

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

Date:	Friday 10 November 2023
Venue:	Executive Meeting Rooms 1 and 2, Emerald council offices
Chair:	Cr Charles Brimblecombe
Minute takers:	Karen Newman - Arts and Cultural Officer (ACO), Ruth Haydon – Arts and Cultural Officer Galleries (ACOG)
Present:	CHACAC Members present: Teagan Arnold. CHACAC members online via Teams: Mellissa Chick (left meeting 9:33am) and Helen Chivers (left meeting 10:10am). CHRC: Cr Charles Brimblecombe, Katerina Hatzipanagiotis - Coordinator Arts and Engagement (CAE), Karen Newman - Arts and Cultural Officer, Ruth Haydon – Arts and Cultural Officer Galleries, Hayley Sullivan - Arts and Cultural Trainee.
Apologies:	CHACAC members: Barb Beazley, Ben Robertson. CHRC: Cr Joseph Burns, Suzanne Poulter – Manager Connected Communities (MCC).
Meeting time:	9.00am – 12.00pm
Preparation documents distributed for this meeting:	<p><i>Sent 3 October 2023</i></p> <ul style="list-style-type: none"> • Meeting actions update • Galleries update • Regional Arts Development Fund (RADF) projects update • Council projects update • Amended CHACAC meeting dates <p><i>Sent 3 November 2023</i></p> <ul style="list-style-type: none"> • Update – Council projects – 10 November 2023 • Update – Galleries – 10 November 2023 • Update – Meeting actions – 10 November 2023 • Update – RADF projects – 10 November 2023 <ul style="list-style-type: none"> ○ RADF outcome reports circulated • Creative Cultural Futures & Heritage Action Plan (CCFHAP) – progress report July 2022 to June 2023 Update - Council projects – 21 July 2023 • Central Queensland University (CQU) Micro-Credentials information email

	Subject	Discussion
1.	Opening of meeting	<p>Cr Charles Brimblecombe opened the meeting at 9.00 am. Apologies were noted.</p> <p>Since the last meeting, two committee resignations have been received – Maureen Burns and Lou Petho. Members acknowledged Maureen’s wealth of knowledge and support with the local history projects and heritage goals throughout the region. Members also acknowledged Lou’s specialised knowledge and insights as an international film maker and photographer that have contributed to arts and cultural development in the region.</p> <p>Action: ACO to send letters of thanks to Maureen Burns and Lou Petho for their service to the committee.</p>
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 Emerald Art Gallery <u>Previous Exhibition</u></p> <ul style="list-style-type: none"> The exhibition from CQ Contemporary Artists, “River”, closed on 20 October 2023. The opening night was held on Friday 22 September 2023 with 33 attendees, including 6 of the artists. Over 700 people visited the exhibition. <p><u>Current Exhibition</u></p> <ul style="list-style-type: none"> Sue Smith’s exhibition “Western Song” is currently on display. <i>A dramatic thunderstorm with billowing clouds and forked lightning breaks across the plains. As the Lone Ranger and Tonto ride away from the storm, wild horses gallop and fight excitedly in the background. Elsewhere, a furtive and grinning spotted dog sports a mask and tattoos. The exhibition aims to inspire, amuse and mesmerise, with paintings by Rockhampton artist Sue Smith and sculptures by Gladstone region artist Margaret Worthington.</i> Western Song opened with a small gathering of 16 attendees on Friday 27 October 2023, and will remain in the gallery until 24 November 2023. <p><u>Upcoming Exhibitions 2023</u></p> <ul style="list-style-type: none"> Our final exhibition for 2023 will be a touring exhibition from Artback NT, “Some Like it Hot” which will be opening on Friday 8 December 2023 at 6.00pm and on display until late January 2024. <i>Some like it hot brings together two of the Northern Territory’s most respected artists: Franck Gohier and Therese Ritchie in an exhibition that reflects upon gender trouble in the tropics. Both Gohier and Ritchie consider the performative nature</i>

of gender, tracing the intersections between sweat, sex, desire and discord in Australia’s hottest and most remote capital city.

