



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

Date:	Friday 16 April 2021
Venue:	Central Highlands Regional Council – Emerald Gallery Meeting Room
Chair:	Cr. Charles Brimblecombe
Minute taker:	Brooke Wright – Administration Assistant Officer (AA)
Present:	CHACAC Members: Maureen Burns, Barbara Beazley and Sharon Gimbert. CHRC: Cr. Charles Brimblecombe, Cr. Joseph Burns (Arrive 10:06 am), Suzanne Poulter – Manager Connected Communities (MCC), Katerina Hatzipanagiotis – Coordinator Arts and Engagement (CAE), Karen Newman – Arts and Cultural Officer (ACO), Nikki Pickering – Arts and Cultural Officer Galleries (ACOG).
Apologies:	CHACAC members: Mellissa Chick, Gail Nixon, Wendy Gibson CHRC: Cr. Gai Sypher
Meeting time:	10:00 am – 1.53 pm
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC Planning Meeting Minutes – 12 March 2021 • CHACAC Meeting Dates January – June 2021 • CHACAC Member Update Form • Creative Cultural Futures and Heritage – Future Aspirations • Changes to Annual Art Award categories • Emerald Art Gallery acoustics review



	Subject	Discussions
1.	Acknowledgement of Country and opening of meeting	Cr. Charles Brimblecombe shared an Acknowledgement of Country and welcomed attendees.
2.	Conflict of Interest Register	No conflicts of interest were identified.
3.	Confirmation of previous CHACAC meeting minutes	ACOG advised that the CHACAC planning meeting minutes from 12 March 2021 are in draft format and have not yet been presented to council. MCC noted a spelling mistake of a councillor's name. This will be rectified before being presented to council. CHACAC 12 March 2021 planning meeting minutes were confirmed. Moved: Maureen Burns Seconded: Cr. Joseph Burns
4.	Previous meeting action review	Complete <ul style="list-style-type: none"> • COVID-19 safe plans • Film festivals • Public art – van Gogh ‘Big Easel’ sunflower painting • Mosaic tables behind the library • Videography project Ongoing <ul style="list-style-type: none"> • Cemeteries & Lone Grave Register • CHACAC membership • Metal in March • Creative Cultural Futures and Heritage – Aspirations document • RADF 2020-2021 program



