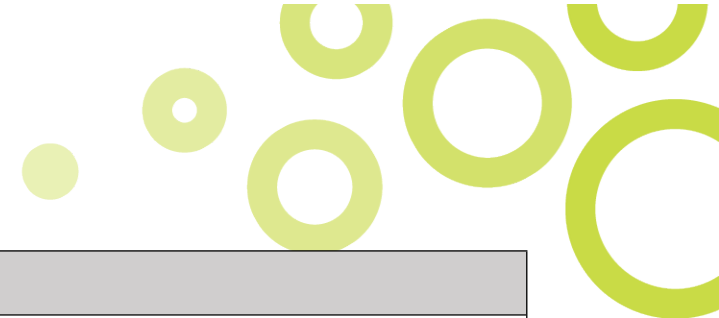




**Central Highlands Arts and Cultural Advisory Committee (CHACAC)  
Planning Minutes**

<b>Date:</b>	Friday 14 May 2021
<b>Venue:</b>	Central Highlands Regional Council – Emerald Gallery Meeting Room
<b>Chair:</b>	Cr. Gai Sypher
<b>Minute taker:</b>	Kayla Holloway – Administration Assistant Officer (AA)
<b>Present:</b>	<b>CHACAC Members:</b> Barbara Beazley, Mellissa Chick and Sharon Gimbert. <b>CHRC:</b> Cr. Gai Sypher, Karen Newman – Arts and Cultural Officer (ACO), Katerina Hatzipanagiotis – Coordinator Arts and Engagement (CAE), Kayla Holloway – Administration Assistant (AA), Nikki Pickering – Arts and Cultural Officer Galleries (ACOG) and Suzanne Poulter – Manager Connected Communities (MCC).
<b>Apologies:</b>	<b>CHACAC members:</b> Maureen Burns <b>CHRC:</b> Cr. Charles Brimblecombe and Cr. Joseph Burns
<b>Meeting time:</b>	12:15pm to 1:48 pm
<b>Preparation documents distributed for this meeting:</b>	<ul style="list-style-type: none"> <li>• CHACAC Planning Meeting Minutes – 12 March 2021</li> <li>• CHACAC Meeting Dates January – June 2021</li> <li>• CHACAC Member Update Form</li> <li>• Creative Cultural Futures and Heritage – Future Aspirations</li> <li>• Changes to Annual Art Award categories</li> <li>• Emerald Art Gallery acoustics review</li> </ul>



	Subject	Discussions
1.	<b>Acknowledgement of Country and opening of meeting</b>	Cr. Gai Sypher shared an Acknowledgement of Country and welcomed attendees.
2.	<b>Conflict of Interest Register</b>	No conflicts of interest were identified.
3.	<b>Confirmation of previous CHACAC meeting minutes</b>	CHACAC 16 April 2021 planning meeting minutes (draft) were confirmed. These will be presented to council on 26 May 2021.  <b>Moved:</b> Sharon Gimbert <b>Seconded:</b> Mellissa Chick
4.	<b>Previous meeting action review</b>	<p><b>Complete</b></p> <ul style="list-style-type: none"> <li>• Cemeteries and Lone Grave Register</li> <li>• Emerald Art Gallery</li> <li>• Jet James workshops</li> <li>• Patchwork and Quilting project</li> </ul> <p><b>Ongoing</b></p> <p><b>Arts around August</b></p> <ul style="list-style-type: none"> <li>• Sharon Gimbert to speak to arts groups to find interested tutors for Arts around August 2021 workshops. Sharon will work with CAE to organise.</li> <li>• ACO to add Arts around Arts 2022 to CHACAC June planning meeting agenda.</li> <li>• Arts around August 2021 will now include Regional Arts Development Fund (RADF) Council Initiated Project (CIP) performance art and RADF CIP printmaking workshops.</li> </ul> <p><b>Cemeteries and Lone Grave Register</b></p> <ul style="list-style-type: none"> <li>• ACO and CAE to investigate the publication of the register and investigate a way to have a place on the Cultural Tourism webpage.</li> <li>• Library Call Out Days will be scheduled to enhance community feedback opportunities.</li> </ul>



