



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

<b>Date:</b>	Friday 27 May 2022
<b>Venue:</b>	Exec Meeting Rooms 1 and 2, Microsoft Teams
<b>Chair:</b>	Cr Gai Sypher
<b>Minute takers:</b>	Natasha Jurd - Administrative Assistant (Communities), Tracey Jackson- Administrative Assistant (Communities).
<b>Present:</b>	<b>CHACAC Members:</b> Sharon Gimbert, Maureen Burns. <b>CHRC:</b> Cr Gai Sypher, Cr Charlie Brimblecombe, Katerina Hatzipanagiotis - Coordinator Arts and Engagement (CAE), Suzanne Poulter – Manager Connected Communities (MCC), Natasha Jurd - Administrative Assistant (Communities), Tracey Jackson- Administrative Assistant (Communities).
<b>Apologies:</b>	<b>CHACAC members:</b> Lou Petho, Lachlan Grierson. <b>CHRC:</b> Cr Joseph Burns, Ruth Haydon – Arts and Cultural Officer Galleries (ACOG).
<b>Meeting time:</b>	9.00 am to 12.54 pm
<b>Preparation documents distributed for this meeting:</b>	<ul style="list-style-type: none"> <li>• CHACAC Agenda – 27 May 2022</li> <li>• CHACAC Planning Meeting Minutes – 8 April 2022</li> <li>• Proposed Regional Arts Development Fund (RADF) program dates 2022-23</li> <li>• Draft RADF Guidelines 2022-23</li> <li>• Arts around August 2022 – Options</li> <li>• Draft Creative Cultural Futures and Heritage Action Plan 2022-24 FYs</li> </ul>

	Subject	Discussions																						
1.	<b>Opening of meeting</b>	Cr Sypher shared an Acknowledgement of Country and welcomed attendees.																						
2.	<b>Conflict of Interest Register</b>	Nil																						
3.	<b>Previous meeting minutes</b>	CHACAC 8 April 2022 planning meeting minutes were presented to council 27 April 2022. The committee noted the minutes.																						
4.	<b>RADF Outcome Reports</b>	<p><b>Pending reports</b></p> <table border="1"> <tr> <td>Metal in March</td> <td>To be completed by the next meeting</td> </tr> <tr> <td>Emerald Pottery Club – Wheel throwing workshops</td> <td>Due 20 June 2022</td> </tr> <tr> <td>Springsure Working Horse Assoc – Student performance</td> <td>Due 20 June 2022</td> </tr> </table>	Metal in March	To be completed by the next meeting	Emerald Pottery Club – Wheel throwing workshops	Due 20 June 2022	Springsure Working Horse Assoc – Student performance	Due 20 June 2022																
Metal in March	To be completed by the next meeting																							
Emerald Pottery Club – Wheel throwing workshops	Due 20 June 2022																							
Springsure Working Horse Assoc – Student performance	Due 20 June 2022																							
5.	<b>Project updates</b>	<p>Ongoing RADF projects</p> <p>Council Initiated Projects (CIPs)</p> <table border="1"> <tr> <td>Creative Connections Videography project</td> <td>In progress, update from Barb Beazley pending</td> </tr> <tr> <td>Arts and Cultural website</td> <td>In progress, update from Barb Beazley pending</td> </tr> <tr> <td>Flipside Circus workshops</td> <td>Emerald 17-19 September 2022 Blackwater 20-21 September 2022</td> </tr> <tr> <td>YouthInc 1825 – youth art workshops</td> <td>To be completed by 25 September 2022</td> </tr> <tr> <td>CHRC Libraries – Seniors Month craft</td> <td>1-31 October 2022</td> </tr> <tr> <td>Happy Africa Rhythm Workshops</td> <td>Gemfields Have A Go - 30 April 2022 completed Further dates TBC for Emerald</td> </tr> <tr> <td>Emerald Art Gallery Crafts</td> <td>Ongoing until end of December 2022</td> </tr> </table> <p>Group projects</p> <table border="1"> <tr> <td>Emerald Patchwork - Workshops</td> <td>26-27 March, 30 April – 1 May, 4-5 June 2022</td> </tr> <tr> <td>Gindie P&amp;C - Community Song and 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> <tr> <td>Blackwater Patchwork Group – Deerfield Embroidery</td> <td>14-15 May 2022 23-24 July 2022</td> </tr> </table>	Creative Connections Videography project	In progress, update from Barb Beazley pending	Arts and Cultural website	In progress, update from Barb Beazley pending	Flipside Circus workshops	Emerald 17-19 September 2022 Blackwater 20-21 September 2022	YouthInc 1825 – youth art workshops	To be completed by 25 September 2022	CHRC Libraries – Seniors Month craft	1-31 October 2022	Happy Africa Rhythm Workshops	Gemfields Have A Go - 30 April 2022 completed Further dates TBC for Emerald	Emerald Art Gallery Crafts	Ongoing until end of December 2022	Emerald Patchwork - Workshops	26-27 March, 30 April – 1 May, 4-5 June 2022	Gindie P&C - Community Song and Video	1 April – 31 July 2022	Noosa Film Academy - Red carpet event	27 – 28 May 2022	Blackwater Patchwork Group – Deerfield Embroidery	14-15 May 2022 23-24 July 2022
Creative Connections Videography project	In progress, update from Barb Beazley pending																							
Arts and Cultural website	In progress, update from Barb Beazley pending																							
Flipside Circus workshops	Emerald 17-19 September 2022 Blackwater 20-21 September 2022																							
YouthInc 1825 – youth art workshops	To be completed by 25 September 2022																							
CHRC Libraries – Seniors Month craft	1-31 October 2022																							
Happy Africa Rhythm Workshops	Gemfields Have A Go - 30 April 2022 completed Further dates TBC for Emerald																							
Emerald Art Gallery Crafts	Ongoing until end of December 2022																							
Emerald Patchwork - Workshops	26-27 March, 30 April – 1 May, 4-5 June 2022																							
Gindie P&C - Community Song and Video	1 April – 31 July 2022																							
Noosa Film Academy - Red carpet event	27 – 28 May 2022																							
Blackwater Patchwork Group – Deerfield Embroidery	14-15 May 2022 23-24 July 2022																							