		<p>Cemeteries and Lone Grave Register</p> <ul style="list-style-type: none"> • Cr. Brimblecombe enquired about two cemetery sites: one at Red Hill, opposite the Blackdown Tablelands turnoff, and one at Boolburra. ACO advised that council became trustee for these cemeteries in 2012. These sites are maintained by council and are in the draft cemetery strategy for consideration. <p>CHACAC membership</p> <ul style="list-style-type: none"> • An addition has been made to the CHACAC Committee and Member Information document to clarify member tenure. CAE read the new excerpt. This new version will be published to the council website. • Existing members and nominees are currently being assessed, the outcome of the assessments will then go to council for endorsement. <p>Mosaic Tables</p> <ul style="list-style-type: none"> • Sharon Gimbert was unable to find information for who completed latest works on the photography table. • CAE will investigate further. <p>Emerald Art Gallery acoustics</p> <ul style="list-style-type: none"> • Maureen Burns organised for consultant Ken Robbins to conduct a review of the acoustics in the Emerald Art Gallery. Ken provided a report of findings and recommendations, which will be discussed as a separate agenda item later in the meeting. CAE expressed thanks to Maureen for her efforts. <p>Van Gogh 'Big Easel' sunflower painting</p> <ul style="list-style-type: none"> • Asset condition report has been conducted. No repairs were identified for the easel. • Recommendations for ongoing maintenance were: <ol style="list-style-type: none"> 1. The garden at the base of the work. A request has been raised with the Parks and Gardens team. 2. The frame to be treated against rust in future budget cycle.
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		<p>3. The artwork be reviewed and touched up if required. Forward planning and budget submissions would be required to bring the artist here from Canada if required, with alternative solutions to be investigated if not feasible.</p> <p>RADF 2020-2021 program</p> <ul style="list-style-type: none"> • Cr. Gai Sypher sent an update on the funding application for community historical collections as identified in Dr. Melanie Pidcocke’s report. CAE read the update to the committee. <ul style="list-style-type: none"> ○ A quote has been provided by Dr Pidcocke and recommendations. ○ The grant body Foundation for Rural Regional Renewal (FRRR) runs a “Tackling Tough Times Together” grant program. Cr. Sypher has had discussions with the foundation and an application will be submitted for the next round. Letters of support have been requested from various organisations and levels of government. ○ Participating community groups will be Duaringa Historical and Tourism Association (DHTA), Springsure Federation Woolshed, Emerald and District Historical Association, Bogantungan and Miner’s Common Museum, Arts and Cultural Centre. Springsure and Emerald RSLs were approached but declined to participate. ○ The application proposes support for four to six days of preparing an inventory of the collections in collaboration with volunteers/provide practical training and other identified recommendations as per each group. Laptops have also been requested for each of the groups to facilitate digitisation. ○ This proposal provides a great opportunity to approach schools and encourage students to be involved with cataloguing paper-based documents. It will also create the opportunity to educate senior
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		<p>volunteers on the procedures as electronic recording will be an essential and a core function moving forward.</p> <ul style="list-style-type: none"> ○ The application will be submitted under the Capella Pioneer Village as a not-for-profit. The closing date is 24 May 2021 and the receipt of the outcome will be in August 2021. <p>Action: CAE to further investigate grouting of photography mosaic table.</p> <p>Action: ACO to contact Cr. Rolfe to follow up on any additional information for the Lone Graves Register.</p> <p>Action: ACO and CAE to organise the publication of the Cemeteries & Lone Grave Register and determine the best way to make it publicly available.</p> <p>Action: ACO to publish new version of CHACAC Committee and Member Information to the council website.</p> <p>Action: Cr. Gai Sypher to prepare the funding application for community historical collections.</p>
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<p>5.</p>	<p>Projects and programs update</p>	<p>Regional Arts Development Fund (RADF) 2020-2021</p> <ul style="list-style-type: none"> • RADF 2021-2022 bid has been submitted to Arts Queensland. • RADF 2020-2021 Round 3 closes 30 April 2021. • Round 2 was endorsed by council at the general council meeting held on 14 April 2021. • Letters of offer for Round 2 were sent Monday 19 April 2021. <p>Ongoing RADF projects</p> <ul style="list-style-type: none"> • Lisa Hodge who managed the Kindness Rocks project has agreed to be the subject for a video to be used for future RADF advertising. • Rebecca Collis is progressing with her arts practice and will potentially be submitting a RADF application for professional development. <p>Community, connectivity, confidence project</p> <ul style="list-style-type: none"> • The first pottery workshop is being held Saturday 17 April 2021. • Dates need to be re-assessed for some smaller projects. Tentative dates were provided in the previous RADF meeting. Confirmed dates are dependent on the finalisation of dates of larger projects. • Barbara Beazley recently completed the second Procreate workshop. Charmaine McKeon-Parlett attended this workshop and spoke with Sharon Gimbert about taking her new skills into her Indigenous Pathways and Partnerships Coordinator/State Schooling program. • Advanced Patchwork workshop was a two-weekend event that had an attendance of 13 people. All attendees finished a quilt top in the class. • Sharon Gimbert has spoken with Rosie Dickens from Blackwater about holding a marketing and merchandising morning tea session. • Barbara Beazley is organising a mentorship with the Emerald Photography Club. • Other planned mentoring sessions will include 'How to Photograph Your Artworks', 'Social Media for Artists' and 'Framing Your Artworks'. • Wire wrapping workshops held in Capella and Bauhinia were very well received.
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		<p>Artist Trail website</p> <ul style="list-style-type: none"> • Barbara Beazley has entered the information of known artists. She is following up on artists who have not yet submitted a form, and sourcing artist photos. • A list of public artworks has been added. This information was taken from the Cultural Heritage Register and requires further refinement. Barbara is working with Lachlan Grierson to ensure the public artwork section of the website is organised for an optimal user experience. • The artist trail website is expected to be completed and available by May-June 2021. This will then be linked from the Central Highlands Regional Council website and the Central Highlands Development Corporation website to promote cultural tourism. <p>Other projects</p> <ul style="list-style-type: none"> • Springsure Queensland Ambulance Service (QAS) is celebrating 100 years on 21-22 May 2021. ACO will facilitate the loan of significant objects and background history from the Springsure Hospital Museum collection. • ACO is working with the new Tourism Officer in Duaringa to progress cemetery records collation and other Duaringa history requests from the public. <p>Springsure Hospital Museum</p> <ul style="list-style-type: none"> • ACO advised Springsure Hospital Museum had emergency stabilization works completed, with some additional drainage works. <p>Patchwork and Quilting</p> <ul style="list-style-type: none"> • The Emerald Patchwork and Quilting Group are preparing a change of project form. Sharon Gimbert advised that she and Vicky Ledwy are taking over the workshops from the original tutors. They can offer the original workshops plus workshops in Springsure and Sapphire for the same budget. • The program is proposed to consist of: <ol style="list-style-type: none"> 1. Emerald: four two-day workshops 2. Springsure: one two-day and a one-day workshop
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		<p>3. Sapphire: one two-day and a one-day workshop</p> <ul style="list-style-type: none"> • Members discussed workshop fees and keeping them accessible. • MCC acknowledged Sharon’s efforts in coordinating these changes and thanked her for her work. <p>Action: Sharon Gimbert to provide the change in project form by Monday 19 April 2021 to be circulated for approval. Action: CHACAC members to provide a response to change of project form by COB Wednesday 21 April 2021.</p> <p>RADF Assessment Guidelines document</p> <ul style="list-style-type: none"> • MCC advised that the guidelines document can be adjusted by the committee and recommended that it be reviewed as the current version no longer aligns with the committee’s intentions. • Group discussion resulted in the following adjustments to the dot point “Applicants who submit unsigned applications or do not apply minimum \$50 a day participant fee for workshops.” <ol style="list-style-type: none"> 1. An application is deemed ineligible if the application is unsigned. This is to be listed as its own, stand-alone point. 2. Participant fee requirements were discussed. Wording was agreed as “Applicants are encouraged to set a reasonable fee considering the content of the workshop and the demographic of the intended audiences.” <p>Changes to the guideline were approved as above. Moved: Cr. Joseph Burns Seconded: Barbara Beazley</p> <p>Action: CAE to finalise the amendments to the RADF guidelines to circulate to the committee for confirmation. Once confirmed these will be updated on the council website. Action: ACO to publish updated Expression of Interest form on the council website.</p> <p>Jet James workshops</p> <ul style="list-style-type: none"> • The original dates for the workshops were as follows:
