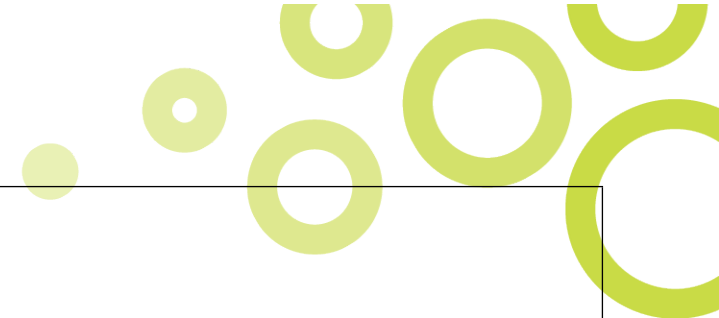




**Central Highlands Arts and Cultural Advisory Committee (CHACAC)
Planning Meeting Minutes**

Date:	Friday 4 February 2022
Venue:	Microsoft Teams
Chair:	Cr Gai Sypher
Minute taker:	Rebecca Hall
Present:	CHACAC Members: Maureen Burns, Lou Petho, Melissa Chick (Joined 10.38am), Ben Robertson (Joined 11.18am) CHRC: Cr Gai Sypher, Katerina Hatzipanagiotis - Coordinator Arts and Engagement (CAE), Ruth Haydon – Arts and Cultural Officer Galleries (ACOG), Rebecca Hall - Administrative Assistant Communities (AAC). Suzanne Poulter – Manager Connected Communities (MCC)
Apologies:	CHACAC members: Sharon Gimbert CHRC: Cr Joseph Burns, Cr Charlie Brimblecombe
Meeting time:	
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC Agenda – 4 February 2022 • CHACAC Planning Meeting Minutes – 19 November 2021 • Acoustic tiles catalogue

	Subject	Discussions
1.	Opening of meeting	Cr Gai Sypher acknowledged the traditional custodians of the land which we meet, paying respects to Elders past, present and emerging.
2.	Conflict of Interest Register	No conflicts of interests were declared.
	Previous meeting minutes	CHACAC 19 November 2021 planning meeting minutes were presented to Council 8 December 2021. The committee noted the minutes.
3.	Previous meeting action review	<p><u>Complete</u></p> <p>Bauhinia Bicentennial Art Gallery</p> <ul style="list-style-type: none"> Previously reported standards ISO 9705-1:2016, BS EN13501-1:2018 comply with standard AS1530.3. <p>Emerald Art Gallery - Acoustics</p> <ul style="list-style-type: none"> Ken Robbins has received plans and photographs of gallery. <p>Videography Project (Ongoing RADF Project)</p> <ul style="list-style-type: none"> Ken Robbins confirmed he is able to assist with kiosks to share digital content. There are several options available and have been priced at approximately \$5k-\$6k per unit plus weatherproofing. <p><u>Ongoing</u></p> <p>Creative Cultural Futures and Heritage – Aspirations Document</p> <ul style="list-style-type: none"> Ongoing <p>Event and workshop promotion</p> <ul style="list-style-type: none"> Ongoing – Cr Joseph Burns to report back. <p>Foundation for Rural & Regional Renewal grant</p> <ul style="list-style-type: none"> Ongoing <p>Heritage management</p> <ul style="list-style-type: none"> Ongoing – Report to be shared once final document is published. <p>Heritage items in library collection</p> <ul style="list-style-type: none"> Digital heritage workshop on hold as all library activities have been modified to be online. Will investigate the potential for an instructional video to be created in the interim. <p>Metal in March 2022</p> <ul style="list-style-type: none"> On hold pending clarifications on what activities can proceed with evolving COVID-19 situation.



		<p>RADF</p> <ul style="list-style-type: none"> • Flyer templates - ongoing. • Outcome report – ongoing. <p>Screen Queensland</p> <ul style="list-style-type: none"> • CAE to follow up with Lou Petho.
4.	RADF Outcome Reports	<p>CTM Links – Watercolour for the Soul</p> <ul style="list-style-type: none"> • The application suggested 60 people would attend; the final number was 45 attended. • Constructive feedback on the grant application and approval process was noted in the outcome report. The committee discussed this feedback noting that most items had been addressed in the time since this application had been submitted. • CAE noted that regarding feedback on the application form, accessibility and ease of use is currently being investigated with a number of options being considered. Review and redesign of the paper-based form would be a first step; committee members agreed. • Since the introduction of a section in the application form to speak to a staff member before submitting, issues with applicants contacting staff seem to have been resolved. • Options to make council assistance more accessible also include the training of additional staff to assist community members to write applications. This is being investigated, pending staff capacity. • Members suggested the use of Smartygrants for online applications as the platform is well known and broadly utilised method for grant applications. This is being investigated. <p>Requirements for outcome reports</p> <p>Members had previously requested clarity on receipts being included with outcome reports. CAE reported that -</p> <ul style="list-style-type: none"> • Arts Queensland have confirmed that receipts need to be available for all applications for audit purposes, which also aligns with council’s audit requirements. • For council to ensure that these records are on hand and avoid undue stress on applicants if there is an audit, all outcome reports will require receipts to be attached. • Guidelines, forms and other communication will be updated to ensure this is clear to all grant applicants and recipients going forward. <p>Action: CAE to redesign RADF application forms to be implemented for 2022-23 program, and provide to the committee for feedback.</p> <p>Action: CAE to update Outcome Report template, Guidelines document and other communication to include the requirement for all receipts to be included with outcome reports.</p>

