



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

Date:	Friday 25 June 2021
Venue:	Springsure Council office boardroom
Chair:	Cr. Charles Brimblecombe
Minute taker:	Kayla Holloway – Administration Assistant Officer (AA)
Present:	CHACAC Members: Barbara Beazley, Lou Petho, Maureen Burns and Sharon Gimbert. CHRC: Cr. Charles Brimblecombe, Karen Newman – Arts and Cultural Officer (ACO), Katerina Hatzipanagiotis – Coordinator Arts and Engagement (CAE), Kayla Holloway – Administration Assistant (AA) and Suzanne Poulter – Manager Connected Communities (MCC).
Apologies:	CHACAC members: Ben Robertson, Lachlan Grierson, Mellissa Chick and Paul Albert. CHRC: Cr. Gai Sypher and Cr. Joseph Burns.
Meeting time:	11.03am to 1:48 pm
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC planning meeting minutes – 14 May 2021 • CHACAC proposed meeting dates July 2021 – June 2022 • CHACAC member update form • Arts, Cultural and Heritage Overview • Heritage Management Framework • Creative Cultural Futures & Heritage Action Plan 2020-2022 FYS • Creative Cultural Futures Strategy 2016-2026



	Subject	Discussions
1.	Acknowledgement of Country and opening of meeting	Cr. Charles Brimblecombe shared an Acknowledgement of Country and welcomed attendees, with a special welcome to our new member Lou Petho.
2.	Conflict of Interest Register	No conflicts of interest were identified.
3.	Confirmation of previous CHACAC meeting minutes	<p>CHACAC 14 May 2021 minutes were shared with the group, noting they are in draft form and will be submitted to council for endorsement shortly.</p> <p>CHACAC 14 May 2021 planning meeting minutes (draft) were confirmed. Moved: Sharon Gimbert Seconded: Maureen Burns</p>
4.	Previous meeting action review	<p><u>Complete</u></p> <p>Arts around August</p> <ul style="list-style-type: none"> • ACO to send out Arts around August link to the committee for community calendar entries. • ACO to add an agenda item 'Arts Around August 2022'. <p>CHACAC Memberships</p> <ul style="list-style-type: none"> • Existing member and nominees to go to council for approval. <p>Emerald Art Gallery</p> <ul style="list-style-type: none"> • ACOG to attain final numbers for Gallery Training. <p>Mosaic Tables</p> <ul style="list-style-type: none"> • ACO spoke with Parks and Gardens staff, the photography mosaic tables were fixed by external contactor. <p>Regional Arts Development Fund (RADF) 2020-2021 program</p> <ul style="list-style-type: none"> • Cr. Gai Sypher to prepare the funding application for community historical collections. <p>Videography Training (Ongoing RADF Project)</p> <ul style="list-style-type: none"> • MCC, CAE and ACO to discuss budget surrounding the Videography Project <p>Springsure Hospital Museum</p> <ul style="list-style-type: none"> • ACO to speak to Steve Wiggins regarding WH&S concerns at the Springsure Hospital Museum. <p>Training</p> <ul style="list-style-type: none"> • ACO to again follow up with Flying Arts Copyright Training quote. <p>Bauhinia Bicentennial Art Gallery</p>



