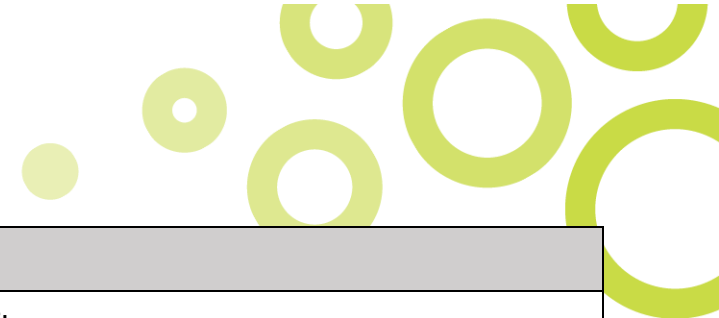


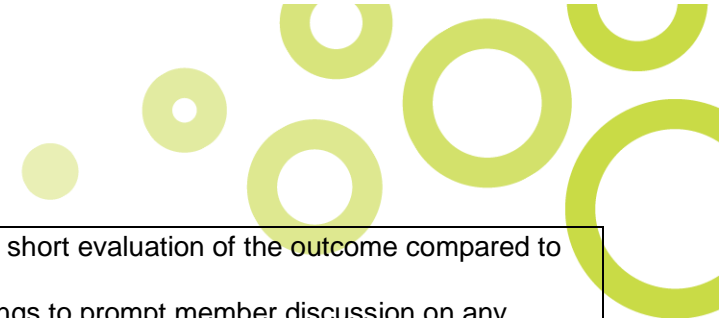


**Central Highlands Arts and Cultural Advisory Committee (CHACAC)
Planning Minutes**

Date:	Friday 3 September 2021
Venue:	Emerald Art Gallery Meeting Room
Chair:	Cr. Gai Sypher
Minute taker:	Kayla Holloway – Administration Assistant Officer (AA)
Present:	CHACAC Members: Ben Robertson, Lachlan Grierson <i>arrived at 10.17am</i> , Maureen Burns, and Sharon Gimbert. CHRC: Cr. Charles Brimblecombe <i>left at 12.46pm</i> , Cr. Gai Sypher, Katerina Hatzipanagiotis – Coordinator Arts and Engagement (CAE), Kayla Holloway – Administration Assistant (AA), Leisa Shuttleworth – Library Officer Emerald (LOE) <i>arrived at 12.25pm</i> , Ruth Haydon – Arts and Cultural Officer-Galleries (ACOG) and Suzanne Poulter – Manager Connected Communities (MCC) <i>arrived at 10.04am</i> .
Apologies:	CHACAC Members: Barbara Beazley, Lou Petho, Mellissa Chick, Paul Albert. CHRC: Cr. Joseph Burns, Karen Newman – Arts and Cultural Officer (ACO).
Meeting time:	10.00am to 1:19 pm
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC Agenda – 3 September 2021 • CHACAC Planning Meeting Minutes – 16 July 2021 • CHACAC Member Update Form • Regional Arts Development Fund (RADF) Guidelines 2021-2022



