



Timeline Festival Committee Minutes.

**Saturday November 4th 2017
(Meeting 1 of 2)**

The meeting convened at 2.10 pm

Present were Keith Day, Chase Day, Mark Haviland, Jarrah Stinchcombe-Wighton, Chris Tosh, Mark Pountney and Rob Powell. Also attending was Peter Hinchey of Military Equitation Australia (MEA).

Previous Minutes and action points from previous meeting:

The minutes of the previous meeting were read. There were no action points. Chris Tosh moved that they be accepted and Mark P. seconded the motion.

Finances: Finances stand at \$2858.31. This is up about \$500 on last year's event.

New Member Applications

There were two new member applications, from Peter Hinchey and Rob Hathaway, both of the MEA. Peter was present, and his application was unanimously approved. Keith proposed holding over Rob Hathaway's application until he is able to be present. Chase introduced Peter to the committee.

Correspondence

Mark H. reported no correspondence. Keith reported some general correspondence, but none actionable.

2017 Event / General Business

- Chris read his first aid report from the event. He said he had spoken to HMB about the unusual number of casualties at this year's event. The root cause was given that HMB does not have a PPP permit for swords, so resorted to using axes instead. They are taking steps to obtain their sword exemption.
- There was also the matter of a member of the public being hit by a flying tent post. The Fyrd have been asked to submit a report on the incident. Keith commented that the wind speeds recorded were the highest for the Ballarat area in October.
- Chase expressed thanks to Chris for his sterling work as first aid officer. Also Sarah and Michelle Herbert and her dad.

- It was also noted that the police were present at the event and wish to be informed in advance so they can visit next year's event also.

Meeting Closed

The meeting closed at 2.40 p.m.

Action Points

Task	Who



2017 Annual General Meeting Minutes

Saturday November 4th 2017.

The meeting convened at 2.40 pm at Mt Egerton VIC.

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

Apologies were received from Rob Hathaway

Previous Minutes

- The minutes of the previous AGM were read. Chris Tosh moved that they be accepted, and Rob Powell seconded the motion.

Office Holder reports

- **Office holder's** reports were read. (President, Vice-President and Secretary Reports in appendix)
- **Treasurer's Report.** Chase reported that at the end of FY 2016-17, the finances stood at \$2,049.81
- **The safety officer's report** was read. Chris's help was noted and appreciated. It was recorded that there were more incidents than previously, but all were resolved very quickly.
- Mark H. will submit accounts with his report to the Department of Consumer Affairs in the next few days.

Committee Size

- The committee will consist of four executive and five ordinary committee members bringing the total number of committee members to nine.

Committee elections

There was only one nominee for each of the offices, so positions remain unchanged:

- President: Keith Day.
- Vice-President: Chris Tosh.
- Treasurer: Chase Day.
- Secretary: Mark Haviland.

Committee members: Mark Pountney, Rob Powell, Peter Hinchey and Jarrah Stinchcombe-Wighton.

An interest was expressed by Rob Hathaway to join the committee although it was noted that his membership would need to be ratified before this could be considered further.

Membership Fees

- Keith proposed that the fee be kept at zero, and there be no annual subscriptions. Chase seconded the motion

Meeting Closed

The meeting closed at 3.05 p.m.



03/11/2017

2017 President's Report

Timeline Festival Incorporated

Well, another year and another event has come and gone. The 2017 Timeline Festival for many of the committee was the 5th event that we have had the pleasure to help put together, and for the most part it would have been the easiest one so far in terms of pre-event management and for dealing with issues during the event.

This year saw a return to Kryal Castle and from an event organisation perspective this certainly made life a lot easier. In stark contrast to the 2016 event, this time around we had full control again of the event and this significantly reduced the volume of work the committee had to do and greatly increased the communication between Timeline and the venue.

The event didn't go without its snags, such as the water in the castle drying up and the bins not making it up to the encampment but these were minor issues and easily fixable for future events. The overall feedback from the post event survey was that 86% of reenactors thought the event was either good (65%) or fantastic (21%). 90% felt that the Timeline Committee's event organisation was either good (53%) or fantastic (37%) and 100% of reenactors surveyed stated that they would be interested in attending a future event at the Castle. These are great results, although it still means we have some work to do and we will need to work through the survey responses to see what areas we need to focus on for the next event.

In terms of recognition, the event wouldn't have been anywhere near as successful without the support of the re-enactment community who gave up their time to put on a

truly awesome display. The arena activities and period encampments were all of a very high standard, certainly a set-up from previous years. The terraces were bustling with activity and it was great to see so many clubs with public displays, crafts people at work and educational sessions happening.

My thanks also extends to the merchants and the sponsors for their support. It was good to see so many different merchants at this year's event and it certainly added to the overall atmosphere of the event.

Thanks, as always, to Kryal Castle for providing a fantastic venue. It was somewhat awkward having to ask the Castle to host Timeline again after our move the previous year to Bannockburn but it was certainly good to be back there again this year. Working with Phillip Leitch and Melissa Dimond is one of the easiest things I have to do as President and it's always a pleasure.