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		<ol style="list-style-type: none"> 1. Printmaking workshop: 3 to 7 May 2021 2. Watercolour workshop: 5 and 6 June 2021 <ul style="list-style-type: none"> • Members were concerned these dates didn't allow time for adequate promotion. Mellissa Chick had agreed to organise the Jet James workshops. • Jet has emailed invoices to the Emerald Art Group where alternative dates were suggested. Sharon Gimbert advised that payment will only be made once the workshops have been delivered. • Sharon Gimbert contacted Mellissa Chick via text message during the meeting. Mellissa indicated that she had the workshop requirements list and alternative dates discussed. Due to the short timeline to resolve the suggested change of dates, Sharon agreed to follow up with Jet directly. <p>Action: Sharon Gimbert to liaise with Mellissa Chick to progress the Jet James workshops.</p> <p>Videography projects</p> <ul style="list-style-type: none"> • Barbara Beazley advised that the Creative Connections project is in progress and footage is being taken. • ACO advised that she met with Lou Petho, Maureen Burns and Barbara Beazley regarding the video and editing project. • Three projects were identified as potential outcomes from that workshop: <ol style="list-style-type: none"> 1. The Peak Downs Homestead which is close to completion. 2. Jim the Gem – ACO is working with Kim Tompson to progress this project. 3. Queensland Rail (QR) history – project has been cancelled as QR are looking at a larger project surrounding railway history. • Lou would also like to do a video story on Daryl Black. The workshop attendees intend to discuss the potential of taking this on as the third project. • MCC raised concern that the deadline is June 2021 and three projects may not be feasible within this timeframe. ACO and Maureen Burns agreed that two projects are a more achievable goal. <p>Emerald Botanic Gardens public artwork</p>
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		<ul style="list-style-type: none"> Local artist Derek Hedgcock has completed his public artwork. Council's Parks and Gardens team worked with Derek to install the artwork in the Emerald Botanic Gardens, behind the Federation Pillars and Yarn Pit. An opening event will be arranged. <p>Shine Bright Festival</p> <ul style="list-style-type: none"> The Central Queensland Regional Arts Services Network's (CQ RASN) Shine Bright Festival is being held from 1 May 2021 to 11 June 2021. As part of this festival, council will host two exhibitions at the Bauhinia Bicentennial Art Gallery in Springsure. The first is an exhibition of the works created by Central Highlands and Banana Shire artists who participated in the 2020 'Tough and Tender Beauty' artist-at-home residency. This exhibition will run from Friday 30 April to Friday 21 May 2021. The opening night is scheduled for Wednesday 5 May 2021. The second exhibition will feature work from Woorabinda artists. The opening night is scheduled for Thursday 27 May which is the first day of Reconciliation Week. This exhibition will run from 27 May to 16 July 2021. ACO advised that CQ RASN will also be organising animation projections onto Duaringa Country Women's Association's (CWA) hall. ACO has proposed to CQRASN that this projection project also comes to Emerald. Barbara Beazley suggested the Emerald Twilight Markets would be an optimal opportunity to display the projection project.
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<p>6.</p>	<p>Galleries update</p>	<p>Galleries update</p> <ul style="list-style-type: none"> • Exhibition for the CHRC Annual Art Awards – Springsure was packed up on 15 April 2021. • The next two exhibitions in Springsure are the two mentioned in the Shine Bright Festival update – ‘Tough and Tender Beauty’ and the Woorabinda artists exhibition. • The Emerald Art Gallery has the Sunflower Festival exhibition for another week and then ‘Sixteen Legs’ is being installed. This will be on exhibit until 26 May 2021. • Erin Dunne’s exhibition is scheduled to be in June however ACOG has been unable to contact her to confirm. • James Laws’ exhibition, ‘4720’ is scheduled for July. <p>Review Annual Art Awards categories</p> <ul style="list-style-type: none"> • The award categories for each gallery were reviewed to ensure a consistent approach to both awards and provide a competitive and attractive opportunity to artists. • ACOG presented the document of proposed changes to the committee. • It was agreed that the youth category age range will be 13-18 years in both Emerald and Springsure. • The committee unanimously agreed with all changes proposed for both awards. <p>Emerald Art Gallery acoustics review</p> <p>Consultant Ken Robbins has conducted a review of the acoustics in the Emerald Art Gallery. He has provided advice based on his modelling. He has also identified that the gallery does not currently follow industry standards in terms of lighting.</p> <ul style="list-style-type: none"> • The major issue identified is the reverberation between the ceiling and the floor. Ken has proposed alternative solutions and suggests that at this time, installing suspended panels/sculptural works of various shapes and
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		<p>sizes would be the most promising compromise. Lighting would need to be carefully considered to ensure the panels do not interfere with suspended lights.</p> <ul style="list-style-type: none"> • Ken's overall recommendation for a long-term solution is the installation of a mezzanine floor. • MCC advised that if the committee identifies the need for a capital project or a scoping project, that this would need to be drafted for future presentation to council for budget considerations. • ACO advised that Arts Queensland currently have a capital stimulus project for larger submissions including major capital projects. She will investigate and circulate information to the committee. • A budget submission was made for the 2021-2022 financial year to carpet the walls of the gallery. Ken has since advised that this will have minimal impact. • Discussion concluded that the recommendation of suspended panels will be explored and pursued. • Maureen Burns raised the insufficient quality of the Emerald Art Gallery storeroom. The art is being stored against an external wall, risking heat damage to the artworks. Dust and dirt enter the space under the roller door. ACOG advised that a review of the gallery storerooms is scheduled for the 2021-22 financial year, budget permitting. • MCC recommended that tracks are installed on all available walls within the council building, and that artworks are hung for safety and preservation. <p>Action: ACO to check for grants and circulate grant information to the members for their information. Action: ACOG to arrange for artworks to be taken out of the storeroom and hung on available walls.</p>
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7.	CHACAC new member nominations	<p>Expressions of Interest Form</p> <ul style="list-style-type: none"> • Previously called the nomination form, the title has been changed to '<i>Expressions of Interest Form (EOI)</i>' to bring it in line with the process dictated in the Terms of Reference. • The document was amended to remove personal information as it is not considered in the application assessment. • The form now consists of: <ul style="list-style-type: none"> ○ applicant's previous experience ○ why the applicant would like to join the committee ○ what art forms do they have interest or experience with ○ group or organisation memberships ○ certification page (unchanged). • CAE advised that the updated forms will be published to the council website. <p>CHACAC new member nominations</p> <ul style="list-style-type: none"> • ACO advised there are four new nominations for CHACAC. • Any EOI's received will be reviewed monthly until the membership is full. • Nominations received to date will be assessed with the aim of presenting recommendations to council before the CHACAC meeting scheduled for 25 June 2021. <p>Action: ACO to publish updated CHACAC EOI form on council website.</p>
8.	Member updates	<p>Maureen Burns</p> <ul style="list-style-type: none"> • The Capella Pioneer Village will open for the season on 29 April 2021 under the COVID-19 plan set in 2020. Opening times will be Thursday and Sunday mornings 9.00am-1.00pm with final entry being at 12.00pm. <p>Sharon Gimbert</p> <ul style="list-style-type: none"> • Sharon Gimbert spoke with Sharon Wilesmith regarding the last mosaic table in the Emerald Arts Precinct. Sharon Wilesmith is organising for a youth group to work on it with a dance theme. <p>Barbara Beazley</p>



