



Bendigo Easter Fair Incorporated
Committee of Management Meeting – March 20th 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 20th March, 2003
Venue: Bendigo Easter Festival Office
Public Library Building,
Hargreaves Street, Bendigo

1. **Attendance & apologies**
2. **Minutes of previous meeting**
-13th March, 2003
3. **Portfolio Managers Report**
 - 3.1 Coliban Water "Day at the Lake"(Maree)
 - 3.2 "Cavalcade of Transport"(Peter)
 - 3.3 The Minit Computers 'Wine on Bull Street'(Brett and Peter)
 - 3.4 Mount Alvernia Mercy Hospital "Children's Wonderland"
(Maree)
 - 3.5 Chinese Spring Festival Cultural Experience (Fay)
 - 3.6 The Torchlight Procession (Fay and Claire)
 - 3.7 The Lanier/Digital Copy Systems "Skydiving and Fireworks
Extravaganza" (Maree and Fay)
 - 3.8 The Parmalat "Gala Parade" (Fay and Claire)
4. **Managers Reports**
 - 4.1 Stall Holders Update
 - 4.2 Membership Update
 - 4.3 Town Hall use
 - 4.4 Media – Poster, Radio, Press, TV, Signage
 - 4.5 Emergency Plan Update – Briefing meeting for Committee
Members.
5. **Financial**
 - 5.1 Oct/Dec 2002 BAS Statement
 - 5.2 Accounts Payable – reports etc.
7. **General Business**
 - 6.1 Public Liability – Solicitor Andrew Van Ingen
 - 6.2 Sponsorship ~~contract~~.
 - 6.3 Showman Guild Meeting Tuesday 25th March 1pm
 - 6.4 Contact List for the Easter Weekend
8. **Next Meeting**
Thursday 27th March
9. **Meeting Closed**

Minutes

Bendigo Easter Fair Inc. Committee of Management

Time: 6.00pm
Date: Thursday 20th March, 2003
Venue: Old Senior Citizens Clubrooms
Public Library, Bendigo

1. **Attendance & apologies**

Barry Rochford (president), Brett Henderson (vice-president), , Fay Buerger (Parades Coordinator), Geoff Cartwright, Peter Robertson (manager) and Claire Peters (coordinator)

Apologies: Maree Murphy (Treasurer)

2. **Minutes of previous meeting**

-13th March, 2003

Accepted: **Moved:** Brett Henderson **Seconded:** Geoff Cartwright

3. **Portfolio Managers Report**

- 3.1 Coliban Day at the Lake - OK
- 3.2 Cavalcade – doing well
- 3.3 We need to push Wes Vine to finish ticket booklet
- 3.4 Sunday- Children's Wonderland. Under control
- 3.5 Still need extra sponsor for \$2,000
- 3.6 Bendigo Youth Choir and Australian Youth Band organised for parades. Looking at the mounted police for parade – enough vehicles for torchlight
- 3.7 Fireworks – OK some small fireworks need to be donated to the Chinese . Cultural Development have bunting for us if we need it. We need to borrow flashing lights from council to fence off area for fireworks setting up. – can be covered during fireworks – rapid response team to bring and remove lights, plus chairs and risers
- 3.8 List from Fay of needs for parade.
Ring Kyneton for drinks.
65 boxes– party pies from Gillies
Coca Cola
Water donated by Coliban Water
200 Bread rolls from Bakers Delight and Golden Village Bakery
 - Flowers need to be picked up and taken to the factory – rapid response team
 - Need people to push lanterns or get low-loader from Ben Con
 - Call Noel Shipp and organise moving them.

4. **Managers Reports**

- 4.1 Contracted Stallholders have been contacted and need to be invoiced. Call council for a measuring wheel. Still looking for different stalls
- 4.2 Do not use weekly for mail drops. Geoff's wife has volunteered to help in office.
- 4.3 Use of Town Hall needs to be looked at: – contact Judy McDonald - promotional display
Geoff Hocking still needs to be contacted. Suggestion by Fay of an gold coin trail.
- 4.4 Poster-finalised
Radio – next week with Michelle
Press – Bendigo Weekly week before Easter
TV – to be aired on Sunday
Signage – cost of patching relative price to new signs, need a price for new signs, review budget
Fay's signs are being made by Mark Wiragoga
- 4.4 Risk Management Plan has been updates – thanks to go to Ian Johnson – contact list to be updated and placed in front of plan

5. **Financial**

- 5.1 BAS has not been budgeted for- Feb. BAS is \$8,000+ and needs to be paid
- 5.2 Revisit the budget next week – review, - represent (updated budget)

6. **General Business**

6.1 Public Liability – meeting with Andrew Van Ingen Mon. morning at the Council Offices

- claims can only be brought against us if proven negligence
- can't have civil action taken against us.

Peter needs to get a letter stating that the Dragon City Marshals are a subcommittee of the BEF

BEF discuss with Andrew Van Ingen re. Proper cover – does the committee keep going?

Will council pay costs if members are sued?

Council must take on the organising of the liability

Committee of council? Section 86?

Meeting of committee after council meeting

6.2 Ask Richard Cambridge re. Dalton Fine Print contract. Need outline from each sponsor.

Les Rodda – life member.

Letter of thanks to all sponsors after festival, plus clean up of shed

6.3 Meeting of showies Tuesday

6.4 Contact list being built up

7. **General Business**

Hire of photographer – photo archive.

Letter to Rod Fyffe to judge parade.

'Fallon Gong'- controversial organisation – not to go into parade, only non-political groups to go into the parade – Barry to write to them regarding not being in the parade

Friday – Navy having Dragon Boat on the Lake- thanks Fay

Dave O'Connor and Steve Richards – offering to work with Bendigo Easter Festival in the future

Pat Cotton – used volunteers for Aust. Day Parade. Insurance covered by making them volunteers of Bendigo Council

Katherine McKenzie – money for research has been removed from her budget. Council needs to be asked to cover the money for necessary research.

Survey of retailers after festival

- -how many man hours in each event?
- -what money is generated?
- -keeping locals here?
- -side show questions

9. **Meeting Closed**

8.10pm