



## **Timeline Festival Committee Minutes.**

**Saturday June 10<sup>th</sup> 2017**

The meeting convened at 2.20 pm

**Present** were Keith Day, Mark Haviland, Rob Powell, Jarrah Stinchcombe-Wighton and Chris Tosh.

**Apologies** were received from Chase Day and Mark Pountney.

**Previous Minutes and action points from previous meeting:**

Minutes of the previous meeting were read.

- There was discussion of the matter of tokens. A design was presented to the committee. There was general approval of the griffin motif.
- Price was considered to be the central issue.
- It was agreed that there would be further investigation to find something suitable.
- The card reader is all ready to go. It synchronises with a phone.
- Current memberships were renewed, but Mark P. still has to put his in.
- The membership list is current.
- Timeline business cards were distributed to committee members.

Chris voted that the minutes be approved, and Rob seconded.

### **Financial / Account Status**

The finances currently stand at \$2138.78. (Less \$49 for the Paypal hardware and cost of business cards). Amount to be updated at the next meeting.

### **New Member Applications**

No new membership applications were received.

### **Correspondence**

- Keith said there were currently about 25 merchant applications. He said he would send the database to Chris and Mark H.

## 2017 Event / General Business

- Regarding potential sponsors, it was proposed that existing Timeline merchants be approached first.
- Rob presented his design concepts for the leaflet. Photos were taken from the Timeline hard drive. Keith said he would get specifications for banner ads. There was discussion of posters, and some changes were suggested.
- There was discussion of concepts for a fold-over leaflet. Keith proposed some alterations. There would be one leaflet to promote the event beforehand, and another for distribution on the day, which would include the names of sponsors.
- **Rob will need to be informed about Timeline fonts.** The Photoshop files will have them.
- Rob mentioned that Channel Nine's 'Today' show does weather reports from different places.
- **Keith will send Jarrah the layout for the 2015 encampments.**
- Jarrah discussed the location of the secondary arena. Keith mentioned there was potential for a warm-up space in the Vlachernai encampment.
- Keith said it was the aim to close group and merchant applications by the end of July. Certainly, groups would have to be finalised by the end of September. It was agreed that Mark H would monitor food vendors, and reply immediately if the application was superfluous to requirements.
- Merchants would be located inside the castle and in front of the castle wall, together with the Timeline registration marquee.
- Keith said that the social media campaign would kick off in September.
- There was to be a safety briefing in late August.
- **Keith said he would discuss the evening meal with Phil at Kryal Castle.**
- Jarrah asked if we would need volunteers.
- It was agreed that the registration desk would need to be manned from about 8.00 a.m.
- It was suggested that volunteers could conduct guided tours of the encampments.

### Meeting Closed

The meeting closed at 4.15 p.m.

### Next Meeting

The next meeting will be held at Chris's house on July 8<sup>th</sup> at 2.00 pm

## Action Points

Task	Who
Keith to send 2015 info to Jarrah	Keith
List event on on-line tourism / event directories	Rob
Keith to confirm fonts to Rob	Keith
Keith to send list of merchants to Mark and Chris	Keith
Create draft brochures / posters for consideration.	Rob
Create draft video	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
Purchase some metal files	TBC