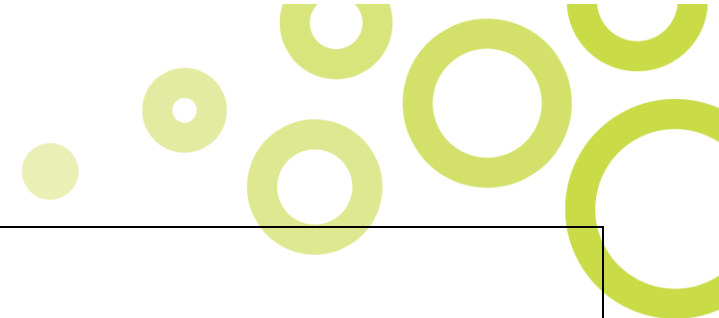
	Subject	Discussions
1.	Acknowledgement of Country and opening of meeting	Cr. Gai Sypher shared an Acknowledgement of Country and welcomed attendees. Meeting apologies were noted.
2.	Conflict of Interest Register	No conflicts of interest were identified.
3.	Confirmation of previous CHACAC meeting minutes	CHACAC 16 July 2021 planning meeting minutes (draft) were confirmed. Moved: Lachlan Grierson Seconded: Ruth Haydon
4.	Previous meeting action review	<p>Complete</p> <p>Central Highlands Arts and Cultural Advisory Committee minutes</p> <ul style="list-style-type: none"> • ACO to send previous CHACAC planning meeting minutes to the committee once reviewed. <p>Creative Cultural Futures and Heritage Action Plan</p> <ul style="list-style-type: none"> • ACO to send Creative Cultural Futures and Heritage Action Plan report to members. • Creative Cultural Futures and Heritage – Aspirations Document. CHACAC members to review the Creative Cultural Futures and Heritage aspirations document and provide feedback to ACO. <p>Council Website updates</p> <ul style="list-style-type: none"> • ACO to update the relevant council webpages with contact information for heritage groups. • CHACAC members contact information (confirmed with members) and other updates noted. <p>Performance Art RADF Application</p> <ul style="list-style-type: none"> • ACO to add additional locations and performances into the Performance Art for the Central Highlands RADF application for Arts around August 2021. • ACO to change title for this in the next meeting to reflect the RADF application <p>Springsure Hospital Museum</p> <ul style="list-style-type: none"> • ACO to share the confidential report for the Hospital Museum with CHACAC members in relation to the replacement roofing. <p>RADF</p> <ul style="list-style-type: none"> • CAE to share discussed edits to RADF Guidelines with members, not present, for any further feedback. • ACO to clarify with Arts Queensland if consumables can be covered in funding.



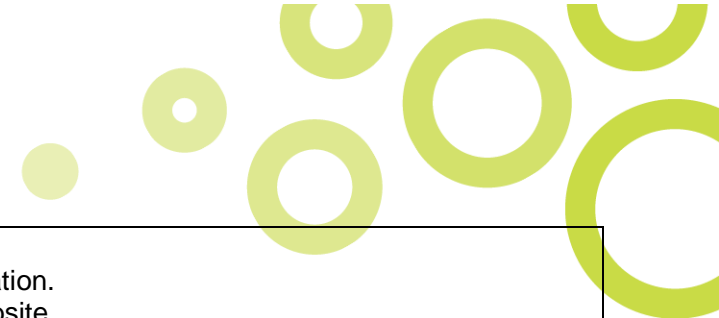
		<ul style="list-style-type: none"> • ACO to send RADF Outcome Reports to committee members, including a short evaluation of the outcome compared to the application (i.e., did the project meet its expected outcome). • RADF Outcome Reports to be a standard agenda item at CHACAC meetings to prompt member discussion on any projects of note. • Sharon Gimbert to assist the Emerald Patchwork Group with their outcome report. • Jet James outcome report to be completed between Mellissa Chick and Sharon Gimbert. <p>Ongoing</p> <p>Arts around August</p> <ul style="list-style-type: none"> • One workshop has been completed, and three more have been scheduled. Potentially two other artists will deliver workshops. <p>Creative Cultural Futures and Heritage – Aspirations Document</p> <ul style="list-style-type: none"> • Feedback has been integrated into the document. With this new information included, the document will now undergo reformatting to improve readability. <p>Emerald Art Gallery</p> <ul style="list-style-type: none"> • Discussed within the General Business section of this meeting. <p>Metal in March</p> <ul style="list-style-type: none"> • These actions will be pursued after the completion of Arts around August. <p>Videography Project (Ongoing RADF Project)</p> <ul style="list-style-type: none"> • Investigation is ongoing. • Change of Project form will be completed before next meeting. <p>Training</p> <ul style="list-style-type: none"> • Members agreed to share any suggestions by 1 October 2021. <p>RADF</p> <ul style="list-style-type: none"> • Production of templates ongoing. • ACO was in contact with the Pottery Club last week and will contact again when back from leave.
5.	RADF Outcome Reports	<p>Miners Common Museum, Arts & Cultural Centre Inc. Sapphires Shine for Queensland Day 2021</p> <ul style="list-style-type: none"> • New summary format was provided to the committee before the meeting with the outcome report. • Members requested that the summary include more detail about the budget. This will be implemented going forward.
6.	Projects and programs update	<p>Community Connectivity, Confidence</p> <ul style="list-style-type: none"> • Participants have been contacted to contribute work to the exhibition. There is also the possibility of a digital presentation to be a part of the exhibition, showcasing an interview with Erin Dunn.



