

6. 9. 1917

Meeting of the Special Committee appointed to arrange details in connexion with the Annual Prize Giving to be held at the Mechanics Institute on Thursday, 27th September, 1917 at 8 p.m.

Present: The President (Mr W. H. Middleton) in the chair, Councillors R. A. Brown, and D. Maxwell. The Principals, Messrs M. Copland and H. Smith and the headmaster of the Junior Technical School (Mr A. W. Steane). Apologies were received from Councillors T. Hurley and A. E. Cullen.

1. The Minutes of the special meeting held on the 3rd March, 1916 were read.
2. It was resolved that a list of invitations be sent out as on the previous Prize Giving, that the Premier (Sir A. J. Peacock) be invited to distribute the awards and that the Minister (Hon. H. W. Lawson) be asked to preside. Invitations to include the Mayors of the City and Town & the Hon. G. Swinburne.
3. It was resolved that Invitations cards for the Platform as well as general invitations, be printed.
4. Advertising. A special advt to be inserted in the 3 local newspapers.
5. It was resolved that the design and printing of the Certificates be taken in hand by the Principals and the Registrar.
6. It was resolved that Mr A. E. Cullen be asked to arrange a musical programme.
7. It was resolved that the members of this Committee act as Stewards and if necessary other members of the Council.

8. It was resolved to use the front rooms at the Mechanics Institute for Refreshments & that the wives of the members of this Committee be asked to assist in entertaining the guests.
 9. It was decided that the words "Present card at Door" be not printed on the invitation cards.
 10. It was decided that special letters of invitation be sent to the Minister, The Premier, and Messrs. Tate, Clark, Carew Smythe, The Mayors of the City and Hon G. Swinburne.
- It was also decided to send a circular letter of invitation to the following ^{seven} municipalities: Sneythdale, Ballarat Shire Council, Creswick, Bungaree, Burnmyong, Grenville, Sebastopol.
- A vote of thanks was accorded to the chairman.