		<p><b>CHACAC membership</b></p> <ul style="list-style-type: none"> <li>• ACO has published updated nomination form to council website.</li> <li>• Existing members and nominees to go to council for approval on 16 June 2021.</li> </ul> <p><b>Creative Cultural Futures and Heritage feedback</b></p> <ul style="list-style-type: none"> <li>• CHACAC members to review the aspirations document and provide feedback to ACO on any ideas, wishes, amendments or completed projects.</li> <li>• ACO to remove tasks that have been completed and update the aspirations document to reflect committee's feedback.</li> </ul> <p><b>Emerald Art Gallery</b></p> <ul style="list-style-type: none"> <li>• Some artworks have been hung, with a small number remaining. New locations for hanging tracks are being investigated to accommodate remaining works.</li> </ul> <p><b>RADF Regional Arts Development Fund 2020-2021 program</b></p> <ul style="list-style-type: none"> <li>• Foundation of Regional and Rural Renewal (FRRR) was used instead of the RADF 2020-2021 to apply for funding of this project.</li> <li>• Cr. Gai Sypher has prepared a grant application to FRRR to support historical groups around the region.</li> </ul> <p><b>Metal in March</b></p> <ul style="list-style-type: none"> <li>• Planning has commenced for the 2022 program and some budget items still outstanding from 2021 events.</li> </ul> <p><b>Mosaic tables behind the library</b></p> <ul style="list-style-type: none"> <li>• Further investigation is needed regarding grouting of photography mosaic table.</li> </ul> <p><b>RADF Application Form and assessment guidelines</b></p> <ul style="list-style-type: none"> <li>• 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 for use in Round 3.</li> </ul>
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		<ul style="list-style-type: none"> <li>• After the conclusion of the 2020-21 program, the committee will look at reviewing the entire document in preparation for 2021-22.</li> </ul> <p><b>Action:</b> ACO to add Arts around Arts 2022 to CHACAC June planning meeting agenda.  <b>Action:</b> CAE to work with Sharon to create a list of the workshops occurring within Arts around August 2021.</p>
5.	<b>Projects and programs update</b>	<p><b>Springsure Hospital Museum</b></p> <ul style="list-style-type: none"> <li>• A new Facilities Maintenance Plan and Restoration Schedule for Stage 1: Exterior and site report has been created by Gail Lipke. This report has been submitted to state government for approval.</li> <li>• Emergency works were able to be completed.</li> <li>• Currently 'closed to public access' signage has been displayed.</li> <li>• Mowing and ground maintenance works have been completed.</li> <li>• A WORKS Camp form is to be submitted to request their assistance to undertake future grounds maintenance.</li> <li>• Workplace Health and Safety reviews will be conducted prior any future grounds work on the site.</li> </ul> <p><b>Arts around August 2021</b></p> <ul style="list-style-type: none"> <li>• Council website has been updated for community event input, and a direct link will be shared to the committee.</li> <li>• Council Facebook posts promoting Arts around August will be starting on Saturday 15 May 2021.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• <b>Galleries Training – at the Emerald Art Gallery – 19-20 June 2021</b> <ul style="list-style-type: none"> <li>○ An email the training details to be sent to the committee.</li> <li>○ Thirteen attendees have booked.</li> </ul> </li> <li>• <b>Creative Recovery Training – Hosted by Central Queensland Regional Arts Services Network (CQRASN) – Yeppoon 21-23 May 2021 and Duaringa 1-3 June 2021</b> <ul style="list-style-type: none"> <li>○ Open to artists, community and cultural workers.</li> <li>○ Only six attendee places for the Central Highlands region are available.</li> <li>○ The committee agreed that the CHACAC training fund could be utilised for committee members wishing to attend however availability of the committee to attend is limited.</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>● <b>Flying Arts - Copyright Training</b> <ul style="list-style-type: none"> <li>○ Quotes for Copyright training are being sourced.</li> <li>○ Members expressed strong support for this training to be available for the community as there is always demand.</li> </ul> </li> <li>● <b>Graeme Stevenson of 'Colour in Your Life' – Artist Development Training – date TBC</b> <ul style="list-style-type: none"> <li>○ Aiming for this training to fit within the Arts around August 2021 timeframe.</li> <li>○ This could be an opportunity to utilise the CHACAC Training budget from 2021-2022.</li> <li>○ It provides a good opportunity for the local artists and to help promote them.</li> <li>○ Further details are needed around what will be provided in this training.</li> </ul> </li> </ul> <p><b>Action:</b> ACO to speak to Steve Wiggins regarding WH&amp;S concerns at the Springsure Hospital Museum.  <b>Action:</b> ACO to send out Arts around August link to the committee for community calendar entries.  <b>Action:</b> ACOG to send out an email to the committee to attain final numbers for Galleries Training.  <b>Action:</b> ACO to follow up Flying Arts Copyright Training quote.  <b>Action:</b> ACO to investigate more into what Graeme Stevenson can provide in a training course to artists.</p>
6.	<b>Galleries update – Arts and Cultural Officer Galleries</b>	<p><b>Painting of the Emerald Art Gallery</b></p> <ul style="list-style-type: none"> <li>● Quotes are being sourced to have walls repainted in the Emerald Art Gallery during June 2021.</li> <li>● Cr. Gai Sypher raised the outcome of a gallery acoustics discussion. MCC explained that the committee agreed that the budget (if approved) would be utilised to plan for further investigation.</li> </ul> <p><b>Emerald Art Awards 2021</b></p> <ul style="list-style-type: none"> <li>● Submissions to the Annual Art Awards - Emerald are now open.</li> <li>● Entry forms are due 16 July 2021, with artworks delivered to council by 28 July 2021.</li> <li>● The opening night and award presentations are Friday 6 August 2021 from 6pm.</li> <li>● Emerald Town Jazz Band has been booked for entertainment.</li> <li>● Sue Smith, Art Collection Manager from Central Highlands University (CQU) will judge.</li> <li>● ACOG is investigating options for catering and waitstaff.</li> </ul> <p><b>Bauhinia Bicentennial Art Gallery in Springsure</b></p> <ul style="list-style-type: none"> <li>● The gallery is available for Arts around August events, workshops, or other exhibitions.</li> <li>● ACO suggested that the artwork collection from Springsure could be put on display during this time.</li> </ul>



