



Timeline Festival Committee Minutes.

Saturday June 20th 2015.

The meeting convened at 2.35 pm at Sandy and Sharon's property in Pakenham.

Present: Keith Day, Chase Day, Mark Haviland, Sandy Sempel, Carlyle Coulson, Tadd Lyons, Mikhael Heeschen, Rob Powell and Chris Tosh.

Guests: Matt Curran

Apologies: Mark Pountney and Sharon Sempel

Previous Minutes

- The minutes of the previous meeting were read. Tadd moved that the minutes be accepted, and Carlyle seconded

Action Points from Previous Meeting

- Keith confirmed opening times had been extended to 5.30pm on Saturday and 5pm on Sunday
- Pricing options were put forward for wrist bands
- Tadd presented options for event t-shirts

Correspondence

- There was no new correspondence

Financial / Account Status

- The association's finances remain unchanged at \$862.87. Proposed as accepted Sandy, seconded Mark H.

New Member Applications

- Membership for Rob Powell was received and endorsed out of session. Rob also applied for a position on the committee; this was also endorsed out of session.

General Business

- Registration for groups and merchants attending the festival were presented to the committee by Keith for endorsement. Keith moved that these be accepted, and Sandy seconded. Carried unanimously.
- Keith presented to the committee a layout of the encampments based upon last year's event with the notable exception being that the area formerly used for non-period camping (CA2 on the site map) is also to be used for further period encampments and will also house a secondary combat arena. It was noted that the NVG would effectively have one of the terraces to themselves other than a small section set aside for Frojel. (NVG Vlachernai Garrison had submitted a very comprehensive and professional registration document, in conjunction with other NVG clubs, detailing the layout of their encampment and planned activities which Keith felt justified the additional space they were requesting this year) Keith proposed a motion that the tabled layout and group allocations be passed, and Tadd seconded. Carried unanimously.
- Feast options: Keith discussed feasting options with Kryal and confirmed total seating capacity between the Castle Cabaret and the Abbey was 280. Excluding NVG who will be making their own arrangements for the evening meal we have 278 people registered to stay on the Saturday evening. This means that the buffet would no longer be required as the two venues are able to accommodate everyone. Keith presented a list of which groups would be seated in which venue and proposed that this be passed, and Rob seconded. Carried unanimously.
- Keith presented to the committee a proposed schedule of events for the Saturday and Sunday. After discussion the Samurai activity was removed as they had requested to hold their activity in their encampment as they did last year. The skill at arms and Australian Medieval Combat events were extended by 10 minutes each to accommodate. Keith put forward a motion that the schedule of events be passed, and seconded by Carlyle. Carried unanimously.
- As there will now be two main combat arenas, a third safety officer is needed to oversee combat on the smaller arena in the 14th century encampment. It was agreed that Safety Officers ideally should be committee members. Matt Curran agreed to take on this role pending his acceptance on to the committee. It was proposed by Keith that Matt be accepted on the committee on receipt of the relevant paperwork being forthcoming. Keith would send the membership and committee nomination forms to Matt. Proposed by Keith and seconded by Sandy. Carried unanimously.
- Merchants: Keith presented the layout for the merchants' stalls, and proposed that this be accepted. Chase seconded the proposal. Carried unanimously.
- Keith proposed that a small number of merchants be approached to donate prizes for a silent auction. It was agreed to limit this to 6 items. The auction winners would be

announced at the feast on the Saturday evening and any funds would be used by the committee to fund incidentals for future events. Keith moved that this be accepted, and Tadd seconded. Carried unanimously.

- The Medieval Fight Club have agreed to sponsor the main Timeline Festival prizes again this year with prizes being for the winner of the archery, skill-at-arms, best living history display, the best arena display, and Knatlicker best on ground (5 in total). Keith moved that this be accepted, and Tadd seconded. Carried unanimously.
- Encampments: Mark H presented a draft of an encampments map, which was approved. Keith moved that the encampment layout be accepted, and Carlyle seconded the motion. Carried unanimously.
- Passes: Only one type of pass to be issued. This means that in theory, everyone will have access to the arena, but all weapons will be checked. Different types of wristbands were considered: paper, cloth and silicon. Paper is cheapest at \$50 for 400, but while silicon is more expensive, it was considered that participants might want to keep them as a souvenir of the event. There was discussion of the matter of numbering them (Keith to investigate). Transferability was not considered to present a major issue, however Keith will add a note to the registration form to the effect that the passes are not transferrable.
- T-shirts: Tadd presented his latest designs. There was preference stated for a simpler design, particularly as fewer colours means a cheaper product. The weapons shown on the design could be presented in greyscale. The list of participating groups on the back was not popular. The inclusion of a simple two-colour shield was considered favourably. There was discussion as to whether or not to include the date. "I Survived Timeline" was a preferred caption. Suggestions included depicting two or three figures from different periods, back to back. Tadd will present further designs in due course.
- Keith asked if anyone would like to help put this year's poster together. Mikhael will take on the design.
- Expenses: Keith asked for approval to spend money on some items for setting up the encampments such as cord/rope, wooden stakes, timber for plaques, etc. to the extent of around \$150. Keith also noted if we could loan these items from committee members the money wouldn't need to be spent. Sandy offered a large amount of rope and Mikhael may be able to obtain some bunting. Keith proposed that we create some A4 size plaques at the front of each group's encampment which would say who the group was, what time period they are from, a picture of the group etc. Keith proposed that these measures be accepted, and Mikhael seconded. Carried unanimously.
- Keith presented some samples of the Feast tickets to be printed. Keith proposed that this be accepted and Chris seconded. Carried unanimously.

- A letter is to be sent out to groups confirming their registration. Keith proposed that this be approved, and Rob seconded. Carried unanimously.
- Invoices are to be sent to the merchants for the \$100 pitch fee, proceeds would be used to fund future events. Keith proposed that this be approved, and Sandy seconded. Carried unanimously.
- Kryal will provide showers, external lighting, large bins for the encampments, bricks, and water. They will also carry out mowing where necessary.
- Keith noted this year that lunch is to be provided in the Abbey. Lunch will be by allocation as it was last year. Keith will notify clubs via their acceptance letter of when their groups time slot would be
- Sandy has loaned metal files to Timeline for use at the event.

Next Meeting

The next meeting will be held on July 25th at Mark H's house (Belgrave).

Meeting Closed

The meeting closed at 4.30 p.m.

Action Points

| What | Who |
|--|----------------|
| Finalise merchandise (t-shirt) options | Tadd |
| Contact Warrenheip CFA re: parking | Keith |
| Finalise map of the encampments | Mark H |
| Design draft of this year's poster | Mikhael |
| Keith to organise wrist bands | Keith |
| Keith to send out invites and group guides | Keith |