



Bendigo Easter Fair Incorporated
Committee of Management Meeting – April 3rd, 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 3rd April, 2003
Venue: Bendigo Easter Festival Office
Public Library Building,
Hargreaves Street, Bendigo

1. **Attendance & Apologies**
2. **Minutes of previous meeting**
- 27th 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, "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, Website (Links to
Tourism Victoria)
 - 4.5 Emergency Plan Update – Briefing meeting for Committee
Members.
 - 4.6 Multi-Storey Carpark Closure
5. **Financial**
 - 5.1 Budget Review - BAS - Factory Rates
7. **General Business**
 - 6.1 Sponsorship Contacts / Invitations
 - 6.2 Contacts - availability over Easter
8. **Next Meeting**
Thursday 10th April 2003
9. **Meeting Closed**

Minutes

Bendigo Easter Fair Inc. Committee of Management

Time: 6.00pm
Date: Thursday 3th April, 2003
Venue: Old Senior Citizens Clubrooms
Public Library, Bendigo

1. Attendance & apologies

Fay Buerger (president), Rosalie Rogers (vice-president), Barry Secombe (Treasurer), Maree Murphy (Secretary), Ken Gilchrist, Brett Henderson, Geoff Cartwright, Peter Robertson (manager) and Claire Peters (coordinator)

A short welcome speech from Fay welcoming new committee members and thanking those who have stayed to help out through the recent turmoil.

2. Minutes of previous meeting

-27th March, 2003

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

-1st April, 2003

Maree had query regarding the note from Russell Kennedy re. Section 4 & 5. Peter to look into note.

Accepted: **Moved:** Rosalie Roges **Seconded:** Ken Gilchrist

3. Portfolio Managers Report

3.1 Coliban Day at the Lake – Local Band Crush booked at Lake Weeroona for Friday night concert.

- Need back-up generator for stage and rides
- Need manpower to move everyone to civic gardens Friday night
- 2 teams needed – one at lake to clean up one at Town Hall to organise set up
- sites need to be marked out on Thursday
- Peter has someone lined up who will map out sites on computer
- Check with Party Hire re. Generators, deisel and leads
- Ask Noel Shipp – Barry to ask about generators
- Peter needs to finalise sites and power needed
- Electrician – Norm
- Council uses Sam Dakin as electrician
 - Sam may be able to work with Norm and learn the festival's requirements
 - Running sheets needed at info.

- News items in program in paper.
- If Telco do not update web tomorrow, Bruce Windsor will be asked to talk to them
- Paddle-boats – need to be approached re. Donation
- Set-up times at Lake on Thursday 2-6pm
- Jacinta Allen to be approached for opening speech
- Speech at 7.00pm. Opening by President, Mayor hands out trophies, possible sponsors to speak
- Look into future ambassador for Festival Dick Smith?

- 3.2** Cavalcade – 60 entries, 2 more trams from Melbourne, 4 judges for cavalcade? Still following up Channel 10 for TV Coverage, Remote control Cars have barricades for safety
- 3.3** We need to push Wes Vine to finish ticket booklet, Colour printer from Minit Computers as extra attraction for tickets. 13 Vineyards, booklet being made, highlighting wineries. Advertise for people to bring their own chairs. ATO van for information van, Ring Herald Sun – What's On- needs to be updated. Look into Hotel Magazine to advertise. Do not date glasses
- 3.4** Sunday- Children's Wonderland. Joshua is new manager at Myer – we still need six teddies from him. Judges – Jacinta Allen, Michael from Mount Alvernia, Maree Murphy and Rosalie Rogers. Marshals for Childrens' Wonderland and Teddy Bears Picnic. Security- up the ante for Civic Gardens
- 3.5** Still need extra sponsor for \$2,000
 9.30am Historical Tours
 12.00 noon Yum Cha at Lunch Time
 2.00pm Awakening of Sun Loong
 Buses park in back of Tom Flood Oval
 Access to council carpark for Councillors
- 3.6** Torchlight Procession- students from Future Connections are helping Fay with decorations
 Parks Victoria apprentices to spray paint panels for trams
 Geoff – police contact – commissioner not available
 cars from 50's and 60's
 still need pooper-scooper
 Talk to Noel Shipp for police display, no cars to be parked across access to police areas
 Batteries have been organised for torchlights
- 3.7** AAPT Banner – to be made
 Fireworks OK We need to borrow flashing lights from council to fence off area for fireworks setting up. – rapid response team to bring and remove lights, plus chairs and risers
 Organise performers at the Lake to slow the crowds from leaving
 Need to organise someone to turn off Lake lights
 Keys need to be organised to access power boxes
- 3.8** Gala Parade – 57 floats
 -section for sporting groups: bombers, braves, hockey, etc
 Fallon Dafa accepted

4. Managers Reports

4.1 Stallholders have been contacted and invoiced. Placement is difficult

4.2 Poster – finalised

Radio - ads. Being worked on this week

Press - editorials and ads. From now on

TV - ads. Finalised and showing

Signage - up already

4.3 Stan Hendy – emergency plan

Ian Johnson will copy plans for committee members

Wardens for each event

Emergency lists

Cards to be updated for committee member contacts

Lisa Langley in Info. Van

Phones to be diverted to my mobile

Parking access – cars for Shamrock to be shifted

Monies taken over weekend to taken to Sandhurst for safety

Ian Johnson to be asked for list of after hours no.s from council for emergencies

5. Financial

5.1 Revisit the budget next week – review, - represent (updated budget)

6. General Business

6.2 Contacts

Mail drop for road closures to residents affected by such closures

Prompt Barry for computer support

Peter – letter re. 26 years of Dragon City Marshals – to be made a sub-committee – for public liability issues

Need copy of names of members

7. Next meeting

10th April, 2003

8. Meeting closed 8.15 pm