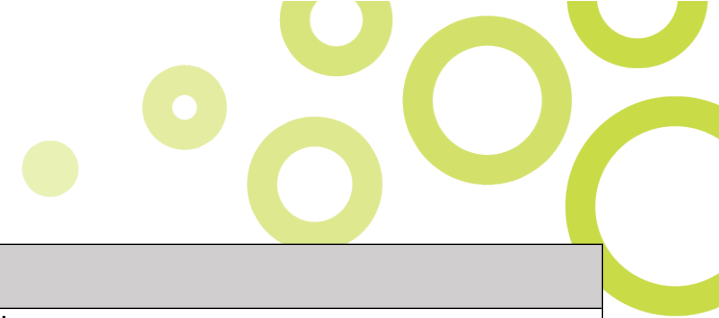




**Central Highlands Arts and Cultural Advisory Committee (CHACAC)
Planning Meeting Record of Proceedings**

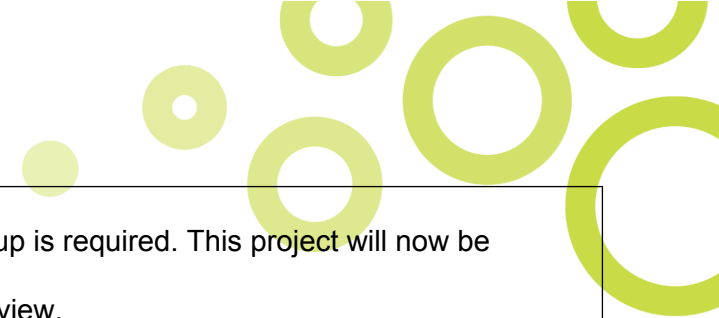
Date:	Friday 7 October 2022
Venue:	Emerald Council Office – Meeting rooms 3 and 4
Chair:	Cr Joseph Burns
Minute taker:	Natasha Jurd – Administrative Assistant (Communities) and Tracey Jackson – Administrative Assistant (Communities)
Present:	<p>CHACAC Members: Teagan Arnold, Maureen Burns.</p> <p>CHRC: Cr Joseph Burns, Cr Gai Sypher, Suzanne Poulter – Manager Connected Communities (MCC), Katerina Hatzipanagiotis - Coordinator Arts and Engagement (CAE), Nikki Atkinson - Arts and Cultural Officer (ACO), Ruth Haydon – Arts and Cultural Officer Galleries (ACOG), Antonia Mobbs – Library Officer, Natasha Jurd – Administrative Assistant (Communities) and Tracey Jackson – Administrative Assistant (Communities)</p> <p>Other attendees: Melissa Peacock - Regional Arts Service Network, Regional Arts Officer (Central) (arrived at 9.44am)</p>
Apologies:	<p>CHACAC members: Lou Petho, Mellissa Chick, Lachlan Grierson, Barb Beazley, Sharon Gimbert, Ben Robertson.</p> <p>CHRC: Cr Charles Brimblecombe</p>
Meeting time:	9.16 am
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC Agenda – 7 October 2022 • CHACAC Planning Meeting Minutes – 26 August 2022 • CHACAC Meeting Actions update • Galleries Update • Regional Arts Development Fund (RADF) 2021-22 program update • Council Projects 2022-23 – capital and operational • Draft policies and guidelines <ul style="list-style-type: none"> ○ Art Collection Policy ○ Exhibitions Guidelines ○ Art Collection Management Guidelines



