



Timeline Festival Committee Minutes.

Sunday March 26th 2017

The meeting convened at 1.55 pm

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

Apologies were received from Chris Tosh.

Previous Minutes

Minutes of the previous meeting were read. Mark H voted they be approved, and Mark P seconded.

Financial / Account Status

Chase reported that the finances currently stand at \$2168.68.

New Member Applications

No new membership applications were received.

Correspondence

- Keith reported that there had been some minor inquiries regarding the next event. The registration process has opened. The regular merchants are expected.
- There was a discussion of the salami vendor, in particular whether he is to be considered a merchant or a food vendor. It was noted that we don't need a large number of food vendors.

2017 Event / General Business

- On the matter of Timeline's future, it was agreed that we continue. This issue was raised at the 2016 AGM when we, at that point, didn't have a venue for the 2017 event. It was agreed that we would try and secure a new venue and then meet again in March 2017 to discuss whether we continue or not. As a venue for the 2017 event has been secured, the committee voted to continue.

- There was discussion of holding an AGM in July, but it was decided to hold the AGM after the 2017 event either in November or December.
- In regards to first aid at the 2017 event, it was noted that three members of the committee had current first aid certification. Chase proposed buying a first aid kit for committee members attending as first responders, the kit would be held at the reception desk.
- Chase proposed guided tours of the encampments, as was done at the recent Ballarat Goldfields event. She said it was necessary to have someone who could interact with encampment representatives. A tour in the morning and one in the afternoon was suggested. Keith suggested tours should be capped at a maximum of fifty people.
- There was discussion of monitoring the side door at Kryal. Keith suggested using ropes to funnel people up to the reception desk.
- It was felt that we need to get on top of reception issues. Rob suggested doing the registration in the encampment area and just having someone on the re-enactment gate checking wrist bands.
- Chase proposed that Kryal / volunteers could help man the gate (Timeline to cover the any Kryal staffing cost). Keith commented that it was probably better to leave the matter for fuller discussion later. Chase said we should approach Kryal management, who may already have plans
- Chase raised the printing of brochures and posters. There was discussion of putting a promotional video on YouTube and Facebook. Keith noted that we have two hours of broadcast quality footage that we can use. A thirty second promotional clip would be very useful. Rob suggested a longer video might also be good. Rob will create draft brochures / posters / video for consideration.
- A discussion of event and activity sponsorship took place and it was decided to revisit this in full at a later meeting.
- Keith said there would be activities in the arena from 10.00 to 4.30, in half hour blocks, which left a possible eight slots after the joust and skill-at-arms. It was question of how many groups were going to want arena time.
- Chase said that we need to be critical about which events could be moved to a smaller arena, or else held in the encampments. Keith said that we don't have a smaller arena, but having a space in the encampments was feasible.

- Jarrah noted that some events look better if you are close in. There could be a display area in the middle of the encampments. Keith pointed out that there are some safety issues with this. Chase proposed a small roped-off arena with a safety officer present. This could be used by, for instance, a small group contingent. It would serve as a pressure valve to relieve the main arena. Keith added that it could also serve as a warm-up area.
- Keith queried whether merchants should be inside or outside the castle. Chase said they should be inside the castle unless they are also re-enactors.
- Keith said there had to be a clear position on advertising. Chase proposed making a poster which could be shared. Mark P said that merchants wanted bodies through the gate, as do Kryal management.
- Jarrah said a contingency was necessary in case the event proved *too* popular. At the last event at the castle, the lunch time peak saw the car park maxed out, and parking on the approach road was not a good option.
- Chase asked if it would be possible to put out a sign saying that the event was full. She said we need to promote the event, and then work out what to do if we reach capacity.
- Keith commented that this year due to trying to reduce Kryal's overhead, there was no plan for a free evening meal. Chase proposed that the Kryal management put on their normal banquet, with re-enactors admitted at a reduced rate. Keith said that it would be possible to find out how many would be interested in pre-booking. Any spaces that were left after reenactor's numbers were confirmed would be released to the public.
- Chase noted that members of the public would have a great experience as they would get to sit with re-enactors in costume.
- A discussion took place about the committee potentially being able to access the evening meal as guests of Kryal in recognition of the organising of the event but the committee were really uncomfortable with receiving any remuneration for their efforts unless all reenactors received the same.
- Rob raised the matter of the sound system. Keith replied that Timeline has one, and Kryal has one.
- Chase proposed a happy hour after the castle closes. (maybe 10% of the bar price for the first hour) – Keith to discuss with Kryal
- Rob mentioned the need for bins in the encampments. Chase proposed a skip bin by the toilets. – Keith to discuss with Kryal.

- Keith raised the issue of official Timeline tokens. Chase said they had to be non-period-specific. Keith said to get a costing, with a view to giving them to reenactors for free as an event souvenir.
- It was suggested that we get pricing for walkie-talkies. Keith said we need two cheap ones and two more high powered ones.
- Chase raised the possibility of hiring a golf buggy, but Keith said it wasn't an option inside the castle.
- Committee members' portfolios. It was agreed that it made sense to split up areas of responsibility.
 - Chris was to be responsible for sponsorship.
 - Rob would do the marketing.
 - Jarrah would be responsible for the encampments.
 - Mark P would be safety officer.
 - Mark H would handle reception.
 - Chase would be responsible for horses and other animals.
 - Keith would deal with Kryal liaison.
- The issue of volunteers was raised. It was proposed that they be given free entry to the castle and an event token.
- Chase said that where animals at the event were concerned, people would need to talk to the handlers before petting them. It was agreed that non-event animals should not be allowed in the castle, and that animals could only attend the event if they formed part of the group's re-enactment activity and had been approved by the committee in advance.

Meeting Closed

The meeting closed at 4.15 p.m.

Next Meeting

The next meeting will be held at Keith and Chase's house on Saturday May 6th at 2.00 pm

Action Points

Task	Who
Investigate cos of first aid kit	All
Create draft brochures / posters / video for consideration.	Rob
Investigate purchasing 4 x UHF radios	Keith

Investigate options for event token	All
Talk to Kryal re: putting on an evening meal for Saturday / cost	Keith
Talk to Kryal re: Happy hour on Saturday after castle closes	Keith
Talk to Kryal re: Bins at top of encampment	Keith
Talk to Kryal re: plans for reenactor gate management	Keith