

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

Date:	Friday 3 February 2023
Venue:	Executive Meeting Rooms 1 and 2, Emerald council offices
Chair:	Cr Charles Brimblecombe
Minute taker:	Nikki Atkinson - Events Officer
Present:	CHACAC Members: Maureen Burns CHRC: Cr Charles Brimblecombe, Suzanne Poulter – Manager Connected Communities (MCC), Katerina Hatzipanagiotis - Coordinator Arts and Engagement (CAE), Karen Newman - Arts and Cultural Officer (ACO), Ruth Haydon – Arts and Cultural Officer Galleries (ACOG), Nikki Atkinson – Events Officer
Apologies:	CHACAC members: Sharon Gimbert, Teagan Arnold, Mellissa Chick, Lou Petho, Ben Robertson, Barb Beazley. CHRC: Cr Joseph Burns, Antonia Mobbs.
Meeting time:	9.12am – 10.29am
Preparation documents distributed for this meeting:	<ul style="list-style-type: none"> • CHACAC Planning Meeting Agenda - 3 Feb 2023 • CHACAC Record of Proceedings - 11 November 2022 • Update - Meeting actions - 3 Feb 2023 • Update - Galleries - 3 Feb 2023 • Update - Council projects - 3 Feb 2023 • Update - RADF 2022-23 projects - 3 Feb 2023

	Subject	Discussion
1.	Opening of meeting	Cr Charles Brimblecombe opened the meeting 9.12am
2.	Conflict of Interest Register	Nil
3	Written updates circulated	<p>Previous meeting actions update - as recorded at the end of these minutes.</p> <p>Galleries update <u>Emerald Art Gallery</u> Previous Exhibition</p> <ul style="list-style-type: none"> Loretta Horn’s exhibition “Recovered Joy” was on display from November 2022 to January 2023. It was a great success with 85 people attended the opening night on 20 November and the mayor describing the evening as “magical”. Several artworks sold at the opening with more selling over the duration of the exhibition. A total 94 of 197 displayed artworks were sold. The exhibition closed on 6 January 2023, with approximately 1418 people visiting the gallery over the duration of the exhibition. <p>Current Exhibition</p> <ul style="list-style-type: none"> Emerald State High School’s exhibition “Nothing is as it seems” displays artworks from students from the class of 2022 from years 7 to 12. The exhibition opened to the public on 16 January 2023, with the opening event held on Friday 3 February. A people’s choice award was voted and presented on the night for the favourite senior and junior artworks. The exhibition will be on display until 17 February. <p>Upcoming Exhibitions</p> <ul style="list-style-type: none"> Gladstone artist Geoffrey Head’s exhibition “Over the Fence” depicts views captured by the artist during COVID-19 lock down periods. Geoff has a unique view to his landscapes, which are colourful and vibrant – a bit of a contrast to the dullness of lock down. The exhibition opens on Friday 24 February 2023 at 6pm with Geoff attending. The exhibition will be on display until 31 March. Exhibitions for remainder of 2023 are <ul style="list-style-type: none"> April/May – Central Highlands Easter Sunflower festival May/June – Maxine Wild and Gaye Steel (Gemfields artists) June/July – CHRC Annual Youth Awards August/September – CHRC Annual Art Awards Emerald September/October – Central Queensland Contemporary Artists group October/November – Sue Smith

- November to January 2024 – Artback NT “Some Like it Hot” (touring exhibition)

Regional Arts Development Fund council-initiated project (CIP)

- The Emerald Art Gallery was open during the Twilight Markets held on 3 December 2022 with Loretta Horn’s exhibition on display. A variety of Christmas decoration packs were available for visitors to make there or take away with them. Approx. 65 of 105 ornament packs were taken. A total 409 twilight market goers visited the gallery.
- During week 1 of the school holidays (5-9 December) Christmas ornament making workshops were held where 74 children and parents created beautiful polymer clay ornaments. It was enjoyed by all ages.
- During week 2 of the school holidays (12-16 December) lino printing workshop were held where attendees designed, carved and printed their own Christmas card designs. As this was a more technical activity, an age limit was applied to the workshop for children 10 years and over. Workshops were attended by people over the week. This concluded the CIP.
- Recapping the RADF CIP project –
 - 8 events were hosted from June to December 2022, including
 - 3 Twilight Market events
 - 5 gallery workshops
 - 450 participants for the duration of the project
- Based on the learnings from this project, planning is underway for events in 2023 including Twilight Markets as part of council’s business as usual.

Bauhinia Bicentennial Art Gallery in Springsure

Previous exhibition

- Camille Swallow’s exhibition “Feel My Footprints” (displayed earlier in the year in Emerald) was exhibited in November 2022 to January 2023. The exhibition closed on 14 January with approx. 601 people visiting the gallery over the duration of the exhibition.

Current exhibition

- The opening night for Lou Petho’s photographic exhibition “On the Road” was held on Friday 20 January 2023 with 17 attendees. There was much discussion about the locations of photographs. Marist College students will attend an artist talk at the gallery where Lou will speak to his works, his collection of cameras and tools of his trade. This exhibition is on display until 25 February.

