



AGENDA

Bendigo Easter Fair Inc

Committee Of Management



Notice is hereby given that a committee meeting of the Bendigo Easter Fair Inc Committee of Management in the month of July will be held as follows:

Time: 7pm
Date: Wednesday 31st July 2002
Venue: Bendigo Easter Fair Office
Public Library Building, Hargreaves Street, Bendigo

1. **Attendance and Apologies**
2. **Minutes of Previous Board of Management**
 - Held over until meeting of the 15th August 2002
3. **Bills to be ratified (as Attached)**
4. **General Business – Events**

Issues not addressed in previous meeting

4.1 Other Events

- 4.1.1 Sky Diving
- 4.1.2 Saturday in the Park
- 4.1.3 Saturday Night Ticket Event

4.2 New Event Concepts (per Strategic Planning Review Notes, pg 9)

4.3 Fundraising

- 4.3.1 Raffle
- 4.3.2 Spinning Wheel
- 4.3.3 Gold Coin Donation (Mirradong etc)
- 4.3.4 Easter Egg Hunt (Vision Australia)

5. Strategic Planning Day decisions to be ratified

- 5.1 Mission Statement (as Attached)
- 5.2 Business Role (as Attached)

6. Membership database Report

7. Geoff Cartwright – Standard Operations Procedure for Processions.

8. Date of Next Meeting.

9. Meeting Closed

Accounts Payable

Organisation	Amount	Reason
Bolton Brothers	\$211.24	Stationary, including Sponsorship reports and ink cartridges
Coliban Water	\$132.10	Water Rates
Tesltra	\$71.60	Mobile accounts
Valentines Office furniture	\$80.00	White Board
ATO	\$2289.00	PAYE/GST liability
AM Super	\$2215.60	Superannuation for Brett, Brad and Kylie, <i>February - June</i>

Core Events for 2003

Established Core Events for 2003:

- Gala Parade
- Torchlight Parade
- Sunday Night Fireworks
- VSG Carnival
- Cavalcade
- Coliban Water Day at the Lake
- Events on Rosalind park

New Event Concepts

- *Illuminarium*
 - Ticketed Event
 - Rosalind park,
 - Family event
 - *Issues:* - Availability,
- Cost.
- *Speigletent*
 - Ticketed Event
 - Rosalind park,
 - Family event
 - *Issues:* - Availability,
- Cost.
- Tent does not provide entertainment, it is a venue for events to be held
- *"Big Name" Band*
 - Ticketed Event
 - 18 –24 year old / 24 – 35 year old
 - Venue options – Schweppes center, QEO
 - Names – Paul Kelly, Vanessa Amarossi
 - *Issues* - High Risk
- Cost: large sponsorship possibly required (\$50,000)
- Administration constraints on BEF staff

New Event Concepts (cont)

- *Lion Dancing Competition*
 - Ticketed Event
 - Family market/ Chinese cultural.
 - Location options - Schweppes center
 - *Issues*
 - Accommodation of international visitors
 - Week long event, (threat to Easter fair branding)
 - Administration constraints of BEF staff
 - Language barriers
 - Relationship with Chinese association

- *Jiggernaut Races*
 - New Zealand Concept.
 - Races on twin tram tracks
 - A large amount of research to be completed
 - *Issues*
 - Clash with Tram trust busiest period.
 - New concept. Very few "jiggernaut's" around.
 - Cost - Requires a large international involvement (NZ)

5.1

Our Mission

"To provide dynamic events of national significance during Easter"

5.2

Our Role

1. To Provide major events with a tourism focus during Easter, in a community environment
2. To promote Bendigo
3. To facilitate and enable community groups to raise money

Membership Database Alternatives

I have reviewed 5 options for the purchase of a suitable Easter Fair Database, as follows:

- Off-the-Shelf Package – “IMIS management software”
- Custom made product by professional programmers
- Custom made program by Bendigo TAFE Students
- Custom made program by Latrobe University Students
- Staff training to allow creation of in-house program

Each of the options is reviewed below.

Database Option	Cost	Available	Advantages	Dis-advantages
IMIS	\$5000	Immediate	<ul style="list-style-type: none"> ▪ Complete management package as used by large corporations including “Anti-cancer council” and “Australian Marketing Association”. ▪ Web hosted and facilitates e-commerce and project management. ▪ Full IT support 	<ul style="list-style-type: none"> ▪ Cost
Custom Made Program (*See Attached proposal)	\$2000 (negotiable)	November 2002	<ul style="list-style-type: none"> ▪ Comprehensive package specifically tailored to Easter Fair needs ▪ Full IT support, with opportunity to expand program (at extra cost) in the future ▪ Stand alone program 	<ul style="list-style-type: none"> ▪ Cost
BRIT Students	No Charge	November 2002	<ul style="list-style-type: none"> ▪ Program created in MS Access specifically tailored to Easter Fair needs. ▪ Cost 	<ul style="list-style-type: none"> ▪ Student group will disband and on going IT support will be limited to TAFE staff support ▪ Limited time frame for project of this size for Students
Latrobe University	No Charge	November 2003	<ul style="list-style-type: none"> ▪ Stand alone program created specifically to Easter Fair needs. ▪ Comprehensive analysis during creation ▪ Cost 	<ul style="list-style-type: none"> ▪ Time frame ▪ Student group will disband and on going IT support will be limited to University staff support
Staff Training in MS Access	\$100	July 2003	<ul style="list-style-type: none"> ▪ Program tailored to Easter Fair needs by staff with comprehensive knowledge of requirements 	<ul style="list-style-type: none"> ▪ Course Will be completed until July 2003 ▪ Large number of staff man-hours will take them from other tasks. ▪ Staff turn over would leave program without manuals/training docs and IT support