8.	<b>Member updates</b>	<p><b>Cr Sypher</b> <b>Foundation for Rural and Regional Renewal grant application for historical collections project</b></p> <ul style="list-style-type: none"> <li>• Training by Central Queensland Museum Development Officer Dr. Melanie Piddocke will provide data entry skills, helping the cataloging of items and collections, along with their significance and story behind the items and collections for five community groups.</li> <li>• Activities will be opened to the wider community to encourage new membership to these groups.</li> </ul> <p><b>Melissa Chick</b></p> <ul style="list-style-type: none"> <li>• Covered off in the RADF Round 3 assessment meeting 14 May 2021, projects and programs update.</li> </ul> <p><b>Sharon Gimbert</b></p> <ul style="list-style-type: none"> <li>• Covered off in the RADF Round 3 assessment meeting 14 May 2021, projects and programs update.</li> </ul> <p><b>Barbara Beazley</b></p> <ul style="list-style-type: none"> <li>• Covered off in the RADF Round 3 assessment meeting 14 May 2021, projects and programs update.</li> </ul>
9.	<b>General business</b>	<p><b>NAIDOC celebrations in Springsure</b></p> <ul style="list-style-type: none"> <li>• The next CHACAC meeting is scheduled for the 25 June 2021, which also coincides with the Springsure NAIDOC Celebrations.</li> <li>• The agenda of the day will incorporate these celebrations. Schedule of events:             <ul style="list-style-type: none"> <li>○ 9.30 am Flag raising followed by morning tea</li> <li>○ 11 am – 1.45 pm CHACAC meeting</li> <li>○ 2 pm Woorabinda Dance Group providing a performance at the Springsure School.</li> </ul> </li> </ul> <p><b>Springsure Art Gallery – August 2021</b></p> <ul style="list-style-type: none"> <li>• Members would like to see local groups and artists from Springsure approached to populate the gallery with their works to make it clear that galleries are available to them, as they can seem out of reach.</li> <li>• CHRC Parks and Gardens team requested to exhibit their ‘Trees’ exhibition in August 2021. This was not possible due to previous bookings. September 2021 is an option.</li> </ul> <p><b>Central Highland’s Cultural tourism and events promotion/information</b></p>