	Subject	Discussion
1.	Opening of meeting	Cr Joseph Burns shared an Acknowledgement of Country and welcomed attendees.
2.	Conflict of Interest Register	Nil
3.	Confidential discussion Draft policies and guidelines	<p>CAE shared the following information related to the draft policies and guidelines circulated:</p> <ul style="list-style-type: none"> • Council has an annual cycle of reviewing all policies. Communities department is scheduled for Q1 of the financial year – July to September. There has been a slight delay this year and councillors will workshop Communities policies next week on 13 October 2022. Changes can also be proposed between reviews as required. • Within the arts and cultural area, there is currently only the Arts and Culture Policy. No material changes being made to this policy as part of the review. • The team have drafted a new policy – the Art Collection Policy. This has been developed to help guide council and in the management of the collection – both fine art and public art. The policy has been developed to ensure there is a cohesive theme across acquisitions and collections • Guidelines have also been drafted in support of both policies – the Exhibitions Guideline (under Arts and Culture Policy) and the Art Collection Management Guideline (under Art Collection Policy). While guidelines are considered operational and therefore are not required to be approved by councillors, the drafts have been included as supporting documentation for review of the policies. • Significant changes to the policy submission are not able to be made in advance of the workshop, however councillors in the room are able to raise any feedback during the workshop next week before final versions are submitted to a General Council Meeting. <p>Group discussion:</p> <ul style="list-style-type: none"> • The group discussed the difference between and purpose of policies, guidelines and procedures. • Suggested adjustment of the Art Collection Policy 4.1.1 to remove the word ‘change’ was agreed by members and updated in the document. • Members noted that some culturally significant council property, such as the collection of posters at the Capella Cultural Centre, does not fall within the scope of the Art Collection Policy. These other items are not encompassed in any collection policies. MCC confirmed this would be noted to be addressed in a separate document created in the future. • It was noted that the level of documentation and structure to support the arts and cultural area has been steadily improving over time. While there are still some areas to be addressed in policy and other supporting documents, there is a plan to continue addressing as capacity allows.

		<ul style="list-style-type: none"> The groups discussed the potential of the themes being restrictive to the acquisition of works that may be culturally significant but not meet the strict criteria e.g. not be fine art. It was concluded that culturally significant works that are not fine art would not be subject to the policy. It is industry and standard and best practice to have defined themes for art collections, as this has benefits for the financial management and cultural significance of the collection. Cr Sypher agreed to note group discussion as part of the workshop.
4.	Project Updates	<p>Cr Gai Sypher provided the following update on the Our Collection Matters project:</p> <ul style="list-style-type: none"> Dr Melanie Piddocke will spend an additional two days at Springsure next week on 10 to 11 October 2022. She will also spend an additional three days at the Gemfields from 12 to 14 October 2022. Duaringa are no longer able to participate in project due to lack of volunteers. A report will also be created to assist in documenting the process, identifying areas of improvement, and recommendations for how groups may progress after the conclusion of the project.
5.	Introduction - Melissa Peacock, Regional Arts Services Network (RASN)	<p><i>Melissa Peacock arrived at 9:44am</i></p> <p>Melissa Peacock, RASN Regional Arts Officer (Central), and group members introduced themselves. Melissa has recently commenced as the Central Region Officer for RASN, based in Gladstone and covering Banana, Central Highlands, Gladstone, Livingstone, Rockhampton and Woorabinda councils. RASN is currently awaiting approval from state government on their strategic plan, which they hope to begin implementing in January 2023.</p> <p>CAE shared committee areas interest with Melissa prior to the meeting to help prompt discussion.</p> <p>Silo and other light projection</p> <ul style="list-style-type: none"> Melissa is aware of a projection project that was forming in Gladstone, led by the local Rotary group. Community consultation and logistics have been an ongoing challenge to balance, so the project is currently on hold. The previously discussed portable pop-up projector was noted as an ideal starting point to help build interest and momentum in the concept without the complexities and costs of the silo-scale operation. It was noted that for effective and informed planning to occur a capital submission for consideration in the 2023-24 budget would not be possible. A pop-up pilot will be included in the operation budget submission as a potential element of Arts around August 2023. Melissa agreed to approach the Rotary to see if they might share insights and information to assist with planning. <p>Community training</p> <ul style="list-style-type: none"> Information collected as part of the current gallery volunteers expression of interest will inform possible training for January to June 2023.