		<ul style="list-style-type: none"> • ACOG to contact some local groups and artists to see if anyone is available or interested in putting something into the Springsure Art Gallery. <p>Anakie Railway Gallery</p> <ul style="list-style-type: none"> • MCC to meet with Leisa Donlan regarding the Anakie Railway Gallery project progress. <p><u>In progress</u></p> <p>Arts around August</p> <ul style="list-style-type: none"> • Sharon Gimbert to speak to arts groups to source tutors for Arts around August 2021 workshops. <p>Cemeteries and Lone Grave Register</p> <ul style="list-style-type: none"> • ACO and CAE to investigate a way to have a place on Cultural Tourism webpage for public to add items to the register. <p>Creative Cultural Futures and Heritage – Aspirations Document</p> <ul style="list-style-type: none"> • CHACAC members to review the aspirations document and provide feedback to ACO. • ACO to remove tasks that have been completed and update the aspirations document to reflect committee’s feedback. <p>Emerald Art Gallery</p> <ul style="list-style-type: none"> • Artworks to be taken out of the storeroom and hung on available walls. <p>Metal in March</p> <ul style="list-style-type: none"> • ACO to contact Gemfields artists for Metal in March 2022. • ACO to 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. <p>Regional Arts Development Fund (RADF) 2020-2021 program</p> <ul style="list-style-type: none"> • Cr. Gai Sypher to develop an outline for an Arts Festival. <p>ArTour RADF Application</p> <ul style="list-style-type: none"> • ACO to add in additional locations, performances into the ArTour 2020-2021 application. <p>Videography Training (Ongoing RADF Project)</p> <ul style="list-style-type: none"> • ACO to complete Change of Project form. <p>Training</p> <ul style="list-style-type: none"> • ACO to investigate what Graeme Stevenson can provide in a training course for artists. <p>Have Your Say</p> <ul style="list-style-type: none"> • CAE to provide results from the Gallery’s survey on Have Your Say, when the survey is complete.
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5.	Projects and programs update	<p>Former Springsure Hospital Museum</p> <ul style="list-style-type: none"> The Department of Environment and Science (DES) have approved the second stage of works with official signoff to be completed. Settling of emergency drainage works restrict any further site development prior to April 2022. The building is listed on the Queensland State Heritage Register and the Central Highlands Local Heritage Register. <p>Heritage Call Out Day – Flood Stories 28 June 2021</p> <ul style="list-style-type: none"> A call out has been organised by the Emerald Library team inviting people to share their flood stories to be recorded as oral histories. Glen Bell, Coordinator Disaster Management, will be speaking on the day, outlining the importance of preparing for emergencies. MCC noted that although this is a specific event, the libraries can be contacted, and an appointment made to record an oral history any time. <p>Arts and Cultural Training</p> <p><u>Flying Arts</u> with facilitator Sonia Cozens</p> <ul style="list-style-type: none"> Copyright training scheduled for 3 July 2021 and RADF grant training scheduled for 4 July 2021. <p><u>Galleries training</u> with Trudy Leigo – 19 and 20 June</p> <ul style="list-style-type: none"> CAE said the feedback from this session was fantastic. <p><u>Training discussion</u></p> <ul style="list-style-type: none"> Future training options and ideas were discussed, with fundraising being flagged as a training interest. ACO has requested ideas from the CHACAC committee in relation to training. <p>RADF Projects</p> <ul style="list-style-type: none"> Community, Connectivity, Confidence Project <ul style="list-style-type: none"> Sharon Gimbert provided an update that this project is projected to be closed off by 30 June 2021. A small amount of funding will be held off till September/October to fund the RADF showcase exhibition. Emerald Galley is available between 18 September to 10 October 2021. CAE to book gallery for this exhibition. Quilt stands to be brought into the gallery to assist in the display. Framing History Project <ul style="list-style-type: none"> Filming is scheduled at the Capella Pioneer Village for this event 26-27 June 2021.
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		<ul style="list-style-type: none"> • Performance Art for the Central Highlands – Arts around August <ul style="list-style-type: none"> ○ ACO spoke to Melly Melody regarding dates for her performances aiming to be held towards the end of September with hopes of overlapping into October. This would enable her performances to be incorporated into Seniors Week (which is to occur on 12 October 2021). ○ ArTour have provided multiple options in relation to different performances. This will assist to ensure that different performances occur across the Central Highlands. ○ Independent performance artists have also been contacted. ○ ACO hopes to confirm all performances by early July to ensure that advertisement can be distributed as soon as possible. ○ ACO advised that the CHDC events calendar has also been launched today. <p>Action: ACO to share the confidential Springsure Hospital Museum document titled <i>Bridging Conservation Management Plan</i> with CHACAC members.</p> <p>Action: CHACAC members to consider training options and advise ACO.</p> <p>Action: CAE to add the Community, Connectivity, Confidence Project to the Emerald Gallery exhibition Calendar.</p>
6.	Galleries update	<p>Staffing update</p> <ul style="list-style-type: none"> • Nikki Pickering has finalised her time as Arts and Cultural Officer – Galleries with council. • Recruitment process to fill the role is underway. • The Arts & Engagement team are currently working collaboratively to cover all the functions of the position. <p>Emerald Art Gallery</p> <ul style="list-style-type: none"> • The painting of the gallery has now been completed. • Upcoming exhibitions: <ul style="list-style-type: none"> ○ 3-30 July 2021 – 4720 Exhibition by James Laws ○ 6 August – mid September 2021 – Annual Art Awards ○ September/October 2021 - Community, Connectivity, Confidence Project showcase ○ November 2021 – Central Queensland Contemporary Artists ○ December 2021/January 2022 – Emerald State High School ○ 2022 Calendar is tentatively booked with two gaps between mid-January to February, and mid-June to July. <p>Bauhinia Bicentennial Art Gallery, Springsure</p>