		<ul style="list-style-type: none"> All updates have been covered previously in the meeting. <p>Cr Sypher</p> <ul style="list-style-type: none"> Update was covered previously in the meeting.
9.	General business	<p>Arts Around August</p> <ul style="list-style-type: none"> ACO reminded members that community is invited to fill the Arts Around August calendar. This opportunity will be available to community members soon. Sharon Gimbert noted that public confidence for joining groups is increasing again. She advised that feedback indicates the community would like traditional, inexpensive craft forms such as crochet, knitting and macrame. MCC suggested that small craft sessions could be run in any of our libraries across the region, at any time. Sharon will speak with various arts groups to potentially source tutors. Members agreed craft tutors should be offered a reasonable fee for their time. CAE confirmed that available budget would cover tutor fees. The committee discussed and agreed that participants will be charged a workshop fee to cover cost of materials. Sharon Gimbert suggested that sessions be three hours in duration. ACO will put a call out for community to express interest in being involved in Arts Around August planning. Sharon Gimbert advised that a RADF application in for a Council Initiated Project (CIP) will be submitted in the next round. The application will be for a week-long residency with artist Tricia Reust including two weekends and day/evening workshops. MCC noted that this could be a feature project in the Arts Around August program. Maureen Burns advised that the videography project will be showcased on Heritage Day in September if it goes ahead. The final decision will be made in July, depending on COVID status. <p>Action: Sharon Gimbert to speak to arts groups to source tutors for Arts Around August workshops. Action: ACO to advertise for expression of interest for community involvement in Arts Around August planning</p> <p>NAIDOC celebrations in Springsure</p>



