

Banana Shire Council – RADF Committee Meeting

Date: Monday 9 November 2015

Time: 10am

Venue: Biloela Administration Building, Executive Meeting Room 1, Taroom via Videolink

RADF Liaison Officer (RLO): Shanna Muston

Item		Details	Responsible Committee Member	Due Date
1	Welcome	10:05 Shanna Muston, Jodie Mundell, Dominique Tan, Sarah Larsen, Patrice Baird		
2	Apologies	Maureen Clancy, Vaughn Becker	Moved: S.Larsen Seconded: D. Tan	
3	Minutes of last meeting	Minutes of last meeting held accepted as true and accurate record of the meeting	Moved: D.Tan Seconded: P.Baird	
4	Business arising from the minutes	4.1 D. Tan nominated as chairperson 4.2 Shanna updated on 4 year rule 4.3 Discussion of induction booklets and the direction of RADF with the changes. Committee would like to know who the peer reviewers are and for the peer reviewers to know who committee members are. Shanna to send Jodie induction booklet that was made for RADF committee.	Moved: S.Larsen Seconded: P.Baird Shanna.	 20.11.15
5	Correspondence In & Out	Correspondence was read out. Inwards correspondence received and outwards endorses	Moved: S.Larsen Seconded: P.Baird	
7	Acquittals Report	Shanna updated on overdue outcome reports check. Shanna and Dominique to provide outcome reports for next meeting.	Shanna, Dominique	23.11.15
8	Funding Applications	8.1 Owen Anderson Category 1: Nurturing Regional Artists Bespoke Furniture Making Attend McGregor Summer School Requested Amount: \$920 Total Project Cost: \$2292 Recommend for Owen (and all applicants) to stay in touch with the RADF Committee and to show off what they do beyond the grant project. Would like follow up imagery of the project. Shanna to ensure there is explanation of GST to the applicant.	Recommendation: Application accepted \$850 Moved: S.Larsen Seconded: P.Baird Shanna	 27.11.15
9	Promotion and Advertising	Creative Life Grants – Shanna asked do we allow applicants to be submitted in round 3 due to receiving no applications?	Moved: P.Baird Seconded: S.Larsen	

		<p>Committee agreed and Shanna to take that to her supervisors.</p> <p>Procedural/meeting matters to consider for next RADF year. Shanna suggested that ideas be noted for future consultation re program for next financial year.</p> <p>Discussion of social media/promotion</p> <ul style="list-style-type: none"> • Can the library post to pages, such as the Biloela coming events page? Committee believes in connecting RADF with an art gallery page. • Shanna to keep updated on any progress with social media. • Committee to post to what pages they can, reaching out to other groups and non-arts groups. • Send emails to secretaries as meeting correspondence. Shanna to contact what groups she can. • Contact past applicants with a letter to remind them that RADF is still going. • Contact the Central Telegraph and let them know that RADF has changed and funding is available. • Back to social media, needs to be searchable. • Funding needs to be advertised to those who think they might not necessarily be available for funding. Groups don't consider that they are arts and cultural. 	<p>Shanna</p> <p>Shanna</p> <p>Shanna to follow up on promotion ideas.</p>	<p>13.11.15</p> <p>20.11.15</p> <p>Ongoing</p>
10	General Business	<p>Assessment form: Suggested change to assessment form for committee member reference, what was approved, how much.</p> <p>Committee members to contact people they know as potential committee members.</p> <p>Discussion of arts and cultural survey that was done last year. Shanna will probably do another survey next year.</p> <p>Discussion of artforms, speech and drama, dance etc. What contacts are there in Biloela? Taroom - Jodie notified it all goes through the school.</p> <p>Evaluation of program. Discussion of Council Initiatives, do activities have to be council run or can the council engage other groups etc.? Shanna believes Council could engage partners.</p> <p>Ideas in reserve. Committee to think of ideas for February round and any potential surplus funding. Can we inspire local clubs</p>	<p>Shanna</p> <p>Committee</p>	<p>20.11.15</p> <p>Ongoing</p>

		etc. to apply for funding? Discussion of gallery hours – Shanna advised gallery matter, to be discussed after the meeting.		
11	Next Meeting	23 November 10am. Jodie an apology for next meeting.		
12	Meeting Closed	11.27		