

Central Highlands Arts and Cultural Advisory Committee (CHACAC) Regional Arts Development Fund (RADF) Round 1 (2019-20 FY) Assessment Meeting Minutes

Location: Gallery Meeting Room, Emerald Office

Date: Friday 25 October 2019

Time: 10:00am to 12:15pm

Chair: Cr. Gail Nixon

Minute Taker: Maddie Fitzpatrick (CHRC)

Present: CHACAC Members: Barbara Beazley, Sharon Gimbert, Maureen Burns and Kathy Hawkins.

CHRC: Karen Newman - Arts and Cultural Officer (ACO) and Bernardine Frawley - Coordinator

Community Engagement (CCE), Maddie Fitzpatrick, Cr. Gail Nixon.

Apologies: Cr Gail Godwin-Smith, Cr Charles Brimblecombe, Anna- Jane Gordon, Wendy Gibson, Shante Ferris, Mellissa Chick, Ruth Jones,

Di Priddle, Professor Anita Milroy

Documentation: Documents provided to attendees for the purposes of this meeting:

- Meeting agenda
- Previous minutes from RADF Round 4 (2018-19 FY) 9 May 2019
- Regional Art Services Network Animation and digitisation workshop Expression of Interest flyer
- 'Our Strength During the Drought' Photo Exhibition flyer



Item	Subject	Discussions
1	Welcome	The chair welcomed everyone to the meeting and apologies were noted. Confirmation of previous RADF meeting notes. • Moved: Kathy Hawkins
2	Previous Meeting	 Seconded: Barbara Beazley Reviewed previous meeting actions. Outcome reports. It was noted that Our Rainbow House and Emerald Photographic Club pending. Arts in August event grants are from council budgeting not RADF budget and due in by the end of October 2019. Outstanding RADF projects to be completed: MZAZA performance postponed from August 2019 to November 2020 as part of the ArTour event. Central Highlands Heritage Collections study with Central Queensland Museum Officer (MDO) Melanie Piddocke to be conducted during November and December 2019. RADF Council Initiated Project (CIP) videography to be discussed for possible amendments. Action: ACO to follow up outstanding outcome reports from Our Rainbow House and Emerald Photographic Club. Action: ACO to forward CHACAC members Sharon Gimbert's report from Blackall (Council Initiated Report) to members.
3	RADF Applications and Council Initiated projects	 New RADF 2019-2020 funding approval figure is \$35,000 from Arts Queensland and \$26,667 from council, for a total RADF 2019-2020 FY budget of \$61,667. RADF 2018-19 budget was fully expended. No RADF applications for RADF 2019-2020 Round 1 have been received. CHACAC members discussed possible reasons for this. One enquiry was received and RLO referred applicant to CHACAC member Sharon Gimbert for assistance while RLO was on leave. Applicant proposal did not comply with RADF application guidelines and alternate funding source was suggested. Local RADF program marketing to be reviewed. RADF CIP for videography was discussed. Changes were suggested to the original project that was approved in Round 3 FY 2018-19.



The original RADF CIP for videography targeted \$10,000 for regional videography training and \$5,000 for videography mentoring linked to the Carnarvon Creates project for a total of \$15,000. Screen Queensland, Tourism Queensland and Donna-Maree Robinson were contacted to quote on initial CIP.

