



Timeline Festival Committee Minutes.

Saturday May 10th 2014.

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

Present: Keith Day, Sandy Sempel, Mark Haviland, Chase Day, Tadd Lyons, Sharon Campbell and Carlisle Coulson.

Freda Ackroyd and Fiona Anderson were absent.

Previous Minutes

- The minutes of the previous meeting were read and proposed as accepted as correct by Sharon and seconded by Carlyle. Carried unanimously.

Action Points from Previous Meeting

- No previous action points to discuss

Correspondence

- Mark reported that there had been no correspondence, and that there were no new membership applications.

Financial / Account Status

- Chase reported that there was no change to the financial status.

New Member Applications

- Mark reported that no new membership applications have been received.
- Keith said it was necessary to update the register of members, and to create membership cards.

Update on Kryal / 2014 event

- Keith reported that he had met with Moorabool Shire Council along with Damian and Justin of Kryal Castle management to clarify the permit application process. There had been a recent change to legislation which made the application process a lot simpler. As far as Keith was aware, the permit for the August event has now been applied for, as well as the Performance in Public Places, or PPP, licence.
- It was announced that at least two more photographers have expressed an interest in covering the event. Keith noted that all photographers need to supply a copy of any images taken during the event for the use of the committee as marketing collateral.
- Sandy suggested that there was a need for approaching the SCA people from the eastern side of Melbourne, as those in the east and those in the west don't appear to talk to each other very much. There was some concern that recent meetings lacked representation for the SCA and Keith proposed that the committee approach the Kingdom of Lochiel for representatives, and Sandy said he would talk to the two Matts.
- There was discussion of the matter of canons at the event. The Shire Council requested as part of the permit conditions that all activities (with the exception of encampments) take place inside the castle walls, while Kryal Castle would prefer any canon firing to take place outside of the castle grounds. The committee agreed that the matter should be left to Kryal management to sort out. If Kryal are happy for canon firing to take place outside of the designated permit areas they can arrange that with groups directly, otherwise the canons will simply be used for a static display. It was noted that the committee generally supported the idea of canons at the event and recognised their draw factor but Timeline Festival Inc. were not keen to be the instigators of any breach in the permit conditions. The feeling was expressed that we might want to forego the use of canons altogether until the event is better established, and to stick with the things we know we can manage. Keith proposed a motion that we establish what canons (if any) will be at the event and let Kryal decide on how they want to manage this. Carlyle seconded it and the motion was passed 6/7.
- It was decided that we need to get the green light as soon as possible for sending out registration information. Damian must be notified that we are about to begin this process.
- We need to be able to draw up a timetable as soon as we know who is going to be attending, and to lay out a spreadsheet in time for the next committee meeting. Delegating of roles needs to begin soon.
- It was agreed that Keith take on the role of event manager, with Tad as his assistant.
- It was agreed that Carlyle take on the role of safety and risk officer.
- There was discussion of what is going to happen at the re-enactors only day on the Friday of the event.

- There was discussion of setting a certain minimum standard of historical authenticity.

General Business

- Keith raised the issue of committee positions. Mark Poultney of Ballarat living History has expressed an interest in joining the committee, and Freda and Fiona have been absent from recent meetings. Keith contacted Freda during the meeting, and she confirmed that she would be happy to stand down. Keith accepted Freda's resignation and suggested that Freda be kept in the loop as a potential helper during the event if she was able to assist. Keith proposed Mark Poultney be accepted as her replacement on the committee, and this was agreed to unanimously.
- Tad presented his proposals for a new logo, promotional material, etc. It was felt that in some circumstances some of the designs may need to be simplified. It was proposed by Keith that the existing logo be retained for association business and Tadd's new design form the creative for any festival event communication. Seconded by Chase and carried unanimous. Tad will produce the finished brochure.
- The next committee meeting is to be held on **SUNDAY** June 8th at 2 p.m. at Sandy's house
- The meeting closed at 3.40 pm

Action Points

What	Who
Update the register of members, and to create membership cards.	Keith
Put together initial draft of event information for consideration	Keith / Tadd
Sandy to contact SCA to try and recruit additional committee support	Sandy
Contact Kryal with a view to sending out registration packs	Keith