		<ul style="list-style-type: none"> RASN's Creative Business Champions program is a valuable mentorship opportunity for artists. Artists should have two years of experience in their practice to participate. Melissa will share information for circulation. <p>Heritage projects</p> <ul style="list-style-type: none"> Melissa offered suggestions for activities and approaches to build the oral history library and develop a meaningful collection of stories. Suggestions included the utilisation of a group setting and using physical objects are two ways to draw out authentic and personal stories. <p>Screen Queensland film-friendly council listing</p> <ul style="list-style-type: none"> Melissa shared a contact for Screen Queensland that may be able to assist in progressing discussions about film friendly councils. She will also be in touch with them to expect a call from Central Highlands. After it being raised in the council chambers recently, there is great interest from councillors and the CEO to see this project progress. <p><i>Cr Gai Sypher left meeting at 10:37am</i> <i>Cr Joe Burns left meeting at 10.45am / returned at 10.55am</i></p>														
6.	Written updates circulated	<p>Circulated updated were reviewed and discussed.</p> <p>Meeting actions update</p> <ul style="list-style-type: none"> The local history digital access workshop was held with five attendees. A new information brochure has been created to guide community on how to access digital history records. The brochure was handed around for members to view with a digital copy circulated via email. <p>Action: Antonia to share local history brochure with CAE to circulate to the committee</p> <p>Regional Arts Development Fund (RADF) program update Projects complete, outcome report pending</p> <table border="1" data-bbox="495 1126 2042 1410"> <tr> <td>CIP – Metal in March 2021</td> <td>Finalisation in progress</td> </tr> <tr> <td>Noosa Film Academy – Red Carpet Event</td> <td>Received by council, being reviewed</td> </tr> <tr> <td>Emerald Patchwork - Workshops</td> <td>Circulated to the committee on 6 October 2022</td> </tr> <tr> <td>Gindie P&C - Community Song & Video</td> <td>Received by council, being reviewed</td> </tr> <tr> <td>Emerald Art Group – International Year of Glass Workshops</td> <td>Received by council, being reviewed</td> </tr> <tr> <td>Flipside Circus workshops</td> <td>Project complete, report in progress</td> </tr> <tr> <td>YouthInc 1825 – youth art workshops</td> <td>Project complete, report in progress</td> </tr> </table>	CIP – Metal in March 2021	Finalisation in progress	Noosa Film Academy – Red Carpet Event	Received by council, being reviewed	Emerald Patchwork - Workshops	Circulated to the committee on 6 October 2022	Gindie P&C - Community Song & Video	Received by council, being reviewed	Emerald Art Group – International Year of Glass Workshops	Received by council, being reviewed	Flipside Circus workshops	Project complete, report in progress	YouthInc 1825 – youth art workshops	Project complete, report in progress
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- Members reviewed the circulated outcome report and agreed no follow up is required. This project will now be considered complete.
- CAE thanked members for their patience with outcome reports under review.

Ongoing projects

Council-initiated projects

Creative Connections Videography project	Finalisation in progress
Arts and Cultural website	Finalisation in progress
CHRC Libraries – Seniors Month craft	1-31 October 2022
Happy Africa Rhythm Workshops	Gemfields Have A Go - 30 April 2022 completed Emerald dates TBC
Emerald Art Gallery Crafts	Ongoing until end of December 2022

Group

Blackwater Patchwork Group – Deerfield Embroidery	14-15 May 2022 - complete Final date TBC November 2022, per email
Emerald Lions Club – 75 th Anniversary Mosaic Emblem	Wet weather delayed start of construction. Tiling will commence next week, aiming to dedicate the mosaic on 16th October 2022, per email

Individual

Heather Wehl	Watercolour Workshop with David Taylor - Victoria and the Murray River 26 April to 8 May 2023
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Other discussion

- CAE shared with the group that the team have requested an Arts and Cultural Trainee, to undertake a Certificate III in Events. This position has been advertised for expressions interest, which closes on 17 October 2022.

7.	Morning Tea	11.00am – 11.35am
8.	Written updates circulated (continued)	Galleries Update <u>Emerald Art Gallery</u> Current Exhibition