Upcoming Exhibition

- The CHRC Annual Art Awards Springsure will open with awards presentations on Friday 3 March 2023 at 6pm. Entries are still open and close on 10 February 2023. People’s Choice Awards will again be voted on using the Have Your Say platform, open for two weeks from opening night. The exhibition will be on display until 13 April 2023.

- Exhibitions for remainder of 2023 are
 - March/April – CHRC Annual Art Awards Springsure
 - April/May – Geoffrey Head “Over the Fence”
 - June/July – Veronika Zeil and Nanette Balchin “Hybrid Greening”
 - July/August – Leena Westerberg
 - August/September – Our Lady of the Sacred Heart School
 - October/November – Springsure State School
 - November to January 2024 – William De Bois “Sacrifice” (photographic exhibition)

Arts & Cultural Trainee

- On 6 February 2023, the new Arts and Cultural Trainee will commence. Meisha Greentree was successful in securing the two-year traineeship for a qualification in event management. She will be working predominantly with gallery events, as well as assisting with Connected Communities and other council events.

Council project 2022-23

Capital Projects

Emerald Arts Precinct Facelift

- The last round of procurement has been successful and the project has been awarded.
- Works will be progressed in March 2023.

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:
 - Architectural drawing are being developed
 - Security fencing is being installed in February 2023
 - Based on recommendations from Dr Melanie Pidocke (Senior Museum Development Officer, Queensland Museum Network), storage options for the collection are being investigated
 - A hazardous materials clean will be prioritised for the interior of the building.
- Next actions once these have been completed are
 - The collection will be cleaned, packed and relocated to a suitable storage facility.
 - A more thorough heritage-sensitive clean of the interior. Dr Pidocke 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.

Operational Projects

Gallery hanging systems

- Blackwater – installation pending. Hanging wires have been acquired.
- Capella – installation complete in the supper room. Ladder and hanging wires have been acquired to support hanging of artwork. Artwork from council’s collection will be displayed while internal processes and an exhibition program are developed.

Art collection conservation

- Three works on paper are currently with a conservator in Brisbane, due back early this year.

Community Training

- Options and ideas for community training opportunities are being investigated.
- If members have any suggestions, please send through to CAE.

Heritage projects

- Oral histories
 - Two new (previously unpublished) oral histories have been added to the library database, available on the Libraries Montage webpage in a dedicated [‘Local History’](#) tab.
 - All unpublished audio files have been transcribed with computer software and are being proofread and edited by libraries staff.
 - Oral history internal procedures are being updated for implementation with future interviews.
- Lone graves
 - One lone grave on public land, ‘The Piano Tuners Grave’, has been added to Montage, under the ‘Local History’ > [‘Lone Graves’](#) tab, with information attached in the description.
 - Lone graves on private land can also be added to Montage with certain information (co-ordinates/property name/etc) restricted to internal library staff access only.
 - Current lone graves register entries will need to be verified for accuracy before upload.

Regional Arts Development Fund

Projects complete, outcome report pending

CIP – Metal in March 2021	Provided to committee for review 23/12/22
Gindie P&C - Community Song & Video	Provided to committee for review 23/12/22
CIP – Flipside Circus workshops	Provided to committee for review 23/12/22
CIP – YouthInc 1825 youth art workshops	Provided to committee for review 23/12/22
CIP – CHRC Libraries Seniors Month craft	Provided to committee for review 23/12/22

Emerald Art Group – International Year of Glass Workshops	Draft received, finalisation in progress
Noosa Film Academy – Red Carpet Event	Draft received, finalisation in progress
Emerald Lions Club – 75th Anniversary Mosaic Emblem	Draft received, finalisation in progress
CIP - Arts and Cultural website	Project complete, report pending
CIP- Happy Africa Rhythm Workshops	Project complete, report due February 2023
CIP - Emerald Art Gallery Crafts	Project complete, report due February 2023

No questions or concerns were raised by committee members regarding outcome reports circulated in December 2023. Therefore, these will now be confirmed as accepted.

Ongoing projects

Council-initiated projects

Creative Connections Videography project	Finalisation in progress
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Individual

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

Blackwater Patchwork Group – Deerfield Embroidery	14-15 May 2022 - complete Second-weekend final dates TBC (2023)
Mountain Magic Arts Inc – Mountain Magic Creative Muster 2023	06-07 May 2023 Outcome report due 3/7/2023
Central Highlands Music Festival –Festival of Bands 2023	02-06 May 2023 Outcome report due 3/7/2023
The Rolleston Rag Inc – Stephanie Coombes Photography Workshop	18-20 August 2023 Outcome report due 3/10/2023
Capella State School P & C – Josh Arnold Small Town Culture workshop	21-23 March 2023 Outcome report due 18/5/2023

