



Timeline Festival Committee Minutes.

Sunday April 29th 2018

The meeting convened at 2.20 pm at Gordon VIC.

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

Apologies were received from Mark Pountney, Chris Tosh and Sarah Murphy

Previous Minutes

The previous minutes were read. *Chase moved that the minutes be accepted, Jarrah Seconded.*

Actions and discussions from Previous Minutes

- Chase queried whether the delivery of first aid requires experienced first aiders or not. It was commented on that we need to have a well stocked first aid kit. There was discussion of having committee members trained in first aid.
- It was decided that there needs to be discussion with HMB about their own first aid. This was seen to be a general rule for all groups, that the committee is responsible only for the public, and where our resource priority lies.
- **Action point: We need to raise the issue of first aiders with groups and ask them to specify a contact person for their group. It will give us a list of emergency phone numbers.**
- Peter provided feedback on the event guide. He also discussed black powder storage. There was a discussion of licencing arrangements. All appropriate procedures must be followed.
- Chase spoke about portable ATM machines. The cost would be \$400 for the weekend, with everything covered. The machine is likely to be located inside the castle.
- There was discussion of whether we need to talk to Kryal Castle management about this matter. It was noted that the machine needs to be booked sooner rather than later.
- Keith queried whether we should look at sponsorship for the ATM.
- Chase said we could print cards for merchants, to tell customers where to get cash out.
- If we decided not to proceed with an ATM for this event, Chase suggested the merchants be approached to get their feedback about having an ATM for 2019.
- There was a discussion about potentially raising the merchant's fee to cover the cost of an ATM. There was a concern that this would make the fee too expensive. Keith said that was difficult to gauge without knowing what merchants have to pay for other events. There was

some discussion of whether our level of fees is good or bad.

- **Action point:** Keith will talk to merchants about the cost to go to other events.
- Alternative payment methods were aired. Card readers can now be got for \$50, and there is even a phone app that does the same thing.
- **Action point:** Keith will add a question to the merchants' application form about what methods of payment they accept.
- Jarrah spoke about the food handling requirements. There needs to be a food handling policy. Application to the local council is essential.

Correspondence

- Mark H. read a letter from the Victorian Police Minister, to the effect that there will be no new government fees for licenses or Populous Place permits.
- We received a group application from the Romans, who say they are bringing ten people, and want to do an arena display. They will have period camping.

Financial / Account Status

Our finances currently stand at 2192.63.

New Member Applications

No new applications were received

The 2018 Event.

- It was noted that the presence of St. John's Ambulance is not a legal requirement. There was discussion of possibly getting first aid training for all committee members. Chase said that level one training costs \$100, and level two \$130.
- **Action point:** Pricing for courses needs to be sought. Keith and Peter will look at getting courses through uni/work. It was considered that two other committee members might do courses the following year.
- **Action point:** Chase will look at refresher courses.
- Signage: Rob is writing to Ballarat Council for approval. There are four different locations around the city. It is not necessary to finalise the artwork yet, council approval comes first.
- Signs need to be put up in early September.
- **Action point:** Rob will look at signage for Ballan and Bacchus Marsh.
- There was a general discussion about potential marketing activity. Chase suggested setting up a stall at Supernova. Keith commented that Wayne at AGWA is secretary of the Rebel Alliance convention, he will talk to him to find out potential costs.
- Peter asked about posters.
- Jarrah mentioned the Ballarat Arms and Militaria show. Keith raised the possibility of tourism expos and the Lost Trades fair. Rob mentioned knife shows.
- Keith suggested doing a school visit in September.
- Peter mentioned a book on Australian axe-throwing. He said he would try to get hold of it.
- Keith said he would look into the creation of a "photo board". Another possibility would be the sort of photo booth used at parties and weddings, possibly with a logo affixed. It was

suggested that photos might be uploaded to the Timeline web page, with the committee to pick a winner.

- Chase suggested having a photographer take pictures of all visitors.
- Peter asked if it would be possible to have wristbands in colours that blend in with kit. Chase agreed that more muted colours would be good, such as black, white and brown. Keith queried the use of rubber bands for general entry. Rob thought firearms wristbands should still be red, as they were generally covered up anyway.
- Peter asked about the posters, and Rob said the pictures should be changed. Keith said there should be “hero” images, i.e., head and shoulders close ups, on the posters.
- Rob suggested different images for different posters.
- Chase added that images on other material could then be matched to the ones on the posters.
- There was discussion of ground rules on what should or should not be allowed at the event, e.g., no “stolen valour” (people wearing medals they aren’t entitled to) or portraying culturally insensitive periods.

Meeting Closed

The meeting closed at 4.40 p.m.

Next Meeting

The next Timeline Committee meeting was set for Chris and Sarah's house in Deer Park on Saturday June 16th at 2 p.m.

Action Points

Action	Who
Speak to the blacksmith about pigtail pickets and to look into obtaining storage bins.	Chris
Purchase first aid kit for reception	TBC
Create media talking points for next event	Keith
Keith to meet with marketing agency	Keith
Organise poster for this year’s event	Keith
Organise business cards	Keith
Purchase storage tubs	Chase
Talk to Sandy about bringing the museum.	Mark H
Raise the issue of first aiders with groups and ask them to specify a contact person for their group.	Keith
Talk to merchants about the cost to go to other events	Keith
Add a question to the merchants’ application form about what methods of payment they accept.	Keith
Look for pricing for first aid courses and refresher courses	Chase
Look at signage for Ballan and Bacchus Marsh	Rob