



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

<b>Date:</b>	Friday 11 November October 2022
<b>Venue:</b>	Executive Meeting Rooms 1 and 2, Emerald council offices
<b>Chair:</b>	Cr Charles Brimblecombe
<b>Minute taker:</b>	Tracey Jackson – Administrative Assistant Communities
<b>Present:</b>	<b>CHACAC Members:</b> Teagan Arnold, Lachlan Grierson, Barb Beazley. <b>CHRC:</b> Cr Charles Brimblecombe, 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) and Tracey Jackson – Administrative Assistant Communities.
<b>Apologies:</b>	<b>CHACAC members:</b> Lou Petho, Sharon Gimbert, Maureen Burns, Mellissa Chick, Ben Robertson. <b>CHRC:</b> Cr Joseph Burns, Antonia Mobbs – Library Officer.
<b>Meeting time:</b>	12:14pm – 1.16pm
<b>Preparation documents distributed for this meeting:</b>	<ul style="list-style-type: none"> <li>• CHACAC Agenda – 11 November 2022</li> <li>• CHACAC Planning Meeting Minutes – 7 October 2022</li> <li>• CHACAC Meeting Actions update</li> <li>• Galleries Update</li> <li>• Regional Arts Development Fund (RADF) 2021-22 program update</li> <li>• Council Projects 2022-23 – capital and operational</li> </ul>

	<b>Subject</b>	<b>Discussion</b>
1.	<b>Opening of meeting</b>	Cr Charlie Brimblecombe opened the meeting at 12:14pm.
2.	<b>Conflict of Interest Register</b>	Nil
3	<b>SmartyGrants debrief</b>	<p>Through feedback from applicants and the team identifying areas for improvement, a number of changes have been compiled for amendment in the SmartyGrants form for RADF Round 2. Members discussed and agreed to the following changes:</p> <ul style="list-style-type: none"> <li>• Applicant Details page – <ul style="list-style-type: none"> <li>○ Split the question ‘Is your group incorporated and holding public liability insurance?’ into two parts to enable the conditional auspice section to activate earlier in the application if they answer ‘no’ to the incorporation question. The automatic Australian Business Number lookup function within the application form can be used to confirm if a group is incorporated.</li> <li>○ Request public liability insurance separately, clarifying that the policy provided must cover the activity taken place. This will address a gap where a group or auspice’s policy may not necessarily cover the planned activity/event and venue.</li> </ul> </li> <li>• Project Activity Details page – <ul style="list-style-type: none"> <li>○ ‘RADF Grant Requested’ and ‘Total Project Cost’ figures are currently entered in manually, which has potential to lead to errors when applicants forget to amend top line figures after making budget adjustments. This will be changed to automatically populate from the associated budget fields later in the application.</li> </ul> </li> <li>• Rewording of the supporting documentation page – <ul style="list-style-type: none"> <li>○ Currently the ‘Recommended supporting material’ may be interpreted as optional, when in fact it is a requirement if relevant to the application. In Round 1, some applicants needed to be contacted for this further information as it was not initially supplied. Members agreed that stronger wording is needed, and it is reasonable to ask for this detailed information. More data and information provided will support applications in a competitive environment.</li> </ul> </li> <li>• Assessment criteria and local priorities – <ul style="list-style-type: none"> <li>○ Inclusion of separate question and answer boxes for each of the four assessment criteria and five local priorities with the aim of increasing the amount of detail supplied. Explanatory information in the guidelines will be reflected clearly in the application to help applicants answer directly. Additional detail will provide better context and information for the committee to assess applications.</li> </ul> </li> <li>• Artist CV – <ul style="list-style-type: none"> <li>○ Clarification around what this should look like, potential to include an appropriate example for reference. There was some confusion noted about what constitutes an artist CV. Applicants are required to provide evidence that artist/arts</li> </ul> </li> </ul>

