

## **Timeline Festival Committee Minutes.**

**Saturday April 20<sup>th</sup> 2013.**

The meeting convened at 3 p.m.

Present: Freda Ackroyd, Keith Day, Chase Day, Mark Haviland.

Absent: Adrien Rousset ( no apology received ).

- The minutes of the previous meeting were read, and proposed as accepted as accurate by Chase Day, seconded by Mark Haviland and carried unanimously.
- There were no matters arising for the previous meeting
- Correspondence was received from Sandy Semple in the form of a member application and request to join the committee. These were discussed in the meeting.
- Sandy Semple's application for membership was proposed by Keith, seconded by Chase and carried unanimously.
- Keith Day proposed that Sandy be made a life member of Timeline in recognition of his contribution to Timeline. Freda Ackroyd seconded, and the proposal was carried unanimously.
- Chase raised the matter of Sandy having personally subsidised previous Timeline Festivals to the sum of \$3000. Chase Day proposed that he be reimbursed in instalments as a case of "doing the right thing". Keith Day suggested that he be given five per cent of the fee for the forthcoming Timeline Festival and any subsequent festivals until the debt was cleared. Chase Day made an official proposal and Freda Ackroyd seconded. The motion was passed unanimously.
- Keith Day proposed a committee specific role be created for Sandy as organiser of groups attending timeline. Seconded by Mark, the motion was passed unanimously.
- Keith Day suggested that membership of the committee be capped at five. Freda Ackroyd made an official proposal and Keith Day seconded it. The motion was passed unanimously.
- Freda Ackroyd proposed that when a vacancy on the committee emerges, Sandy be first in line for membership. Seconded Keith, The motion was passed unanimously.

- Keith Day presented a draft contract for committee endorsement. The draft was discussed in detail and Keith proposed that the draft contract be presented to Kryal Castle management to finalise. Chase Day seconded it and the motion passed unanimously.
- On the subject of the disbursement of the fee, Keith raised the issue that the result of a previous motion regarding the bounty system had been disputed by a committee member because it was felt it had not been adequately discussed. A discussion followed about the bounty system and a further motion was proposed by Keith to again reject the bounty system. Seconded by Freda, the motion was passed unanimously.
- Chase Day proposed as an alternative, a tender by contract model as used by Blacktown Medieval Fair. It was suggested that when groups respond to the invitation to the Festival, they indicate what they will bring to the festival and their financial considerations. These would then be reviewed by the committee and Kryal on a value for money basis and groups would then be appointed based upon their contribution to the event v cost and the available budget. Freda Ackroyd seconded the motion, and it was passed unanimously.
- Freda Ackroyd will contact the organisers of the Blacktown Mediaeval Fayre to discuss their experience of the disbursement method.
- Chase Day proposed that any two members of the executive committee be able to sign cheques, but if the signatories are Keith Day and Chase Day, a third committee member was to be required to endorse the transaction. Freda Ackroyd seconded the motion, and it was passed unanimously.

The next committee meeting will be held on Saturday May 18<sup>th</sup> at 200 p.m. at 90. Terrys Avenue, Belgrave.

#### Action Points from Meeting

Action	Who
Talk to Kryal re: Talent release for photographs	Keith
Talk to Kryal Re: food vouchers	Keith
Add in to contract that Timeline will need to provide a person at the gate to sign-in re-enactors and manage insurance waivers	Keith
Enquire of Sandy whether he has a JPG of the Timeline logo	Mark
Organise web address / hosting for Timeline	Chase
Contact the organisers of the Blacktown Mediaeval Fayre to discuss their experience of the disbursement method	Freda
All committee members to register their details with the Bendigo Bank	All

The meeting closed at 5.10 p.m.