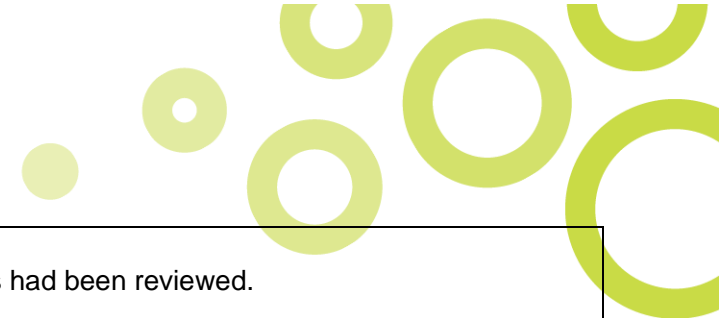
		<ul style="list-style-type: none"> • Exhibition opening event will be a morning tea with councillors on 22 September 2021. • Country Women's Association (CWA) to be approached to catering morning tea for the exhibition. • Finalisation and outcome report to be completed after the exhibition opening. <p>Action: Sharon Gimbert and Barbara Beazley to provide an exhibition overview and photos to be utilised for advertising.</p> <p>Framing History</p> <ul style="list-style-type: none"> • Film screening was held on 20 August 2021 at the Capella Cultural Centre with approximately 95 attendees. This concludes the project. • Maureen Burns would like a copy of the films to be on display at the Capella Heritage Village • Outcome report will be completed by Arts Central Queensland Inc. (ArtsCQ) <p>Action: CAE to contact Mark Svendsen from ArtsCQ regarding the progress of the outcome report for the 'Framing History'.</p> <p>Videography Project</p> <ul style="list-style-type: none"> • The first video (Peak Downs Homestead) is complete. The second video (Miners Common) is in progress. • Films were intended to be shared at the Capella Pioneer Village Open Day which has since been cancelled. <p>Performance Art for the Central Highlands</p> <ul style="list-style-type: none"> • Confirmed performance art from this project includes <ul style="list-style-type: none"> - Flipside Circus: three public workshops 13-15 September 2021 at the Emerald State School. - Melly Melody: six performances 15-17 September 2021 in Rolleston, Springsure, Emerald, Capella, Blackwater and Dingo. • Remainder of funding <ul style="list-style-type: none"> - Investigating options for bringing a comedy act to the region. <p>Arts and Culture Website</p> <ul style="list-style-type: none"> • Discussed within the General Business section of this meeting. <p>Water Colour for The Soul – Capella Seniors Workshop</p> <ul style="list-style-type: none"> • The committee reviewed the Change of Project form which proposed a change of date. • Change of Project was approved. <p>Action: CAE to advise Kim Tompson that the Change of Project has been approved.</p> <p>Garden Dwellers Workshop – Emerald Pottery Club</p> <ul style="list-style-type: none"> • Workshops have been completed and outcome report is pending. • ACO has spoken to Asa Kelly regarding this outcome report and that follow up will be made again.
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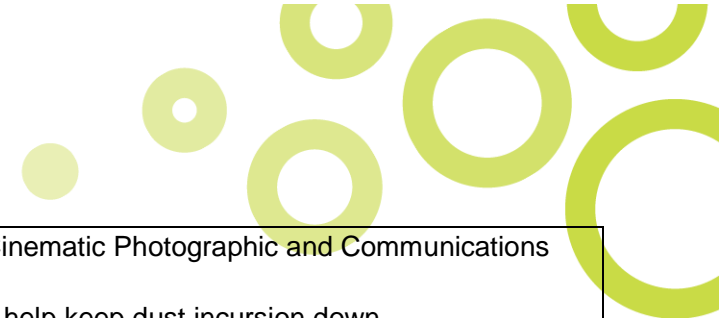
		<ul style="list-style-type: none"> • Topic to stay on agenda for next meeting until it has been completed. <p>Arts around August 2021</p> <ul style="list-style-type: none"> • All activities are listed on the council website. • Performance art update as above. • Craft Workshops – four have been published, with one of these already completed. <ul style="list-style-type: none"> ○ [Complete] 15 August 2021 - Michelle Bradshaw – working towards abstraction in Blackwater ○ 11 September & 18 September 2021 – Raelene Bock – quirky wire art wreath in Emerald ○ 23 September 2021 – Alice Horswood – crochet scarf in Blackwater
7.	Galleries Update	<p>Galleries and upcoming exhibitions</p> <ul style="list-style-type: none"> • Emerald Art Award will remain on display until 15 September 2021. Opening was very well attended, approx. 300 people with 241 votes counted for the People’s Choice Award. Judge Sue Smith commended and encouraged the youth award sections for their quality and diversity and recommended a possible competition or exhibition specifically for youth. • Emerald Gallery is fully booked for the remainder of the year. • Twilight Markets in Emerald are on 11 September 2021. The gallery will be open with children’s activities. • Bauhinia Bicentennial Art Gallery in Springsure had the Our Lady Sacred Heart opening last night, Thursday 2 September 2021. There were 53 attendees and Cr Christine Rolfe opened the exhibition. • Bookings for Bauhinia Bicentennial Art Gallery are open for 2022. • Public artwork event will be held during school holiday to celebrate Derek Hedgcock’s work ‘I can’t fly but I’m telling you’.
8.	RADF Discussion	<p>RADF Application Process</p> <ul style="list-style-type: none"> • The process for assessment of RADF applications was discussed. The process was confirmed as follows: <ol style="list-style-type: none"> 1. Application will be reviewed internally by staff to ensure that the project is eligible. 2. Once eligibility is confirmed, staff then review applications prior to circulating to the committee, ensuring no information is missing and contacting the applicant to fill in any gaps. 3. Applications will be emailed to the committee one week prior to the meeting for members to review. If members have any questions about the applications they are encouraged to contact ACO for clarification or for ACO to contact applicant prior to the meeting. 4. Application will be discussed at the RADF assessment meeting. • A checklist will be created for use during steps 1 and 2 above to ensure that all items needed for a complete submission are available for assessment. This will ensure a smooth and consistent review of submissions. • Members suggested that a completed example application could assist applicants during the process. • CAE suggested that some ‘mock’ examples could be created to assist with this request, covering a range of different types of applications, e.g., individual and group applications.