		<p>workers engaged in the project have devoted significant time to developing their arts practice and can contribute to high quality arts and cultural initiatives for local communities.</p> <ul style="list-style-type: none"> <li>• Individual applicants' contribution to the community –             <ul style="list-style-type: none"> <li>○ In the guidelines it states that individual applicants are required to deliver a “a workshop or performance for the local community. This should be not for profit.” A section will be added to the form specifically requesting what community contribution would result from the application. It was also flagged that in future guidelines review, this could be reconsidered to include mentorship or other activities for community benefit.</li> </ul> </li> </ul> <p>CAE confirmed that changes to the form to be completed in time for the launch of Round 2, which will coincide with the announcement of Round 1 successful applicants after the council meeting on 23 November 2022 via media release.</p>
4	<b>Written updates circulated</b>	<p><b>Previous meeting actions update</b> As recorded at the end of these minutes.</p> <p><b>Galleries update</b> <u>Emerald Art Gallery</u> Current Exhibition</p> <ul style="list-style-type: none"> <li>• The Tropicus Capricornus exhibition by Margaret Worthington is currently on display. The opening was held on 21 October 2022, which was a quiet, intimate evening with 16 people attending. This opening fell during a week of heavy rain so moving about the region was a challenge and there was some concern about whether even Margaret would make it back to Calliope.</li> <li>• Margaret hosted a watercolour workshop in the gallery on 22 October with the class reaching its capacity of 14 people. Workshop attendees got out of their comfort zone and learnt some new skills along the way. The mayor also made a special visit during the workshop with a personal delivery of doughnuts for workshop attendees.</li> <li>• Margaret's exhibition closes on the 11 November 2022.</li> </ul> <p>Upcoming exhibitions</p> <ul style="list-style-type: none"> <li>• The final exhibition of the year is Loretta Horn's solo exhibition “Recovered Joy”. The opening night is scheduled for 6pm on Friday 18 November 2022. Loretta's exhibition will be on display in the art gallery until 6 January 2023.</li> </ul> <p>Regional Arts Development Fund council-initiated project (CIP)</p> <ul style="list-style-type: none"> <li>• During the week of the 24-28 October 2022, visitors decorated potpourri pots with paint pens to then fill with potpourri. A total of 35 people attended over the 10 sessions.</li> <li>• A Christmas ornaments activity is planned for the Twilight Markets on 3 December 2022.</li> </ul>

- During the school holidays before Christmas there will be Christmas card lino printing workshops and poly clay moulding workshops. All sessions will be advertised on the Galleries Facebook page.
- The above listed activities will complete the project.

#### Bauhinia Bicentennial Art Gallery in Springsure

##### Previous exhibition

- Our Lady of the Sacred Heart School's exhibition extended their exhibition until 22 October 2022. This was the first exhibition that the gallery had a door counter to track visitor numbers specifically for the gallery. The exhibition had total 734 visitors, including the opening night.

##### Current exhibition

- Camille Swallow's exhibition "Feel my Footprints" (held in the Emerald Art Gallery earlier this year) is currently on display until 14 January 2023.

##### Upcoming Exhibition

- In January 2023 will be an exhibition of Lou Petho's photographic works. The exhibition will be on display from 21 January – 25 February 2023.

#### **Council Projects 2022-23**

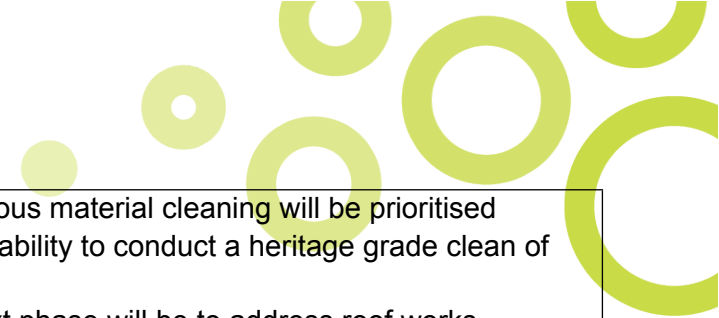
##### Capital Projects

##### Emerald Arts Precinct Facelift

- First request for quote (RFQ) closed on 4 October 2022 with no responses.
- RFQ was released again closing on 26 October 2022 with no responses.
- Suppliers have been individually approached and encouraged to quote. Two suppliers have indicated interest with one attending a site visit and the other requesting further clarifications.