5.	RADF Project updates	<p>Ongoing RADF projects</p> <p><u>Council-initiated projects</u></p> <table border="1" data-bbox="497 300 1724 376"> <tr> <td>Creative Connections Videography project</td> <td rowspan="2">Ongoing, update to be provided at next meeting</td> </tr> <tr> <td>CHRC Arts and Cultural website</td> </tr> </table> <p><u>Group</u></p> <table border="1" data-bbox="497 451 1724 604"> <tr> <td>Emerald Art Group - Artist in residence</td> <td>Postponed to April 2022, dates TBC</td> </tr> <tr> <td>Emerald Patchwork - Workshops</td> <td>Dates being reviewed for 2022</td> </tr> <tr> <td>Gindie P&C - Community Song & Video</td> <td>1 April – 31 July 2022</td> </tr> <tr> <td>Noosa Film Academy - Red carpet event</td> <td>27 – 28 May 2022</td> </tr> </table> <p><u>Individual</u></p> <table border="1" data-bbox="497 679 1724 719"> <tr> <td>Heather Wehl</td> <td>Dates adjusted per approved change of project, 19-30 April 2022</td> </tr> </table>	Creative Connections Videography project	Ongoing, update to be provided at next meeting	CHRC Arts and Cultural website	Emerald Art Group - Artist in residence	Postponed to April 2022, dates TBC	Emerald Patchwork - Workshops	Dates being reviewed for 2022	Gindie P&C - Community Song & Video	1 April – 31 July 2022	Noosa Film Academy - Red carpet event	27 – 28 May 2022	Heather Wehl	Dates adjusted per approved change of project, 19-30 April 2022
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6.	Updates	<p>Emerald Art Gallery</p> <ul style="list-style-type: none"> January/February - Lyn Laver-Ahmat. Opening will be presented in a digital format spotlight video which is currently being produced. This will be shared on the galleries Facebook page and available on the council website. Sharing work as a digital exhibition is also in progress. February/March – Elena Churilova. This exhibition has more than 50 artworks. Opening event is to be advised at this stage pending capacity to deliver events and the Rockhampton Museum of Art opening around the same time. Alternative delivery of exhibition opening like Lyn Laver-Ahmat’s exhibition is also being considered. April – Sunflower Festival Exhibition. Emerald Art Group will be exhibiting works for this exhibition. June/July – Youth exhibition. <p>Bauhinia Bicentennial Art Gallery</p> <ul style="list-style-type: none"> February/March – council collection. March/April - Annual Art Awards – Springsure. Council is accepting entries, and entry deadline has been extended to next Friday 11 February 2022. Options are being considered on ways to hold a COVID-safe event, which are still being reviewed. Naomi White has been secured as judge. Naomi is a landscape artist based in Brisbane. Naomi has also agreed to do an artist walk-through on the Saturday morning after the opening. 													

- April/May - Pub Rock touring exhibition from the National Portrait Gallery. Fees have been waived for hire of this this exhibition.
- May/June - Blackwater Art Group.
- Cr Sypher noted it has been a huge challenge to adapt activities and exhibitions with new COVID restrictions, and congratulated and thanked the team for their flexibility and innovative approach to creating alternative ways for community to enjoy exhibitions.

Metal in March 2022

- Confirmation is being sought on the feasibility to deliver workshops (Milynda Rogers and others) and indoor musical performances (Killer Queens). Outdoor venues may also be considered as an alternative.
- ArTour, who were the key contact for Killer Queens, has now closed, so council has reached out to the artists directly and is awaiting response. If the grant application prepared by ArTour was not submitted or not successful, council would need to review whether alternative funding is available to hold the concerts.
- Currently council is holding off on face-to-face engagements such as consultations and community reference groups. Any activities run for Metal in March will be aligned with the decisions made about these regular engagements.
- If it's not possible to go ahead as scheduled, options would be reviewed to defer activities to another suitable time.