	Emerald Art Group – International Year of Glass - Workshops	Dates need to be adjusted due to availability of materials and then venue, TBC.
	Emerald Lions Club – 75th Anniversary Mosaic Emblem	Completion by 30 September 2022
	Individual projects	
	Heather Wehl	Approved change of date and tutor - 25 Oct to 6 November. Watercolour Workshop with Greg Allen – Flinders Ranges
	Galleries and upcoming exhibitions	
	Emerald Art Gallery	
	<ul style="list-style-type: none"> <li>• Current exhibition: Camille Swallow “Feel my footprints” on display until 17 June 2022. Mayor Kerry Hayes opened the exhibition on 6 May with 30 people attending the opening. Camille had a great night and it was a really lovely experience for her as an emerging artist.</li> <li>• Entries for the CHRC Youth Awards close next Friday 3 June 2022 at 5pm. The opening and awards presentation will be held at the Emerald Art Gallery on Friday 24 June 2022 at 6pm, opened by Mayor Kerry Hayes and Awards presented by Judge Kim Eadie. The Youth exhibition will be open until 27 July 2022. People’s Choice award will be decided via public vote on the Have Your Say, Central Highlands (HYSCH) platform. Voting will be open from opening night until 8 July 2022, and the winner will be announced via social media on 10 July 2022.</li> <li>• Entries are open for the CHRC Annual Art Awards Emerald. Entries close on Friday 15 July 2022. The opening night and awards presentation will be held on Friday 5 August 2022 at 6pm. The Emerald Art Award Exhibition will be on display until 16 September 2022. People’s choice voting will be decided via public vote on HYSCH. Voting will be open from opening night until 21 August 2022, and the winner will be announced via social media on 23 August 2022.</li> </ul>	
	Bauhinia Bicentennial Art Gallery	
	<ul style="list-style-type: none"> <li>• Currently on display in Springsure is the Blackwater Art Society’s (BAS) exhibition “Through our Eyes”. The opening for their exhibition will be next Friday 3 June at 6pm. The exhibition will be on display until 8 July 2022.</li> <li>• Appearing in the gallery after the BAS exhibit will be Natasha Stanton with her first ever solo exhibition “Emergence”. Natasha’s exhibition will be on display from 16 July until 3 September 2022 and opening night will be 15 July 2022 at 6pm.</li> </ul>	