		<ul style="list-style-type: none"> • The More Than a Word - Woorabinda artist showcase Currently in place until 17 July 2021. • Upcoming exhibitions: <ul style="list-style-type: none"> ○ July/August 2021 - Springsure and Rolleston local artists 'Presence' exhibition ○ August 2021 - Our Lady Sacred Heart School ○ September/October – (tentative) Significant Trees ○ 2022 Calendar is open except for one booking in March-April 2022 being the Annual Art Awards
8.	General business	<p>Arts Around August 2021</p> <ul style="list-style-type: none"> • As previously discussed within the Programs & Projects section of the meeting, the close of first round calendar submissions is now scheduled for mid-July, to allow more time to populate the calendar with community group events. • Blackwater Arts Society are having an exhibition on the last weekend in August. • The Gemfields Quilters are having a quilt show from 7- 8 August. • Groups are encouraged to put forward all of events, including one off and more regular events. <p>Art and craft workshops</p> <ul style="list-style-type: none"> • Only six artists so far have advised they can hold workshops. These artists are all located in Emerald. • Travel costs will need to be budgeted for if the artists are going to travel to other towns. • A template covering where events could be held and what the budget covers (travel, meals, tools, materials) is required. Clear details will enable artists to understand the commitment. • Activity budget will cover the cost of creating the craft kits to support this program for the different types and techniques with the region. This will remove the need for artists to supply materials out of their own personal stores. • Artists to propose dates for their workshops/programs within the months of August or September. • 15 x \$200 gift cards have been purchased to cover initial budget for artists. This includes \$150 for their time and \$50 for materials for their craft kit. Smaller increment gift cards can be purchased for additional travel between towns for artists if necessary. The ATO website will be utilised to source the fee per kilometre for Arts around August projects. • A fee would be charged to participants if any sessions require consumable materials. • Woorabinda Gallery to be approached regarding a potential event for Duaringa.
Lunch		12:34pm – 12:59pm
9.	Member updates	<p>Sharon Gimbert</p> <ul style="list-style-type: none"> • Metal in March 2022 – Raelene Bock has expressing interest in being involved.



