

Central Highlands Arts and Cultural Advisory Committee (CHACAC) Regional Arts Development Fund (RADF) Round 3 2019-20 FY Assessment Meeting Minutes

Date:	Friday 7 February 2020
Venue:	Gallery Meeting Room, Emerald Administration Building
Chair:	Bernardine Frawley (CHRC)
Note taker:	Narisa Kerr (CHRC)
Present:	CHACAC Members: Maureen Burns, Kathy Hawkins and Sharon Gimbert. Councillor Gail Nixon arrived at 11.07 am. CHRC: Karen Newman – RADF Liaison Officer (RLO), Bernardine Frawley - Coordinator Community Engagement (CCE), Narisa Kerr - Administration Officer Communities (AOC).
Apologies:	CHACAC Members: Councillor Charles Brimblecombe, Councillor Gail Godwin-Smith, Barbara Beazley, Mellissa Chick, Wendy Gibson, Professor Anita Milroy and Shaunte Frances. CHRC: Suzanne Poulter - Manager Connected Communities (MCC).
Meeting time:	10.00am to 11.30am

Item	Subject	Discussions
1	Open meeting Welcome and apologies	The chair welcomed everyone to the meeting. Apologies were noted.
2	Confirmation of previous meeting minutes	Confirmation of previous RADF meeting notes as true and correct. <ul style="list-style-type: none"> Moved: Maureen Burns Seconded: Sharon Gimbert

	Actions update from previous meeting	Previous meeting action table was reviewed. See updated action table below.
3	RADF Applications Assessments	<p>Individual Applications: Lachlan Grierson – Project: Carnarvon Creates 2020</p> <ul style="list-style-type: none"> Sharon Gimbert declared a conflict of interest in this application and abstained from participating in the assessment of this application. <p>Discussion:</p> <ul style="list-style-type: none"> RADF grant guidelines confirm that individual applications are eligible. Application met criteria. Applicant participates in numerous community groups and will share knowledge learned through these. <p>RADF Grant: \$ 829 Outcome: Approved Moved: Maureen Burns Seconded: Kathy Hawkins</p> <p>Charmaine McKeon-Parlett – Project: Carnarvon Gorge Artist Retreat Discussion:</p> <ul style="list-style-type: none"> RADF grant guidelines confirm that individual applications are eligible. Application met criteria. Applicant will share knowledge learned through work in schools and community workshops/programs. <p>RADF Grant: \$825 Outcome: Approved Moved: Kathy Hawkins Seconded: Maureen Burns</p> <p>Group Applications: Miners Common Museum, Arts & Cultural Centre Inc – Project: “A Taste of Africa – Take 2” Discussion: Application is incomplete:</p> <ul style="list-style-type: none"> ABN number not provided Artist sheet information not complete Application does not meet criteria as it is schools based In principle, the application had merit and value to the community

- Application's budget does not include accommodation for workshop facilitator. Does accommodation need to be included.
- Training venue to be confirmed.
- Members recommended applicant to address feedback and resubmit in Round 4
- Members nominated Barbara Beazley to assist applicant with resubmission

RADF Grant: \$5600

Outcome: Re-submit in Round 4

Moved: Kathy Hawkins

Seconded: Maureen Burns

ACTION: Barbara Beazley to meet and assist applicant with resubmission in Round 4.

Mrs Kate Legge, Capella State School – Project: "Together at Capella"

Discussion:

- Application includes a mural for a school project, located within the school grounds not publicly accessible.
- School projects, materials and food are currently not RADF guidelines.
- Application does not meet criteria.

RADF Grant: \$5000

Outcome: Not approved

Moved: Maureen Burns

Seconded: Sharon Gimbert

ACTION: RLO to provide feedback to Kate Legge regarding application.

Council Initial Projects (CIPs)

- Sharon Gimbert advised there is \$54,034 left in the 2019-2020 RADF budget.
- Kathy Hawkins suggested in Round 4, to submit a CIP of an arts program aimed at school aged children within a community.
- Suggested to hold program at community venues e.g. Town Halls.
- Members discussed various ideas such as:
 - Hosting an arts program at the Lochington Recreational Club or Gemfest.

		<ul style="list-style-type: none"> ○ “Come and Try” days of the different forms of art i.e. making musical instruments with bottle tops. ○ It would be difficult to organise programs in different areas, however, would work if different community groups came forward and submitted a RADF application. • To progress this idea and to find groups to participate, members agreed: <ul style="list-style-type: none"> ○ Kathy Hawkins to approach the Lochington Recreational Club. ○ Maureen Burns to approach community groups in Capella. ○ Sharon Gimbert to approach groups in Blackwater. • The purpose of this activity is to seek ideas and identify who may potentially facilitate. RADF applications would be the result. • Members to provide their feedback to Sharon Gimbert for review. Projects identified that meet criteria will be written up and presented as a CIP in Round 4. <p>ACTION:</p> <ul style="list-style-type: none"> • Kathy Hawkins, Maureen Burns and Sharon Gimbert to approach local community groups to source ideas to inform a CIP application. • Sharon Gimbert and Barbara Beazley to write CIP application for appropriate projects identified for consideration in Round 4. <p>General discussion on funding guidelines</p> <ul style="list-style-type: none"> • RADF guidelines no longer pay for artists to facilitate programs at schools. This may impact local schools. • RLO advised a review of council's RADF guidelines to consider these issues would be beneficial.
4	RADF Project Proposals	<p>Discussion:</p> <ul style="list-style-type: none"> • Sharon Gimbert advised the Blackwater Patchwork Group is interested in hosting an art textural workshop with quilting or sewing. This project could potentially be a future CIP. • Melissa Chick did not submit an application for ‘Alternate Arts Festival’. This idea was in a budget range of approximately \$5,000 which was very expensive. • Members agreed to showcase RADF as part of the annual ‘Arts Around August’ program. • RLO on leave 12-25 February 2020 and 5-25 March 2020. • All agreed: <ul style="list-style-type: none"> ○ RADF 2019-2020 Round 4 applications to be submitted by Friday 1 May 2020 and assessment meeting to be the following Friday 8 May 2020. ○ Community proposals for potential CIP applications are to be submitted to Sharon Gimbert by Saturday 29 February 2020. This will assist her drafting the CIP application for the next round.

