



AGENDA

Bendigo Easter Fair Inc



Committee Of Management

Notice is hereby given that a special meeting (General) of the Bendigo Easter Fair Inc Committee of Management for the month of September will be held as follows:

Time: 6pm
Date: Tuesday 10th September, 2002
Venue: Bendigo Easter Fair Office
Public Library Building,
Hargreaves Street, Bendigo

1. Attendance and Apologies

2. Minutes of Previous Board of Management
- 28th August 2002

3. General Business

3.1 Marketing Co-ordinator Report

3.2 Event Co-Coordinator General Business

- 3.2.1 Mobile Phone**
- 3.2.2 Signature update on bank accounts**
- 3.2.3 Accounts payable (to be supplied)**
- 3.2.4 Factory Rental.**

4. New Committee information Session

- 4.1 2002 Budget ***
- 4.2 Current cash position**
- 4.3 Event review ***
- 4.4 Sponsorship and Grants ***
- 4.6 Portfolio allocation**
- 4.7 Market Research ***
- 4.8 Membership Database**
- 4.9 Council Liaison**

* See attached

5. Question and Answer

6. Date of next meeting

Meeting Closed.



MINUTES

Committee of Management ~ Bendigo Easter Fair Inc.
Tuesday 10th September 2002, 6:00 pm
Bendigo Easter Fair Office, Hargreaves St, Bendigo.



Meeting opened at 6:00pm

Attendance

Barry Rochford, Brett Henderson, Rachael Lowe, Maree Murphy, Fay Buerger, Gloria Turner, Leo Gray, Shane Collihole, Kylie Howell, Brad Van Doren.

Apologies

Bill Wilton

Absent

Geoff Cartwright

General Business

Each committee member was allocated a Bendigo Easter Fair portfolio. Portfolio groups were discussed and allocated as follows:

Shane Collihole

Friday - Coliban Water "A day at the Lake"

Gloria Turner, Leo Gray

Saturday - Food & Wine festival, Cavalcade and Extreme sports day.

Geoff Cartwright

Sunday - Teddy Bears picnic, pantomime
(and also to assist with the parades)

Fay Buerger

Gala Parade, Torchlight Procession and Fireworks

Bill Wilton

Site-holders, and Emergency Management Plan.

Meeting Date and Times:

It was agreed that Meetings are to be held on the 2nd and 4th Thursday of each month. Meetings are to begin at 6:00pm and conclude no later than 8:00pm

Previous minutes:

It was decided to defer the review of the minutes of 28th August 2002 until the next committee meeting.



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Proposal from Knights Cabinets regarding "the Factory"

Murray Knight of Knight's Cabinets recently took ownership of the storage shed at 3A Bayne St currently leased by Bendigo Easter Fair ("the Factory"). He proposed that Knights cabinets be allowed use of the carport on the side of the factory for his own purposes. In return he offered to cover the cost of water rates at the property that BEF currently pay. The 2001- 2002 estimate of this cost was \$600 for 12 months. The committee agreed that this would be to the benefit of BEF and should be implemented

BEF Event co-ordinator mobile phone.

Brad Van Doren advised that the event co-ordinators designated mobile phone was not operating correctly. He advised that the phone was out of contract and provided a quote for a new handset on a 12 month contract with Telstra. Both Shane Collihole and Barry Rochford advised that they may be able to offer better terms through "Optus" and "Bendigo Community Telco" respectively, and it was agreed that the cheapest quote be accepted for this replacement phone.

General Discussion

The committee spent time discussing the general running of the Bendigo Easter Fair, including

- Last years events,
- The BEF raffle and spinning wheel,
- Strategic planning and business planning implemented by the committee of 2001-2002.
- Concepts for 2003
- Relationships with external entities and stake holders
- Sponsorship arrangements
- Government and Council Grants

Next Meeting

The next meeting was set for 26th September, 6pm at the Bendigo Easter Fair office.

The meeting was declared closed at 8:00pm