



**Bendigo Easter Fair Incorporated**  
**Committee of Management Meeting – June 19th, 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 19<sup>th</sup> June, 2003  
**Venue:** Bendigo Easter Festival Office  
Public Library Building,  
Hargreaves Street, Bendigo

1. **Attendance & Apologies**
2. **Minutes of previous meeting**
  - 15<sup>th</sup> May, 2003
  - 10<sup>th</sup> June, 2003
3. **Correspondance**
4. **BEF Re-Structure**
  - 4.1 Update on present proceedings
  - 4.2 Review
5. **Financial Report**
  - 5.1 Prepare accounts and papers for AGM
6. **Planning for 2004**
  - 6.1 Program of events - draft
7. **Research for 2003**
  - 7.1 Report due 23/6/03
  - 7.2 Investigate retailer survey
8. **General Business**
9. **Next Meeting**
10. **Meeting Closed**

# **Bendigo Easter Fair Inc**

## **Committee of Management**

### **Roles and Responsibilities**

#### **DRAFT**

In conjunction with the Bendigo Easter Festival Committee of Management, pursuant to the provisions of Section 86 of the Local Government Act 1989, The Bendigo Easter Fair Inc committee members have the opportunity to take an active role in the development and implementation of the annual Bendigo Easter Festival. Whilst the City of Greater Bendigo provides the actual day to day operation of the festival, the development of key individual events would be enhanced if committee members maintained an individual focus on events or activities.

#### **Roles and Responsibilities**

The Bendigo Easter Fair Inc committee will undertake promotional and fundraising, sponsorship activities and act as an advisory body to the Bendigo Easter Festival Committee of Management.

Specific responsibilities of the management committee include:

#### **Legal Responsibilities**

The Bendigo Easter Fair Inc operates in line with:

- The constitution
- The Association Incorporation Act
- Any funding agreements signed by the organisation
- Any other agreement signed by the organisation.
- And operates in accordance with relevant Federal, State and Local Government laws and regulations.

#### **Policy and Planning**

The Bendigo Easter Fair Inc will develop:-

- Clear plans with goals for the Bendigo Easter Festival sponsorship program
- Annual evaluation process of the effectiveness of the sponsorship program.
- Annual plans for the creative focus for the Bendigo Easter Festival.

#### **Financial**

The Bendigo Easter Fair Inc will:-

- Maintain a separate budget to the Bendigo Easter Festival for the purpose of receiving sponsorship.
- Ensure transmission of received sponsorship funds on a maximum of a monthly basis to the City of Greater Bendigo.
- Ensure conditions of any funding agreements are followed.

- Ensure funds are properly accounted for and an audit is completed every year.

In accordance with the Bendigo Easter Fair Inc model rules the committee will consist of President, Vice President, Secretary, Treasurer and committee members.

### **President**

- Ensure the rules in the constitution are followed.
- Ensure all legal responsibilities of the group are met.
- Follow up tasks which committee members or subcommittees are working on.
- Be a member of sub committee or working group
- Be a spokesperson for the committee.
- Ensure committee members are given proper notice of meetings and that the committee meets at the agreed times.
- Ensure that in conjunction with the treasurer an agenda is made available to committee members.
- Ensure that the meetings are conducted in accordance with the rules of the constitution and that proceedings occur with a quorum in place.
- Chair the meeting
- Ensure the minutes from previous meetings are accepted and sign them as such.
- Ensure the meeting comes to a decision on the topic being discussed and each member has had the opportunity for input and that motions of outcomes are recorded in the minutes.
- In the event of a tied vote the president, through the constitution, has a casting vote as well as the normal vote.
- Participate with the activities leading up to and during the Bendigo Easter Festival period.

### **Vice President**

- In the event of the absence of the President, the Vice President shall assume the Presidents responsibilities.
- Be a spokesperson for the committee as required.
- Be a member of sub committee or working group Participate with the activities leading up to and during the Bendigo Easter Festival period.
- Participate with the activities leading up to and during the Bendigo Easter Festival period.

### **Secretary**

- In conjunction with the President, work out the agenda for the next meeting.
- Ensure minutes are taken at all committee meetings and that minutes are properly written up, distributed and filed.
- Ensure that a list of correspondence both in and out is presented at committee meetings and that all correspondence received by the group is properly processed.
- Make sure all letters and other documents of the group are properly filed. Co-ordinate submissions for funding.

- Ensure the committee develops proper written policies and procedures for the organisation and that these are maintained up to date in a policy file.
- Be a member of the sub committees or other task groups.
- Participate with the activities leading up to and during the Bendigo Easter Festival period.

(These tasks could be the role of a staff member).