		<ul style="list-style-type: none"> <li>• After Natasha’s exhibition we will see Our Lady of the Sacred Heart Springsure school back in the gallery from 11 September until 15 October 2022.</li> </ul> <p>Our Collection Matters project</p> <ul style="list-style-type: none"> <li>• Dates have been set for Emerald and Springsure workshops             <ul style="list-style-type: none"> <li>○ Springsure: 20-25 June 2022</li> <li>○ Emerald: 11-16 July 2022</li> </ul> </li> <li>• Organising sessions in Duinga has been a challenge as Carol Finger has left town and there is limited interest from other parties. Cr Sypher will reach out to historical groups and potentially interested parties in Bluff and Dingo to see if they are interested in progressing the project.</li> <li>• Staff from the tourism information centres will also be invited to participate in the workshops.</li> </ul>
6.	<p><b>Creative Cultural Futures and Heritage Action Plan 2022-24 FYs</b></p>	<p>The current Creative Cultural Futures and Heritage Action Plan (CCFHAP) 2022-2024 FYs is due to expire on 30 June 2022, so a new action plan has been drafted to span 2022-2024 FYs. This will be presented to council on 15 June 2022. The draft actions were circulated to the group for feedback. The following feedback was discussed:</p> <ul style="list-style-type: none"> <li>• It was noted that this plan has an increased number of actions from the last action plan as each goal has a unique action rather than referring back to other sections of the plan.</li> <li>• Dingo History Room – members enquired whether the works in the previous action plan have been completed. MCC confirmed that they have, and therefore do not need to be included in this new plan.</li> <li>• Capella Cultural Centre hanging tracks – members requested further detail about this project. CAE clarified that this was raised during the repainting of the building. Information on the state of current tracks is being sought to be able to progress with replacement in the new financial year. Cr Sypher offered to inspect the current tracks and share information with the Arts and Culture team. CAE will then progress with the Coordinator Community Facilities.</li> <li>• Preservation and conservation for heritage buildings on council land – members discussed the value in creating conservation plans for heritage building across the region. This will be considered during the development of a heritage strategy, per the proposed draft Corporate Plan 2022-2027.</li> <li>• Galleries volunteer program – clarification was sought regarding the format of the group and if it will be incorporated or managed by the ACOG. CAE clarified that it will be a working group managed by the ACOG.</li> <li>• Lone Grave Register - all library officers are equipped to add to lone graves to the register and can share the information with community upon request. The register is currently not linked to the library catalogue. A future goal would be for the register to be published and be publicly accessible.</li> </ul>

		<ul style="list-style-type: none"> <li>• Promotion of arts and cultural communities – in addition to what is in the Creative Cultural Futures and Heritage Strategy, members raised the opportunity promote liveability; that towns in the Central Highlands are culturally vibrant places to live. We want to identify that the Central Highlands has a strong arts and cultural sector. Members discussed where livability sits within council. Members identified this strategic area to monitor and work on. Councillor Sypher suggested that councillors on the CHACAC are in a good position to advocate in this area.</li> <li>• Local and family history – members raised the importance of this work and noted that some of the custodians of this historical knowledge are ageing and therefore sadly may not be with us much longer. History call out days act as a catalyst for collection of information and stories from across the region, however there is an extensive process for these to be made available to the public. Current staff are at full capacity, therefore for this work to progress additional staff may be required. Cr Sypher suggested that she, Cr Brimblecombe and Cr Burns could advocate for additional staffing to be considered in future years.</li> </ul>
7.	<b>Arts Around August 2022</b>	<p>Arts around August planning is well underway with a media release calling for community event submissions being published Thursday 26 May 2022. This was accompanied by updates to the council website and a new registration form for activities that feeds directly into a spreadsheet that can be easily reformatted into a calendar view.</p> <p>Submissions will be compiled, and the program calendar launched in late June 2022. This will be followed by weekly posts on Facebook listing upcoming events for the week and referring back to the council website for the full program. Discussions are also underway to determine the best way to display event information on the Central Queensland Highlands What's On calendar. Further promotion will be via pull-up banners, posters and flyers with a QR code directing to the website and updated calendar, and radio advertising is being considered.</p> <p>To assist in the planning of Arts around August, a number of activity options were compiled and circulated to the group. The following was discussed in relation the options presented:</p> <ul style="list-style-type: none"> <li>• Budget available - \$3,500 remaining in this FY / \$8,000 requested next FY</li> <li>• Melly Melody - performances were considered risky given the cost and limited success in selling tickets to events in recent times. Members agreed this option should not be pursued.</li> <li>• Quirky Wire Art – Raelene Bock's workshops are always well received. This was determined to be a priority activity. The program proposed includes two days of workshops in Emerald, and one day each in Tieri,</li> </ul>

Dingo and Rolleston. Travel and tutor time would be covered by funding, with materials to be funded by participants through ticket fees. Members supported progressing this activity.