		<ul style="list-style-type: none"> • Council Initiated Project (CIP) Jet James Workshops – Complete <ul style="list-style-type: none"> ○ Change of project application was previously discussed and approved by CHACAC to include a reasonably sized press and some print materials to be purchased. Quotes are being sourced. • Emerald Patchwork and Quilting – Change of project form is complete. • Lou Petho and Barbara Beazley – project auspiced through Emerald Art Group (EAG) has been expended. • Community, Connectivity, Confidence Project – Exhibition for September/October funds to be held for the opening by the Emerald Art Group Inc. All workshops to be finalised by 30 June 2021. <p>Barbara Beazley</p> <ul style="list-style-type: none"> • Medway Story – two interviews have been completed, Gail Nixon and Myra Stanton. • Miner’s Common Story – one interview completed, Kim Tompson. • Community, Connectivity, Confidence Project and RADF events/workshops: <ul style="list-style-type: none"> ○ 5-6 June 2021 – Jet James: Water Colour and Charcoal workshop ○ 12-13 June 2021 – Erin Dunne workshop ○ 13 June 2021 – Raelene Bock: Quirky Wire workshop ○ 15 June 2021 – Rosie Dickens: Blackwater Coffee Table Talk on merchandise ○ 19 June 2021 – Vanni Vogel – Kids Pottery class. Vanni Vogel is looking to complete more children’s pottery session due to the great reception of the last workshop. ○ 27 June 2021 – Karen Galea/Glen Wright – Getting past the filter photography workshop <p>Maureen Burns</p> <ul style="list-style-type: none"> • The Capella Pioneer Village Heritage Day is scheduled for 11 September 2021. • Queensland Rail has refused the council and Capella Pioneer Village’s additional land application. Maureen suggested Queensland Rail be reapproached in 12 months. • A section of the old Capella Creek rail bridge has been installed on concrete plinths donated by Central Highland Contracting. • Sufficient funds have been raised to line and pane the southern wall (interior) of the Cinematic, Photographic and Communications buildings.
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		<ul style="list-style-type: none"> • Sufficient funds have been raised to line the eaves of the Gordon Downs Store building to help suppress dust inclusion. • The Peak Downs Homestead video project has been completed (part of the RADF CIP Videography Project) and resulting video was presented during lunch. • The link to Capella.com.au from the CHRC website is not working and should be investigated. <p>Additional Discussion</p> <ul style="list-style-type: none"> • Sharon Gimbert asked about RADF 2020-21 Round 3 grants council endorsement. CAE confirmed the grants have been endorsed by council and are awaiting media release approval from Arts Queensland. Once approval has been received, the letters of offer will be sent out. Sharon Gimbert and Barbara Beazley queried if they could advertise events. CAE advised they could start advertising given timeframe of the event. • Sharon Gimbert spoke about the workshops with Capricornia Printmakers Inc. in August 2021 and confirmed that the Emerald Art Group Inc. would auspice this workshop. • MCC congratulated the CHACAC members present on the closing out of RADF projects. • MCC discussed the acquittal process for closing projects. • Lou Petho suggested that another avenue to attain funding, film wise, would be to approach Screen Queensland. ACO advised council had previously and provided images would need updating. ACO will discuss this further with Lou. <p>Action: ACO to send IT a ticket through to have the capella.com.au link on the CHRC website fixed. Action: Sharon Gimbert to assist the Emerald Patchwork Group with their outcome report. Action: Jet James outcome report to be completed between Mellissa Chick and Sharon Gimbert. Action: Barbra Beazley to complete the outcome report for Creative Connections project. Action: ACO to follow up with the Pottery Club Garden sculpture project outcome report. Action: ACO to update the council data list with Screen Queensland.</p>
10.	Upcoming Meeting Dates	<p>Dates for 21-22 FY</p> <ul style="list-style-type: none"> • Next Meeting set to occur on the 16 July 2021 • Dates for FY 21-22 to be confirmed at the July meeting
11.	Close of meeting	Meeting closed: 1:47pm



Actions

Item/Project	Action	Responsible	Status	Notes
Arts around August	14-05-21 ACO to send out Arts around August link to the committee for community calendar entries.	ACO	Complete	
	14-05-21 ACO to add Arts around Arts 2022 to CHACAC June planning meeting agenda.	ACO	Complete	
	16-04-21 Sharon Gimbert to speak to arts groups to source tutors for Arts around August 2021 workshops. CAE to work with Sharon to create a list of the workshops occurring within Arts around August 2021 – List to be provided to CAE.	Sharon Gimbert CAE	Complete	14-05-2021 Sharon Gimbert has some names collated already, with more to come once she has visiting 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.
Cemeteries and Lone Grave Register	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	Complete	25-06-21 ACO advised that there is a ticket currently in with the Communications Team to add a link that opens up what Council currently offers and the active smart sheet.
CHACAC membership	12-03-21 Existing members and nominees to go to council for approval.	ACO	Complete	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.
Creative Cultural Futures and Heritage –	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. 25-06-21 ACO to re-send, due to new CHACAC members.