### **Treasurer**

- Ensure proper financial management systems are in place.
- Ensure that the financial management systems are followed.
- In conjunction with the Manager of Bendigo Easter Festival draw up a budget for the financial year and present it to the committee.
- Ensure budget expenditure and revenue is in line with the budget.
- Provide accurate monthly financial reports with explanatory notes are prepared and presented to the committee.
- Ensure that financial reports required by funding bodies are prepared and despatched in a timely manner.
- Ensure financial reports are audited each year and that end of financial year reports are produced with the time frame as specified by the constitution.
- Assist with submissions for the committee when needed.
- Be a member of the sub committees or other task groups.
- Maintain a separate budget to the Bendigo Easter Festival for the purpose of receiving sponsorship.
- Ensure transmission of received sponsorship funds on a maximum of a monthly basis to the City of Greater Bendigo.
- Ensure conditions of any funding agreements are followed.
- Ensure funds are properly accounted for and an audit is completed every year.
- Participate with the activities leading up to and during the Bendigo Easter Festival period.

### **Committee members**

- Assist the executive committee members as required.
- Be a member of the sub committees or other task groups.
- Be aware of the legal responsibilities of the organisation and work with in these requirements.
- Promote new ideas for the operation of the Bendigo Easter Fair Inc. and the annual Bendigo Easter Festival.
- Be involved in the decision making process at committee meetings. Represent members of the group as required.
- Bring to the attention of the committee any issues or problems in the group or organisation which need to be dealt with by the committee.
- Participate with the activities leading up to and during the Bendigo Easter Festival period.

# Minutes

## Bendigo Easter Fair Inc. Committee of Management

**Time:** 6.00pm  
**Date:** Thursday 19<sup>th</sup> June, 2003  
**Venue:** Old Senior Citizens Meeting room  
Public Library, Bendigo

1. **Attendance & apologies**  
Fay Buerger (president), Rosalie Rogers (vice-president), Ken Gilchrist, Brett Henderson (part) Peter Robertson (manager) and Claire Peters (coordinator)  
Geoff Cartwright, Maree Murphy
2. **Minutes of previous meeting**  
-10th June, 2003  
- 15<sup>th</sup> May, 2003  
Accepted – MOVED: Rosalie Rogers, SECONDED: Geoff Cartwright
3. **Correspondence**
  - 3.1 Lisa Langley - her thoughts & observation of the Festival.
  - 3.2 Barry Secombe's resignation as Treasurer and member of Committee
  - 3.3 Vic.Showman's Guild - meeting at Bendigo Show time
4. **Governance Agreements with COGB - Discussion Paper review**
  - Informed (verbally) by Barry Secombe of the COGB that Councils insurance policy will cover all activities of the proposed Advisory Committee, as well as, the BEF Incorporated body. BEF will need a letter of confirmation re. this arrangement. **Action:** Peter
  
  - Need to review & amend the BEF's Statement of Purposes of the Incorporated Association - to better reflect the suggested operational functions of the BEF as proposed in the agreement - to act only, as the promotional, marketing and fundraising body of the Festival
  
  - When the Statement of Purposes and the COGB Agreement have been 're-worked', a 'special general meeting' is to be called to inform members of proceedings, prior to the AGM scheduled for mid August .  
**Action:** Peter and Ken
  
  - 4.1 Meeting agreed: that Council appoint an Advisory Committee - pertaining to the rules and requirements of a Section 86 Committee of Council and the Local Government Act.

- 4.2 Meeting reviewed draft agreement and requested amendments:  
- have a formal document drafted with BEF amendments - asap

**Action:** Peter and Barry Secombe

- nominate a preferred number – 9 members in all, up to 2 members from Council to be on the Advisory Committee
- ask for a minimum of three year budget commitment
- stipulate that excess money raised above budget is to be allocated back to the BEF the following year

Formerly write to the COGB that; 'the BEF agree in principle with the Council's proposal, subject to the agreement of the current BEF members, and that the BEF requests a meeting with Council to finalise said agreement.

**Action:** Peter/Fay

**MOTION:**

The BEF Committee agrees 'in principle' with the Council's proposed re-structure Agreement.

**MOVED:** Rosalie, **SECONDED:** Geoff - Carried.

- 4.3 Bendigo Easter Festival Inc. is to be removed from the volunteer's application form and replaced with COGB, thus being aligned under Council's insurance cover.

**5. Financial Report**

Report tabled. Audit materials being organised for year end.  
Date set for AGM – Thursday, Aug. 7<sup>th</sup>, 2003.

**6. Planning for 2004**

Claire and Peter to stay until AGM

**MOVED:** Rosalie **SECONDED:** Ken

Fay thanks Peter and Claire to their ongoing support under current pressures.

**7. Research for 2003**

Retailer survey – shows retailers where overwhelmingly happy over Easter – need to approach the retail sector for memberships

- membership renewals – re-aligned to July of each year
- streamline fees, suggestions to AGM – keep \$15 as individual fee.

**8. General business**

- Dragon City Marshals – ongoing agreement to pay for use of St Andrews Hall - waiting on invoice
  - Agreed to let Rotary use Town Hall for Art Show next Easter
- ACTION:** Claire to talk to Zerin Knight regarding hall use/arrangements, etc.

9. **Next Meeting** To be determined.

10. **Meeting Closed** 7.50