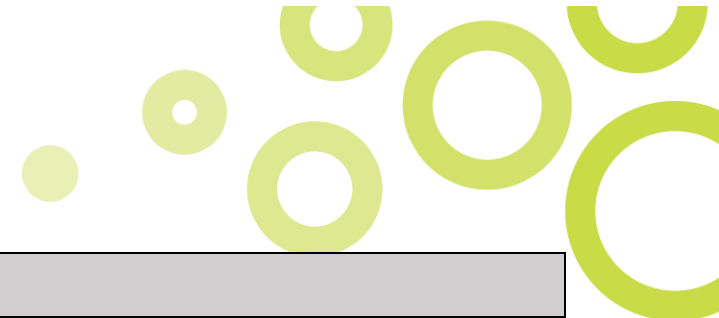




**Central Highlands Arts and Cultural Advisory Committee (CHACAC)
Regional Arts Development Fund (RADF) Round 1 (2019-20 FY) Assessment Meeting Minutes**

- 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	<p>The chair welcomed everyone to the meeting and apologies were noted.</p> <p>Confirmation of previous RADF meeting notes.</p> <ul style="list-style-type: none"> • Moved: Kathy Hawkins • Seconded: Barbara Beazley
2	Previous Meeting	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • 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.

		<ul style="list-style-type: none"> Action: ACO to resubmit CIP application for other \$7,500 of Central Highlands Videography training workshops on CIP form. Action: ACO to obtain new quotes regarding videography project.
4	<p>RADF Budget</p> <p>RADF Marketing</p>	<ul style="list-style-type: none"> Budget Tracker presented. Action: RLO to implement changes to the tracker as requested by members. RADF marketing will be reviewed after new RADF program review has been completed.
	<p>General Business</p> <p>RADF Project Update -</p> <p>Central Highlands Heritage</p> <p>Collections Study</p>	<ul style="list-style-type: none"> 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.
	<p>Close of Meeting</p> <p>Next Meeting Date</p>	<ul style="list-style-type: none"> Meeting closed 11:33am <p>Next Meeting:</p> <ul style="list-style-type: none"> 13 December 2019 - RADF Round 2 in Emerald Gallery meeting room at 10am.



Action Table

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: <ul style="list-style-type: none"> - 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.	Barbara Beazley	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 prepared and presented to committee for reapproval. New videography locally ACO to contact
	25-10-19 ACO to resubmit CIP application for other \$7,500 of Central Highlands Videography training workshops on CIP form.	ACO	To Do	
	25-10-19 ACO to obtain new quotes regarding videography project.	ACO	To Do	
	25-10-19 ACO to provide template to all CHACAC members for CIP projects.	ACO	To Do	
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	
	9-05-19 Contact Arts Queensland to confirm if this CIP meets criteria.	ACO	Completed	
	9-05-19 Email out to members for approval to be endorsed electronically	ACO	Completed	
	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	