



Timeline Festival Committee Minutes.

Saturday 21st July 2018

The meeting convened at 2.00 pm at Gordon VIC.

Present were Keith Day, Chase Day, Mark Haviland, Jarrah Stinchcombe-Wighton and Rob Powell

Apologies were received from Peter Hinchey, Mark Pountney, Chris Tosh and Sarah Tosh

Previous Minutes

There was a discussion on the orchestra performance in Melbourne with two free tickets for the Timeline Facebook page. Keith to create a post for Facebook

Rob reported on signage for Ballan and Bacchus Marsh. Bacchus Marsh want \$250 for one sign for four weeks. Ballarat may be offering four spots for free. (Rob to confirm)

Other **action points** the “Knife of Death” feature, an extension of TV’s ‘Forged in Fire’ programme, as a possible inclusion in the 2019 event. There was discussion of the possibilities of challenges.

The previous minutes were read. **Rob moved that the minutes be accepted, Jarrah Seconded.**

Correspondence

- Correspondence was said to consist mainly of people trying to sell us stuff.
- The Greeks / Romans want to update their arena time.
- Werribee Half Battery want to see if they can move their display to lunch time. As the horse events take place at this time, it was agreed that this may not be possible.
- Rob suggested delaying the start of the first performance until fifteen or twenty minutes after the castle opens, Keith proposed starting later and closing the castle later. He suggested arena events should start at 11.00 a.m.
- It was announced that the 15th Hussars want to come on board, offering Victorian horse skills, but we already have a skill at arms display.
- There was discussion of the music man, the dumpling man, and vendor applications.
- Rob raised the matter of breakfast.
- **Action point:** Chris Tosh to investigate breakfast options.
- Chase asked about feasting.
- It was reported that the Sharpshooters’ Association first aid kit is on back order.

Finance: Chase reported that the finances currently stand at \$2608.24

It was noted that quite a few of the merchants have paid their fees. Keith commented that eleven had paid the early bird rate. Merchants who have not paid by the end of July will be notified, then charged the full fee.

New Member Applications

No new membership applications were received.

General Business

- **Action point:** Chris to provide an update on sponsors, especially Greenlord. There will be sponsorship for prizes.
- It was noted that a budget of \$100 has been set aside for equine prizes.
- Matters relating to the fencing were discussed. The mesh fencing was considered ideal for the car park.
- **Action point:** Chris to get pricing for mesh barriers.
- There was discussion of reenactors as merchants, and trade blankets. The problems were confined to a small number of cases.
- The definition of a merchant (for charging purposes) was agreed upon as being someone who had a trade area of more than one square metre and one or more of the following; Signage relevant to their business, displayed price tickets on product, have / use modern equipment and are not part of a period display.
- There was discussion of Cam the blacksmith (not a full merchant) extending his stall.
- **Action point:** Chris to talk to reenactors who have been classified as merchants about pitch fees for the event.
- There was discussion of the photo stand. Rob is doing the carpentry. Mark H volunteered to do the artwork. There is to be a budget of \$100 for paint.
- Themes for the panels were proposed:
 - Knight and dragon (board oriented horizontally, with two holes).
 - Jousting knight and horse.
 - Knight and lady (two holes).
 - Viking and dragon (the Viking with braids, therefore unisex).
- Some were to be painted in mediaeval manuscript style, others, such as the Viking, in a cartoon style.

- Jarrah mentioned a book merchant who would like a pitch for next year. Chase said that since Colonial Lake Books is unable to attend this year's event, we could give him their spot.
- Keith raised the matter of committee responsibilities, and said there was a need to break up the duties to give committee members more free time.
- Chase mentioned the need for signs to tell people they can only enter the arena wearing the correct wristband.
- Rob said it was important to have a stage marshal. Keith said that was so, but they shouldn't have to stand in the sun for four hours. The responsibility has to be divided up.
- The reception desk would be the focal point for all queries and would always be manned. Everyone else would be a rover. Duties would be divided in such a way that everyone on the committee has a half day free.
- Chase said that the equine groups are well able to look after themselves.
- It was asked if it would be possible to give Cam a walkie talkie.
- Keith said the leaflets would be ready to put in the castle in September. There was to be a different "hero shot". Rob said he had sorted out some useful photos.
- Keith reported that Timeline business cards are on their way.
- The Timeline AGM will be held in November, combined with the wrap-up of the event. .
- **Action point:** Chris is to confirm what is happening about the first aid courses.
- Keith raised the question of when to shut down merchant applications. The date of August 30th was agreed upon. There was consideration of bringing it back to the end of July. A last chance email would be sent out. It was decided that merchant applications would indeed remain open until the end of August.
- Individual registration runs from August 1st to October 14th.

Meeting Closed

The meeting closed at 4.10 p.m.

Next Meeting

The next meeting is to be held on August 18th at 2.00 p.m. at Mark Haviland's house.

Action Points

Action	Who
Chris is to confirm what is happening about the first aid courses.	Chris
Chris to talk to reenactors who have been classified as merchants about pitch fees for the event	Chris
Explore pricing for mesh barriers.	Chris
Investigate breakfast options with merchants.	Chris
Try and secure some Morris Dancers for the event	Chris
There was a discussion on the orchestra performance in Melbourne with two free tickets for the Timeline Facebook page. Keith to create a post for Facebook	Keith
Rob reported on signage for Ballan and Bacchus Marsh. Bacchus Marsh want \$250 for one sign for four weeks. Ballarat may be offering four spots for free.	Rob
Provide an update on sponsors, especially Greenlord. There will be sponsorship for prizes.	Chris
Organise poster for this year's event	Keith
Organise business cards	Keith
Raise the issue of first aiders with groups and ask them to specify a contact person for their group.	Keith
Look at signage for Ballan and Bacchus Marsh	Rob