		<ul style="list-style-type: none"> • Yumba Bimbi Support Services Exhibition “We all Fit in Here”. Opening night was celebrated on 23 September with 50 people in attendance. The exhibition closes next Friday, 14 October. <p>Upcoming exhibitions 2022</p> <ul style="list-style-type: none"> • Margaret Worthington’s exhibition Tropicus Capricornus will be installed from 17 October with her opening to be held on Friday 21 October at 6pm. Margaret is also hosting a watercolour workshop in the gallery on Saturday 22 October from 10am – 1pm with all materials supplied. Tickets for this workshop have sold out. • The final exhibition of the year is Loretta Horn’s solo exhibition “Recovered Joy”. The opening night for this exhibition is scheduled for Friday 18 November at 6pm. Loretta’s exhibition will be on display in the art gallery until 6 January 2023. <p>Regional Arts Development Fund council-initiated project</p> <ul style="list-style-type: none"> • Emerald Art Gallery was open during the Twilight Markets on 10 September during the art awards exhibition and saw over 230 people visit the gallery on the night. There was a bookmark craft activity available for children and parents with a range of bookmarks to choose from to decorate or put together. Approx. 30 people took part. • Upcoming in late-October to early-November is decorating potpourri pots. • Planned for the 2 December Twilight Markets is making Christmas ornaments. • During the school holidays before Christmas will be a Christmas card lino printing workshop and poly clay moulding workshops. • These activities will complete the project. • The group discussed the great success of this project through the increased numbers and diversity of visitors through the gallery. • Based on this pilot project, operational budget will be requested next financial year to support ongoing programming. <p><u>Bauhinia Bicentennial Art Gallery in Springsure</u> Current exhibition</p> <ul style="list-style-type: none"> • Our Lady of the Sacred Heart School’s exhibition is in its final week, due to close on 15 October 2022. <p>Upcoming exhibitions 2022</p> <ul style="list-style-type: none"> • Camille Swallow’s exhibition “Feel my Footprints” (held in the Emerald Art Gallery earlier this year) is travelling to the Springsure Gallery, and will be on display until mid-January 2023.
9.	Other galleries discussion	<p>Youth Art Awards categories review</p> <ul style="list-style-type: none"> • At the last planning meeting, CHACAC members supported a restructure of the Youth Art Award categories. • As a result, changes to the prize structure and amounts were proposed.

		<ul style="list-style-type: none"> Options discussed included prize packs of art supplies instead of cash for the younger age group, and the introduction of third prizes. The group discussed the consistency in prizes across the three annual art award competitions based on age groups and entry fees. Members concluded that the structure should have all cash prizes, prize amounts consistent with other awards, and no third prizes. <p>Youth involvement in galleries</p> <ul style="list-style-type: none"> The group discussed the value of establishing good working relationships with schools. It was noted that for activities to be integrated into school curriculum, information needs to be provided at the beginning of the year. Council's Youth Development team are also connected with schools which can be leveraged to promote activities such as the Youth Awards. Schools have been increasingly interested in hosting exhibitions at the galleries. This also poses challenges in council providing equity in exhibition space provision while also having a diverse exhibition calendar. To help address this, the goal is to have a combined schools exhibition in 2024. There is interest from RASN to collaborate and engage with local schools, potentially as an extracurricular activity. An option for a youth arts project through RADF could be facilitated as a collaborative project with local home-schooling co-operative and P&C groups. The group discussed the benefits of hosting programs and activities in the gallery for both youth and adults. There has been an increase in visitation and diversity of visitors as a result of the RADF pilot project. Building on this momentum will assist in building the profile of the galleries. The additional resourcing of an Arts and Cultural Trainee would enable this to happen in a more consistent way.
10.	Written updates circulated (continued)	<p>Capital Projects</p> <p><u>Emerald Arts Precinct Facelift</u></p> <ul style="list-style-type: none"> Request for quote based on plans presented by Steve Moss (U Plan) was published via VendorPanel and closed on 4 October 2022. No responses were received. Suppliers will be contacted directly inviting them to quote. <p><u>Springsure Hospital Museum</u></p> <ul style="list-style-type: none"> Gail Lipke (Heritage Advisor from Elia Architecture) has inspected the site and is producing a report with priority actions moving forward. There has been an issue where locks to the building came loose due to shifting and settling of foundation works. Animals have been in the building, which will require hazard material specialists to address. In response, entry points including doors have been secured or covered to prevent further access and damage. Based on Gail's preliminary report, priority actions going forward are:

- Digital recording of building for archival purposes
- Installation of security fencing to prevent unauthorised access to building and grounds
- Cleaning of building interior
- Development of architectural drawings of the building
- Cleaning, documentation, relocation, and appropriate storage/display of the collection

