



## **Timeline Festival Committee Minutes.**

**Saturday August 19<sup>th</sup> 2017**

The meeting convened at 2.15 pm

**Present** were Keith Day, Chase Day, Mark Haviland, Rob Powell, Jarrah Stinchcombe-Wighton, Chris Tosh and Mark Pountney

### **Previous Minutes and action points from previous meeting:**

Minutes of the previous meeting were read.

- Keith completed the event directory, and this was approved.
- Keith obtained seven cheap radios.
- Tokens and wristbands have been ordered.
- Rob has completed the posters and fliers.
- The evening meal has been dealt with.
- Rubbish bins have been dealt with.
- Gate management has been dealt with.

Chris moved that the minutes be approved, and Rob seconded.

### **Financial / Account Status**

The finances currently stand at \$1833.82

### **New Member Applications**

No new membership applications were received.

### **Correspondence**

The correspondence consisted of group and merchant applications.

### **2017 Event / General Business**

- Mark P. said there needs to be a safety briefing at the start of the event; this was already noted in the schedule of events at the start of each day. It was suggested this should happen in the encampments and all should be present, especially the group coordinators
- Chris raised the issue of sponsors. Some activities were still open for sponsorship and Chris would follow this up.
- Chris had been approached by a wandering minstrel. The committee decided the cost was

too high and therefore they would not be looking to engage

- Mark H reported that Sandy has been hospitalised again. Chase suggested a get well soon card be sent on behalf of the committee. Mark H agreed to do this.
- The committee considered the applications from participating groups, all were approved, and around 320 re-enactors are expected to attend.
- The arrangement of the encampments has been based on input from individual groups. The significant increase in groups from the Viking era was noted. The draft layout of the encampments was approved.
- The committee considered applications from merchants and stall holders. All were accepted with the exception of one merchant whose goods did not add to the event.
- There was to be the usual merchant layout in the castle and a secondary trader's area outside. It was agreed that merchants need to be advised to weight their tents as it may not be possible to use pegs in all areas.
- Chase suggested that the conference room be used as a venue for the merchants in the event of bad weather. Keith said he would put it to Kryal management, but said he preferred the two levels of the round table room.
- There was discussion of income / expense and Keith presented a printed breakdown of income and expenses.
- There was discussion on the need to purchase some ancillary items such as ropes and pickets.
- There was discussion of the roles of committee members and agreement was reached on who would be doing what during the event.
- Chase asked who was going to marshal the small arena. Keith said groups would have to marshal their own activities and book time in the small arena. Chase said this needed to be put on the registration desk.
- There was discussion of volunteers.
- Kryal staff were to cover the front gate.
- There was discussion of prizes. A fashion parade was mooted. It was suggested 11.30 on the Saturday would be a good time to hold it.
- Chris asked about the roving announcers.
- Keith mentioned the encampment walk-through.
- Chase asked about the use of the stable for a horse / breed display.

### **Meeting Closed**

The meeting closed at 4.20 p.m.

### **Next Meeting**

The next meeting is on Sunday September 10<sup>th</sup> at Keith and Chase's house at Gordon, at 2.00 pm

### **Action Points**

Task	Who
Talk to Kryal re: Happy hour on Saturday after castle closes	Keith
Purchase some metal files	TBC