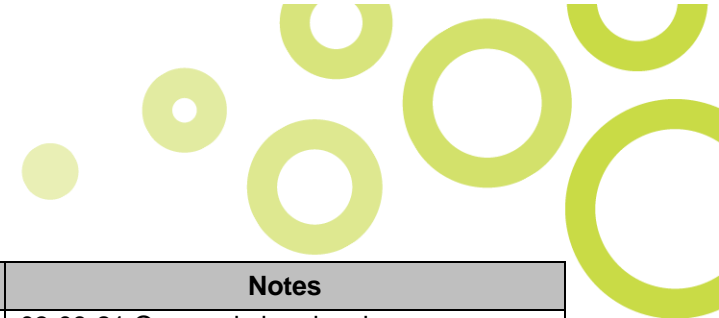
		<ul style="list-style-type: none"> • Feedback is always provided to unsuccessful applications. • The above process will be evaluated at the next meeting after implementation. <p>Action: Example RADF applications to be drafted for inclusion on the council website.</p>
9.	General business	<p>Art Trail Booklet/Website</p> <ul style="list-style-type: none"> • Cr. Gai Sypher gave a project report on behalf of Barbara Beazley. • The project was initially led by the Emerald Community Reference Group (CRG) to create a booklet. Since then, the project grew to encompass the whole region, to be a website rather than a printed resource, and with the assistance of RADF funding. • The website has been developed, however collecting content has been a struggle. • There are a number of questions that have been raised regarding the mapping capacity of the site, and the ongoing responsibility of maintenance and information updates. • Public artworks are the first priority item to be included on the site. • The project managers, Barbara Beazley and Sharon Gimbert, have limited capacity to source images and information for public artworks. CAE confirmed that council is happy to provide these details and images. • There is \$1,000 remaining in the budget which had previously been earmarked for printing. Given the project no longer requires printing, this could be used to contract assistance to follow up for content. For this to occur, a change of project form should be completed. • The scope of content on the website was also discussed. It has been difficult to demonstrate value to artists without an example of what it would look like and how it might benefit them. Members agreed that content is essential and if artists aren't willing to add in their details, then the project should be considered complete as is. • It was noted that some artists only have their homes to display their works, and they aren't keen to list their details due to this, having strangers call to view their works, and having to provide their home address. • The website would benefit cultural tourism in the region, and as such Central Highlands Development Corporation (CHDC) may be interested in sharing the link on their website. In future it could be investigated that CHDC integrate the information into their own website to reduce maintenance costs. • Progress on the project is ongoing with the aim to soft launch in September 2021. The outcome report can then be completed. • The ongoing maintenance of this website was decided to stay with the project managers pending further discussion. <p>Action: CAE and Sharon Gimbert to complete Change of Project form for the art trail website project. Action: CAE to provide public artwork list and images to Barbara Beazley. Action: CHACAC members to consider the change of this project form via flying minute.</p>



