



Bendigo Easter Fair Incorporated
Committee of Management Meeting – February 13th 2003

AGENDA

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

Time: 6pm
Date: Thursday 13th Feb. 2003
Venue: Bendigo Easter Festival Office
Public Library Building,
Hargreaves Street, Bendigo

Please note: Committee only meeting to precede general committee meeting

1. Attendance and Apologies
Barry Rochford

2. Minutes of Previous Board of Management
- Thurs. 30th January, 2003

3 Managers Report

- 3.1 **Itchy Feet Pep Band**
- Participation
- 3.2 **Bachelor Girl alternatives**
- The Androids and Rachel Kane
- 3.3 **Post Parade entertainment**
- Required?
- 3.4 **Australian Film, Television and Radio School event**
- Event in Campbell Theatre
- 3.5 **Bendigo Ministers Fellowship**
- Request to run events at Lake Weeroona (see previous email)
- 3.6 **Workcare/ Public Liability**
- Update
- 3.7 **Emergency Management Plan**
- Update required
- 3.8 **Photocopy Expenditure**
- Additional Costs incurred

4. Portfolio Manager Review

5. Financial

- 5.1 **Budget - Pessimistic**
- 5.2 **Budget - Realistic**
- 5.3 **Bills to be Ratified**
- 5.4 **Accounts Payable**
- 5.5 **Accounts Receivable**

- 6. **Committee General Business**
- 7. **Leo Grey and Rachel Lowe's resignation**
- 8. **Date of next meeting**

Meeting Closed



Bendigo Easter Fair Inc.

Committee of Management Meeting – February 13th, 2003

Meeting opened at 6.10pm

1. **Attendance**

Brett Henderson (Vice president and Chair), Fay Buerger, Maree Murphy, Geoff Cartwright, Peter Robertson (Manager) and Claire Peters (Co-ordinator).

Apologies – Barry Rochford

Present – Warwick Farman

2. **Minutes of Previous Meetings**

The committee spent a few moments to review the previous minutes.

Motion:

“That the minutes of the previous minutes are a true and correct record.”

Moved: Maree Murphy

Seconded: Fay Buerger

Carried

3. **Managers Report**

3.2 Is the \$2,500 neede for Itchy Feet in the budget?

Fay will look into the possible sponsorship from All Seasons International.

They have an interest in the Wine and Food Event. We will offer them

a four level proposal;	\$5,500 – Wine and Food
	\$2,750 - Pantomime
	\$2,500 - Itchy Feet
	\$1,000 – Spring Festival

Ron Poyser is not to be a sponsor owing to in-house costs.

Maree to look into insurance.

Other possible sponsors: Bob Jane – New Managers
Mt. Alvernia - New CEO

- 3.3 Bachelor Girl is not available within our budget. Two other bands have been looked into; The Androids and Rachel Kane plus production costs within our budget.

Motion:

"To accept The Androids and Rachel Kane – pending conformation from Minit."

Moved: Maree Murphy

Seconded: Fay Buerger

- 3.4 Post parade performance will be from Itchy Feet.

- 3.5 Australian Film School are looking to put on Two shows; Saturday and Sunday during the Festival. We will ask for a cold coin donation for entrance with a 50/50 deal.

Action – To ask Telstra Countrywide for Sponsorship of \$1000

Motion –

"To allow the Australian Film School to hold two shows during the festival."

Moved: Fay Buerger

Seconded: Maree Murphy

- 3.6 Bendigo Ministers Fellowship (all churches) have asked to run a service at the lake. It was asked if they had public liability and perhaps a community membership.

Motion:

"To accept the service from the Fellowship."

Moved: Geoff Cartwright

Seconded: Brett Henderson

- 3.7 Question over Public Liability in parades. Chinese Dragon payed 'in-kind' and not covered by BEF Insurance

Workcare looked at. Possibly covered by Section 86, therefore covered by council

- 3.9 Emergency Management Plan – Policy neds updating. Peter is to talk to Ian Johnson as areas need to be tightened.

- 3.10 Photocopy Expenditure – Maree to talk to to Steve at D.C.C. to help out with photocopying.

Raffle - a collection of prizes to the value of \$10,000

- mining trip
- Ruffell Jewellers
- Peter Harcourt Services
- Out sourcing to sell tickets.

Action- Check with Brad and Kylie regarding raffle information.

Ask Goodguys about a raffle donation. Maree to send down information regarding discounts from shops around town. \$2.00 per ticket - every ticket sold will offer 50c to seller.

Action- 2 weeks to get raffle prizes together 27/02/03.

Picking up of Violee – take turns to pick her up or provide a taxi, - insurance issues.

4. Portfolio Manager Review

Thursday Night – Maree Murphy

Friday - Maree Murphy

Food and Wine – Wes Vine

Unsure on agreement of \$100 – (Wes - \$80)

Position of wine venues?

Ruth Chalener and Val Robinson to help.

Food and Wine - - Brett Henderson

Brett, Peter and Wes to walk layout through the layout of sites.

Cavalcade

- Neil Athorn (subcommittee)

Bartercard sponsorship credits to the value of \$2,500

Motion:

“To accept BarterCard Sponsorship”

Moved: Brett Henderson

Seconded: Maree Murphy

Sunday -Teddy Bear's Picnic – Maree Murphy

Spring Festival- -Fay Buerger

Pantomime- -Maree Murphy

AAPT – Sponsorship possibility

Torchlight Procession- -Fay Buerger

Fireworks- -Maree Murphy

Council not happy about birds being upset

Gala Parade -Fay Buerger

Action-

Discuss with Bencon and council regarding tow away zones.

Indian restaurant – menu to be requested. Maree has name of restaurant. There will be wine offered on the night and catering will be for 80. No children. A running list is needed for the night.

A meeting is needed with the Showies.

Budget - Maree Murphy

Action- To look into a course in Quickbooks

Workcover seminars, CGU – Workers insurance run course about workcover. This could be very useful.

5. **Financial**

Maree will look into budget.

6. **General Business**

Gold coin donation boxes? - information van
- Theatre

In kind sponsorship from the Dragon City Marshalls - \$2,000
2002 half torchlight procession.

Skydiving - \$550 presentations -trophies)
- own insurance
- our event that we don't run
- poster spot - \$550 (in kind)

Approached by the Festival of Cultures
Fay to talk to them about involvement in the Parade.

Kangaroo Flat YMCA – food and drink? 'Say No To Violence'
Brett and Peter to authorise whether they can sell.

Campaign advertising in Melbourne - \$6,500. Peter to follow up.

Cars used by staff and committee – insurance?
Talk to Tony McCormack.

Joan Jack from Bendigo Lions Club will help with the Spring Fair.
They need \$2,000 to pay Chinese Performers. They are looking at a
multicultural Grant. Is BEF prepared to help with promotion? Fay is
asking following businesses for support: Bakers Delight

Gillies
Coliban
Coke

Discussion of a poster ad., for promotion, editorial for newspaper e.g.
Lifestyle Magazine, House and Garden.

Day At The Lake – All O.K.

Wild Life people do not want the Cooee Band near the Rescue Float.

7. **Motion-**

"To accept Leo and Rachel's resignation, and send a letter of thanks."

Moved: Brett Henderson

Seconded: Maree Murphy

8. Next meeting, 27th March, 2003.

Meeting Closed at 8.20pm