



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

<b>Date:</b>	Friday 1 October 2021
<b>Venue:</b>	Emerald Art Gallery Meeting Room
<b>Chair:</b>	Cr. Charlie Brimblecombe
<b>Minute taker:</b>	Narisa Kerr – Executive Assistant Communities
<b>Present:</b>	<b>CHACAC Members:</b> Maureen Burns, Lachlan Grierson, Sharon Gimbert, Ben Robertson, Barbara Beazley. <b>CHRC:</b> Cr. Charles Brimblecombe, Suzanne Poulter – Manager Connected Communities (MCC), Katerina Hatzipanagiotis - Coordinator Arts & Engagement (CAE), Ruth Haydon – Arts and Cultural Officer Galleries (ACOG), Narisa Kerr – Executive Assistant Communities.
<b>Apologies:</b>	<b>CHACAC members:</b> Lou Petho. <b>CHRC:</b> Cr Gai Sypher, Cr Joseph Burns, Karen Newman – Arts and Cultural Officer.
<b>Meeting time:</b>	10.33 am – 1.17pm
<b>Preparation documents distributed for this meeting:</b>	<ul style="list-style-type: none"> <li>• CHACAC Agenda – 1 October 2021</li> <li>• CHACAC Planning Meeting Minutes – 2 September 2021</li> <li>• Change of project – Art trail website</li> </ul>

	Subject	Discussions
1.	<b>Opening of meeting</b>	Cr Brimblecombe opened the meeting and welcomed attendees. Meeting apologies were noted.
2.	<b>Conflict of Interest Register</b>	No conflicts of interest were identified.
3.	<b>Confirmation of previous meeting minutes</b>	CHACAC 3 September 2021 planning meeting minutes (draft) were confirmed.  <b>Moved:</b> Maureen Burns <b>Seconded:</b> Lachlan Grierson
4.	<b>Previous meeting action review</b>	<p><b><u>Complete</u></b></p> <p><b>Arts Around August</b></p> <ul style="list-style-type: none"> <li>• CAE to follow up with the artists to confirm their Arts around August workshops.</li> </ul> <p><b>Art Trail Booklet/Website</b></p> <ul style="list-style-type: none"> <li>• CAE and Sharon Gimbert to complete Change of Project form for the art trail website project.</li> <li>• CAE to provide public artwork list and imaged to Barbara Beazley.</li> <li>• CHACAC members to consider the change of this project form via flying minute. (CAE confirmed document will be considered today in the meeting rather than by flying minute).</li> </ul> <p><b>Community Connectivity Confidence</b></p> <ul style="list-style-type: none"> <li>• Sharon Gimbert and Barbara Beazley to provide an exhibition overview and some photos for advertising.</li> </ul> <p><b><u>Ongoing</u></b></p> <p><b>Bauhinia Bicentennial Art Gallery</b></p> <ul style="list-style-type: none"> <li>• Search for document containing the fire rating for the carpet at Bauhinia Bicentennial Art Gallery is ongoing. Confirmation on what was installed will be sought from the CHRC Facilities team to then confirm the rating of the product and compare to legislative requirements</li> </ul> <p><b>Emerald Art Gallery</b></p> <ul style="list-style-type: none"> <li>• MCC confirmed approval from the General Manager Communities to create a proposal for scoping an Emerald Art Gallery acoustics project in 2022-23, with an updated submission for 2023-24 to implement any scoping recommendations.</li> <li>• The process for scoping will require quotations to be sought per Procurement Policy, then proposed to council through the budget process.</li> <li>• Given that the gallery is still functional and the cost is anticipated to be substantial, MCC noted that the project might be difficult to justify.</li> </ul>

- Members noted that there are many large famous galleries and libraries that are also very echoey so this is not out of the ordinary.
- Members discussed the potential solution of acoustic squares on walls, noting that this was not a viable solution as the echo in Emerald gallery is caused by the high ceiling rather than the walls.
- Cr Brimblecombe noted that the core business of the gallery is to display artworks and that acoustics have limited impact on the space's capacity to do this.

**Metal in March 2022**

- These actions will be progressed once Arts around August events have been completed.

