

Banana Shire Council – RADF Committee Meeting

Date: Monday 14 March 2016

Time: 10am

Venue: Biloela Administration Building, Council Chambers, Taroom via Videolink

RADF Liaison Officer (RLO): Shanna Muston

Item		Details	Responsible Committee Member	Due Date
1	Welcome	10:11am Shanna Muston, Jodie Mundell, Dominique Tan, Sarah Larsen, Vaughn Becker, Maureen Clancy (entered at 10:13)		
2	Apologies	Patrice Baird	Moved: S.Larsen Seconded: M.Clancy	
3	Minutes of last meeting	Minutes of last meeting held accepted as true and accurate record of the meeting	Moved: S.Larsen Seconded: M.Clancy	
4	Business arising from the minutes	To be discussed in general business		
5	Correspondence In & Out	Correspondence was read out. Inwards correspondence received and outwards endorsed.	Moved: M.Clancy Seconded: V.Becker	
7	Acquittals Report	Shanna updated on overdue outcome reports check. Maureen to liaise further regarding project in her area. Shanna to further liaise on this. Moura School of Ballet – A final notice to be sent to there. 30 June ineligible, and some explanation. Outcome reports received: QRRRW, Ann Alcock, BSC Oral History, Owen Anderson	Shanna	
8	Funding Applications	8.1 Taroom State School Category 4: Visible Cultural Life Lion King Jr Theatre Production Requested Amount: \$4290 Total Project Cost: \$20393 Vaughn Becker stated conflict and will not vote, spoke to the committee on the history of theatre productions in Taroom.	Recommendation: Application be recommended at a total of: \$4290 Moved: S.Larsen Seconded: M.Clancy	

		<p>8.2 Jane Gray Category 1: Individual Professional Development</p> <p>Requested Amount: \$1384 Total Project Cost: \$2139</p>	<p>Recommendation: Application recommended at a total of: \$1384.</p> <p>That the applicant be requested to demonstrate that she is willing to share her knowledge on this subject and to advertise this within the Banana Shire community.</p> <p>Moved: D.Tan Second: V.Becker</p>	
		<p>8.3 Biloela Baptist Church – “Rampage Youth” Concert Series</p> <p>Category 4: Visible Cultural Life</p> <p>Requested Amount: \$19, 725 Total Project Cost: \$15, 845</p> <p>Details requested:</p> <ul style="list-style-type: none"> - Rationale on motorcross for Biloela concert - More specific details on concerts such as venues an which each location will involve - Clarify the details for transport - To provide this in writing 	<p>Recommendation: Write to the applicant that the RADF committee is generally in favour of project and to request more information before a recommendation can be made.</p> <p>Moved: M.Clancy Second: S.Larsen</p>	
		<p>8.4 Music Teachers Association – Biloela</p> <p>Requested Amount: \$2244 Total Project Cost: \$1383</p>	<p>Recommendation: Application recommended at a total of \$1383 subject to clarification of the participants fee, the venues and catering. The amount will not be increased regardless of budget clarification.</p> <p>Moved: V.Becker Second: D.Tan</p>	

		<p>8.5 Fay Neale – Wrapt In Rocky Category 1: Individual Professional Development</p> <p>Requested Amount: \$1000 Total Budget: \$1445</p>	<p>Recommendation: Application recommended at a total of \$1000 subject to clarification of the information already submitted regarding the workshop and the applicant to demonstrate engagement with the Patchwork group in the outcome report.</p> <p>Moved. D.Tan Second. M.Clancy</p>	
9	Promotion and Advertising	<ul style="list-style-type: none"> Consider Promotional Material at local events, other cultural events. Eg. the RADF Pull up banner – can also be used at RADF funded events. Images on the art gallery entrance TV about successful projects Shanna advised hasn't been able to follow up on previous promotion ideas such as sending emails to local committee secretaries as meeting correspondence and past applications. She will continue to work on these ideas and to follow up on building database of past applicants. 	Shanna	20.11.15 Ongoing
10	General Business	<p>2016-17 Arts Queensland process: Applications due May, notification in August.</p> <p>RADF Evaluation: Creative life grants: how can we value add to events? Wasn't a successful avenue as no applications were received, but could also be due to awareness not necessarily the idea, need to evaluate and adapt for next years program.</p> <p>Budget: for next financial year will be similar to this year's given our surplus history. We have now illustrated we are able to administer this amount of funding.</p> <p>Committee: Shanna introduced idea to form a new broader Arts committee in place of the specific RADF Committee. As well as an idea to evaluate RADF Applications with an assessment panel of 2-3 community members and BSC Staff. Details need to</p>	<p>Shanna</p> <p>Committee</p> <p>Shanna</p>	20.11.15 Ongoing

		<p>be worked on. Sarah suggested to think about how can we also expand and go out into the community?</p> <p>Grant Idea: Shanna introduced an idea for the next financial year regarding grants for individuals given high percentage of applications received for this category. Idea includes set \$ figures and rolling submissions.</p> <p>Forms: Committee discussed RADF application forms and ideas for re-design to be made clearer. Shanna to do some work on the forms. Committee would like to see the front page have all of the important details and move checklists etc. to within the document.</p>	Shanna	
11	Next Meeting	18 th of April TBC		
12	Meeting Closed	Approx. 12:00 Midday		