Upcoming exhibitions 2024

- February / March – Ros Burns “Explorations of Creation”
- March / April – Shelley Enwirda “We Rise”

Bauhinia Bicentennial Art Gallery in Springsure

Previous exhibition

- The Annual Art Show from the talented students at Our Lady of the Sacred Heart Catholic School Springsure opened on Wednesday 30 August 2023 and the exhibition was displayed until 30 September 2023. This exhibition was another colourful and full display from just 35 students.

Current exhibition

- For the first time in quite a while, students at Springsure State School are very excited to be exhibiting their work for 2023. Their exhibition opened on Friday 6 October 2023 at 6.00pm with over 60 parents, teachers and students attending. The exhibition will be on display until Saturday 11 November 2023.

Upcoming Exhibitions 2023

- Our last exhibition in the Springsure Art Gallery for 2023 will be William Debois exhibition “Sacrifice”. The opening will be held on Friday 17 November 2023 at 6.00pm with an artist’s talk by William a further highlight on Saturday 18 November at 9.30am. The exhibition will remain on display until 20 January 2023.

Sacrifice is a portrait photography and oral histories body of work that highlights contemporary social issues. Through personal and often powerful stories, participants to the project contribute to an un-curated narrative that brings about universal notions of generosity, hardship, community, commitment, privilege, and inequality.

Upcoming Exhibitions 2024

- January / February – council collection
- March / April – Annual Art Awards Springsure

RADF program update

Outcome reports circulated for committee review

Blackwater Patchwork Group – Deerfield Embroidery

Circulated to committee

RAVA Productions – Wind in the Willows	Circulated to committee
The Rolleston Rag Inc – Stephanie Coombes Photography Workshop	Circulated to committee
Council Initiated Project (CIP) – Happy Africa Rhythm Workshops	Circulated to committee

Members raised no questions about the four outcome reports circulated and agreed to accept them.

Previous years projects

Projects complete, outcome report pending

Emerald Art Group – International Year of Glass Workshops	Draft received, finalisation in progress
CIP – Arts and Cultural website	Project complete, report pending

Ongoing projects

CIP – Creative Connections Videography project	Finalisation in progress
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2022-23 projects

Projects complete, outcome report pending

Central Highlands Music Festival – Festival of Bands 2023	Draft received, finalisation in progress
Mountain Magic Arts Inc – Mountain Magic Creative Muster 2023	Draft received, finalisation in progress
Bogantungan Historical Society (auspice by Gayle Donaldson)	Draft received, finalisation in progress
Amanda Fernie	Draft received, finalisation in progress
CIP – Queensland Ballet Regional Tour	Outcome report due in November 2023
Capella State School P&C – Josh Arnold Small Town Culture workshop	Outcome report pending
CTM Links Capella – African Beats for Rolleston	Outcome report due in November 2023
CTM Links Tieri – Celebrating Tieri's 40 th Birthday with Live Music	Outcome report due in November 2023

Ongoing projects

Group

	<p>Outback Exploratorium [Emerald Science Centre] – Strategic Art Concept Design</p>	<p>Change of Project form pending for changed timeline</p>	
	<p>Noosa Film Academy Pty Ltd – Youth Inter-Regional Community Premier</p>	<p>28 July 2024 – 2 September 2024 Outcome report due 27/9/2024</p>	
<p>Council Projects Update</p> <p>Capital Projects</p> <p><u>Emerald Arts Precinct Facelift</u></p> <ul style="list-style-type: none"> • A pamphlet has been designed including information about the arts groups working in the precinct space. The pamphlet is available through the library and will be available online. • The Emerald Precinct Open Day was held on 21 October 2023 from 10am – 1pm. Groups opened their rooms for demonstrations/activities and membership sign-up. A sausage sizzle, lawn games and library stall were held in the precinct’s park area during the event. Approximately 100 people attended this event which concluded the project. <p><u>Emerald Art Gallery Acoustic Treatment</u></p> <ul style="list-style-type: none"> • Acoustic treatment is currently on order with Macrosphere. It is expected that the works will occur in early 2024 and be completed by April 2024. <p><u>Springsure Hospital Museum</u></p> <ul style="list-style-type: none"> • Quotes have been sourced for hazard cleaning with a date to be confirmed. • Cleaning of the building, collection cleaning and relocation will progress under the supervision of heritage specialist Gail Lipke. <p><u>Community Christmas Tree</u></p> <ul style="list-style-type: none"> • Quotes are being sourced for the construction of a steel mesh Christmas tree by June 2024. The tree will be installed at the Emerald Arts Precinct for the first year (2024), with other locations across the region considered for future years. <p>Operational Projects</p> <p><u>Arts around August 2023</u></p> <ul style="list-style-type: none"> • A polymer clay earring workshop with Gemmie Jo at the Blackwater Art Society (BAS) was held on Sunday 24 September 2023 from 10am – 12 noon. 10 participants created several pairs of earrings each. • Queensland Ballet delivered a range of workshops to various demographics in Emerald, Capella, Springsure and Blackwater from 18-22 September. Further details will be included in the RADF outcome report. 			

