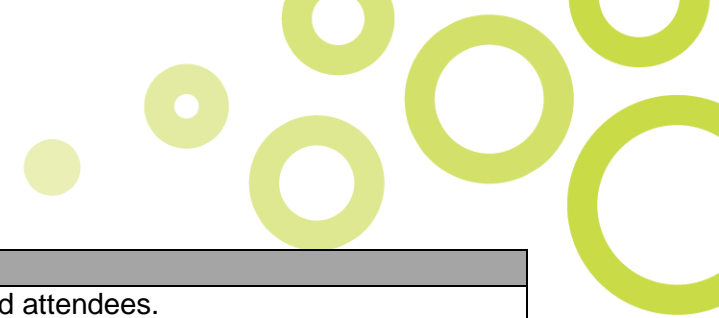




**Central Highlands Arts & Cultural Advisory Committee (CHACAC)
Planning Minutes**

Date:	Friday 16 July 2021
Venue:	Emerald Council Office Executive Meeting Rooms 1 and 2
Chair:	Cr. Gai Sypher
Minute Taker:	Brooke Wright – Administration Assistant (AA)
Present:	CHACAC Members: Maureen Burns, Paul Albert, Lachlan Grierson and Ben Robertson CHRC: Cr. Gai Sypher, Cr. Charles Brimblecombe, Cr. Joseph Burns (Arrived 11:43am), Suzanne Poulter – Manager Connected Communities (MCC), Katerina Hatzipanagiotis – Coordinator Arts and Engagement (CAE), Karen Newman – Arts and Cultural Officer (ACO)
Apologies	CHACAC Members: Barbara Beazley, Sharon Gimbert, Lou Petho and Melissa Chick CHRC: Kayla Holloway – Administration Assistant (AA)
Open Meeting:	Meeting Commenced: 10:15am
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC Planning Meeting Agenda 16 July 2021 • Regional Arts Development Fund (RADF) Guidelines 2020-2021 • CHACAC Members Update Forms • Arts, Cultural and Heritage Overview documents for new members



	Subject	Discussions
1.	Acknowledgement of Country and Opening of Meeting	Cr Gai Sypher shared an Acknowledgment of Country and welcomed attendees. Cr Gai Sypher welcomed the new members to the committee and introductions were made. ACO advised communications team officer Rachel Guy would be intermittently entering the meeting to capture footage for a CHACAC video.
2.	Conflict of Interest Register	No conflicts were identified.
3.	Confirmation of previous CHACAC Meeting Minutes	CAE advised the committee that the previous CHACAC June planning meeting minutes are still under review and will be provided to the committee when completed. . Action: ACO to email CHACAC June Planning Meeting minutes to the committee.
4.	Previous Meeting Action Review	<u>Complete</u> Arts Around August <ul style="list-style-type: none"> • Sharon Gimbert to speak to arts groups to source tutors for Arts Around August 2021 workshops. • CAE to create a list of the workshops within Art Around August 2021. Emerald Art Gallery <ul style="list-style-type: none"> • CAE to add the Community, Connectivity, Confidence Project to the Emerald Gallery Exhibition calendar. CAE advised that this exhibition would be in the Emerald Art Gallery for three weeks. Have Your Say <ul style="list-style-type: none"> • CAE to provide results from the gallery's survey on Have Your Say, via email. CHDC Calendar <ul style="list-style-type: none"> • ACO shared link to the new CHDC Event Calendar website. Website Link Error <ul style="list-style-type: none"> • ACO to send IT a ticket through to have the capella.com.au link <u>In Progress</u> Arts Around August <ul style="list-style-type: none"> • CAE has been working through the list provided by Sharon to organise workshops around the region.