##### Springsure Hospital Museum

- Gail Lipke (Heritage Advisor from Elia Architecture) has provided reports and recommendations based on the site inspection conducted. Actions to progress these include:
  - An architect has visited the site to progress the development of architectural drawings.
  - Security fencing is being investigated
  - Dr Melanie Piddocke (Queensland Museum Development Officer, Central Queensland) inspected the site and has provided a recommendation on the space required for offsite storage of the collection.



- Once the collection is removed from the building, interior hazardous material cleaning will be prioritised
- After the hazard clean has been completed, Dr Piddocke indicated availability to conduct a heritage grade clean of the building interior.
- Once the collection has been relocated and the interior cleaned, the next phase will be to address roof works.
- The Springsure CRG are very invested and interested in the museum. They have added the museum as a standard agenda item to their meeting. CAE has committed to sharing regular project updates with the CRG to ensure they have the latest information available.

Operational Projects

Gallery hanging systems

- Capella – Installation completed on 26 October 2022.
- Blackwater – Installation pending.

Art collection conservation

- Three more artworks (works on paper) will be sent to Brisbane for conservation on 10 November 2022 to arrive when the conservator returns from leave.

Community Training

- Options and ideas for community training opportunities are being investigated, including through the Creative Business Champions as raised at the last meeting and using information collected from the gallery volunteer expression of interest survey.

Heritage projects

- Previously published Oral Histories have been added to the Aurora Library database and made available on the CHRC Libraries Montage webpage in a dedicated '[Local History](#)' tab. Once the new library app is established they will also be accessible from this platform
- Legalities around sharing Lone Grave information are being investigated. One option is to upload Lone Graves to Montage webpage as an image, with information attached in the description, while keeping precise geographic locations private with access only by libraries staff.
- Advice from members on relatively low cost, portable sound recorders for loan to community through the library service would be much appreciated.

**Regional Arts Development Fund**

Projects complete, outcome report pending

CIP – Metal in March 2021

Finalisation in progress

		Noosa Film Academy – Red Carpet Event	Received, being reviewed
		Gindie P&C - Community Song & Video	Received, being reviewed
		Emerald Art Group – International Year of Glass Workshops	Received, being reviewed
		CIP – Flipside Circus workshops	Project complete, report due 16 November 2022
		CIP – YouthInc 1825 youth art workshops	Project complete, report due 12 November 2022
		CIP – CHRC Libraries Seniors Month craft	Project complete, report due 26 December 2022
		Emerald Lions Club – 75 <sup>th</sup> Anniversary Mosaic Emblem	Project complete, report due 9 December 2022
		<b>Ongoing projects</b>	
		<b>CIPs</b>	
		Creative Connections Videography project	Finalisation in progress
		Arts and Cultural website	Finalisation in progress, current draft presented for members at the meeting
		Happy Africa Rhythm Workshops	Gemfields Have A Go - 30 April 2022 completed Emerald 9 -10 December 2022
		Emerald Art Gallery Crafts	Ongoing until end of December 2022
		<b>Group</b>	
		Blackwater Patchwork Group – Deerfield Embroidery	14-15 May 2022 - complete Final date TBC 2023, per email .
		<b>Individual</b>	
		Heather Wehl	Watercolour Workshop with David Taylor - Victoria and the Murray River 26 April to 8 May 2023
		<b>Action:</b> Teagan Arnold to share monuments website with CAE for consideration on additional non-council owned public art sites for the art trail website.	
<b>5.</b>	<b>Project Updates</b>	<b>Our Collection Matters project</b> No update was provided on this project.	
<b>6.</b>	<b>General Business</b>	<b>Queensland Ballet Outreach Program</b> <ul style="list-style-type: none"> <li>Information was shared with the committee regarding the Queensland Ballet’s community engagement program which visits regional areas. Options for program activities include: workshops with children and youth, ballet for</li> </ul>	