**RADF**

- Once administration of Round 1 2021-22 is complete the additional materials will be created for the website, including an example application and flyer templates.
- Creative Connections video is in progress.
- CAE contacted Mark Svendsen regarding the outcome report for 'Framing History', which he will continue to work on once he has recovered from surgery. Videos have been received.

**Videography Project**

- Videography project - Change of Project form has been completed and will be considered later in the agenda.

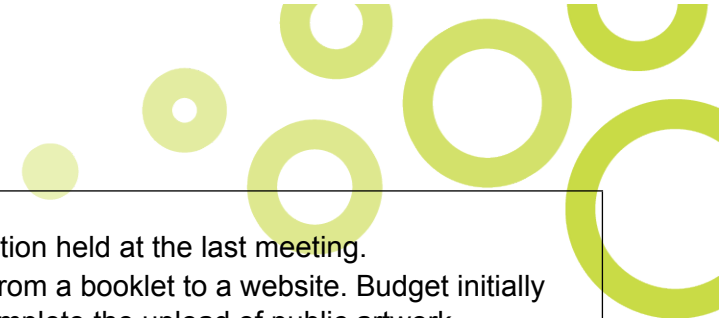
**Pottery Club**

- Sharon Gimbert advised before the meeting that the Emerald Pottery Group outcome report was delivered to council's front counter in Emerald. CAE has been able to locate the document which had been misfiled so not received by the Arts and Culture team. The document will be reviewed shortly to confirm all requirements are met. Sharon noted that group would like to hear back as they are waiting to refund approximately \$355 of unspent funds.
- Sharon noted that the group were disappointed they were not able to apply this round as they had not received a reply from the outcome report. MCC apologised for the misfile and asked Sharon to encourage the group to apply in the next round.

**Training**

- CAE thanked members who had already shared suggestions for training in this financial year.
- Suggestions raised at the meeting included:
  - Social media training – an expanded version of Pam Bartlett-Munt's coffee table talk
  - Copyright training – highlighted as high priority
  - Informal sessions in the gallery – coffee table talk format, off the back of successful talks through the Community Connectivity Confidence project
- CAE confirmed that previously discussed training for Copyright & RADF will still go ahead with Flying Arts Inc once travel from Brisbane stabilises.

5.	<b>RADF Outcome Reports</b>	<p>No outcome reports were received before the meeting.</p> <p><b>Received during the meeting</b></p> <ul style="list-style-type: none"> <li>• The following reports were received during the meeting, to be reviewed by staff and circulated to the committee ahead of the next meeting:             <ul style="list-style-type: none"> <li>○ CIP Community Connectivity Confidence (auspice by Emerald Art Group)</li> <li>○ CIP Capricornia Printmakers (auspice by Emerald Art Group)</li> </ul> </li> </ul> <p><b>Pending Reports:</b></p> <ul style="list-style-type: none"> <li>• Emerald Pottery Group – Garden Dwellers Workshop – located document to be reviewed.</li> <li>• CIP – Metal in March – in progress</li> <li>• ArtsCQ – Framing History – in progress.</li> </ul>
6.	<b>RADF Project updates</b>	<p><b>CIP - Performance Art for the Central Highlands</b></p> <ul style="list-style-type: none"> <li>• Events completed in September 2021 were:             <ul style="list-style-type: none"> <li>○ Flipside Circus workshops – 9 workshops with 671 participants.</li> <li>○ Melly Melody performances – 6 performances with 182 attendees.</li> </ul> </li> <li>• There are some remaining funds in the project which will be used to deliver:             <ul style="list-style-type: none"> <li>○ comedy workshops with Jodie can de Wetering. This will include will improv and stand-up workshops, followed by a showcase. This is scheduled for 17 October 2021 with workshops to be held at McIndoe Park and the showcase in the Keith Purdie Forecourt (council office on Egerton Street).</li> <li>○ filming of local artists performing their original songs.</li> </ul> </li> </ul> <p><b>CIP - Videography Editing Project</b></p> <ul style="list-style-type: none"> <li>• As previously discussed, the project had been altered a number of times through CHACAC meetings but not yet documented in a change of project form. The form tabled included changes from the beginning of the project to the final plan to complete.</li> <li>• There is approximately \$640 remaining to be spent, which was flagged for the screening event on the Capella Pioneer Village open day which did not go ahead.</li> <li>• Given the uncertainty around a screening going ahead, it is proposed that the remaining funds be used to purchase video equipment to be available for loan through the libraries. If a screening event is held at a later date, council could offer support.</li> </ul> <p><b>Motion:</b> Approve change of project form.  <b>Moved:</b> Sharon Gimbert      <b>Second:</b> Barbara Beazley.</p>



