



Timeline Festival Committee Minutes.

Saturday August 3rd 2013.

The meeting convened at 2.10 p.m. at Kryal Castle, Ballarat, VIC

Present: Committee members Keith Day, Chase Day, Sandy Sempel and Mark Haviland, Fiona Anderson, Freda Ackroyd.

Absent: Emaleen Sheerin

Previous Minutes

- The minutes of the previous meeting were read and proposed as accepted as correct by Sandy Sempel and seconded by Mark Haviland.

Correspondence

- Mark reported that correspondence was limited to Timeline membership applications, and applications to participate in the Festival.
- Interest was expressed by the Lal Lal Photography Group. We have advised them of the conditions relating to photography at the event, and await their reply.
- Keith moved that the correspondence be accepted, and Sandy seconded.

Financial

- Chase reported that there was not change in the status of festival finances.

New Member Applications

- New member applications were received from Deborah Zander, Noel Lindsay, Sharon Lindsay, Kyrie Littlehales, Paul Alexander Rugs, Madeleine Howse, Kerry Hughes, Ben Hughes, Emma-Jane Hughes, Christopher Antonio, Keith Whitthread, Mark Hayes, Lee Bray Brook, Louise McNally, Nathan Eastwood, Zachary Eastwood. Chase Day proposed that these were all accepted, seconded by Freda Ackroyd, carried unanimously.
- Keith proposed some changes be made to the membership application form to capture contact details such as phone and email as well as which groups applicants belong to – No action required

General Business

- Keith reported on the ongoing discussions with Kryal Castle management. Progress is being made. Applications have been filed with the local council. On site camping has been approved. The matter of black powder is still under discussion with the council, particularly with reference to the logistics of storage and overnight. A time frame of three to four weeks to resolve the issue is anticipated. – No action required
- There has been a change to the floor layout for the festival. More parking space is needed and Kryal need space for a shuttle bus pickup/drop off point. The layout was discussed in detail. – No action required
- Keith has proposed that, due to the small number of horses proposed in applications, it would be practical to make this year's event a non-horse event, and to review the situation in future years. Sandy seconded this motion. Carried unanimously. Keith to advise Kryal.
- Keith raised the issue of Erin's email regarding the marketing of the Festival. Sandy has volunteered to investigate the possibility of photos of Greeks and Romans in a personnel carrier or similar modern military vehicle. – Action - Sandy to follow up.
- The committee discussed a possible top five attractions at the Festival. Candidates included the jousting, the period merchants, the massed battles, the knightly tournaments, the blacksmiths and other craft displays, World Wars One and Two, and the ancient Greeks and Romans. Possible slogans for the event were also discussed. – No action required
- Twenty-four groups have filled applications to participate in the event. Keith proposed that we consider each on its merits in terms of cost and what is being offered. The committee reviewed all the tender applications and approved groups that fell within the agreed criteria and would follow up on a small number of groups that were asking in excess of the budget. Action - Keith, Chase and Freda to follow up with the respective groups.
- The committee approved Keith sending acceptances to groups on the basis of cost offered per person, provided the groups provide what they have said they would. A lesser contribution by a group might result in a diminished payment being made. Action – Keith to send confirmation letter to successful groups
- Keith and Chase have taken on the job of creating the event guide for participating groups. Action - Chase to distribute to the committee for input.
- An email will be sent with the event guide. It will include a note to the effect that camping has been approved, and requesting further information on the amount of space each group requires for camping, what tents and equipment they are proposing to bring, etc. Action Keith to distribute event guide when complete and covering letter.

- Keith suggested that we set up a registration stand at the event to register attendance, ensure that everyone is covered by insurance, and that no one is registered with more than one group. This will also avoid a bottleneck trying to sign people in at the entrance.
- Chase will work on Operational Health and Safety (OHS) forms, which she will send to Sven for comment. Action - Keith will pass on to Chase Sandy's safety brief and Chase to follow up with Sven
- A discussion took place regarding insurance for the committee and for people attending without any insurance. We will need to be able to sign people up on the day for insurance purposes, if necessary. Action - Keith will contact the Australian Re-enactors' Association (ARA) to investigate offering insurance at the event and discuss with Kryal Castle management a waiver for the committee regarding public liability. Kryal itself should be able to cover us.
- The next meeting will be held at 90 Terrys Avenue Belgrave on September 7th at 2pm
- The meeting closed at 4.05 p.m.