5	RADF Assessment Process	<p>In Round 1 2022-23, members reviewed the assessment process used for assessment of applications in Regional Arts Development Fund (RADF) Round 1. The process to assess this round utilised individual scoring equally weighted against the four selection criteria set by Arts Queensland and council's five local priorities. Members agreed to review the process again before the assessment of Round 2.</p> <p>It was noted that applicants are unlikely to be able to meet all five of the local priorities, and that it is not expected that all five will be met.</p> <p>Members agreed to keep the current scoring process for the next round. Members requested a scoring sheet template and short guide summarising details of the selection criteria and local priorities to be shared with applications in advance of the meeting. Assessors can then complete initial scoring prior to the meeting and note any points for discussion. Members remain able to ask questions and request clarifications before the assessment meeting.</p> <p>Action: ACO to create an assessment scoring template and guide, to be sent to members with cover sheets and applications prior to the assessment meeting.</p>
6	Proposed capital projects 2023-24	<p>CAE discussed proposed capital projects submitted to council for funding consideration in the 2023-24 financial year budget</p> <ul style="list-style-type: none"> • Continuing - Springsure Hospital Museum - as advised by Gail Lipke's reports. • Continuing - Emerald Art Gallery acoustics - installation of tiles on walls and hanging sculptures to reduce sound reverberation. Concept design photographs and materials were shared with the group. • New – Community Christmas Tree - fabrication of a large steel mesh Christmas tree to be decorated with ornaments created by the community. The tree would be temporarily installed in a new location around the region each year, starting in the first year at the Emerald Library and Arts Precinct space.
7	General Business	<p>Galleries initiatives - ACOG</p> <ul style="list-style-type: none"> • A draft copy of the new exhibition program for the galleries was shared with the group. The brochure covers exhibitions in the Emerald and Springsure galleries from February to July 2023. Copies will be available in the galleries, transactions centres, libraries, information centres and other suitable locations. • Group discussion about conducting a survey to gather data on how to best communicate upcoming events with the community to ensure we are promoting through preferred communication channels. <p>Feedback from Bauhinia community – Cr Charlie Brimblecombe</p> <ul style="list-style-type: none"> • Interest in oral histories was raised by Bauhinia community members recently at the Community Reference Group (CRG) meeting. The community are interested in recording new stories and accessing previously recorded oral histories.

		<ul style="list-style-type: none"> • CAE advised that work is progressing to develop loanable kits via the library to assist community members to conduct and record oral history interviews. Updates will be shared when these are ready to be borrowed from the libraries. • Oral histories published in the libraries' catalogue and can be accessed online via the 'Local History' tab.
8	Member updates	<p>Maureen Burns</p> <ul style="list-style-type: none"> • Maureen shared updates on information recorded in Dr Melanie Piddocke's Central Highlands Community Collections (CHCC) report. <ul style="list-style-type: none"> ○ Capella Pioneer Village (CPV) collection era ratios table has been revised. ○ Bogantungan Historical Group collection has been inventoried. ○ A number of documents have been updated, including: CPV business plan and volunteer manual (reviewed 2022), collection policy (reviewed 2021), and there are still two accession registers. ○ CPV need additional land to site a storage building on as additional suitable storage is desperately needed. ○ The ablution block works are completed, as is the concrete path. The Capella Downs objects are on display within the relevant exhibits. CPV has a Facebook page and is on Google. • The CPV continues to advocate for additional land that a suitable storage facility could be built on, as well as be the demonstration area for machinery on the annual fundraiser, Heritage Day. CPV is still interested in council acquiring the additional land from Aurizon and Queensland Rail (QR). • A request will be raised through the Capella Community Reference Group (CRG) asking council's property department to approach Aurizon again regarding Lot 21 on SP136237 and other lots that form the rail reserve. • Grasstree Mine has donated a large model of a mine shaft winder in glass case to the CPV as part of its winding up process. • The Foundation for Rural & Regional Renewal (FRRR) - Tackling Tough Times Together 'Our Collections Matter' grant work has been completed. Gai Sypher will submit the acquittal to FRRR as this was a community project.
9	Upcoming Meeting Dates	RADF Round 2 Assessment meeting followed by CHACAC Planning meeting Friday 10 March 2023, 9.00am – 1.00pm
10	Close of meeting	10.29am

Meeting 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	
Art trail website	11-11-22 Teagan Arnold to share monuments website with CAE for consideration on additional non-council owned public art sites for art trail website.	Teagan Arnold CAE	Complete	03-02-23 Website has been reviewed. There is potential to add monument listings to the art trail website when capacity permits.
Creative Cultural Futures and Heritage – Aspirations Document	03-09-21 Aspirations document to be reformatted to improve readability.	ACO	Ongoing	13-01-2023 CCFH Aspirations document is being reviewed and reformatted.
RADF	16-07-21 CAE to create a standard RADF flyer template that the applicants use for promotion.	CAE	Complete	03-02-23 Finalised and link shared with Round 1 successful applicants via letter of offer. 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 the team are happy to assist community as needed.
	25-06-21 Barbara 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.
	03-02-23 ACO to create an assessment scoring template and guide, to be sent to members with cover sheets and applications prior to assessment meeting.	ACO		
Screen Queensland	25-06-21 ACO to update the council data list with Screen Queensland	ACO	Closed	03-02-23 Meeting with Screen Queensland has been held in December 2022 with CAE, Nikki Atkinson, Barbara Beazley and Lou Petho. Next steps to be reviewed. 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.