		<ul style="list-style-type: none"> • NAIDOC celebrations will be happening in Springsure on 25 June 2021. CHACAC has a planning meeting scheduled on this day. CAE suggested this will be a good opportunity to host the meeting in Springsure to allow for engagement and participation in NAIDOC activities. <p>Upcoming CHACAC meetings for 2021</p> <ul style="list-style-type: none"> • 14 May 2021 (including RADF assessment meeting) – held in Emerald • 25 June 2021 – held in Springsure <p>Action: CAE to coordinate with Lyndal Spackman, CHRC Community Development Officer – Indigenous programs, to confirm the schedule of events for 25 June 2021 meeting.</p>
10.	<p>Creative Cultural Futures and Heritage Action Plan (CCFHAP) – Aspirations document</p>	<p>Review and discussion</p> <ul style="list-style-type: none"> • The ‘Creative Cultural Futures and Heritage Action Plan – Aspirations’ document is a register of ideas received through community feedback and surveys. The ideas are recorded as a ‘wish list’ and are sorted according to the ‘Creative Cultural Futures Strategy’. They are then considered in the development of the <i>Creative Cultural Futures and Heritage Action Plan</i>. • The committee began a review of the document and ACO made some agreed amendments. • The whole document will be reviewed by the end of the year in preparation for the next two-year action plan. <p>Community training</p> <ul style="list-style-type: none"> • ACO has approached Flying Arts regarding training for artist development and increased skillsets. The public has also requested training on contracts and copyright. ACO is working with Flying Arts to possibly deliver this training before June 2021. Sharon Gimbert agreed that copyright training is timely and required. <p>Update on Arts Precinct project</p> <ul style="list-style-type: none"> • MCC recapped that the Arts Precinct plans were drafted in 2019 and presented to council. • These plans were presented to the new elected members of council and feedback was received on how to move forward. This resulted in the following decisions:



