



Bendigo Easter Fair Incorporated
Committee of Management Meeting – March 15th, 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 15th March, 2003
Venue: Bendigo Easter Festival Office
Public Library Building,
Hargreaves Street, Bendigo

1. **Attendance & Apologies**
2. **Minutes of previous meeting**
- 29th April, 2003
3. **Correspondance**
4. **Financial Report**
 - 4.1 Update of 2003
 - 4.2 Prepare accounts for auditor
 - 4.3 Prepare accounts and papers for AGM
5. **BEF Re-Structure**
 - 5.1 Update on present proceedings
 - 5.2 Review
6. **Planning for 2004**
 - 6.1 See Attached
7. **Research for 2003**
 - 7.1 Report due 23/6/03
 - 7.2 Tabulate results and produce reports for each event
 - 7.3 Create reports for members, media, sponsors etc.
 - 7.4 Investigate retailer survey
8. **General Business**
9. **Next Meeting**
10. **Meeting Closed**

Planning for 2004 and Beyond

1. Review and evaluate 2003 program of events
Multi-cultural Festival March *work with them*
2. Plan 2004 and agree on theme, schedule of events and proposed marketing activities etc.
3. Schedule of yearly events – fundraising events, raffles, memberships etc.
4. Finalise BEF structure and sub-committee structure
5. Identify potential sponsorships and funding opportunities
6. Develop budget for 2004 with 5 year projections
7. Update existing business plan