Operational Projects

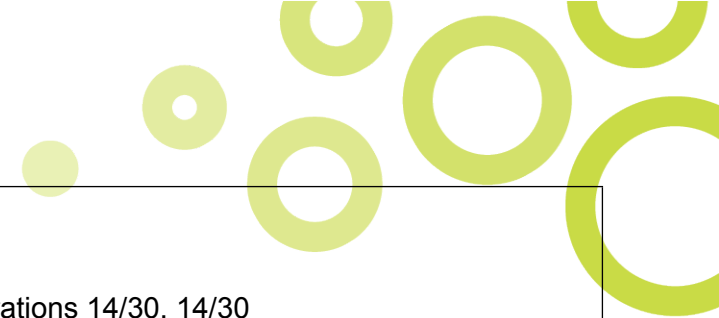
Arts around August 2022

Council activities completed

Activity	Date	Location	Attended / Capacity
Brick Nic Lego Art	Saturday 6 August	Tieri Library	9 / 50
	Saturday 20 August	Blackwater Library	5 / 50
	Sunday 21 August	Rubyvale Hall	Cancelled
	Saturday 3 September	Springsure Library	Cancelled
	Sunday 11 September	Dingo Community Hall	5 / 50
Quirky Wire Art	Thursday 11 August	Rolleston Memorial Hall	17 / 30
	Saturday 13 August	Emerald Art Group rooms	13 / 25
	Sunday 14 August	Emerald Art Group rooms	16 / 30
	Thursday 25 August	Dingo Community Hall	Cancelled
	Monday 29 August	Tieri Civic Centre	5 / 30
Flipside Circus	Saturday 17 September	Emerald Indoor Sports Complex	72 / 72
	Sunday 18 September	Emerald Indoor Sports Complex	60 / 72
	Tuesday 20 September	Blackwater Civic Centre	67 / 72
	Wednesday 21 September	McIndoe Park, Emerald	37 / 72

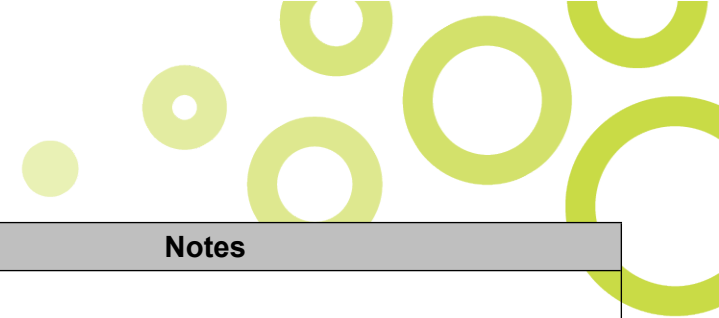
Flipside Circus

- Kindy sessions booked out only on the first Emerald day – all other remaining kindy sessions were below capacity.
- Older age group sessions published in advanced all sold out.
- CAE noted the last-minute program change for Flipside Circus workshops – due to low registrations. This saw the second Blackwater day bookings rolled into the first and an additional day held in Emerald instead.
- Given that there was less than 48-hours' notice for the final Emerald day, the registration numbers were impressive.
- The Flipside crew were very accommodating to the request and were a pleasure to work with over the week.



		<p>Council activities ongoing</p> <ul style="list-style-type: none"> • Milynda Rogers – published <ul style="list-style-type: none"> ○ Friday 7 October – Springsure Showgrounds registrations 5/30 ○ Saturday 8 – Sunday 9 October – Emerald Showgrounds registrations 14/30, 14/30 <p>Overall highlights</p> <ul style="list-style-type: none"> • Number of events listed in the calendar on the council website = 50 • Pull-up banners (8) purchased and displayed in council offices and libraries across the region. These included a QR code to the council website calendar and will be reused in future years. • Generic posters and flyers also displayed on noticeboards etc. These included a QR code to the council website calendar and can also be used in future years. • Weekly posts on council Facebook page with ‘what’s on’ highlight events for the coming week. • Acknowledgement from Blackwater Art Society during their annual art exhibition opening event speeches. <p><u>Gallery hanging systems</u></p> <ul style="list-style-type: none"> • Capella – Installation pending. • Blackwater - Installation pending. <p><u>Art collection conservation</u></p> <ul style="list-style-type: none"> • Three more artworks (works on paper) will be sent to Brisbane for conservation in early November 2022. <p><u>Community Training</u></p> <ul style="list-style-type: none"> • Options and ideas for community training opportunities are being investigated. • If members have any suggestions, please send through to the CAE. • Melissa offered to reach out to the RASN Creative Business Hub to check if outreach and training may be available. <p><u>Heritage projects</u></p> <ul style="list-style-type: none"> • Based on feedback from the last meeting, the Oral Histories and Lone Graves project plans have been refined and are being progressed.
11.	General Business	<p>CHACAC Meeting dates 2023</p> <ul style="list-style-type: none"> • A proposed meeting schedule for 2023 was shared with the group, consisting of six meetings over the year. Three are planning only, and three are RADF assessment plus planning. • Proposed dates – <ul style="list-style-type: none"> ○ 3 February (planning) ○ 10 March (RADF and planning)