		<ul style="list-style-type: none"> ○ Stage 1 (2021-22 financial year): engage stakeholders and prepare a plan for aesthetically improving the existing area. ○ Stage 2 (2022-23 financial year): implement the plan. <p>Action: CHACAC members to review the aspirations document and provide feedback to ACO before the next meeting on any ideas, wishes, amendments or completed projects.</p> <p>Action: ACO to remove tasks that have been completed and update the aspirations document to reflect committee's feedback.</p>
11.	Close of meeting	Meeting closed: 1:53pm



Actions

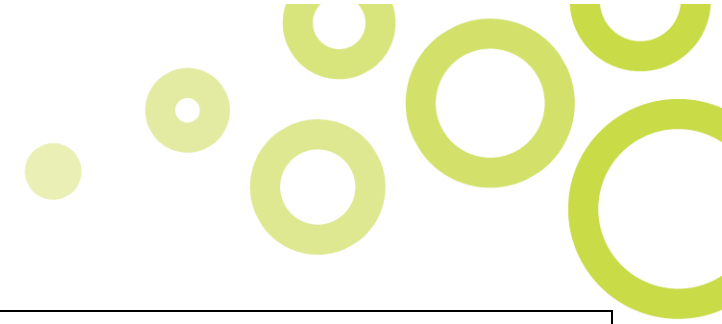
Item/Project	Action	Responsible	Status	Notes
Arts around August	16-04-21 Sharon Gimbert to speak to arts groups to source tutors for Arts around August workshops.	Sharon Gimbert		
	16-04-21 ACO to organise subcommittee meeting in June.	ACO		
Cemeteries and Lone Grave Register	16-04-21 ACO and CAE to organise the publication of the register and investigate a way to have a place on the Cultural Tourism webpage for the public to add items to the register.	ACO/CAE		
	16-04-21 ACO to email Cr. Christine Rolfe to follow up on if she has more information to add.	ACO		
	6-09-19 CHACAC Members to send ACO any lone grave information by providing a GPS location and a photo of the site.	CHACAC Members	Complete	16-04-21 ACO advised that she has the information provided by Maureen Burns. 25-09-20 CHACAC members have provided information of lone graves. No GPS coordinates available to date.
CHACAC membership	16-04-21 ACO to publish updated nomination form to council website.	ACO	In progress	
	12-03-21 Existing members and nominees to go to council for approval.	ACO	In progress	16-04-21 CAE advised that once assessment is complete a report will be drafted and submit to council for approval. 16-04-21 CAE noted the desired time for the new committee to be approved is by the June CHACAC planning meeting.