		<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. • Final round of feedback is being sought from the committee. Once received this action will be completed prior to the next meeting. <p>Regional Arts Development Fund (RADF) 2020-2021 Program</p> <ul style="list-style-type: none"> • The vision for an arts festival is dependent on the capacity to organise a large-scale event. Until additional capacity is identified to support the organisation of such an event, the aim should be to activate the spaces where activity already occurs e.g. the Emerald Arts Precinct. Liaising with stakeholders to have an ‘open day’ style event could be a first step. <p>Emerald Art Gallery</p> <ul style="list-style-type: none"> • Majority of the artworks have been hung on the existing tracks on available walls. • Some artworks remain in gallery storeroom and new tracks are to be purchased. <p>Performance Art RADF Application</p> <ul style="list-style-type: none"> • Negotiation of dates and location is ongoing, as impacted by the COVID-19 situation in Brisbane. <p>Videography Project (Ongoing RADF Project)</p> <ul style="list-style-type: none"> • One film has been produced by Maureen Burns and two are in progress. • Videography project – Change of Project form to be completed. <p>Springsure Hospital Museum</p> <ul style="list-style-type: none"> • ACO to share the confidential report for the Hospital Museum document with the CHACAC members in relation to the replacement roofing. <p>Screen Queensland</p> <ul style="list-style-type: none"> • Lou has contacted Screen Queensland and Paul Thompson (Central Highlands Development Corporation) to progress this. <p>Training</p> <ul style="list-style-type: none"> • CAE advised that budget has been allocated for the 2021-22 financial year to run community-identified training. • Committee members are asked to consider training options and advise ACO for future planning. <p>Action: CAE to follow up with the artists to confirm their Arts around August workshops. Action: CHACAC members consider training options and advice ACO.</p>
5.	Projects and Programs Update	<p>2021-22 Budget Programs</p> <ul style="list-style-type: none"> • MCC advised new committee members of the projects funded in the 2021-22 budget.

		<ul style="list-style-type: none"> • Springsure Hospital Museum - \$216,000 <ul style="list-style-type: none"> ○ Department of Environment and Heritage have approved council's application for further works in 2022. No action can commence until April 2022, then roof works will proceed in alignment with Gail Lipke's report. • Metal in March 2022 - \$25,000 <ul style="list-style-type: none"> ○ Future discussions will be held in general business regarding this program. • Community Identified Training - \$6,000 • Signature Performance Arts Around August - \$8,000 (increase from the previous years) • Art Collection Management - \$5,000 <ul style="list-style-type: none"> ○ CAE advised art consultant, Ross Searle provided a report outlining the condition of the arts assets and recommendation of maintenance and conservation work to be considered in the future. ○ To maintain the council art collection and arrange maintenance as per Ross Searle's report. ○ Ross Searle also did a storage space review of Emerald and Springsure gallery storerooms. The space evaluations will assist in future planning of improving gallery storerooms. ○ Cr. Gai Sypher noted that the report will inform future budget allocations for collection conservation. <p>Emerald Art Gallery Acoustics</p> <ul style="list-style-type: none"> • Maureen Burns enquired about the acoustics for the Emerald Art Gallery. • CAE confirmed that this project was not requested for the 2021-2022 budget. A detailed proposal would need to be devised for this to be proposed in future. • MCC advised that the next round of budget submissions will be prepared by the end of the calendar year and further preparations were needed for this project to be submitted for budget considerations in FY 21-22. <p>Regional Arts Development Fund (RADF) Projects</p> <p>Community, Connectivity, Confidence project</p> <ul style="list-style-type: none"> • A variety of workshops were delivered by artists being mentored to upskill their expertise to a level of being confident in providing workshops to others. • The workshops have now concluded.