Membership Database Requirements

Outputs Required

Reports

Active/inactive members

Members that have paid/ have payments outstanding / accounts receivable tools

Members by type

List of payments received within a given period

*Reports would require mail merge capabilities for MS Word.

Optional

Tabulate members details (summary of age groups, location, sex, media type), for statistical analysis

Invoices for accounts receivable.

(Alternative is that Easter Fair creates a mail merge document to be used as an invoice, and the data is exported)

Input screens

Data entry for member payments (Add, edit, delete)

Data entry for members (Add, edit, delete, active/inactive status.)

Database requirements

Member: Name, address, age, sex, date membership is valid to, status (active/inactive), member type based on level of contribution

Payment: Payment date, amount, member, member type, GST

Online help documentation would not be required, however appropriate training manuals for staff succession is preferred.



MINUTES

Committee of Management ~ Bendigo Easter Fair Inc.
Thursday 31st July 2002, 7:00 pm
Bendigo Easter Fair Office, Hargreaves St, Bendigo.



Meeting opened at 7:20pm

1. Attendance

Simon Mulqueen, Steve Pearson, Brett Henderson, Geoff Cartwright,
Brad Van Doren (Event Coordinator) , Kylie Howell (Marketing Coordinator)

Apologies

Lisa Ruffell, Paul Henderson, Maree Murphy, Bill Wilton

Moved: Steve Pearson
Seconded: Geoff Cartwright
Carried

3. Motion: "That the 'bills to be ratified' as Tabled are approved for payment"

Moved: Steve Pearson
Seconded: Geoff Cartwright
Carried

4. General Business

Motion: "To proceed with current poster format for 2003"

Moved: Simon Mulqueen
Seconded: Geoff Cartwright
Carried

Action: "Kylie to investigate page size options for poster"

Action: "Recommend allocation of committee members to specific events for direct management contribution"

4.1.1 Motion: " To pursue government funding for national skydiving event, and pending approval, implement concept."

Moved: Steve Pearson
Seconded: Brett Henderson
Carried

4.1.2 Motion: "To focus Saturday in Rosalind Park on the 25 - 50 market"

Moved: Brett Henderson
Seconded: Geoff Cartwright
Carried

Action: "Brad to create Saturday program with costing for committee approval"



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- 4.1.3 **Action:** "Brad to investigate Saturday night "big name" event. Names including Hi5, Banana's in pajama's, The Wiggles, ABC/Playschool, Vanessa Amorrossi, Lee Kernaghan"
- 4.2 **Action:** "To further investigate Jiggernaut concept through James Thompson"
- 4.3.1 **Action:** "Staff to pursue volunteer contribution of hours to aid administration of the 2003 Raffle"
- 4.3.2 **Action:** "Brad to compose policy for Spinning Wheel venture for committee approval"
- 4.3.3 **Action:** "Kylie to approach Vision Australia regarding management of gold coin donation at fireworks"
- 5 **Motion:** **"To recommend to members at the AGM to adopt the mission statement: 'To provide a dynamic event of national and international significance during Easter' and "Our Role" as tabled as replacement of the constitutions current Statement of purpose.**
- Moved:** Simon Mulqueen
Seconded: Brett Henderson
Carried
6. **Action:** "To proceed with the BRIT offer to produce a membership database for BEF as part of student curriculum (option 3 in tabled "Membership database alternatives" document)
7. **Motion:** **"that points I), II) of the standard operations procedure for processions document as tabled be used to update the application forms for the gala Parade 2003"**
- Moved:** Brett Henderson
Seconded: Simon Mulqueen
Carried
8. Date of next meeting set for 15th August 2002, 7pm

Meeting Closed. 9:35

Next Committee Meeting will be held on Thursday 18th July, Bendigo Easter Fair Offices at 7pm
Please find enclosed the following:

- Agenda
- Minutes from 27th June 2002
- Strategic Planning Day items that require ratifying
- Resignation letters from Peter Nisbet and Tammy Davies

I would also suggest you bring along a copy of the Strategic planning notes as previously issued, as I'm sure the New events concepts on page 9 will come up for discussion. If you require me to provide a copy, please let me know.

The poll for nights of the committee meeting was very close, only ruling out Monday as a definite "No". I apologise to those who find Thursdays awkward for this meeting, however the matter should be finalised at this meeting and a projection of future meetings set.

If you have any trouble with the attachments, please contact me and I will arrange to fax you a copy. There are no tabled items that require picking up from the office this week (as discussed in the previous meeting)

Kind regards

Brad Van Doren
Event Co-Ordinator
Bendigo Easter Fair