		<p><b>CIP - Art trail website</b></p> <ul style="list-style-type: none"> <li>• A change of project form has been completed in line with the conversation held at the last meeting.</li> <li>• The change proposed was a budget adjustment to reflect the change from a booklet to a website. Budget initially allocated to printing will now be spent on additional project hours to complete the upload of public artwork information to the website.</li> <li>• Barbara Beazley, Sharon Gimbert and Lachlan Grierson abstained from voting on this as they have been involved in delivering the project.</li> </ul> <p><b>Motion:</b> Approve change of project form. <b>Moved:</b> Ben Robertson      <b>Second:</b> Melissa Chick</p> <p><b>CIP – Creative Connections video</b></p> <ul style="list-style-type: none"> <li>• Production of Bogantungan video is in progress.</li> </ul> <p><b>Group - CTM LINKS – Watercolour for the Soul</b></p> <ul style="list-style-type: none"> <li>• Dates adjusted per approved change of project, 11 Oct – 15 Nov 2021.</li> </ul> <p><b>Individual - Heather Weil – Flinders Ranges Workshop</b></p> <ul style="list-style-type: none"> <li>• Dates adjusted per approved change of project, 19-30 April 2022.</li> </ul> <p><b>Individual - Lachlan Grierson – Blacksmithing Workshop</b></p> <ul style="list-style-type: none"> <li>• Final workshop 20-21 November 2021.</li> </ul> <p>Members agreed to use this new format going forward – noting the status of each open RADF project regardless of if there has been progress since the last meeting.</p>
7.	<b>General business</b>	<p>General business items were brought forward in the agenda as Maureen Burns needed to leave the meeting early.</p> <p><b>Tour Proposals Requesting Support</b></p> <ul style="list-style-type: none"> <li>• There are currently federal and state grant opportunities that are available to touring companies. A number of phone calls have been received by council requesting a letter of support for these grant applications to tour regionally.</li> <li>• CAE asked the committee whether they would like to review the proposed tours and advise whether there is interest in providing support. Members agreed that they would like to review this information.</li> </ul>

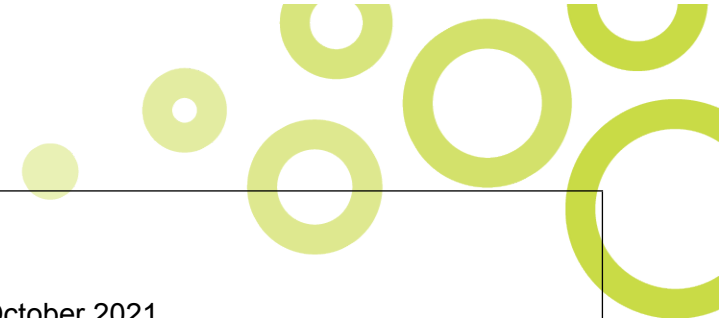
- The companies that have shared information either offer a performance only or a performance with an outreach component.
- For performances with the outreach, CAE has advised companies that evidence of local demand, such as involvement from schools, would be required for council to provide a letter or support. Members agreed with this approach.
- For performances only that have a cost component, subsidising or covering the full cost of tickets could be considered. A subsidy could potentially be council-funded or through a council-initiated RADF project.
- Members noted that there is a benefit to regional arts to have any tour visit the area and that COVID-19 has given us a gift with these options for groups to travel regionally.
- Members acknowledged that a letter of support from local council can give substantial weight to a grant application and that these should not be given without thorough consideration.
- Members noted that recent attendance at performances, events and workshops has been inconsistent and outreach activities assist in building attendance at performances.