		<ul style="list-style-type: none"> Noted that Round 4 advertising will be implemented. <p>ACTION: Council officers to advertise and promote RADF Round 4.</p> <p>RADF project amendments: Central Highlands Art Trail Booklet project:</p> <ul style="list-style-type: none"> Sharon Gimbert provided an update. Project being amended to align with information provided by artists A website is being considered to transform the booklet into a sustainable living document. Confirmed they have a volunteer who is willing to update the website regularly. Project to be staged over three years. An amended project plan has been completed titled 'Central Highlands Art and Cultural Trail Project Plan # 2.' This project is a collaboration with Emerald Community Reference Group. <p>Videography project update:</p> <ul style="list-style-type: none"> Lou Petho is now working fulltime in Rockhampton and only available on weekends. This is the reason he could not cover the Australia Day event. Members agreed there is demand for videography workshop and suggested Capella Pioneer Village as a suitable workshop location. Members may need to identify other videography tutors. <p>ACTION</p> <ul style="list-style-type: none"> Sharon Gimbert and Maureen Burns to write a Videography project plan. Sharon Gimbert will contact Lou Petho in Rockhampton next month. Sharon Gimbert will arrange videography workshop details if possible.
5	Meeting Close	<ul style="list-style-type: none"> Next RADF Assessment meeting scheduled for Friday 8 May 2020 – 10am No items were nominated for the agenda. Meeting closed 11.30 am

Action Table

Item/Project	Action	Responsible	Status	Notes
November and December 2019 RADF Meeting notes	Presented to council for endorsement	RLO	Completed	07-02-2020 Completed 21 January 2020
RADF Applicants	Advise the following RADF Round 2 applicants of their results once endorsed by council: <ul style="list-style-type: none"> CTM Links – Capella Michelle Gray and Raelene Bock 	RLO	Completed	07-02-2020 RLO has worked with CTM links to amend application.
			In progress	13-12-2019 RLO to issue official letter to Michelle Gray and Raelene Bock providing feedback on their
RADF Round 2 Project Proposals	13-12-2019 Jet James proposal – Sharon Gimbert to collaborate with Jet and complete formal application on behalf of Central Highlands artists.	Sharon Gimbert	In progress	07-02-2020 Sharon is sending an application and continues to work on this. Was unable to complete to date due to break over the Christmas period and people being away.
	13-12-2019 Emerald Patchwork and Quilting Group proposal – CHACAC to provide support.	Sharon Gimbert	In progress	07-02-2020 Sharon continues to work with the group on their proposal and application.

Videography Project	07-02-2020 To progress CIP project for Lou Patho to facilitate a videography workshops and gather information to supply to the members.	Sharon Gimbert / Maureen Burns	In progress	07-02-2020 Sharon Gimbert and Maureen Burns to meet and write a project plan. Sharon Gimbert will contact Lou Petho when in Rockhampton next month to find out his availability, secure a date and arrange a package for him to facilitate a videography workshop.
RADF Review	13-12-2019 RLO to progress review as per CHACAC discussions.	RLO	In progress	13-12-2019 RLO to send the link to the Scenic Rim website to members for their feedback.
Carnarvon Creates	07-02-2020 Emerald Art Group Incorporated will auspice the \$5000 Videography workshop that Barb Beazley is facilitating at Creative Connections Retreat.	Sharon Gimbert	To do	07-02-2020 Emerald Art Group Inc to raise an invoice to CHRC for the \$5000.
Miners Common Museum, Arts & Cultural Centre Inc	07-02-2020 assist applicant to re-submit for 2019-2020 Round 4.	Barbara Beazley	To do	
Mrs Kate Legge	07-02-2020 RLO to provide feedback to Kate Legge regarding application.	RLO	To do	
CIP	07-02-2020 Approach local community grants to obtain ideas to inform a CIP application. Sharon Gimbert and Barbara Beazley to write a CIP for RADF Round 4 2019-2020 FYR.	Kathy Hawkins Maureen Burns Sharon Gimbert	To do	
RADF Round 4 2019-2020 promotions	07-02-2020 Advertise and promote RADF Round 4 via Facebook, website, community newsletters, E-News and school newsletters.	Council Officers	To do	