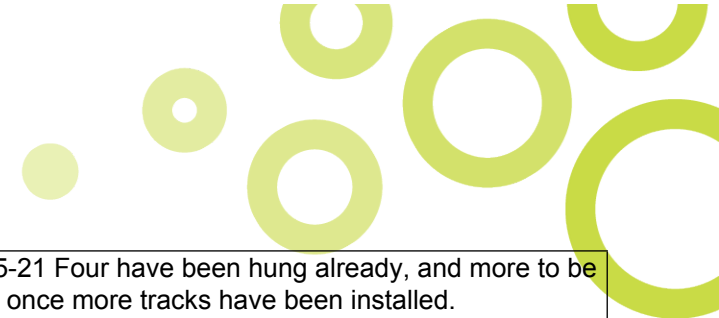
		<ul style="list-style-type: none"> <li>• Mellissa Chick raised a discussion item surrounding a local guide for the regional arts, cultural and heritage events. Easier access is desired and via phone search preferable.</li> <li>• Community awareness could be increased to bring attention the amazing events and opportunities that council support and provide to the region.</li> </ul> <p><b>Have Your Say surveys</b></p> <ul style="list-style-type: none"> <li>• A Have Your Say survey on Central Highlands Galleries survey is currently open for community feedback.</li> <li>• A Have Your Say survey about arts, culture and heritage is also in progress to gain community feedback for future planning. This survey will be released late in June 2021.</li> </ul> <p><b>Anakie Railway Pop Up Gallery</b></p> <ul style="list-style-type: none"> <li>• Cr. Gai Sypher asked if anyone had been in contact with community in relation to the tenure agreement for the Anakie Railway.</li> <li>• MCC advised as the railway is a community building that Leisa Donlan will coordinate the facility aspect of this project (budget permitting).</li> </ul> <p><b>Action:</b> ACOG to contact local groups and artists to see who is available to exhibit in the Springsure Art Gallery during August 2021</p> <p><b>Action:</b> MCC to review tenure progress and update group.</p>
<b>10.</b>	<b>Close of meeting</b>	<b>Meeting closed:</b> 1:53pm