		<p>seniors, masterclasses for advanced dance students, curriculum-based school workshops, teacher professional development, and seated dance classes for aged care.</p> <ul style="list-style-type: none"> <li>• An engagement program would usually consist of three to five days of programs at the cost of up to approximately \$7,500.</li> <li>• The trip could include multiple locations across the Central Highlands, with the company flying in and out of Emerald.</li> <li>• Tentative dates have been offered in September 2023, which would coincide with the Arts around August festival.</li> <li>• Committee members were impressed by the broad age range of activities offered as part of the program.</li> <li>• CAE noted that funds will be requested for consideration in the 2023-24 FY budget for Arts around August, however fully funding this program with that budget would likely exhaust any allocation.</li> <li>• Members agreed that any council funding available should be used to fund multiple activities, such as the Arts Precinct Open Day previously discussed.</li> <li>• Members agreed that alternative funding should be sought to supplement the program, including a council-initiated RADF project and potential collaborations with local dance schools for masterclasses which could be made available for a fee.</li> <li>• Council officers will continue to investigate potential program configurations and partnerships with local groups.</li> </ul>
	<b>Member updates</b>	<p><b>Lachlan Grierson</b></p> <ul style="list-style-type: none"> <li>• Lachlan advised this would be his last CHACAC meeting due to his family relocating to Warwick.</li> <li>• Members thanked Lachlan for all his hard work on the committee and within the community including as part of the Emerald Art Group, and wished him all the best in his future endeavours.</li> </ul> <p><b>Teagan Arnold</b></p> <ul style="list-style-type: none"> <li>• Teagan is excited to continue further study in the local history field.</li> </ul> <p><b>General update</b></p> <ul style="list-style-type: none"> <li>• Members acknowledged Cr Gai Sypher for her commitment and contribution to the committee.</li> <li>• Nominations were called for new committee chair. Cr Charles Brimblecombe was nominated to fill the role with unanimous support from members.</li> </ul>
<b>13.</b>	<b>Upcoming Meeting Dates</b>	<p>CHACAC Planning meeting: Friday 3 February 2023, 9.00am - 1.00pm RADF Round 2 Assessment meeting, followed by CHACAC Planning meeting: Friday 10 March 2023, 9.00am – 1.00pm</p>
<b>14.</b>	<b>Close of meeting</b>	1:16pm



## Actions

Items/Projects	Action	Responsible	Status	Notes
<b>Annual Art Award Emerald 30-year Anniversary</b>	26-08-22 ACOG to compile list of previous entrants and known committee members, for consideration by the committee.	ACOG	In progress	
<b>Art trail website</b>	11-11-22 Teagan Arnold to share monuments website with CAE for consideration on additional non-council owned public art sites for the art trail website.	Teagan Arnold		
<b>Creative Cultural Futures and Heritage – Aspirations Document</b>	03-09-21 Aspirations document to be reformatted to improve readability.	ACO	Ongoing	
<b>Heritage items in library collection</b>	07-10-22 Antonia to share local history brochure with CAE to circulate to the committee	Antonia Mobbs / CAE	Complete	
<b>Meeting dates 2023</b>	07-10-22 CAE to send meeting claimers for 2023 CHACAC meetings	CAE	Complete	
<b>RADF</b>	16-07-21 CAE to create a standard RADF flyer template that the applicants use for promotion.	CAE	Ongoing	11-11-22 Drafts shared, to be published with Round 1 endorsement 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.
<b>Screen Queensland</b>	25-06-21 ACO to update the council data list with Screen Queensland	ACO	Ongoing	11-11-22 New staff member has commenced, meeting will be arranged in December including Lou and Barb 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.