And finally to the Timeline Committee without whom none of this would happen, I thank you all for your commitment, patience and loyalty. It's often a thankless job and to have to give up an event to carry out committee duties when you could be down in the encampments with your groups, I know is a tough call, but every year you step up and make Timeline happen. Each and everyone one of you has made a significant contribution to Timeline and should be applauded.

Chris Tosh (VP), without your support across the weekend I'd swear I'd go insane. From tending to first-aid incidents in the HMV arena to trying to get water pumps working and dealing with flying tents you just seemed to be everywhere.

Chase Day (Treasurer), thank you for a great job managing the skill at arms and our

finances this year. Having someone taking responsibility for the equine events really makes a difference especially as the SAA is one of our major show case events.

Mark Haviland (Secretary), thank you for all your support during the year managing my ramblings and converted those in to minutes. Your help on reception during the event is invaluable and much appreciated.

Mark Pountney and Jarrah Stinchcombe-Wighton, your support as Safety Officers is critical to the success of the event. It's probably one of the more difficult jobs having to stand out in the sun watching everyone else having fun but without you we leave ourselves exposed and your professional approach to this task has kept us incident free event after event.

Rob Powell, your support on reception is greatly appreciated, having the morning slot on Saturday means you get to deal with the chaos and knowing that you have this under control removes a massive headache for me.

The 2018 event will be the 5th two day event (the 2013 event being just one day), we will have the usual challenges to face getting this up and running but with the committee's continued support and the support of the re-enactment community, this could well be the best one yet. Let's make it happen!!

Keith Day

President
Timeline Festival Inc.

Vice Presidents report

Timeline 2017 27th October – 29th October

Chris Tosh

I'd like to start with a big thankyou to the timeline committee and a special thankyou to Keith Day for all your hard work and dedication, every one of you did a great job and it was a pleasure to work alongside you all leading up to and during the event.

I'd also like to thank Kryal Castle for their help and the use of their venue, without them the 2017 event would not have been possible.

Over all I felt the event was a great success and an improvement on previous events, we have some points to work on that I will touch on later. Overall the event ran smoothly from an operational point of view, with very few issues and those that did come up were minor, not detrimental to the event and were dealt with quickly.

We had good numbers on reenactor turn out even with some groups pulling out last minute, and all the living history displays looked great overall. The HMB arena was a highlight for the public and I felt we had more public through the displays this year. I didn't get to see a lot in the main arena but what I did see looked good.

While overall parking space was not an issue this year with us having 3 carparks plus an overflow into the east side paddock, how and when these parking spaces was used was an issue.

Reenactor parking and modern camping filled up fast due to timeline underestimating the amount of space that would be required for that, we also had issues with reenactors and merchants parking in the main castle car park and completely blocking access to the second car park located at the entrance when that car park was nowhere near full, maybe 20 cars were in there. Car park management is something we will need to work on at the next event, I have taken steps toward this already, being the SES and early signs are good that they may help.

Food was an issue this year, I feel this was mainly due to some food merchants pulling out, I think next year we try to attract more food merchants to allow for some not attending, we should also try to look at the pricing of the food, while we can't dictate to the merchants we can try to get ones offering cheaper options.

Access to potable water was an issue, the castle failed to make access available at the top of the encampments like previous events and ran out of water themselves, the later was caused by someone pulling the plug on their water pump and also, maybe a different person, opening a valve on the water tank draining it. My guess is someone wanted power and used the pump power outlet, the castle said while not ideal this would not have caused so much issue had it been plugged back in. In the future we need to make it clear that things like this

are not to be done.

There was a severe lack of bins, again this was a failing on the castle's part, but I have been told the castle have remedied this for future events.

There was a first aid incident on the Sunday afternoon involving a member of the public, I do not believe there to be any serious injury but if anyone, being it a witness, insurance company or anyone else, contacts any member of the committee about the incident in any format including conversation, do not say anything about the incident or give any opinion, direct them to contact Keith Day immediately.

We had a large number of first aid incidents with HMB, I discussed this with them and it was a result of a rules change imposed by AMC banning the use of swords, meaning only axes could be used and due to the nature of axes imparting more force into a smaller area this accounts for the increased number of first aid incidents. This should be remedied by the next event with HMB becoming incorporated and obtaining a group exemption for sword use which they are in process of doing.

Due to the size and nature of our event I recommend we look at getting St John's or an equivalent entity to run first aid at subsequent events, I suggest also that if there is a cost to this we go to the castle and look at having that cost shared by both Timeline and Kryal.

Chris Tosh

Vice President

Timeline Festival Inc.

Timeline Festival Committee

Annual General Meeting 2017.

Secretary's Report.

This year I took on slightly more of the email traffic which has previously been fielded by Keith, and consequently got a little more of a feel for some of the issues that have cropped up over the year. For instance, having become more aware of bowyer Snoopy's PTSD problems, I made a particular point of seeing to it during the event that he was okay, and made a bit of a friend in the process.