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		<ul style="list-style-type: none"> • A showcase exhibition is being planned in the Emerald Gallery of the items crafted during the workshops. The exhibition will run from 20 September 2021 – 8 October 2021. <p>Framing History</p> <ul style="list-style-type: none"> • Five short films were filmed over 26-27 June 2021. • Four films have been edited. The final one is in the process of being edited. • Of the five short films, three run between 10-15 minutes and two run between 20-30 minutes. • ACO praised the participants and thanked the volunteers at the Pioneer Village for their assistance. • Release details of the fully edited films are to be confirmed. • ACO advised that the aim for this year is for the films to be showcased as part of Arts Around August. <p>Performance Art for the Central Highlands – Arts around August</p> <ul style="list-style-type: none"> • To be discussed as part of Arts around August. <p>Videography project – RADF Council Initiated Project (CIP)</p> <ul style="list-style-type: none"> • A workshop to finalise the films created subsequent to the previous three videography training days was held at the Capella Cultural Centre. • ACO congratulated Maureen Burns on her effort and acknowledged the amount Maureen learned from the workshops and the video produced about Peak Downs Homestead. • Barbara Beazley and Kim Thompson are creating a video about the Miners Common. • Celebration event to show films created in the workshops Maureen’s video will also be part of the Capella Pioneer Village open day. <p>Creative Connections Videography Project – Barbara Beazley</p> <ul style="list-style-type: none"> • Barbara Beazley is continuing the project creating a video recognising the 60-year commemoration of the Bogantungan event. • Currently two people have been interviewed to produce the video. • Cr. Gai Sypher suggested that once the film is complete that it be made available to view at the Bogantungan Museum. <p>CTM Links – Watercolour workshop for Seniors Connect Capella – Kim Thompson</p> <ul style="list-style-type: none"> • MCC advised that she would seek an update from Kim Thompson on this project.
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		<p>RADF Outcome Reports</p> <ul style="list-style-type: none"> • ACO is working with Rachel Guy from the Communications team to create videos highlighting successful projects to help promote RADF. • The RADF Guidelines state that outcome reports are to be submitted within eight weeks of the completion of the project. • Cr. Gai Sypher questioned if the outcome reports are available for CHACAC to review. Cr. Sypher noted that having the overview of the project and seeing if the project achieved what was proposed will assist with the future assessment process. ACO advised outcome reports are presented at next RADF meeting once received. MCC advised that the outcome reports can be made available to the committee via email. <p>Pending RADF Outcome Reports</p> <ul style="list-style-type: none"> • Sharon Gimbert to assist the Emerald Patchwork Group with their outcome report. • Jet James outcome report to be completed between Melissa Chick and Sharon Gimbert. • Barbara Beazley to complete the outcome report for Creative Connections project. • ACO to follow up with the Pottery Club Garden sculpture project outcome report. <p>Action: CHACAC to develop an Emerald Art Gallery Acoustics budget submission for next year's budget. Action: Cr. Gai Sypher and ACO to investigate a way to have films from the videography projects on display in their respective areas. Action: ACO to distribute outcome reports via email to CHACAC members as they are received. Action: ACO to send RADF Outcome Reports to committee members, including a short evaluation of the outcome compared to the application (i.e. did the project meet its expected outcome). Action: RADF Outcome Reports to be a standard agenda item at CHACAC meetings to prompt member discussion on any projects of note.</p>
6.	Galleries Update	<p>Galleries and Exhibitions</p> <ul style="list-style-type: none"> • CAE provided the Galleries report in the absence of an Arts and Cultural Officer - Galleries. • Galleries survey has concluded and was made up of three components requesting community feedback. A report was emailed to all committee members. To summarise: <ul style="list-style-type: none"> ○ Total page visits: 166

		<ul style="list-style-type: none"> ○ Total respondents 41. This number was down on what would regularly be received, however due to an influx of surveys at the time it could be understood why the public was fatigued of surveys. ○ Suggested Exhibitions: 61 votes cast across the different suggestions including: multicultural, kindergarten/early childhood, 'give it a go' emerging artists, 3D works such as: ceramics/textiles/jewellery, Australian landscapes, make-up through the decades and Indigenous art. ○ Other Suggestions: Weekend opening hours, artist meetups and pop-up exhibitions and activities. ○ How would you like to hear about upcoming exhibitions? Responses included Facebook, social media, posters, email, printed programmes. ○ Suggested times for exhibition openings: 11 responses indicating weekend afternoons and evenings preferred. <p>Bauhinia Bicentennial (Springsure) Art Gallery</p> <ul style="list-style-type: none"> ● Woorabinda artists exhibition is being demounted today. ● Rolleston and Springsure local artists 'Presence' exhibition will be installed on Monday and Tuesday 19-20 July 2021. Opening night event will be held on 30 July 2021. <p>Emerald Art Gallery</p> <ul style="list-style-type: none"> ● Entries close to the Annual Art Awards Emerald at close of business on 16 July 2021. Planning is underway for the opening event on 6 August 2021. <p>Arts and Cultural Officer – Galleries Position</p> <ul style="list-style-type: none"> ● Ruth Haydon has accepted the position and will commence work on 2 August 2021. <p>James Laws Exhibition</p> <ul style="list-style-type: none"> ● Cr. Gai Sypher acknowledged the success of the James Laws exhibition '4720' and highlighted the opening event as a very special and emotional evening with an extraordinary turnout. ● MCC added that the event set a standard for future exhibitions ● Ben Robertson complimented the way the photos were hung, and noted that the description cards were clear and easy to read.