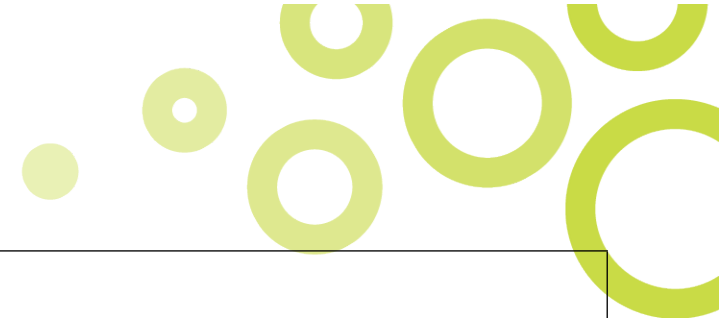
### Actions

Item/Project	Action	Responsible	Status	Notes
<b>Arts around August</b>	14-05-21 ACO to send out Arts around August link to the committee for community calendar entries.	ACO		
	14-05-21 ACO to add an agenda item Arts around August 2022.	ACO		
	16-04-21 Sharon Gimbert to speak to arts groups to source tutors for Arts around August 2021 workshops.	Sharon Gimbert	In progress	14-05-2021 Sharon Gimbert has some names collated already, with more to come once she has visited the Blackwater Area. 14-05-2021 Sharon Gimbert to speak to artists again and see what their availability is to travel throughout the region to provide tutoring/workshops.
<b>Cemeteries and Lone Grave Register</b>	16-04-21 ACO and CAE to investigate a way to have a place on the Cultural Tourism webpage for the public to add items to the register.	ACO/CAE	In progress	
<b>CHACAC membership</b>	12-03-21 Existing members and nominees to go to council for approval.	ACO	In progress	14-05-21 Four new members have lodged their applications. 16-04-21 CAE advised that once assessment is complete a report will be drafted and submit to council for approval. CAE noted the desired time for the new committee to be approved is by the June CHACAC planning meeting.
<b>Creative Cultural Futures and Heritage – Aspirations document</b>	16-04-21 CHACAC members to review the aspirations document and provide feedback to ACO.	CHACAC Members	In progress	14-05-21 ACO to resend out to members to attain feedback.
	16-04-21 ACO to remove tasks that have been completed and update the aspirations document to reflect committee's feedback.	ACO	In progress	
<b>Emerald Art Gallery</b>	14-05-2021 ACOG to attain final numbers for Gallery Training.	ACOG		





	16-04-21 Artworks to be taken out of the storeroom and hung on available walls.	ACOG	In progress	14-05-21 Four have been hung already, and more to be hung once more tracks have been installed.
	16-04-21 ACO to check for grants and circulate grant information to the members for consideration.	ACO	Complete	
<b>Jet James workshops</b>	16-04-21 Sharon Gimbert to liaise with Mellissa Chick to progress the Jet James workshops.	Mellissa Chick	Complete	
<b>Metal in March</b>	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	
<b>Mosaic tables behind the library</b>	16-04-21 CAE to further investigate grouting of photography mosaic table.	CAE	In progress	
<b>Regional Arts Development Fund (RADF) 2020-2021 program</b>	16-04-21 Cr. Gai Sypher to prepare the funding application for community historical collections.	Cr. Gai Sypher	In progress	14-05-21 Cr. Gai Sypher advised Foundation of Regional and Rural Renewal (FRRR) grant will be submitted shortly. 16-04-21 Cr. Sypher has received a quote from Dr Melanie Piddocke. Letters of support have been requested.
	23-10-20 Cr. Gai Sypher to develop an outline for an Arts Festival.	Cr. Gai Sypher	In progress	20-11-20 Cr. Gai Sypher advised that this is a two-year plan.
	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	Complete	14-05-21 Relates to changes to the guidelines which have been discussed in the RADF Minutes from 14 May 2021.
<b>ArTour RADF Application</b>	14-05-21 ACO to add in additional locations, performances into the ArTour 2020-2021 application.	ACO		
<b>Videography Training (Ongoing RADF Project)</b>	14-05-21 MCC, CAE and ACO to discuss budget surrounding the Videography Project. Change of Project form to be completed.	MCC, CAE and ACO		



<b>Springsure Hospital Museum</b>	14-05-21 ACO to speak to Steve Wiggins regarding WH&S concerns at the Springsure Hospital Museum.	ACO		
<b>Training</b>	14-05-21 ACO to again follow up the with Flying Arts Copyright Training quote.	ACO		
	14-05-21 ACO to investigate more into what Graeme Stevenson can provide in a training course to artists.	ACO		
<b>Bauhinia Bicentennial Art Gallery</b>	14-05-21 ACOG to contact some local groups and artists to see if anyone is available to interested in putting something into the Springsure Art Gallery.	ACOG		
<b>Have Your Say</b>	14-05-21 ACOG to provide results from the Gallery's survey on Have Your Say, when the survey is complete.	ACOG		
<b>Anakie Railway Pop Up Gallery</b>	14-05-21 MCC to meet with Leisa Donlan regarding the Anakie Railway Pop Up Gallery project progress.	MCC		