Aspirations document	16-04-21 ACO to remove tasks that have been completed and update the aspirations document to reflect committee's feedback.	ACO	In progress	
Emerald Art Gallery	25-06-21 CAE to add the Community, Connectivity, Confidence Project to the Emerald Gallery Exhibition Calendar.	CAE		
	14-05-2021 ACOG to attain final numbers for Gallery Training.	ACOG	Complete	
	16-04-21 Artworks to be taken out of the storeroom and hung on available walls.	ACOG	In progress	14-05-21 More to be hung once more tracks have been installed. 25-06-21 Ross Searle completed assessments on council artworks in the region - report outlined condition, conservation, and repairs necessary. A minimal number is left which are awaiting new hanging rails in order to be hung on walls.
Metal in March	22-01-21 ACO to contact Gemfields artists for Metal in March 2022.	ACO	In progress	25-06-21 ACO wished to discuss opening this up to expression of interest, to attract more artists.
	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	Completed	25-06-21 ACO spoke with Parks and Gardens staff.
Regional Arts Development Fund (RADF) 2020-2021 program	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.
ArTour RADF Application	14-05-21 ACO to add in additional locations, performances into the ArTour 2020-2021 application.	ACO	In Progress	25-06-21 ACO to change title for this in the next meeting to reflect the RADF Application.



Videography Training (Ongoing RADF Project)	25-06-21 Videography project - Change of Project form to be completed.	ACO	In Progress	25-06-21 Maureen Burns provided a USB containing the main presentation for this grant. Was viewed during lunch.
	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	Complete	25-06-21 Finalisation event for this grant will take place at the Capella Open Day which will tie in with Arts around August – occurring on 11-06-21
Springsure Hospital Museum	25-06-21 ACO to share the confidential Springsure Hospital Museum document titled <i>Bridging Conservation Management Plan</i> with CHACAC members.	ACO		
	14-05-21 ACO to speak to Steve Wiggins regarding WH&S concerns at the Springsure Hospital Museum.	ACO	Complete	25-06-21 ACO confirmed that this action was completed on the 24-06-21 25-06-21 Department of Environment and Heritage have approved the next stage.
Training	25-06-21 CHACAC members consider training options and advice ACO.	CHACAC members		
	14-05-21 ACO to follow up Flying Arts Copyright Training quote.	ACO	Complete	25-06-21 Social Media advertisement will be posted in the next few days– Training booked in for 03-07-21
	14-05-21 ACO to investigate what Graeme Stevenson can provide in a training course for artists.	ACO	In progress	25-06-21 Awaiting confirmation of budget
Bauhinia Bicentennial Art Gallery	14-05-21 ACOG to contact local groups and artists to see who is available to exhibit in the Springsure Art Gallery during August 2021.	ACOG	Complete	25-06-21 CAE outlined that there will be up to 9 local artists from Springsure and Rolleston exhibiting their works in August – opening to occur on the 30-07-21.
Have Your Say	25-06-21 CAE to provide results from the Gallery's survey on Have Your Say, via email. 14-05-21 ACOG to provide results from the Gallery's survey on Have Your Say, when the survey is complete.	CAE	In progress	25-06-21 CAE advised that the survey has now closed, however the data analysis still needs to be collated, and will then be emailed out to the CHACAC Members
Anakie Railway Pop Up Gallery	14-05-21 MCC to review tenure progress and update group.	MCC	Complete	
Website Link Error	25-06-21 ACO to send IT a ticket through to have the capella.com.au link on the council website fixed.	ACO	Complete	



RADF Outcome Reports	25-06-21 Sharon Gimbert to assist the Emerald Patchwork Group with their outcome report.	Sharon Gimbert		
	25-06-21 Jet James outcome report to be completed between Mellissa Chick and Sharon Gimbert.	Mellissa Chick / Sharon Gimbert		
	25-06-21 Barbra Beazley to complete the outcome report for Creative Connections project	Barbara Beazley		
	25-06-21 ACO to follow up with the Pottery Club Garden sculpture project outcome report.	ACO		
Screen Queensland	25-06-21 ACO to update the council data list with Screen Queensland.	ACO		