



**Bendigo Easter Fair Incorporated**  
**Committee of Management Meeting – August 14th, 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 14<sup>th</sup> August, 2003  
**Venue:** Bendigo Easter Festival Office  
Public Library Building,  
Hargreaves Street, Bendigo

1. **Attendance & Apologies**
2. **Minutes of previous meeting**  
- 4<sup>th</sup> August, 2003
3. **Correspondence**
4. **Approval of new members**
5. **Reports**
  - 5.1 Audit/AGM/Annual Report date
  - 5.2 Raffle
  - 5.3 Sponsorship
  - 5.4 Re-structuring of BEF (staff and committee roles)
  - 5.5 Financials
  - 5.6 Other
6. **Review of Planning for 2004**
  - 6.1 Launch
  - 6.2 Friday – Day at the Lake...
  - 6.3 Saturday – Cavalcade.....
  - 6.4 Sunday.....
  - 6.5 Monday – Gala Parade
  - 6.6 Other activities
7. **General Business**
8. **Next Meeting**
9. **Meeting Closed**



# Minutes

## Bendigo Easter Fair Inc.

### Committee of Management

Thursday 14<sup>th</sup> August, 2003

**Time:** 6.00pm  
**Date:** Thursday 14<sup>th</sup> August, 2003  
**Venue:** CD&E Meeting room  
Public Library, Bendigo

#### 1. Attendance & apologies

Fay Buerger (president), Rosalie Rogers (vice-president), Helen Yorston (secretary) Toni Riley, Peter Robertson (manager) and Claire Peters (coordinator)

#### 2. Minutes of previous meetings

-4<sup>th</sup> August, 2003

Accepted – **MOVED:** Rosalie Rogers **SECONDED:** Helen Yorston  
Business arising from previous minutes –

- Brendon Downey from Tourism Victoria has been contacted re. Research
- Katherine McKenzie has been contacted but has not responded.
- Response to email from Simon Mulqueen for Annual Report. -Annual Report will not be mailed out but to be given out at AGM.

**ACTION:** Rosalie to look into Associations Incorporation Act 1981

- Peter has spoken to both Ian Johnson and Barry Secombe re. Council's financial contribution in regard to moving out of Rosalind Park

#### 3. Correspondence

Incoming:

- Tony McCormick

**ACTION:** Fay to ring Tony and ask him to come to the AGM

- Goldfield Tourism Campaign committee – response to letter from BEF re. Non-invitation to Goldfields Tourism Launch
- Email from Brett Henderson re. Council's contribution (council contribution attached)

**ACTION:** Fay to respond to Brett's email. (this item cannot be discussed at the AGM as it has not been tabled on the Agenda.)

Outgoing:

- 60 Letters to retailers

**ACTION:** Letter to Hargreaves Mall Traders re. Response from BEF to comments made by traders re. Festival and Carnival and problems to be addressed.

- 160 letters to members for AGM

#### 4. Committee approved all new members

Jennifer Harris

D.D Wright

Fred Meehan (Scouts)

Note: Kim Smith is to be the new contact for Bendigo Trust.

#### 5. Reports

5.1 Nearly finished – waiting on Auditor.

5.2 Rosalie presented a proposal outlining the raffle figures - Refer to sheet following.

**MOTION:** To agree that the raffle tickets be sold for \$5.00 each with \$1.00 per ticket being given to the community groups who sell them.

**MOVED:** Toni Riley      **SECONDED:** Helen Yorston

**ACTION:** Rosalie to look into possibility of a car sponsor agreeing to 50% of car cost.

**ACTION:** Claire and Peter to make up prospectus for Rosalie to take to potential sponsors.

5.3 Sponsors – Coliban to be seen next Friday.

- AAPT – happy to be on board again but we need to renegotiate.
- Lanier not sponsoring Fireworks – we need a new sponsor for fireworks \$9,000 at least
- Look at new food companies who are coming into Bendigo (Industrial Estate) as possible new sponsors
- Check Bob Jane T-Mart

5.4 Re-structuring of BEF (staff and Committee Roles) – Held over until after AGM

5.5 Financials – as per attached sheet

**MOTION:** To accept financials and pay accounts.

**MOVED:** Rosalie      **SECONDED:** Fay

5.6 Other- stage at factory is in need of repairs costing \$740.00

**ACTION:** Peter to ring Rob Sewinsky at the Capitol Theatre re. someone to fix stage.

- Warehouse is costing us \$715.00 per month
- Kewpie Doll and Bananas in Pyjamas need to be sold on Ebay

**ACTION:** Fay to ask Jan for credit card details to access Ebay selling site.

#### 6. Review of planning for 2004

6.1 Launch – more discussions to be held with Rotary Art Show, but have accepted in principle that we will have our opening in conjunction with the Art Show.