Capital Projects

Former Springsure Hospital Museum

- Currently financial year – works on the drainage repair have gone to tender to be progressed in the coming months. Soon the stabilisation works will have settled, and roof works will also be progressed.
- Next financial year – a budget request has been submitted to council for consideration to complete roof repair works.

Emerald Arts Precinct Facelift

- Current financial year - engagement completed with consultations in December 2021 including face-to-face sessions with members of YouthInc 1835 and art precinct stakeholders, as well as an online survey. Data has been given to the landscape architect with sketches to be finalised and shared with community for validation. When these are published the committee will be notified.
- Next financial year – A budget request has been submitted to council for consideration to implement site improvements that the landscape architect is currently drafting. A separate request has been submitted

		<p>from council's Parks and Recreation team to address the removal of the second tree and mitigate the shade implications.</p> <p><u>Emerald Art Gallery Acoustics</u></p> <ul style="list-style-type: none"> • Current Financial Year – Ken Robbins visited the gallery to physically inspect the space. Based on this inspection and the plans and photos provided, computer modelling has been done. One option is to suspend acoustic tile “sculptures” from ceiling and adhere to high sections of the wall. Modelling suggests this could reduce reverberation by up to 70%. Modelling has also been done for heavy pleated acoustic curtain as a cheaper and easier to source option, which could reduce reverberation by 55-60%. Either option would be in a colour that blends into the walls and ceiling. • Next financial year - a budget request has been submitted to council for consideration that proposed scoping be undertaken in 2022-23. A proposal on product and installation would be sought for the 2023-24 financial year, if viable. • Members discussed the options and considered the sculptures to be the more favourable option. <p>Community Training</p> <ul style="list-style-type: none"> • The trainer for the Copyright and RADF application writing course has recently sustained an injury so is unable to travel until late March 2022 at the earliest. • Confirmation is also pending on when council will resume face-to-face opportunities again. • As this progresses the committee will be informed.
7.	General business	<p>RADF Guidelines feedback</p> <p>Feedback has been received from the facilitator of the upcoming Copyright and RADF training sessions. Members discussed the feedback and agreed that clarifications should be made in the guidelines related to the following -</p> <ul style="list-style-type: none"> • Categories of funding unclear – clarify that individuals can apply for professional development only, and format to make information easier to read across all categories. • Maximum funding amounts – clarify maximum percentages, no minimum amount. • Funding for each round – mention that a minimum \$10,000 funding is available in each round, with more potentially available dependant on the remainder after previous rounds. • Non-Australian citizens or non-residents eligibility for funding via an auspice – clarify wording that citizens and residents are eligible with either an Australia Business Number (ABN) or auspice by someone with an ABN. • Insurance prerequisites – state that public liability insurance is required.

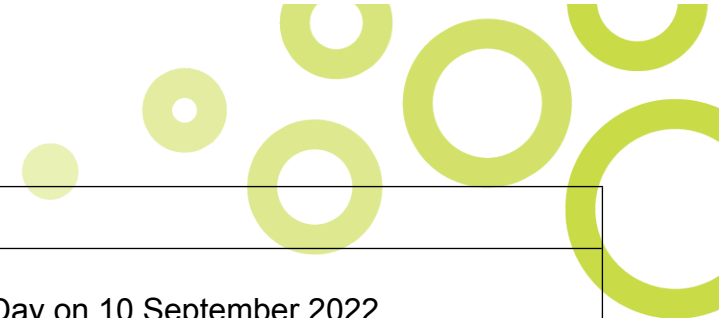
- Assessment criteria – Reach “how did council reach...” - specify for Council Initiated Projects only.
- Action:** CAE to update RADF guidelines to reflect discussed clarifications.

‘Our Collection Matters’ project

- The ‘Our Collections Matter’ project was due to start the next round of training on 14 February 2022 in Daringa however has been postponed as Queensland Museums are still waiting for their supply of Rapid Antigen Tests (RATs). They require that all officers undertake a RAT prior to travel to communities. Dr Melanie Piddocke will keep Cr Sypher informed.
- There is a risk that the project may run out of time to complete with three more communities to visit before the end of financial year. Cr Sypher will contact FRRR in March 2022 to request an extension on the project.
- Capella Pioneer Village have also applied for a grant to purchase a digital scanner to scan books for community groups to digitise their records.
- Cr Sypher acknowledged Maureen Burns and congratulated her on receiving an Australia Day Cultural Award. Maureen has spent many years working in the heritage space. Members agreed the award is very well deserved.