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7.	General Business	<p>Confirmation of CHACAC meeting dates for July 2021 – June 2022</p> <ul style="list-style-type: none"> • Proposed dates for meeting dates were circulated to members. With no feedback received the dates were confirmed. • Date claimers can now be sent out to the committee and made available on the council website. <p>Arts Around August – 2021 Update</p> <ul style="list-style-type: none"> • CAE has received a list of artists of various art forms from Sharon Gimbert and is in the process of following up to confirm sessions. • Currently the artists are from Emerald and Blackwater. CAE still to follow up with Springsure artists. • There will be an evaluation of gaps in the program with the potential solution being requesting the artists travel to provide additional workshops in other areas. <p>Performance Art for the Central Highlands – Arts around August – RADF CIP</p> <ul style="list-style-type: none"> • Flipside Circus 16-17 September 2021 <ul style="list-style-type: none"> ○ Circus skills workshops to be run, currently booked at McIndoe Park but other options being investigated. ○ Approximate cost - \$5,000. • S'Wonderful 15-17 September 2021 <ul style="list-style-type: none"> ○ Melly Melody Entertainment offers morning and night performances covering a range of music eras. ○ Locations considered across the region are Emerald, Capella, Blackwater, Rolleston and Springsure. ○ Approximate cost - \$12,000. • Colette Anderson – TBC <ul style="list-style-type: none"> ○ Pending remaining budget amount, ACO will investigate the possibility of booking Colette Anderson for a stand-up performance in Dingo. <p>Marketing</p> <ul style="list-style-type: none"> ○ First Facebook post is scheduled for 17 July 2021. ○ The Art Around August webpage on the council website will also be updated. <p>Printmaking Resources Update – Lachlan Grierson</p>
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		<ul style="list-style-type: none"> • Lachlan Grierson advised as part of the Jet James project that a small printer is being purchased to support artists and facilitate print making for the region. • ACO advised the committee that this is exciting news as printmaking has not been something offered to the region previously. <p>Arts Around August 2022 – Planning</p> <ul style="list-style-type: none"> • MCC expressed that the planning needs to begin early for next year’s event to achieve optimal success. Now is the time to start thinking about what the event might look like. • Arts precinct groups to potentially have a special event over a duration of time to share their artforms, promote memberships, offer a ‘have a go & come and try’ environment to expose the community to all the different media’s operating in the region. • This could work in conjunction with other events around the Gemfest activities while tourism is high in the region. • Cr. Gai Sypher suggested starting the communication early with the groups involved in this year’s activities to have them lined up early for next year’s events. The aim should be to fill the calendar early with scheduled events so tourists can plan and prepare to stay in the region for a longer period during Arts around August. <p>Metal in March 2022 – Planning Discussion – Workshop Wishlist</p> <ul style="list-style-type: none"> • Milynda Rogers – The aspiration is to have hot work/scrap metal welding in Emerald and Blackwater, and to then utilise one of the metal artworks created as a tourism feature for Duaringa. ACO would like to communicate with internal staff to organise utilising waste transfer station resources and recycling the materials required for this style of workshop. • Darren Milner – Darren is a local wire artist who creates work under the name Bulldust n Barb • Raelene Bock – Raelene has expressed interest in doing her quirky wire art as a workshop. • Jase Moore - artist who is responsible for the lizard outside of the Emerald Visitor Information Centre and has previously had exhibitions in the Emerald Gallery. Jase now works full-time but has expressed interest in giving artist talks on his previous works. • Brendon Tohill – Brendon is based in Rockhampton and known for his sculptural pour metal work including bronze sculpture. • Ludij Peden – a local artist who creates unique paintings onto corrugated Iron. • Silver Smithing - ACO to investigate with Gemfields Lapidary Club about silver smithing, wire crochet and wire wrapping workshops.