**Action:** CAE to share touring company information with the committee.

**Library book scanner**

- A question was raised about the procurement of a book scanner at the library. MCC confirmed that this has been purchased and is available for scanning historical documents. It is a Bookeye 5 scanner located at the Emerald Library.
- There is a considerable backlog of items in the council collection to be digitised. All documents scanned are then made available in the library collection.
- Members asked if there is potential for dedicated council staff support to assist community groups with cataloguing and digitising their collections.
- MCC noted there are a number of groups across the region with items that need to be digitised. This was identified in the report by Dr Melanie Pidocke and used to apply for the grant with the Foundation for Rural & Regional Renewal (FRRR).
- Members noted there is risk that documents could be lost if not digitised.
- Council does not have a dedicated staff member to undertake this task. MCC explained that, given the backlog of items in the council collection, these are the priority for council to digitise.
- MCC noted that the Arts and Culture team are already at capacity in managing RADF, CHACAC, art galleries, and the Creative Cultural Futures and Heritage Action Plan. Dedicated staff for heritage collection management would require a strategic decision from council and would also require support from the ELT regarding the potential of additional staff. To progress this, MCC would need to be consider heritage works pending and make a case for the increase in staffing.

		<ul style="list-style-type: none"> <li>Members offered to write letter in support of requesting for additional staffing.</li> </ul> <p><b>Action:</b> CAE to send Dr Melanie Piddock's report and Framing History videos to members.</p> <p><b>Action:</b> CHACAC members to write a letter to council advocating for additional staffing to facilitate to heritage activities.</p> <p><b>Workshops and Eventbrite registration</b></p> <ul style="list-style-type: none"> <li>Members discussed the use of Eventbrite to manage registrations for events. Members also discussed the inconsistent records of attendance at recent events and workshops.</li> <li>There has been a pattern of people registering for events but not attending. This has been the case with both free and paid tickets.</li> <li>As an example, the last wire workshop facilitated by Raelene Bock, which was free to register, was fully booked with 12 people booked however only 2 people attended. Preparation for this workshop took time and no-shows potentially cost council and artists money and time.</li> <li>CAE confirmed Eventbrite has facility to cancel orders and release ticket to a waitlist. Waitlists have been in place for all events. CAE explained that if a ticket is cancelled to a sold-out event, Eventbrite automatically send an email to all those on the waitlist advising. Registrants can cancel their own orders or they can be cancelled by an administrator.</li> <li>Eventbrite automatically sends a reminder email to all registrants 48 hours before the event.</li> <li>Craft workshops for Arts around August 2021 provided some learnings for what could be done differently next time. It was agreed that asking participants to bring money on the day was not an effective way to manage fees.</li> <li>Members acknowledged that each event is different, and that fee models would need to be re-evaluated and discussed again in planning for future events on a case-by-case basis.</li> <li>CAE noted that for council-initiated projects that registration via council's Eventbrite account would continue, even if a group has been auspice. Other projects managed by community groups would continue to be managed by the groups.</li> <li>Members reaffirmed that phone numbers should be compulsory information to provide in registration.</li> </ul>
	<b>Lunch</b>	<i>Maureen Burns left the meeting</i>
<b>7.</b>	<b>Updates</b>	<p><b>Emerald Art Gallery</b></p> <ul style="list-style-type: none"> <li>Community Connectivity Confidence (CCC) exhibition opened 22 September 2021 with morning tea. Artists and invited guests, councillors and staff attended with a total of 40 people. Cr Sypher opened the exhibition with appreciation shown to Barbara Beazley and Sharon Gimbert for all their outstanding efforts in achieving this project and to see it come to fruition. Exhibition closes 8 October 2021.</li> <li>Central Queensland Contemporary Artists will exhibit next with A Touch of Colour. The exhibition will include 17 artists including Ainslie McMahan, Carmen Beazley-Drake, Joanne Kerr, Sandra Biggin, Therese Foley and Sue Smith.</li> </ul>