Other than that, it has generally been business as usual. Once again it has been a pleasure and a privilege to work alongside my fellow committee members in putting together another excellent festival.

Mark Haviland.



Timeline Festival Committee Minutes.

Saturday November 4th 2017
(Meeting 2 of 2)

The meeting convened at 3.05 pm

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

Previous Minutes and action points from previous meeting:

The minutes of the previous meeting were read. There were no action points. Chris Tosh moved that they be accepted and Mark P. seconded the motion.

Finances: Finances remain at \$2858.31.

New Member Applications

There were no new member applications.

Correspondence

There was no new correspondence.

2017 event review / 2018 planning / General Business

- Chase proposed that with new committee members, at future events there should be four safety officers, each officiating for half a day. Mark P. would oversee safety.
- Mark P. raised the matter of safety officers spending a lot of time in direct sunlight. Chase asked if it was possible for safety officers to have a marquee or some sort of sun protection.
- Mark P. raised the issue of malfunctioning radios. Chris said he was already dealing with the matter.
- Chris said there needed to be a unique frequency for the radios.
- **Post-event survey:** Survey monkey has been upgraded. There were 57 re-enactor responses. Most favourable responses went to the encampments and the committee. Worst comments were reserved for the venue facilities. Ratings were down a little bit on last year, but a hundred per cent said they would return next

year.

- Grievances related to the toilets, the lack of shade, the lack of water, the lack of bins, and the cost of entry.
- There was discussion of the possibility of erecting shade over the grandstand next year.
- Jarrah noted that the portaloos were really good.
- Chase stressed the need to focus all the merchants in one place. It was agreed that there was a need to consider the quality of the merchants. Also location: merchants to be located inside the castle, food vendors outside. Chase said it was important to manage better the merchants in the encampment area, e.g. the LARP girl selling mass produced goods. A few considerations were proposed.
- Keith said there were problems when a merchant was part of a group. There was an issue with the payment of merchants' fees.
- Keith reported that a member of the public drove through the encampment ropes at 2 a.m., ripping star pickets out of the ground.
- Chase said more solid barriers were needed.
- Chase also said that Timeline could donate to the SES in return for help with parking.
- Rob said that if the Lions did the parking, we could give them a stall to do bacon and eggs for breakfast.
- Keith suggested that HMB might want to consider providing their own first aid at the next event.
- **Action point:** Chris is to be reimbursed for first aid supplies he used.
- **Action point:** Chase proposed having a first aid kit at reception. Michelle is willing to help.
- **Action point:** Chris will look into first aiders, St. John's Ambulance, etc.
- **Merchants:** A number of merchants pulled out at the last minute. Keith proposed an 'early bird' payment.
- Chase commented that printed materials could be printed out by a local business to reduce stress on the committee running up to the event.
- **Encampments:** Keith noted an early shut-down, due to the weather. Some people were already packing up at noon on the Sunday, including bringing cars into the encampments.
- Chris suggested closing the re-enactor parking during the event.
- Keith said people would have to either walk their gear to the car, or leave before 9 a.m. on the Sunday. He also discussed rejigging the encampment layout.
- Chase suggested having a "food court" with hay bales to sit on.
- **Event guide:** It was thought that the guide needs refreshing. (Chris to review)
- The process for PPPs should be kept separate from the general event guide. There should be an appendix referring to firearms.
- It was thought that the arena times needed tweaking, as there was no point in starting when there were no people watching. It was thought that the start might

be deferred a little, and possibly the archery made shorter.

- **Media:** Channel Nine was there, and we didn't know.
- **Action point:** The committee should be briefed on what to say to the media. There should be a media pack with essential talking points.
- **Action point:** Keith said he would talk to promotions people.
- Keith said we probably reached between 200,000 and 300,000 people with our advertising.
- **Action point:** Committee roles should be re-examined.
- **Action point:** Chase suggested that we acquire tubs for storing equipment, and raised the possibility of storing gear at the castle.
- There was discussion of the date for next year's event. On the Saturday, there is to be a wedding at the castle, which would mean no feast. The preceding weekend was considered, but rejected.
- Rob proposed a fourth colour for wristbands. There was discussion of wristbands, including their durability. Chris proposed more subtle colours. Rob said we should have more yellow bands next year.
- It was also felt there should be more tokens.

Next Meeting

The next meeting was set for February 24th, 2018, at Chris's house in Deer Park, at 2 p.m.

Meeting Closed

The meeting closed at 4.50 p.m.

Action Points

Task	Who
Chris is to be reimbursed for first aid supplies he used	Chase
Purchase first aid kit for reception	TBC
Chris will look into first aiders, St. John's Ambulance, etc.	Chris
Create media talking points for next event	Keith
Keith to meet with marketing agency	Keith
Review event guide	Chris
Review committee roles	All
Purchase storage tubs	Chase