- Videography workshops were proposed to be split into two separate CIP applications for \$7,500 each from the previously approved \$15,000.
- Barbara Beazley outlined potential amendment to CIP breakdown.
 - o Jacob Maguire is a young videographer from Woorabinda and has skills in audio as he works in radio.
 - o Barbara indicated \$5,000 will be necessary for the videography component of the Carnarvon Creates event to work with Jacob to go to Carnarvon and video the event.
 - o Videography and audio training will be provided as professional development at Carnarvon.
 - o Jacob and Barbara have audio equipment to support this project.
 - Additional suggestion of mentoring two Indigenous children from Emerald and two from Woorabinda to provide them with opportunity to develop skills in storytelling as a collaborative project.
- There was another videographer recommended, Blue Eagle who has worked with the Barcaldine community.
- Distributed to members: Animation and digitisation training workshop information, a partnership between Regional Arts Services Network (RASN) and Central Queensland University (CQU) Emerald that is being delivered by Donna Maree Robinson. Barbara Beazley and Sharon Gimbert met with Donna Maree at Arts Ablaze.
- Barbara and RLO to rework the previous CIP application into two separate proposals and bring back to RADF for their consideration.

RADF CIP project proposal Jet James workshops

RADF CIP videography

project

- Sharon Gimbert presented a potential RADF CIP proposal:
 - o The Emerald Art Group weren't going to do an artist residence for Arts in August 2020.
 - o Sharon has been approached by community to organise a workshop next year that is facilitate by Jet James.
 - Preference is for this suggested workshop to be run as a CIP. This is because Jet works with small groups and it is cost prohibitive and a financial risk for the Emerald Art Group to deliver on their own.
 - o The CQU Emerald campus offered to partner to deliver.
 - Jet's workshops: watercolour, then the print workshop (he prefers to do it as a whole 5-day workshop, so each person gets the full experience).
 - $\circ\quad$ Sharon to finalise details of workshop with Jet and bring a CIP proposal back to RADF for consideration.
- Action: Sharon Gimbert to investigate and submit a Jet James workshop as a CIP back for RADF for consideration in round 2.



RADF Outcome Reports

- RLO did not receive any feedback on the RADF Outcome Reports templates that were distributed.
- Online forms are a proposed action for the RADF 2019-2020 program delivery. ACO will link applications with new more detailed RADF outcome report.
- Maureen Burns noted that online forms will make the RADF program more efficient.

Arts Ablaze conference RADF program presentation

- Sharon Gimbert outlined the RADF discussion points from the Arts Ablaze conference:
 - o Scenic Rim and Atherton Tablelands councils have a similar RADF budget.
 - o Scenic Rim do a snapshot application to encourage young applicants and new groups.
 - o Ideas are submitted to show the committee new idea.
 - Videos appeal to applicants particularly younger audience snapshot project outline.
- All the regions that presented at Arts Ablaze have brought back the quick response grants. Scenic Rim RADF projects are approved by their council's RADF representative Councillor and approved or rejected on the spot during their RADF meeting.
- Suggested CHRC RADF application funding to be increased from 65% to 75% or more to encourage more applications. It was noted that other local governments do not restrict percentage of project applications to 65%.
- Maureen Burns suggested sourcing Scenic Rim templates and format for consideration.
- Uploading of the new RADF online forms are to be delayed until this review is complete.
- CHRC's CHACAC members would like to have delegated authority to approve RADF applications up to \$3,000 for quick response grants format.
- No budget cap for quick response grants applications.
- CHRC's RADF program paperwork suggested changes to be presented at the next RADF 2019-2020 Round 2 meeting on December 2019.
- CHRC to update RADF paperwork to encourage more applications, Moved Maureen Burns, seconded by Barbara Beazley, all were in favour.
- Action: ACO to investigate Scenic Rim model and look at quick response options to improve RADF processes.
- Action: Sharon Gimbert to share Arts Ablaze RADF information with ACO.
- Action: ACO to bring updated CHRC RADF paperwork to next meeting in December for consideration.
- Action: ACO to liaise with Communications Team to determine what submission processes are possible with council's website.
- Action: Barbara Beazley to submit RADF CIP application on CIP form for the proposed \$7,500 amendment.