		<ul style="list-style-type: none"> • A total of 73 events were included in the calendar across the three-month period, consisting of 22 community events and 51 council events. • The Arts around August Facebook group created to promote the program attracted a total of 149 members. <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 them through to the CAE. <p><u>Heritage projects</u></p> <ul style="list-style-type: none"> • Oral histories <ul style="list-style-type: none"> ○ Equipment has been purchased to make available for loan through the library service, including handheld recorders that will empower community members to record their own oral history interviews. • Lone graves <ul style="list-style-type: none"> ○ The internal procedure to register lone graves is being updated. ○ Equipment has been purchased to make available for loan through the library service. These are handheld GPS devices, that community members can borrow to help report Lone Graves across the region. ○ The CHRC Libraries Engagement Hub has been launched. This is a Have Your Say page designed specifically to house all library engagements, including a map to support community members in reporting Lone Graves. Users of this hub can drop a pin on the map, provide a comment, upload a photo of the grave, note what is written on the headstone/marker and provide the GPS coordinates.
4.	RADF 2023-24 program	<p><u>Guidelines</u></p> <ul style="list-style-type: none"> • CHACAC members and council officers have conducted extensive review and evaluation to draft RADF 2023-2024 Guidelines and program. <ul style="list-style-type: none"> ○ Last CHACAC meeting (21 July 2023) – discussion was held about guidelines, new contract arrangement (extending previous year contract, with 5% increase in funding). ○ Via email – draft guidelines were shared with members for feedback, council staff followed up feedback with CHACAC members. ○ Round dates reviewed and circulated – this year will be a two-round model. • Feedback was collated and the draft RADF 2023-2024 guidelines were updated. These have been submitted for councillor review at the Strategic and Briefing Forum on 21 November 2023. Once final feedback from councillors is considered, the plan is to publish RADF 2023-24 and open Round 1 on Thursday 23 November 2023. <p><u>Other progress</u></p>

- Arts Queensland requirements have been met with the submission of a program summary and invoice issued for grant funds, which has been paid. An outcome report for the 2022-23 program has also been submitted.
- The Smartygrants application form includes a reformatted budget section which has been developed in response to feedback from CHACAC and previous applicants. It includes one budget format for Goods and Services Tax (GST) - registered applicants, and another for those not registered for GST.
- Examples of the new budget section will be developed to provide additional guidance on how to complete the budget section.
- The change of project form and outcome reports will be updated to use the same budget format for consistency.
- Other templates to be reviewed are the letter of outcome, cover sheet, and assessment form.
- Members offered to assist with testing of the new application form.

Action: ACO to share RADF SmartyGrants application form with members for testing.

After launch

- Round 1 applications will remain open until Sunday 28 January 2024.
- The guidelines and application form will be monitored and feedback recorded to be considered in future review of these documents.

