



Minutes

Bendigo Easter Fair Inc. Committee of Management Monday 4th August, 2003

Time: 6.00pm
Date: Monday 4th August, 2003
Venue: CD&E Meeting room
Public Library, Bendigo

1. **Attendance & apologies**

Fay Buerger (president), Rosalie Rogers (vice-president), Ken Gilchrist, Brett Henderson (part) Helen Yorston (secretary) Geoff Cartwright, Peter Robertson (manager) and Claire Peters (coordinator)

2. **Minutes of previous meetings**

-19th June, 2003

Accepted – **MOVED:** Rosalie Rogers **SECONDED:** Ken Gilchrist

- Special Meeting of the 24th July

Accepted – **MOVED:** Rosalie Rogers **SECONDED:** Ken Gilchrist

Note: Advice since that meeting has indicated that the resolutions voted on are null and void – the process was not in accordance with the Act. – members needed 21 days notification, not 14 days. The motions will now be put at the forth coming AGM.

3. **Correspondence**

3.1 Mt Alvernia – non continuation of their sponsorship.

3.2 Digital Copy Systems – new photocopier contract offer

ACTION: Wait on decision - depends on whether or not we can utilise Councils photostating facilities under the proposed structure. Peter to talk to Council

3.3 Bob Cameron – a copy of the letter to Minister for Tourism, John Pandazopolous

4. **Committee to approve all members (old and new)**

New nominations accepted:

Helen Yorston	Val Robertson
Toni Riley	Robin Munro
Peter Davey	Jan Munro
Anne Moore	Glynis Johansen
A S Nuttall	Garry Johansen
Tim Rogers	Yoshihiro Ikeda
Janet Rogers	Tara Kingdom
Susan Hellsten	Gloria Quinn
Julie Lewis	Cheryl Murray
Ralph Beh (Golden Dragon Museum)	

5. Nominations to the Committee to be ratified

Secretary – Helen Yorston

Treasurer - Ken Gilchrist

MOVED: Geoff Cartwright **SECONDED:** Brett Henderson
Accepted.

6. Public Officer to be ratified

Public Officer - Helen Yorston

MOVED: Geoff Cartwright **SECONDED:** Brett Henderson

7. The updated re-structure agreement to be ratified

4.a The Committee shall comprise a maximum of eleven members
(not the previous 9)

4.b A Committee member's term of office shall be for a period of
one year. (not the previous 3)

8. Annual General Meeting

AGM – 6.00pm 28th August, 2003

Concerns from Brett –

- lack of transparency re. Financial situation
- white lies! – committee accepted proposal – not true
- deceptive ignorance – no treasurer – financial ongoing not discussed
- unclear on legalities – 14 or 21 days
- high pressure sales tactics – 5 mins. Given to read proposal

Changes to AGM Agenda:

- 2003 Market Research → Coordinator's Report
- Auditor will be Council's Auditor

ACTION: Ring Brendon Downey re. Research Report

ACTION: Add minutes of special meeting to mail-out

9. General Business.

ACTION: Committee to read 'Details of Events Available for Sponsorship' and choose two events in which to become involved.

ACTION: Committee to read Roles and Responsibilities

ACTION: Rosalie is to take over the running of the Raffle.

10. Financials

Updated overview of BEF financial situation was presented.

- Look into Council's offer to pay for generators, staging, security etc because of the move from Rosalind Park.

ACTION: Peter to contact Council/Ian Johnson re. reimbursement

Accounts payable for the month of July

MOVED: Rosalie Rogers **SECONDED:** Fay Buerger

11. Next Meeting 14th August, 2003

12. Meeting closed. 7.30pm

Closing balance at bank 14/8/03 -\$19,824.49

Cheques not presented as of the 14/8/03

336	Long Gully Community Centre	\$ 300.00
408	Australian Youth Band	\$ 3350.00
412	Bendigo Umpires Association	\$ 40.00
440	Men in Sheds (David Reid)	\$ 30.00
441	Regional Arts Victoria	\$ 100.00
445	Sandhurst Enterprises Recycling	\$ 13.30

Sub Total \$ 3,833.30

Accounts payable as of the 14/8/03

451	Australian Taxation Office	\$ 441.88
452	Blueline Office Supplies	\$ 80.08
453	Richard Cambridge Printers	\$ 440.00
454	Australia Post	\$ 170.00
455	Bendigo Advertiser	\$ 54.00
456	Claire's Salary	\$ 899.84
457	Peter's Salary	\$ 1324.81
458	Petty Cash	\$ 100.00

Sub Total \$ 3,510.61

Outstanding Accounts - Total -\$ 7,343.91

On costs due between 14/8/ 03 - 31/8/03

Insurance (next payment 16/8/03) direct debit	\$ 5,317.50
Wages (Aug 29th)	\$ 2,224.65
Super (for July & August)	\$ 1,049.18
Auditors account for 2003	approx \$ 2,000.00

Sub Total \$10,591.33

On costs to 31/8/03 Total -\$ 10,591.33

+ Outstanding Accounts -\$ 7,343.91

+ Balance at Bank 14/8 -\$ 19,824.49

Balance owed at Aug 31 -\$ 37,759.73

Income - Monies outstanding 14/08/03

Siteholders

Balloons and Novelties	\$ 1,600.00
Coffee a-la Cart	\$ 770.00
Cappuccino Man	\$ 627.00
Harcourt Football Club (25% of sales)	\$ 350.00
Aussie Battler Catering	\$ 858.00

Sub Total **\$ 4,205.00**

Advertising

Condor Coptors	\$ 550.00
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Sub Total **\$ 550.00**

Sponsorships

Digital Copy Systems	\$2,200.00
Mount Alvernia (due to be invoiced this month)	\$5,500.00

Sub Total **\$ 7,700.00**

BAS

May/June 2003 statement (due 28th July) approx + **\$4,955.00**

Income Outstanding **Total \$17,410.00**