



Minutes

Bendigo Easter Fair Inc. Committee of Management Thursday 21st. August, 2003

Time: 6.00pm
Date: Thursday 21st. August, 2003
Venue: CD&E Meeting room
Public Library, Bendigo

1. Attendance & apologies

Fay Buerger (president), Rosalie Rogers (vice-president), Ken Gilchrist, Helen Yorston (secretary) Geoff Cartwright, Peter Robertson (manager)

2. Minutes of previous meetings

-14th August, 2003

Accepted – **MOVED**: Rosalie Rogers **SECONDED**: Helen Yorston

Matters arising: President Fay read out her response to Brett Henderson's concerns about the BEF Committee not pursuing Councils undertaking to pay for any extra oncosts associated with the shift from Rosalind Park to the Town Hall Precinct. In light of Councils already considerable support of the Festival, it was deemed to not to pursue this matter further.

3. Correspondence

3.1 Response letter from Rod Fyffe (Mayor) re: why the BEF was not invited to the Goldfields Marketing TV Launch, etc.

3.2 VicHealth funding update.

3.3 Letter to Sue Barker re: incident at the last Festival. **Action** Peter to follow up

3.4 Letter sent to all BEF business and community group members requesting a AGM proxy vote nomination from each organisation.

3.5 Letter sent to all participating retail businesses outlining the results of the recent survey re: Easter trading and the impact of the street carnival.

4. Committee to approve new members

New nominations accepted: Goldfields Environmental Management Services (Fabian Reid)

Golden Dragon Museum (Joan Jack)

John Krakowiuk (Smith Family)

Francis Callinan Pauline Speedy

Simon McGuinness Shelly McGuinness

Leigh Callinan Kellie Gould

✶Bronwyn Moore Micheal Gould

Jennifer Thatchell Bill O'Neill

Mellissa Pollock Daffyd Williams

Ann O'Connor Heather Shaw

Ray Runnalls Bruce Mainka

Moved: Rosalie Rogers, seconded Fay Buerger

Helen Mainka

5. **Audit, AGM, Preparations**

- The draft audited statements were tabled - still to be finalised and added into the Annual Report
- Auditor to be invited to the AGM - **Action:** Peter
- Need for an independent Chairperson to conduct the AGM voting - David Wright was suggested - **Action:** Helen Yorston to follow up.
- AGM agenda was reviewed, need to be well organised, voting forms need to be produced, if there was to be a vote, nominated persons would have 3 minutes to put their case.
- Need to complete Committee nomination forms for Roger Huthnance and Michelle Cartwright.
- All proxy vote forms need to be with the Secretary 24 hours prior the AGM
- Find out from Council why the MAV's Insurance covers where not suitable for the BEF. **Action:** Peter.

6. **Raffle update**

- Need to develop a sale promotional kit to convince potential supporters the value of being involved with the raffle. **Action:** Peter
- Research the last 2 or 3 raffles to ascertain the numbers of tickets sold, community groups involved, prizes, etc. **Action:** Peter

7. **Financials**

- Peter tabled an updated financial overview of the BEF accounts
 - Outstanding Accounts -\$6057.95
 - Bank Balance 21/8/03 -\$28,516.60
 - Outstanding Income -\$13,725.00
 - Balance 21/8/03 -\$22,849.55

8. **Next Meeting -AGM 28th August, 2003**

9. **Meeting closed. 7.30pm**



Bendigo Easter Fair Incorporated
Committee of Management Meeting – August
21st, 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 21st August, 2003
Venue: Bendigo Easter Festival Office
Public Library Building,
Hargreaves Street, Bendigo

- 1. Attendance & Apologies**
- 2. Minutes of previous meeting**
- 14th August, 2003
- 3. Correspondence**
- 4. Approval of new members**
- 5. Reports**
 - 5.1 Audit/AGM/Annual Report date
 - 5.2 Raffle
 - 5.3 Financials
 - 5.4 Other
- 6. General Business**
- 7. Next Meeting**
- 8. Meeting Closed**

Dear Members,

RE: Bendigo Easter Festival Annual General Meeting

You are invited to attend The Annual General Meeting of the Bendigo Easter Festival commencing at 6pm on the 28th August to be held in CD & E Meeting Room.

Due to a different interpretation of the 'Rules of Association' of the BEF, 14 days notice was given for the Special meeting held on 24th July at 6pm. This was correct, but, 21 days notice was required to be given to Members, to notify proposed changes to the *Statement of Purpose*, accordance with the Act.

This necessitates the Committee of Management to again present, to the members, the re-structure *Agreement* and the proposed changes to the '*Statement of Purposes & Roles* of the BEF, giving 21 days notice. (see AGM Agenda)

The *Agreement*, between the City of Greater Bendigo and the Committee of Management is to re-structure the operations of the BEF and is designed to ensure the continued viability of the Festival. The arrangement between the Council and the Festival is aimed at ensuring the Festival's financial security while allowing the committee to operate with a high level of autonomy.

As many of you know the Festival has incurred significant cost increases, particularly in public liability insurances, which have increased by more than 50% in recent years and forecast to increase yet further.

Enclosed is a copy of:

- The Agreement
- The agenda for the AGM with Proposed amendments to our 'Statement of Purpose'
- Minutes of the previous AGM
- Nomination form for prospective Committee Members
- Nomination form for proxy voters

Yours sincerely



Fay Buerger
President
Sandhurst Trustees Bendigo Easter Festival