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		<ul style="list-style-type: none"> • Christel Korn – Christel has run a number of successful wire wrapping workshops since being involved in the Community, Connectivity, Confidence RADF project • Lachlan Grierson – Lachlan will be invited to conduct some blacksmithing workshops as the outcome of his RADF grant. • Killer Queens ArTour Performances – Performance and vocal workshops proposed as a different take on ‘metal’, introducing heavy metal music and metal sounds. • Future RADF application - Lynn Bartley has approached the ACO regarding a RADF proposal to run a series of art events at the environmental centre at Fairbairn Dam for the first weekend of March 2022. Milynda Rogers is proposed to be involved with barb wire art. <p>Creative Cultural Futures and Heritage Action Plan 2020 – 2022</p> <ul style="list-style-type: none"> • A report providing an update on the action plan is being presented to council 28 July 2021 covering the 2020-2021 FY. • A copy will be sent to CHACAC members for their information. • Cr. Gai Sypher advised that she will be putting an expression of interest (EOI) to Local Government Association of Queensland (LQAG) for a position on the Queensland Heritage Council and informed group that she would like to quote items from this plan for her application. The CHACAC were very excited for Cr Gai Sypher and wished her all the best on her EOI. <p>Creative Cultural Futures and Heritage Action Plan 2022 – 2024 Engagement</p> <ul style="list-style-type: none"> • ACO advised that the aspirational document is still available for additions. ACO will collate all the information added as a list of considerations for the next action plan. Feedback from CHACAC members to be submitted by COB 30 July 2021. • Have Your Safe survey is also currently out for community feedback and also closes 30 July 2021. • Information collected and recorded in the aspirations document will be considered in the development of the subsequent action plan spanning 2022-2024 FYs. <p>Cultural & Heritage Tourism</p> <ul style="list-style-type: none"> • Cr. Gai Sypher advised that during the council’s Strategic Planning meeting she expressed the importance of promotion of cultural tourism and trails across the region. • Most communities have a trail and more effort could be made to promote these as a part of a strategic vision.
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		<p>Website Review and Navigation for New Members</p> <ul style="list-style-type: none"> MCC expressed the importance for new CHACAC members to become familiar with the council website. This will assist them to advocate the committee's purpose and provide the public with assistance and information on events happening in the Central Highlands Arts and Cultural space. CAE and ACO displayed the council website on the Surface Hub and explained how to navigate the website and what links to use to access specific information. <p>Action: ACO to send Creative Cultural Futures and Heritage Action Plan council report to members. Action: ACO to update contact information for heritage groups on the council website. Action: ACO to update CHACAC members contact information on the website and confirm with members. Action: ACO to update council website as discussed.</p>
8.	Regional Arts Development Fund (RADF) guidelines feedback	<p>RADF guidelines review</p> <ul style="list-style-type: none"> MCC expressed that a requirement needs to be made that once applicants have organised the event it should then come back to council for promotion through council channels. Members suggested a template flyer be created that just needs to be filled out with the event information to save stress on the applicant creating their own. The current RADF guidelines were discussed amongst the committee and changes were proposed for the guidelines document. These will be shared with members not present. <p>Action: ACO to clarify with Arts Queensland if consumables can be covered in funding. Action: CAE to create a standard flyer template that the applicants use for promotion. Action: CAE to share discussed edits to RADF Guidelines with members not present for any further feedback.</p>
9.	Member Updates	<p>Meeting time did not permit for members updates. Members are requested to prefill their updates in their Member update form and submit them during the meeting to assist with minute-taking.</p>
10.	Close of Meeting	Meeting Closed: 2:18pm

Actions

Item/Project	Action	Responsible	Status	Notes
Arts around August	16-07-21 CAE to follow up with the artists to confirm their Arts around August workshops.	CAE		
Central Highlands Arts and Cultural Advisory Committee minutes	16-07-21 ACO to send previous CHACAC Planning Meeting minutes to be emailed to the committee once reviewed.	ACO		
Creative Cultural Futures and Heritage Action Plan report	16-07-21 ACO to send Creative Cultural Futures and Heritage Action Plan report to members.	ACO		
Creative Cultural Futures and Heritage – Aspirations document	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.