- Emerald Arts Precinct Open Day - Cr Sypher shared her vision for the open day. The aim is for this event to be an opportunity for local artists and groups to showcase what they do. This will be a demonstration event not a 'come and try' day. Members suggested a Saturday when the library is open for additional activities. Saturday 30 July 2022 was proposed as date, so as not to clash with the Annual Art Awards Emerald and the Sapphire Jewel of the Outback events in early August 2022. As this is a council event, all artists and activities would be covered by council's public liability insurance. A local community group will be approached to run a sausage sizzle on the day. Local acoustic artists will also be contacted to perform at the event. Members supported progressing this activity.
- Wild Craft Workshops – members agreed that local tutors should be prioritised over bringing in tutors from outside the region. Members agreed Wild Craft workshops should not be pursued, and suggested other local artists should be contacted to run candle making and jewellery making workshops.
- Schoolhouse Quilters – as the group self-funds, it would be reasonable that hosting groups would provide morning tea and participants pay for their own materials. Members supported this activity, noting that no further support from council is required.
- International Year of Glass – initially workshops additional to the approved RADF project were suggested. However, due to the change of dates for the RADF project, there is no need for additional workshops as they will already fall within the Arts around August program.
- Scrapmetalsheila – Milynda Rogers has offered September 2022 dates to reschedule the workshops that were intended for Metal in March 2022. Central Queensland University are not able to hire their facility for hot works. Members suggest that Marist College has facilities that could be investigated. It was noted that other workshops by Milynda in Clermont charged a reasonable fee for a simpler barbed wire workshop. Members supported progressing this activity.
- Bric Nic – Nicole Mittan is intending to run a series of Lego workshops over the coming months and during the September 2022 school holidays. The committee agreed that funding Nicole to travel to other towns would increase access to these popular workshops. Regular ticket costs would still be funded by participants. Priority towns were identified to be – Blackwater, Springsure, Tieri, Dingo. Members supported progressing this activity.

**Action:** Arts and Culture team to progress supported Arts around August activities including; Quirky Wire workshops, Emerald Arts Precinct Open Day, finding local artists to run candle and jewellery making workshops, Scrapmetalsheila workshops, and the Bric Nic workshops.



		<p><b>Action:</b> Sharon Gimbert to contact local artists and groups to seek expressions of interest to participate in demonstrations and/or stalls the Emerald Arts Precinct Open Day.</p> <p><b>Action:</b> CAE, Cr Sypher and Sharon Gimbert to meet and discuss progress on the Arts Precinct Open Day in the week commencing 20 June 2022.</p>
8.	<b>RADF 2022-23</b>	<p><b>Regional Arts Development Fund 2022-23</b></p> <ul style="list-style-type: none"> <li>• Rather than the full application process, Arts Queensland will be issuing variations to 2021-22 contracts that offer the same amount of funding for the 2022-23 program.</li> <li>• Council have been offered the same amount of \$39,500.</li> <li>• Tentative dates as circulated for three rounds were considered and members supported the dates, pending confirmation of 2023 council meeting dates. The dates were aligned with key points in the year, being             <ul style="list-style-type: none"> <li>• Round 1 – after Arts around August but not too close to end of year</li> <li>• Round 2 – after school resumes so volunteers have time to coordinate after the January break</li> <li>• Round 3 – as close as feasible to end of financial year so that activities can be organised in advance for Arts around August</li> </ul> </li> <li>• A summary of previous grant applications was shared with the committee, which detailed the different categories of applications and percentages of funding allocated to each category</li> <li>• Members noted that there has been a decrease in individual applications. This could be due to lack of professional development opportunities being available, or a lack of awareness of the opportunity. CAE agreed to take this into consideration for future promotion of the program so that the individual category is highlighted.</li> <li>• Members discussed the types of CIPs that have been submitted in the past and what type should be submitted going forward. CIPs should be in response to community feedback or request, or a way to progress more expensive projects that otherwise might be inaccessible to a community group.</li> <li>• Members reaffirmed commitment to critically reviewing all applications and openly sharing thoughts and feedback during assessment discussions.</li> <li>• Members agreed that in circumstances where council officers may be unsure about the appropriateness of a CIP, that officers may request validation from CHACAC members prior to investing too much time in the application.</li> <li>• A draft version of the guidelines for FY 22-23 was presented for feedback. Suggested changes related to the clarification around maximum funding percentages, a mention about a reasonable cost for tickets sales, and clarifying expectations around consumable materials. The aim of these amendments is to make</li> </ul>