		<p>Emerald Art Gallery Acoustics</p> <ul style="list-style-type: none"> • In previous meetings, an acoustic assessment completed by Ken Robbins had been reviewed. • To progress the project, a specified outline and scope will be required. • It is possible that Ken Robbins could be available to develop a scoping document to support this project. • MCC outlined the council budget process and clarified timelines. • Given the timelines, it was determined there may not be time for the team to complete a full project scope for consideration in the FY 21-22. Therefore, it was decided to break the project over two years, one to scope the works, the following to implement. • A budget request will be drafted for FY 21-22 detailing this two-year approach. • Maureen Burns provided Ken Robbins contact details to CAE. <p>Bauhinia Bicentennial Art Gallery</p> <ul style="list-style-type: none"> • Clarity was sought regarding the fire rating of the wall carpet in the gallery. <p>Action: ACOG to locate the report outlining the Bauhinia Bicentennial Art Gallery carpet's fire rating.</p> <p>Information Kiosk</p> <ul style="list-style-type: none"> • Capella Pioneer Village are looking to install a standalone kiosk to allow easy access to video and audio content. The aim is for there to be a button that triggers a presentation. Ben Robertson offered assistance with this.
10.	Member updates	<p>Sharon Gimbert</p> <ul style="list-style-type: none"> • All updates already provided during the course of the meeting. • An update on the Carlisle Marbles signage at the Emerald Botanic Gardens was requested. Temporary signage is still in place at the site. <p>Action: CAE to investigate a permanent sign for the Carlisle Marbles.</p> <p>Ben Robinson</p> <ul style="list-style-type: none"> • No updates <p>Maureen Burns</p> <ul style="list-style-type: none"> • Due to COVID-19 and social distancing requirements, the Capella Pioneer Village Heritage Day has unfortunately been cancelled for 2021. A date for the 2022 Heritage Day has already booked for 10 September 2022.



		<ul style="list-style-type: none"> Sufficient funds have been raised to line the southern interior wall of the Cinematic Photographic and Communications building. This has been completed and exhibits are being installed. The open eaves have been closed on the Gordon Downs Station Store to help keep dust incursion down. <p>Lachlan Grierson</p> <ul style="list-style-type: none"> No Updates <p>Cr. Gai Sypher</p> <ul style="list-style-type: none"> Anakie Railway pop up art gallery had its first event, a which was sold out and well received. Cr. Gai Sypher was successful with the Foundation of Rural Regional Renewal project grant. Planning for this project will be shortly. Blackwater Art Society had a great turn out for their annual art exhibition in the Blackwater International Coal Centre. <p>Lisa Shuttleworth</p> <ul style="list-style-type: none"> The lone graves register is progressing with additional sites recently provided by Myra Stanton. Refined GPS locations for these are being researched. Springsure History Group also have their own register underway with the aim of creating a plaque at the local cemetery. Leisa Shuttleworth is working with them to share information. Emerald Library held a call out day for the 10-year anniversary of the 2010-11 floods. Oral histories, photos, and other content are still being collected.
11.	Upcoming Meeting Dates	<p>Dates for upcoming meetings 2021</p> <ul style="list-style-type: none"> Friday 1 October 2021 Friday 19 November 2021
12.	Close of meeting	Meeting closed: 1:19pm