Blackwater Community Centre Redevelopment

- Council is applying for a grant to improve the Blackwater Community Centre. Feedback is being sought from the committee.
- The project is planned for next financial year and still going through the council budget process. Council has approved that the Building Better Regions grant be applied for.
- Data from previous related engagements is being reviewed for inclusion in the application.
- Improvements are proposed to include a new meeting room for free community use.
- The large wall space will also include picture rails to display local artists work outside of a gallery environment and increase exposure.
- Members were in support of the idea.
- A suggestion was to include built-in cases to protect objects from being touched. It was confirmed that plinths would also be included in the plan to house any fragile items.
- It was noted that having local artist works on display complements the pop-up gallery concept being pursued across the region.
- Members highlighted the economic benefit it will have to increase exposure for local artists who would potentially have an opportunity to sell their works.



		<ul style="list-style-type: none"> MCC thanked members for their feedback.
9.	Member updates	<p>Maureen Burns</p> <ul style="list-style-type: none"> Capella Cultural Centre are planning to hold the annual Heritage Day on 10 September 2022. Assistance with adding a listing to the regional events calendar would be appreciated. CAE offered to contact Maureen to progress. <p>Ben Robertson</p> <ul style="list-style-type: none"> Apologised for not attending the two last meeting due to troubles with meetings coming up in his calendar. New PA equipment has been purchased which can be made available for free for non-commercial use. Cr Sypher shared her thanks for the generous offer. <p>Melissa Chick</p> <ul style="list-style-type: none"> Gindie are excited to host Josh Arnold during their approved RADF project. There has been some promotion of new murals and silo art in Middlemount by an artist called The Zookeeper. The space under Vince Lester Bridge near the Emerald Botanic Gardens would potentially suit this kind of project, as well as silos around town. Members noted that Grain Corp does not allow painting on silos that are in use. Lou Petho offered to share mural artist contacts if there was in interest in pursuing such a project. It was noted that murals have a limited life span and require maintenance to ensure they stay looking fresh. <p>Lou Petho</p> <ul style="list-style-type: none"> Lou has contacted Screen Queensland to update information related to film-friendly towns. Contact with council is required to make any changes. Lou will be filming away next week but will reach out to CAE the following week to progress.
10.	Upcoming Meeting Dates	RADF Assessment and CHACAC Planning Meeting – Friday 8 April 2022.
11.	Close of meeting	Meeting closed: 11.56am

Actions

Items/Projects	Action	Responsible	Status	Notes
Bauhinia Bicentennial Art Gallery	19-11-21 ACOG to follow up on Ken Robbin's recommendation that carpet is compliant with standard AS1530.3	ACOG	Complete	04-02-22 Previously reported standards ISO 9705-1:2016, BS EN13501-1:2018 comply with standard AS1530.3.
Creative Cultural Futures and Heritage – Aspirations Document	03-09-21 Aspirations document to be reformatted to improve readability.	ACO	Ongoing	
Emerald Art Gallery	16-07-21 CHACAC to develop an Emerald Art Gallery Acoustics budget submission for next year's budget.	CHACAC Members	Complete	03-09-21 CC team to review capacity to write a budget submission. 01-10-21 MCC confirmed approval from the General Manager Communities to create a proposal.
Event and workshop promotion	19-11-21 Cr Joseph Burns to enquire with Catholic Parish if workshop and event opportunities could be shared via their newsletter	Cr Burns	Ongoing	
FRRR Grant	19-11-21 Cr Gai Sypher to provide MCC with a list of authorised persons for accessing conservation resources.	Cr. Sypher	Ongoing	
Heritage management	01-10-21 CAE to send Dr Melanie Piddocke's report and Framing History videos to members	CAE	In progress	19-11-21 Videos have been shared, report will be circulated once final document is published
Heritage items in library collection	19-11-21 CAE to organise a workshop at the library about how to access digital heritage items.	CAE	Ongoing	04-02-22 On hold as all library activities have been modified to be online. Potential for an instructional video to be created in the interim to be investigated.
Metal in March	22-01-21 ACO to contact Gemfields artists for Metal in March 2022	ACO	Ongoing	04-02-22 On hold pending clarifications

	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	04-02-22 On hold pending clarifications
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. 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.	ACO	Ongoing	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
	04-02-22 CAE to redesign RADF application forms to be implemented for 2022-23 program, and provide to the committee for feedback.	CAE		
	04-02-22 CAE to update Outcome Report template, Guidelines document and other communication to include the requirement for all receipts to be included with outcome reports.	CAE		
	04-02-22 CAE to update RADF guidelines to reflect discussed clarifications.	CAE		
Screen Queensland	25-06-21 ACO to update the council data list with Screen Queensland	ACO	Ongoing	04-02-22 CAE to follow up with Lou Petho.
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	Complete	19-11-21 Cr Sypher to investigate with Dr Melanie Piddock about kiosk options 19-11-21 AGOC to get in touch with Ken Robbins about kiosk options 04-02-22 Ken Robbins confirmed he does do the kiosks. There are several options costing approximately \$5k-\$6k per unit plus weatherproofing.