		<p>applications more accessible to community groups, so that more community-driven projects can avail the funding opportunity.</p> <p><b>Action:</b> CAE to make amendments to the draft RADF Guidelines 2022-23 and provide to the committee for review, highlighting any changes.</p>
9.	<b>General business</b>	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• The Arts and Cultural Officer Galleries position which was previously a fixed term position has now been made a permanent ongoing position. Recruitment has occurred and Ruth Haydon, currently ACOG on the fixed term basis, has won the ongoing role.</li> <li>• Members requested clarification regarding the Emerald Arts Precinct Facelift and inclusion of a shade in the plans. CAE confirmed that budget has been requested for a shade in a separate request to the other proposed works for the facelift.</li> <li>• It was noted that the mosaic tables at the Emerald Arts Precinct would benefit from more regular cleaning.</li> <li>• It was noted that there is still one mosaic table to be completed, by the Emerald YouthInc 1825 group on behalf of the dance group.</li> </ul> <p><b>Action:</b> Arts and Culture team to clarify arrangements for the cleaning schedule for the mosaic tables, and request that they be cleaned more regularly.</p>
10.	<b>Member updates</b>	<p><b>Maureen Burns</b></p> <ul style="list-style-type: none"> <li>• Capella Pioneer Village cinema building has been fully sealed for air-conditioning to be installed.</li> <li>• The Emerald Historical Group spent a day touring the Capella Pioneer Village. Capella State School have also toured and had an enjoyable visit.</li> <li>• An A3 book scanner has been purchased with grant funding which will be used to begin digitising the collections.</li> </ul>
11.	<b>Upcoming Meeting Date</b>	15 July 2022 from 9.00 am
12	<b>Close of meeting</b>	12.56 pm



### Actions

Items/Projects	Action	Responsible	Status	Notes
<b>Arts around August</b>	27-05-22 Arts and Culture team to organise endorsed activities for Arts around August including Quirky Wire workshops, Scrapmetalsheila workshops, Bric Nic workshops, and the Emerald Arts Precinct Open Day.	Arts and Culture team		
	27-05-22 Sharon Gimbert to contact local artists and groups to seek expressions of interest to participate in demonstrations and/or stalls the Emerald Arts Precinct Open Day.	Sharon Gimbert		
	27-05-22 CAE, Cr Sypher and Sharon Gimbert to meet and discuss progress on the Arts Precinct Open Day in the week commencing 20 June 2022.	CAE, Sharon Gimbert, Cr Sypher		
<b>Creative Cultural Futures and Heritage – Aspirations Document</b>	03-09-21 Aspirations document to be reformatted to improve readability.	ACO	Ongoing	
<b>Event and workshop promotion</b>	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	08-04-22 Cr Sypher to send reminder to Cr Burns for this item.
<b>Heritage management</b>	01-10-21 CAE to send Dr Melanie Piddocke's Central Highlands Community Collections report and Framing History videos to members.	CAE	Complete	19-11-21 Videos have been shared, report will be circulated once final document is published
<b>Heritage items in library collection</b>	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.
<b>Mosaic tables</b>	27-05-22 Arts and Culture team to clarify arrangements for the cleaning schedule for the	Arts and Culture team		

	mosaic tables, and request that they be cleaned more regularly.			
<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. 08-04-22 Council's Canva use is still under review. The program can be accessed free of charge for community to create posters. CAE noted team are happy to assist community as needed.
	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	Ongoing	08-04-22 To be completed in line with submission of 2022-23 funding application.
	27-05-22 CAE to make amendments to the draft RADF Guidelines 2022-23 and provide to the committee for review, highlighting any changes.	CAE		
<b>Schedule for 2022 meetings</b>	08-04-22 CAE to update meeting calendar and circulate to the committee. New meeting claimers will be sent.	CAE	Complete	
<b>Screen Queensland</b>	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.