RADF enquiries

Members discussed the proposed applications that have been noted by officers:

- An individual application to fund attendance at ballet tutoring in January 2024 (not feasible with new timelines, so alternative funding sources have been suggested).
- Festival of Bands – applicant is seeking to apply for the same event with different artists mentoring using different instruments. Note – RADF Guidelines state it “must build on the previous project or be a new element of the artform”. Members confirmed that the degree of difference in the new proposal would be sufficient to consider this application.
- Timing of the RADF rounds would require any Metal in March 2024 applications to be submitted in Round 1.
- Committee members supported the submission of a CIP to enable community groups to host events during the festival. Helen Chivers and Mellissa Chick volunteered to join Metal in March planning meetings and assist with development of the program.

Other applicants to be contacted who have previously expressed interest are:

- Emerald Sunflower Festival Committee – previously invited to reapply.
- Loretta Horn – potential individual application.

Action: ACO to follow-up application enquires once the RADF 2023-2024 program is launched.

<p>5.</p>	<p>Project discussions</p>	<p>Arts Around August (AAA) 2023</p> <ul style="list-style-type: none"> • ACOG shared feedback regarding the potential for confusion about the concept of Arts “around” August (including July and September) and ACO noted that Clermont also holds Arts in August activities. • Members discussed the potential to rebrand the Arts around August festival, to better reflect its aim of being an arts, culture and heritage festival across the Central Highlands over the three-month period. • Community events including RADF activities will continue to be included in the calendar and promotion. • Members brainstormed different considerations, including the concept of creating a memorable acronym such as CHAF, an abbreviation of Central Highlands Arts Festival. Reference to the season of spring was also suggested. • Members shared positive feedback about the Emerald Arts Precinct Open Day and agreed that a similar event in future would be a positive addition to the calendar. One suggestion was to host artisan markets in conjunction with the Emerald Arts Precinct Open Day. It was noted that a number of market events are held in the July, August, September timeframe – Capella Christmas in July markets, Elisa’s Cottage markets/Blackwater International Coal Centre markets, Gemfields Festival markets, Lion’s markets. • Members brainstormed information, sharing ideas such as the concept of an Art Studio Trail. ACOG referenced the art trail website created for the Gladstone region. Information gathered as part of the previous Central Highlands artist trail project could be shared on a wider platform if available. <ul style="list-style-type: none"> ○ Central Queensland Regional Arts Services Network (CQRASN) began developing an artist trail map, which was identified as a potential platform. • Members discussed challenges around mobilising community groups to be involved in collective activities, ongoing involvement and stability in committees. <ul style="list-style-type: none"> ○ The My Community Directory platform can be utilised by groups to advertise their activities and list volunteer opportunities such as committee membership. ○ The job advertising platform Seek also allows volunteer opportunities to be listed. <p>Action: CHACAC members to offer suggestions for a potential Arts around August rebrand.</p> <p><i>Mellissa Chick left the meeting at 9:33am</i></p> <p>Community training / Creative Recovery workshops</p> <ul style="list-style-type: none"> • Central Queensland University Micro-credentials information was discussed (as circulated). • ACO shared the concept of creative recovery for building resilience and community capacity, noting there is professional training opportunities in creative recovery facilitation. • A number of social/emotional well-being projects were discussed, such as the regional patchwork art quilt project and photography exhibitions.
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- Photography was suggested as a medium accessible to most people to capture stories with words alongside.

Have Your Say – annual Arts, Cultural and Heritage feedback

- Members brainstormed potential questions to seek feedback during the upcoming annual Arts, Culture and Heritage engagement, per the Creative Cultural Futures and Heritage Action Plan (CCFHAP). The engagement will be open for public comment for a period between January and June 2024.
- The current CCFHAP spans to June 2024, with the next action plan for 2024-2026 FYs to follow, which is aimed at being presented to council for endorsement before the expiration of the current plan. The ongoing Aspirations document will be reviewed and refreshed to remove items which have been completed or are no longer relevant, and draw inspiration from previous and continuing feedback.
- At the end of the next CCFHAP, the Creative Cultural Futures and Heritage Strategy 2016-2026 will also be due for renewal. Council's contemporary practice is to format strategic documents as five-year strategic action plans.
- Advertising for the related engagement activities will also include a CHACAC membership drive, as the current term of CHACAC members is also due to cease in June 2024.

Action: ACO to add brainstorming session to CCFHAP engagement plans and aspirations document.