		Action: ACO to resubmit CIP application for other \$7,500 of Central Highlands Videography training workshops on CIP form. Action: ACO to a lateium accumulation videography unasient.
		Action: ACO to obtain new quotes regarding videography project.
4	RADF Budget	Budget Tracker presented.
		Action: RLO to implement changes to the tracker as requested by members.
	RADF Marketing	RADF marketing will be reviewed after new RADF program review has been completed.
	General Business RADF Project Update - Central Highlands Heritage Collections Study	 Heritage update – Dr Melanie Piddocke will visit the region during November and December 2019. Most groups are happy to participate, only two groups have not responded. Action: RLO to confirm dates with MDO next week.
	Close of Meeting	Meeting closed 11:33am
	Next Meeting Date	Next Meeting: • 13 December 2019 - RADF Round 2 in Emerald Gallery meeting room at 10am.





Item/Project	Action	Responsible	Status	Notes
CHACAC Meeting notes	25-10-19 RADF 2019-20 Round 1 meeting minutes be presented to council for endorsement	ACO	To Do	Ongoing action from every CHACAC planning meeting
	9-5-19 RADF 2018-19 Round 4 meeting minutes be presented to council for endorsement	ACO	Completed	
RADF Applicants	25-10-19 No RADF applicants for RADF Round 1 2019-20 were received.	ACO CHACAC members	To Do	CHACAC members are investigating alternatives to revitalise the CHRC RADF program
	9-5-19 Advise the following RADF Round 4 applicants via Letter of Offer process	ACO	Completed	Our Rainbow House Emerald Photographic Club The Blackall Arts Precinct Research Project
RADF Outcome reports	25-10-19 ACO to follow up outstanding outcome reports from: - Our Rainbow House - Emerald Photographic Club	ACO	To Do	



RADF Council Initiated Project (CIP) regional videography workshops	25-10-19 Barbara Beazley to submit RADF CIP application on CIP form for the proposed \$7,500 amendment. 25-10-19 ACO to resubmit CIP application for other \$7,500 of Central Highlands Videography training workshops on CIP form.	Barbara Beazley ACO	To Do	Original RADF project approved for \$15,000 Proposed changes to previous RADF 2018-19 videography project requires original RADF project to be split and two RADF CIP applicants to be
	25-10-19 ACO to obtain new quotes regarding videography project.	ACO	To Do	prepared and presented to committee for reapproval.
	25-10-19 ACO to provide template to all CHACAC members for CIP projects.	ACO	To Do	New videography locally ACO to contact
CIP – Jet James	25-10-19 Sharon Gimbert's to provide Jet James CIP application.	Sharon Gimbert	To Do	
CIP – The Blackall Arts Precinct Research Project	25-10-19 ACO to forward CHACAC members Sharon Gimbert's report from Blackall (Council Initiated Report) to members.	ACO	To Do	
	9-05-19 To provide final application as a CIP, including a breakdown of expenses and approval, subject to receiving an application by Friday 17 May 2019.	Sharon Gimbert	Completed	
	·	ACO	Completed	
		ACO	Completed	
	9-05-19 Email out to members for approval to be endorsed electronically			
	9-05-19 Contact CHACAC to confirm CIPs once endorse by council.	ACO	Completed	



RADF Program review	25-10-19 ACO to bring updated CHRC RADF paperwork to next meeting in December for consideration.	ACO	To Do	
	25-10-19 ACO to liaise with Communications Team to determine what submission processes are possible with council's website.	ACO	To Do	
	25-10-19 Sharon Gimbert to share Arts Ablaze RADF information with ACO.	Sharon Gimbert	To Do	
	25-10-19 ACO to investigate Scenic Rim model and look at quick response options to improve RADF processes.	ACO	To Do	
RADF Budget	25-10-19 Make changes to the budget tracker as requested by members.	RLO	To Do	
RADF Project - Central Highlands Heritage Collections Study	25-10-19 RLO to confirm dates with Dr Melanie Piddocke.	RDO	To Do	
Art Tour event	9-05-19 Commence promotion of the 'Art Tour' event to be held in September 2019.	CHACAC members	Completed	