6.2 Friday - Coliban Day at the Lake – costings need to be done.

**ACTION:** Research into water and water conservation/water related sciences. Friday Night – Sponsors to be sought.

6.3 Saturday - Events are listed in events details booklet distributed last week. Networkin' Neighbourhoods, Cacklin' Kids, Dance 'n' Display, Wine on Bull, Latin Temptations, Zone In, Cavalcade of Transport,

6.4 Sunday - Events are listed in events details booklet distributed last week. Networkin' Neighbourhoods, Cacklin' Kids, Dance 'n' Display, Zone In, Humphrey B Bear, Easter Bunny and Pantomime, Rock 'n Revelry, Torchlight Procession, Fireworks – possibly

Highland Gathering and post torchlight procession/pre fireworks entertainment in QEO

6.5 Monday – Gala Parade, post parade entertainment with the Itchy Feet Band in the Civic Gardens, Auction Off.

**ACTION:** Claire to search out possible service group for Action.

6.6. Other activities – launch of raffle and membership drive

**7. General Business**

7.1 Updated membership brochure approved

7.2 Staff positions to be advertised in the paper on 19/08/03.

**8. Next Meeting**

21<sup>st</sup> August, 2003

**9. Meeting Closed**

8.50pm

Raffle figures and Council's Contribution figures are on the following sheets.

easter raffle

revenue

no of tickets	cost of ticket	total anticipated	fundraising for other agencies	balance	gst				
50,000.00	\$ 5.00	\$ 250,000.00	\$ 1.00	50000	\$ 200,000.00	\$ 18,181.82	\$ 181,818.18	37520	\$ 144,298.18
50,000.00	\$ 2.00	\$ 100,000.00	\$ 1.00	50000	\$ 50,000.00	\$ 4,545.45	\$ 45,454.55	37520	\$ 7,934.55
40,000.00	\$ 5.00	\$ 200,000.00	\$ 1.00	40000	\$ 160,000.00	\$ 14,545.45	\$ 145,454.55	37520	\$ 107,934.55
40,000.00	\$ 2.00	\$ 80,000.00	\$ 1.00	40000	\$ 40,000.00	\$ 3,636.36	\$ 36,363.64	37520	-\$ 1,156.36
30,000.00	\$ 5.00	\$ 150,000.00	\$ 1.00	30000	\$ 120,000.00	\$ 10,909.09	\$ 109,090.91	37520	\$ 71,570.91
30,000.00	\$ 2.00	\$ 60,000.00	\$ 1.00	30000	\$ 30,000.00	\$ 2,727.27	\$ 27,272.73	37520	-\$ 10,247.27

expenditure

prizes	cost of prize
car	\$ 20,000.00
electrical appliances	\$ 10,000.00
holiday	\$ 5,000.00
jewellery	\$ 1,000.00
lawn mower	\$ 550.00
bike	\$ 400.00
dinner for 2	\$ 200.00
paint	\$ 150.00
painting	\$ 120.00
kitchen wares	\$ 100.00
	\$ 37,520.00

# Council's Contribution 2003

**NOTE: Electrical Requirements** – Some upgrades of electrical boxes were done at Council's cost

	<u>Estimated</u>		<u>Actual/paid</u>	<u>CBD/use</u>
Electricals/Generators etc	\$6,712.86	Electricals/Generators etc	\$4,870.44	\$2,870.00
Toilets Rosaloos	\$2,310.00	Toilets	\$4,620.00	\$2,620.00
Security	\$3,300.00	Security	\$2,103.20	\$1,103.00
Staging	<u>\$1,200.00</u>	Staging	<u>\$1,500.00</u>	<u>\$1,500.00</u>
	<u>\$13,522.86</u>		<u>\$11,093.44</u>	<u>\$8,093.00</u>

Use of photocopier  
 Use of Digital Camera  
 Staff Support

## Council's Contribution 2003

\$60,000 grant  
 \$35,288.86 Public Liability  
 \$6,000 Tea House Rent (Boardwalk)  
 \$5,000 Reasearch  
 \$35,000 Bencon  
 \$7,200 Waste  
 \$5,000 Parks  
 \$3,500 extra staff  
 \$15,000 Office rental/telephone etc  
\$171,988.86

\$40,000 – overdraft –which we are currently trading under  
\$211,988.86

+ Brokered and paid for legal opinion on Committee Members behalf Liability/Risk etc.  
 \$7,000  
 + Times associated with meetings with Council staff \$15,000