	22-01-21 ACO to update CHACAC nomination information document to reflect fixed date three-year term.	ACO	Complete	16-04-21 CAE advised the document was updated to clarify member tenure.
COVID-19 safe plans	22-01-21 CAE to follow up with arts clubs on COVID-19 safe plans with regards use of council facilities.	CAE	Complete	16-04-21 COVID safe plans are no longer required.
Creative Cultural Futures and Heritage – Aspirations document	16-04-21 CHACAC members to review the aspirations document and provide feedback to ACO on any ideas, wishes, amendments or completed projects.	CHACAC Members		
	16-04-21 ACO to remove tasks that have been completed and update the aspirations document to reflect committee’s feedback.	ACO		
	22-01-21 ACO to ensure that the aspirational document is sent out seven days prior to the next meeting.	ACO	Complete	16-04-21 Aspirational document was circulated prior to meeting and added to the agenda.
	22-01-21 ACO to add a new section to the agenda to allow a robust discussion regarding the aspirational document.	ACO	Complete	12-03-21 To be sent out seven days prior to next meeting.
Emerald Art Gallery	16-04-21 Artworks to be taken out of the storeroom and hung on available walls.	ACOG		
	16-04-21 ACO to check for grants and circulate grant information to the members for consideration.	ACO		
	12-03-21 Maureen Burns, ACO and ACOG to have a discussion with Dr. Anita Milroy regarding potential exhibition for acoustics in the gallery.	Maureen Burns/ACO & ACOG	Complete	16-04-21 Maureen Burns organised Ken Robbins to assess the acoustics of the gallery. Ken Robbin’s provided a summary of his findings. Summary was presented in the meeting.
Film festivals	23-10-20 ACO to add information in the film groups	ACO	Complete	22-01-21 ACO has begun the spreadsheet.



	spreadsheet she is compiling and distribute to CHACAC members.			25-09-20 ACO to provide a copy of film service/program/event providers.
Gallery exhibition programs	12-03-21 Use networks to see if anyone can assist emerging artist Camille Swallow, regarding funding and logistics of setting up her own exhibition	CHACAC members	Complete	16-04-21 ACOG has worked with Camille and provided information on available grants.
	22-01-21 CAE to speak to the photography club regarding holding an exhibition in Emerald or Springsure.	CAE	Complete	16-04-21 CAE raised with the photography club the upcoming gallery training which was positively received.
				16-04-21 CAE advised no interest was expressed by the club members at this point.
Jet James workshops	16-04-21 Sharon Gimbert to liaise with Mellissa Chick to progress the Jet James workshops.	Mellissa Chick		
Metal in March	22-01-21 ACO to contact Gemfields artists for Metal in March 2022.	ACO	In progress	
	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 Duaringa Historical and Tourism Association.	ACO	In progress	
Mosaic tables behind the library	16-04-21 CAE to further investigate grouting of photography mosaic table.	CAE		
	12-03-21 Find out who grouted the tables.	Sharon Gimbert	Complete	16-04-21 Sharon advised that her investigation has found that none of the groups had been contacted or completed the works. The person who conducted the work is still unknown.
Patchwork and Quilting project	16-04-21 Sharon Gimbert to provide the change in project form to ACO team by Monday 19 April 2021 to be circulated for approval.	Sharon Gimbert/ACO	Complete	



	16-04-21 CHACAC members provide a response to change of project form by COB Wednesday 21 April 2021.	ACO/ CHACAC members	Complete	
Public art van Gogh 'Big Easel' sunflower painting	22-01-21 CAE to provide an update from the asset team's reports.	CAE	Complete	
	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	Complete	16-04-21 CAE advised that asset report deemed the repainting of the artwork as a future maintenance item for 2023. As the item is not in the close future the committee unanimously agreed to complete it. 22-01-21 Currently on hold, due to COVID travel restrictions. 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	16-04-21 Cr. Gai Sypher to prepare the funding application for community historical collections.	Cr. Sypher		16-04-21 Cr. Sypher has received a quote from Dr Melanie Piddocke. Letters of support have been requested. Grant body is Foundation for Rural Regional Renewal (FRRR).
	12-03-21 Cr. Gai Sypher and Cr. Charles Brimblecombe to travel to Duaringa to access the collection and progress a RADF application for Dr. Melanie Piddock and aid.	Cr. Sypher/Cr. Brimblecombe	Complete	
	23-10-20 Cr. Gai Sypher to develop an outline for an Arts Festival.	Cr. Sypher	In progress	20-11-20 Cr. Gai Sypher advised that this is a two-year plan.
Videography project	22-01-21 ACO to arrange a meeting with Lou Petho, Barbara Beazley and Sharon Gimbert to discuss the	ACO	Complete	16-04-21 Meeting has taken place.



	auspiced project.			
RADF Application Form and assessment guidelines	16-04-21 CAE to finalise the amendments to the RADF guidelines to circulate to the committee for confirmation. Once confirmed these will be updated on the council website.	CAE, ACO		