		828 approved, then cancelled
	Charmaine Parlett-McKeon – Carnarvon Creates		825 approved, then cancelled
<b>Round 4 - \$61 354</b>			
<b>Individual (1 application)</b>			
	Lachlan Grierson – Blacksmithing workshops		6 000 resubmit RADF 2020-2021 program
<b>Group (4 applications)</b>			
	Miners Common, Arts and Cultural Centre Inc. - Sapphire Shines for Queensland Day 2021 “Taste of Africa – Take 2”		10 000 resubmit RADF 2020-2021 program
	Future Concepts Entertainment – Les Alberts	<b>3 867</b>	<b>approved</b>
	Emerald Pottery Club Inc – Lorelei Touhy	<b>1 901</b>	<b>approved</b>
	Emerald Patchwork Group (EPG) - workshops	<b>6 020</b>	<b>approved</b>
<b>Council Initiated Projects (CIP) (4 applications)</b>			
	Wellness Rocks workshops - Lisa Hodge - Blackwater	<b>5 000</b>	<b>approved</b>
	CIP - Community, connectivity, confidence. Artist development and mentoring.	<b>38 900</b>	<b>approved</b>
	CIP – Youth Arts project (split from the above submitted project)		2 000 resubmit RADF 2020-2021 program
	CIP - Jet James (at Marist College [tbc])	<b>5 666</b>	<b>approved</b>

			CIP - Animation project (regional)		10 000
			<b>RADF 2019-2020 budget \$62 667</b> All RADF 2019-2020 budget expended.	<b>62 667</b>	resubmit RADF 2020-2021 program
<b>6</b>	<b>Project amendment</b>	<p><b>Project Amendment</b>  <b>Creative Connections project – Barbara Beazley</b></p> <ul style="list-style-type: none"> <li>Barbara Beazley explained the previously approved Creative Connections project.</li> <li>A change of purpose was requested.</li> <li>The videography project that was to be developed at the Carnarvon Creates Artist Retreat was not able to proceed as the event was cancelled due to COVID-19 restrictions.</li> <li>Project amendment requested requires Barbara Beazley to provide a new videography story. Members suggested the Midlander Rail Disaster as the story topic.</li> </ul> <p><b>Project amendment approved:</b> no budget implication  Moved: Councillor Christine Rolfe  Seconded: Sharon Gimbert (all in favour)</p>			
<b>7</b>	<b>Project update</b>	<p><b>Videography project - Lou Petho</b></p> <ul style="list-style-type: none"> <li>Lou Petho the facilitator for this project, is also delivering stories and workshops within the Capella Pioneer Village.</li> <li>RLO gave a project update on the Capella videography project with Lou Petho. Guidelines on the project have been received from Lou regarding what can be delivered with current social distancing requirements. Project needs to be delivered face-to-face for skills development. It is not considered feasible to transition the project into an online space.</li> <li>Dates to be advised with COVID-19 restrictions ease.</li> </ul>			
<b>8</b>	<b>Meeting Close</b>	<ul style="list-style-type: none"> <li>Round 1, 2020-2021 assessment meeting is scheduled for 10:00am (date to be advised)</li> <li>RLO noted that RADF Program will not commence until late September 2020.</li> <li>Meeting closed 1:10pm.</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

Item/Project	Action	Responsible	Status	Notes
<b>RADF 8 May Meeting minutes</b>	Presented to council for endorsement	RLO	In progress	08-05-20 RLO to action RADF Round 4 report for council
<b>Miners Common Museum, Arts &amp; Cultural Centre Inc application -</b>	07-02-2020 RLO to advise applicant of CHACAC recommendation to rework proposal for resubmission in 2020-2021 FY.	RLO Sharon Gimbert	To do	08-05-20 RLO to 08-05-20 Absence of letters of support for the project needs to be rectified with indicated participants.
<b>Videography Project</b>	08-05-20 Dates to be confirmed. 08-02-2020 CIP project for Lou Petho to facilitate videography workshops.	Sharon Gimbert Maureen Burns RLO	In progress	08-05-20 RLO to assist. 07-02-2020 Sharon Gimbert and Maureen Burns tto progress project.
<b>RADF Terms of Reference (TOR) to be reviewed</b>	13-12-2019 RLO to progress review as per CHACAC discussions.	RLO	In progress	08-05-20 RADF TOR agenda item for next CHACAC meeting.
<b>RADF 2020-2021 program forms</b>	08-05-20 RLO to remove percentage references and action service ticket for RADF forms as online editable documents..	RLO	In progress	08-05-20 RLO to work with communications team.
<b>Community, connectivity, confidence project</b>	08-05-20 Sharon Gimbert, Barbara Beazley and RLO to split into two CIP projects.	RLO	In progress	08-05-20 RLO to set workshop date.



<b>Animation project</b>	08-05-20 RLO, interested CHACAC members and local participants to further workshop to be presented in Round 1, 2020-2021. 08-05-20 Councillor Sypher offered to investigate if data projectors are still available.	RLO	In progress	08-05-20 RLO to facilitate workshop.
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