	<ul style="list-style-type: none"> <li>In December 2021, Emerald State High School will exhibit.</li> </ul> <p><b>Bauhinia Bicentennial Art Gallery</b></p> <ul style="list-style-type: none"> <li>Our Lady of the Sacred Heart School exhibition is on display until 15 October 2021.</li> <li>The aim is to tour parts of the CCC exhibition to display from October to November 2021.</li> <li>Sharon suggested an alternative exhibition of quilts which were the outcome of the last RADF funded project from the Emerald Patchwork and Quilting Group workshops in in Emerald and Gemfields.</li> </ul> <p><b>Public Artwork</b></p> <ul style="list-style-type: none"> <li>Last Friday (24 September 2021) an event was held with Derek Hedgcock to open his artwork at the Emerald Botanic Gardens. The event was run in conjunction with the CHRC Youth team which involved an emu egg art activity with a free sausage sizzle. The final touches to the emus are being completed this week with the final landscaping being done and a sign installed.</li> </ul> <p><b>Arts Around August</b></p> <ul style="list-style-type: none"> <li>In addition to the performance art already reported on, there have been the series of craft workshops. These were:             <ul style="list-style-type: none"> <li>15 Aug – Working towards abstraction – Blackwater</li> <li>11 Sep – Quirky wire wreath – Emerald</li> <li>18 Sep – Quirky wire wreath – Emerald</li> <li>23 Sep – Crochet scarf - Blackwater</li> <li>26 Sep – Painting techniques - Blackwater</li> </ul> </li> <li>With remaining vouchers, workshops are being planned to be held at the Anakie Railway Station. Proposed dates are pending from the Anakie Hall Committee. Christel Korn, an artist in the Gemfields, has a group of different craft workshops which will activate the space in the Anakie Railway Station.</li> <li>CAE confirmed that, after the completion of Christel’s workshops, there will still be vouchers remaining. Sharon suggested that Christel could also provide workshops in Emerald, as there has been interest in additional wire-wrapping sessions.</li> </ul> <p><b>Metal in March 2022</b></p> <ul style="list-style-type: none"> <li>Progress has been made to secure Milynda Rogers for hot work workshops in Blackwater. Participants in these workshops will create small metal sculptures, which will be more complex than barbed wire from last year. Examples of Milynda’s work were shared from the Redridge Interior Queensland website and her proposal pack.</li> <li>Confirmation and letter of support have been provided to ArTour for Killer Queens to tour the region in March 2021.</li> <li>CHRC Environment &amp; Waste team have agreed to hold onto any recyclable metal materials to be used in these workshops.</li> </ul>
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		<ul style="list-style-type: none"> <li>Ben Robertson suggested that Milynda could look at the metal waste that Central Queensland University are about to dispose of to see if there are any pieces that could be used for art.</li> </ul>
9.	<b>General business</b>	<p><b>RADF project outcome showcase</b></p> <ul style="list-style-type: none"> <li>CAE confirmed that the Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs included the activity of a RADF showcase event on a biennial basis.</li> <li>There is currently a showcase in the Emerald Art Gallery, so the next one would be planned to be held in two years.</li> </ul> <p><b>Printing of documents</b></p> <ul style="list-style-type: none"> <li>ACOG requested feedback from the committee regarding the printing of documents.</li> <li>Members agreed that having printed copies of RADF applications is preferred at this stage. If the new assessment process continues to remain smooth, then this could be reviewed in future.</li> <li>Members expressed their thanks for the new pre-assessment process and noted it made the review of applications a smoother process.</li> </ul>
10.	<b>Member updates</b>	<p><b>Sharon Gimbert</b></p> <ul style="list-style-type: none"> <li>No updates</li> </ul> <p><b>Ben Robinson</b></p> <ul style="list-style-type: none"> <li>No updates</li> </ul> <p><b>Maureen Burns</b> (shared by Cr Charlie Brimblecombe)</p> <ul style="list-style-type: none"> <li>Cr Gai Sypher has signed the agreement with Queensland Museum and Dr Melanie Pidocke for the FRRR grant. Laptops have been purchased for the project.</li> </ul> <p><b>Lachlan Grierson</b></p> <ul style="list-style-type: none"> <li>Updates have been made to the format of the art trail website.</li> <li>Rolleston State School will have their 150 year anniversary in October 2021.</li> </ul> <p><b>Barbara Beasley</b></p> <ul style="list-style-type: none"> <li>No updates</li> </ul> <p><b>Melissa Chick</b></p> <ul style="list-style-type: none"> <li>No updates</li> </ul>
11.	<b>Upcoming Meeting Dates</b>	<ul style="list-style-type: none"> <li>CHACAC Planning Meeting - Friday 19 November 2021</li> <li>RADF Round 2 Assessment and CHACAC Planning Meeting - Friday 4 February 2022</li> </ul>
12.	<b>Close of meeting</b>	<b>Meeting closed: 1.17 pm</b>