Actions

Items/Projects	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	In Progress	03-09-21 One workshop has been completed, and three more have been scheduled. Potentially two other artists will deliver workshops.
Art Trail Booklet/Website	03-09-21 CAE and Sharon Gimbert to complete Change of Project form for the art trail website project.	CAE Sharon Gimbert		
	03-09-21 CAE to provide public artwork list and imaged to Barbara Beazley.	CAE		
	03-09-21 CHACAC members to consider the change of this project form via flying minute.	CHACAC members		
Bauhinia Bicentennial Art Gallery	03-09-21 ACOG to locate the report outlining the Bauhinia Bicentennial Art Gallery carpet's fire rating.	ACOG		
Community Connectivity Confidence	03-09-21 Sharon Gimbert and Barbara Beazley to provide an exhibition overview and some photos for advertising.	Sharon Gimbert Barbara Beazley		
Creative Cultural Futures and Heritage Action Plan	16-07-21 ACO to send Creative Cultural Futures and Heritage Action Plan report to members.	ACO	Complete	
Creative Cultural Futures and Heritage – Aspirations Document	16-07-21 CHACAC members to review the aspirations document and provide feedback to ACO.	CHACAC Members	Complete	25-06-21 ACO to resend to new CHACAC Members. 14-05-21 ACO to resent out to members to attain feedback.
	16-07-21 ACO to remove known tasks that have been completed and update the aspirations document to reflect committee's feedback.	ACO	Ongoing	03-09-21 Feedback has been integrated into the document. With this new information included, the document will now undergo reformatting to improve readability.



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.	ACO	Complete	03-09-21 This has been completed with some additional dates to be added. CAE now has permissions to make edits so any further changes can be done instantly.
Emerald Art Gallery	16-07-21 CHACAC to develop an Emerald Art Gallery Acoustics budget submission for next year's budget.	CHACAC Members	In Progress	03-09-21 CC team to review capacity to write a budget submission for October 2021.
Metal in March	22-01-21 ACO to contact Gemfield artists for Metal in March 2022	ACO	Ongoing	
	25-06-21 ACO wished to discuss opening this up to expression of interest, to attract more artists	ACO	Ongoing	
	23-10-20 ACO to discuss Metal in March with the Duinga Historical and Tourism Association	ACO	Ongoing	
Performance Art RADF Application	15-05-21 ACO to add additional locations, performances into the Performance Art RADF application for Arts around August 2021.	ACO	Complete	25-06-21 ACO to change title for this in the next meeting to reflect the RADF Application.
RADF Application Process	03-09-21 Example RADF applications to be drafted for inclusion on the council website.	ACO CAE		
RADF	16-07-21 CAE to create a standard RADF flyer template that the applicants use for promotion.	CAE	Ongoing	03-09-21 Comms discussions are underway regarding.
	16-07-21 CAE to share discussed edits to RADF Guidelines with members, not present, for any further feedback.	CAE	Complete	03-09-21 CAE explained that nothing noted in Arts QLD documentation.
	16-07-21 ACO to clarify with Arts Queensland if consumables can be covered in funding.	ACO	Complete	03-09-21 CAE confirmed that this is for groups – not individuals.
	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	Complete	03-09-21 Summary discussed during September's meeting.
	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	Complete	
	25-06-21 Barbra Beazley to complete the outcome report for Creative Connections project.	Barbra Beazley	In Progress	03-09-21 Payment has been made, receipt has been provided to the ACO and the report is to be finalised and submitted by Barbra Beazley
	25-06-21 ACO to follow up with the Pottery Club Garden sculpture project outcome report.	ACO	Ongoing	03-09-21 ACO has been in contact with Asa Kelly and will reach out again.

	03-09-21 CAE to contact Mark Svendsen from Arts Central Queensland (ArtsCQ) regarding the progress of the outcome report for the 'Framing History'.	CAE		
	03-09-21 CAE to advise Kim Tompson that the Change of Project has been approved.	CAE		
Screen Queensland	25-06-21 ACO to update the council data list with Screen Queensland	ACO	Ongoing	
Training	25-06-21 CHACAC members consider training options and advice ACO.	CHACAC Members	In Progress	03-09-21 Previously discussed training, for Copyright & RADF, will still go-ahead once things stabilise. Members to provide any suggestions by 1 October 2021.
	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.
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	Ongoing	
	25-06-21 Videography project - Change of Project form to be completed.	ACO	In Progress	25-06-21 Maureen Burns provided a USD containing a documentary film from this project which was viewed during lunch. 03-09-21 Will be completed by next meeting.