	16-04-21 ACO to remove known tasks that have been completed and update the aspirations document to reflect committee's feedback.	ACO	In Progress	
Council website updates	16-07-21 ACO to update the relevant council webpages with: contact information for heritage groups, CHACAC members contact information (confirmed with members) and other updates noted.			
Emerald Art Gallery	16-07-21 CHACAC to develop an Emerald Art Gallery Acoustics budget submission for next year's budget.			
	25-06-21 CAE to add the Community, Connectivity, Confidence Project to the Emerald Gallery Exhibition Calendar.	CAE	Complete	

	16-04-21 Artworks to be taken out of the storeroom and hung on available walls.	ACOG	In Progress	14-05-21 Artwork tracks have been installed. 25-06-21 Ross Searle completed council artworks assessment on in the region.
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 to discuss Metal in March with the Duaranga Historical and Tourism Association.	ACO	In Progress	
Performance Art RADF Application	14-05-21 ACO to add additional locations, performances into the Performance Art RADF application for Arts around August 2021.	ACO	In Progress	25-06-21 ACO to change title for this in the next meeting to reflect the RADF Application.
Videography Project (Ongoing RADF Project)	16-07-21 Cr. Gai Sypher and ACO to investigate a way to have films from the videography projects on display in their respective areas.	Cr. Gai Sypher and ACO		
	25-06-21 Videography project - Change of Project form to be completed.	ACO	In Progress	25-06-21 Maureen Burns provided a USB containing a documentary film from this project which was viewed during lunch.
Springsure Hospital Museum	25-06-21 ACO to share the confidential report for the Hospital Museum document with CHACAC Members in relation to the replacement roofing.	ACO		
Training	25-06-21 CHACAC members consider training options and advice ACO.	CHACAC members	In Progress	
	14-05-21 ACO to investigate what Graeme Stevenson can provide training for artists.	ACO	Ongoing	25-06-21 ACO awaiting confirmation of budget to progress.
Have Your Say	25-06-21 CAE to provide results from the Gallery's survey on Have Your Say, via email.	CAE	Complete	25-06-21 CAE advised that the survey has now closed,

	14-05-21 ACOG to provide results from the Gallery's survey on Have Your Say, when the survey is complete.			however the data analysis still needs to be collated, and will then be emailed out to the CHACAC members.
Website Link Error	25-06-21 ACO to send IT a ticket through to have the capella.com.au link fixed.	ACO	Complete	
RADF	16-07-21 CAE to create a standard flyer template that the applicants use for promotion.			
	16-07-21 CAE to share discussed edits to RADF Guidelines with members not present for any further feedback.			
	16-07-21 ACO to clarify with Arts Queensland if consumables can be covered in funding.			
	16-07-21 ACO to send RADF Outcome Reports to committee members, including a short evaluation of the outcome compared to the application (i.e. did the project meet its expected outcome).	ACO		
	16-07-21 RADF Outcome Reports to be a standard agenda item at CHACAC meetings to prompt member discussion on any projects of note.	ACO		
	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		
CHDC Calendar	25-06-21 ACO to share link to the new CHDC Event Calendar website.	ACO	Complete	