Volunteers

- The planned gallery volunteer program has been delayed as council does not currently have a volunteer policy and a new induction process is being developed. Due to the potential risks involved with volunteering such as liability; induction and procedures are important to have in place before proceeding.
- Members discussed the widespread challenges in attracting, retaining and training volunteers.
- It was noted that the Our Collection Matters report highlighted this trend of diminishing volunteer bases regionally.
- Challenges regarding volunteering in libraries was discussed.

Helen Chivers left the meeting at 10:10am

Annual Art Awards Springsure 2024

- An online entry form has been created for the art awards with a pilot being launched for the upcoming awards in Springsure.
- With over 200 entries in Emerald, ACOG noted that the data entry process is very time-consuming and could be streamlined for both artists and council. This will allow entries to be submitted with the statement and photo attached. The form allows one artwork entry per submission. Each entry will require a separate form submission to enter.
- ACOG shared the entry form for CHACAC members to view and provide feedback.

		<ul style="list-style-type: none"> The form utilises the Smartsheet platform which will generate a record of entry information in the associated spreadsheet.
6.	Morning Tea	
7.	Member updates	<p>Teagan Arnold</p> <ul style="list-style-type: none"> Teagan raised concerns regarding the security of the records in the Emerald Library Local History Room as many of the historical books located there are irreplaceable. Some items also appear in Montage (council's online library catalogue) with incorrect locations such as Bluff Library which no longer exists. This makes it difficult to locate these historically significant books. There is potential to host a volunteer or university student to undertake a scanning project to begin the process of digitising these records to make them readily available. Bluff Oral Histories project update – this project was initiated by the Bluff CRG and Stage 1 is being funded by Bowen Coal to include ten participants. Of the participants identified, three recordings have been conducted to date. Teagan advised the committee that she is now secretary of the Emerald & District Historical Society. <p>Cr. Brimblecombe</p> <ul style="list-style-type: none"> Bauhinia CRG members would like to see the results from their previous oral history project published. CAE advised that these recordings are being reviewed as part of the ongoing oral histories work, noting there are complexities involved with the publication of recordings as specific consent is required and having files in the correct format for publication. CAE advised that unforeseen reduction in team capacity has also impacted the progress of this project. <p>Karen Newman</p> <ul style="list-style-type: none"> The annual Capella Pioneer Village Heritage Day was held on Saturday, 9 September 2023. This event once again drew large numbers, especially from the male population in the region for the tractor parade and extensive schedule of machinery and farming events. A comprehensive program was delivered including film screenings, demonstrations and markets. Replica toy tractors were a huge drawcard for the children.
8.	Next meeting	9 February 2024 at 9.00am - RADF 2023-24 Round 1 Assessment, followed by CHACAC planning meeting.
9.	Meeting close	11.15am

Meeting Actions

Items/Projects	Action	Responsible	Status	Notes
Creative Cultural Futures and Heritage – Aspirations Document	03-09-21 Aspirations document to be reformatted to improve readability.	ACO	In progress	10-11-23 To be reviewed as part of creating the new CCFHAP 2024-26. 13-01-2023 CCFH Aspirations document is being reviewed and reformatted.
RADF CIP Outcome Report - Creative Connections	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.
Screen Queensland	10-03-23 Lou Petho and Barbara Beazley are to develop a project plan	ACO	Ongoing	
RADF 2023-2024 application form	21-07-23 RADF 2023-2024 application form changes will be presented at the next meeting.	ACO	In progress	10-11-23 Form will be shared with members via email. 21-07-23 RADF 2023-2024 application form changes will be presented at the next meeting.
Letters of Thanks	10-11-23 ACO to send Letters of Thanks to Maureen Burns and Lou Petho for their service to the committee.	ACO		
Arts around August rebranding	10-11-23 CHACAC members to offer suggestions for a potential Arts around August rebrand.	ACO		
Have Your Say Brainstorming	10-11-23 ACO to add brainstorming session ideas to engagement plans and aspirations document.	ACO	In progress	10-11-23 ACO to add brainstorming session ideas to HYS plans and refresh of Creative Cultural Futures (CCF) aspirations document