		<ul style="list-style-type: none"> ○ 12 May (RADF and planning) ○ 21 July (planning) ○ 29 September (RADF option 1, planning) ○ 10 November (RADF option 2, planning) <ul style="list-style-type: none"> ● No concerns were raised with the proposed dates. <p>Action: CAE to send date claimers for 2023 CHACAC meetings.</p>
12.	Member updates	<p>Maureen Burns</p> <ul style="list-style-type: none"> ● The Capella Pioneer Village Heritage Day held on 10 September 2022 went very well considering the uncertain weather in the lead up. It was noted that more young families attended this year. ● There was great participation in the kids pedal powered tractor balance, with shed built tractors exceeding expectation. The machines got a real workout during the day. ● Works continue on Capella Cultural Centre Management Structure, review following the conclusion of the previous management contract ending on 30 September 2022. ● Members acknowledged Chris Patrick for his years of service at the Capella Cultural Centre, his hard work and dedication has been greatly appreciated and he will be missed.
13.	Upcoming Meeting Date	11 November 2022 9.00am-11.00am RADF assessment, 11.00am-1.00pm Planning meeting
14.	Close of meeting	1.06pm



Actions

Items/Projects	Action	Responsible	Status	Notes
Annual Art Award Emerald 30 year Anniversary	26-08-22 ACOG to compile list of previous entrants and known committee members, for consideration by the committee.	ACOG	In progress	
Arts around August	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	Complete	07-10-22 All activities published 19-08-22 Open Day – deferred to 2023, Quirky Wire and Brick Nic – published, Scrapmetalsheila – final arrangements being made for publication by end of August.
CH Community Collections report	26-08-22 CAE to share the CH Community Collections report with Teagan Arnold.	CAE	Complete	
Creative Cultural Futures and Heritage – Aspirations Document	03-09-21 Aspirations document to be reformatted to improve readability.	ACO	Ongoing	
Exhibition enquiry	26-08-22 ACOG to advise Faye of the exhibition proposal's risks and challenges and update the committee.	ACOG	Complete	07-10-22 ACOG contacted Faye and shared CHACAC's feedback. Faye will discuss with the family to see whether they would like to pursue mannequins and bollards. If they choose to go ahead, they will contact council again re potential venues e.g. town hall.
Heritage items in library collection	19-11-21 CAE to organise a workshop at the library about how to access digital heritage items.	CAE	Complete	7-10-22 session was held on 13-09-22 with four people attending. A flyer has also been produced with information and links on how to find digital history and heritage resources. 19-08-22 session to be delivered through the Tech Savvy program at Emerald Library on 13-09-22 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.

	07-10-22 Antonia to share local history brochure with CAE to circulate to the committee	Antonia Mobbs / CAE		
Heritage projects	26-08-22 CHACAC members to share any additional feedback on projects plans by Friday 2 September 2022.	CHACAC members	Complete	
Meeting dates 2023	07-10-22 CAE to send meeting claimers for 2023 CHACAC meetings	CAE		
RADF	16-07-21 CAE to create a standard RADF flyer template that the applicants use for promotion.	CAE	Ongoing	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. 03-09-21 Comms discussions are underway.
	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	Complete	7-10-22 new forms implemented via Smartygrants 15-07-22 application form being drafted for digital submission in SmartyGrants, from which a pdf version can also be exported
	26-08-22 CAE to draft changes to the Guidelines and Change of Project form and circulate to the committee for final approval. ACOG to advise Faye of the exhibition proposal's risks and challenges and update the committee.	CAE	Complete	
Screen Queensland	25-06-21 ACO to update the council data list with Screen Queensland	ACO	Ongoing	19-08-22 CAE called Screen Queensland, they are awaiting a new staff member to support Film Friendly Councils who will reach out once inducted. 04-02-22 CAE to follow up with Lou Petho.
Youth Art Awards	26-08-22 ACOG to draft prize allocations for new categories and share with the committee for feedback.	ACOG	Complete	