### Actions

Items/Projects	Action	Responsible	Status	Notes
<b>Arts around August</b>	16-07-21 CAE to follow up with the artists to confirm their Arts around August workshops.	CAE	Complete	03-09-21 One workshop has been completed, and three more have been scheduled. Potentially two other artists will deliver workshops.
<b>Art Trail Booklet/Website</b>	03-09-21 CAE and Sharon Gimbert to complete Change of Project form for the art trail website project.	CAE Sharon Gimbert	Complete	
	03-09-21 CAE to provide public artwork list and imaged to Barbara Beazley.	CAE	Complete	
	03-09-21 CHACAC members to consider the change of this project form via flying minute.	CHACAC members	Closed	01-10-2021 Change of project form considered in the meeting.
<b>Bauhinia Bicentennial Art Gallery</b>	03-09-21 ACOG to locate the report outlining the Bauhinia Bicentennial Art Gallery carpet's fire rating.	ACOG	In progress	01-10-21 Confirmation on product will be sought from CHRC Facilities team to then confirm the rating.
<b>Community Connectivity Confidence</b>	03-09-21 Sharon Gimbert and Barbara Beazley to provide an exhibition overview and some photos for advertising.	Sharon Gimbert Barbara Beazley	Complete	
<b>Creative Cultural Futures and Heritage – Aspirations Document</b>	16-07-21 ACO to remove known tasks that have been completed and update the aspirations document to reflect committee's feedback.	ACO	In progress	03-09-21 Feedback has been integrated into the document. With this new information included, the document will now undergo reformatting to improve readability.
<b>Emerald Art Gallery</b>	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. 01-10-21 MCC confirmed approval from the General Manager Communities to create a proposal
<b>Heritage management</b>	01-10-21 CAE to send Dr Melanie Piddock's report and Framing History videos to members.	CAE		

	01-10-21 CHACAC members to write a letter to council advocating for additional staffing to facilitate the digitization of historical documents.	CHACAC members		
<b>Metal in March</b>	22-01-21 ACO to contact Gemfields 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 Duaringa Historical and Tourism Association	ACO	Ongoing	
<b>RADF</b>	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. 01-10-21 This will progress after RADF Round 1 admin is complete.
	25-06-21 Barbra Beazley to complete the outcome report for Creative Connections project.	Barbara 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 Barbara 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	Complete	
	03-09-21 CAE to advise Kim Tompson that the Change of Project has been approved.	CAE	Complete	
	03-09-21 Example RADF applications to be drafted for inclusion on the council website.	ACO CAE	Ongoing	01-10-21 This will progress after RADF Round 1 admin is complete.
<b>Screen Queensland</b>	25-06-21 ACO to update the council data list with Screen Queensland	ACO	Ongoing	
<b>Tour Proposals Requesting Support</b>	1-10-21 CAE to share touring company information with the committee.	CAE		
<b>Training</b>	25-06-21 CHACAC members consider training options and advice ACO.	CHACAC Members	Complete	03-09-21 Members to provide any suggestions by 01-10-21.
	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.

<b>Videography Project (Ongoing RADF Project)</b>	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	Complete	25-06-21 Maureen Burns provided a USB containing a documentary film from this project which was viewed during lunch. 03-09-21 Will be completed by next meeting.