

# MICHELAGO SPRING FAIR

## COMMITTEE MEETING

### DRAFT MINUTES

**Date of Meeting:** 27 August 2018

**Minutes Prepared By:** Romney Kelly

#### 1.1 Attendance at Meeting

Romney Kelly

Leanne Pattison

Kerry Rooney

Maureen Morgan

Brent Wallis

#### 1.2 Apologies

Keith Howker

Brony Gattringer

Aleira Plath

Libby Melton

#### 2. Previous minutes moved: Romney Kelly seconded: Brent Wallis carried

Action Items	Responsibility	Status
Draft Volunteer Agreement	Kerry	Completed
Design Logo	All	Cancelled
Follow up Ticketbo for MMM online sales	Romney	Completed
Power upgrade at oval	Brent	Pending – see discussion in general business.
Romney to investigate bugler	Leanne/Romney	Completed – agreed quoted price of \$250 too high, will play last post through band's sound system instead.

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Organise Catafalque party	Romney	Pending
Update on milestones calendar and any gaps that require filling	Kerry	Ongoing
Follow up with SES about traffic marshalling	Brent	Completed
Obtain letter and insurance from Heli Surveys and confirm usage of Russell's paddock for helipad	Brent	Pending
Get quote for installation of entry posts and banner	Brent	Pending
Discuss trailer options for sheep dog display	Leanne	Completed
Investigate donuts and fairy floss	Leanne/Aleira	Pending – for fairy floss Completed - Donuts
Follow up with Ora Catering	Leanne	Completed
Investigate option for stage	Brent	Pending
Approach Marion Kelly and Leanne Thurling for scones for Devonshire tea stall	Romney/Maureen	Completed
Look for volunteers to help staff activities on the day	All	Pending

### 3. Correspondence In/Out

IN	OUT
<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

### 4. Treasurer's Report moved: Kerry Rooney seconded: Romney Kelly carried

- \$4294 in the spring fair bank account. The profits of the MMM were split and banked to both the MRCA and the RFS. Council have banked their \$850 in sponsorship. So far we have \$445 banked stallholder fees.

### 5. General Business

5.1 – Sponsorship	<ul style="list-style-type: none"> <li>All States Towing have agreed to come on board as the major sponsor of the fair at \$1250</li> </ul>
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	<ul style="list-style-type: none"> <li>Fitch Sharpening is also a sponsor at \$250</li> <li>Kerry has sent both the invoices to All States and Fitch for payment.</li> <li>Kerry has approached Elders for \$1000 in sponsorship to cover the cost of the patting paddock.</li> <li>Still awaiting response from ActewAGL.</li> <li>Kerry will approach Bendigo Bank.</li> <li>Brindabella Stockfeed were non-committal as they felt in the past they don't get good coverage from their sponsorship. Kerry was going to show them that we have a very good social media platform.</li> <li>We have a target of \$5000 at this stage.</li> </ul>
5.2 – Schedule/Project Plan	<ul style="list-style-type: none"> <li>Updated at the meeting. Looking great, thanks Kerry!</li> </ul>
5.3 – Power upgrade	<ul style="list-style-type: none"> <li>Still pending. Brent advised that we need an excavator to dig the trench.</li> <li>Canberra Switchboards have agreed to sign off on Rob's work and they will be providing a pillar switchboard to be placed along the tennis court fence.</li> </ul>
5.4 – Logo	<ul style="list-style-type: none"> <li>Jeremy is busy so it was agreed to just use the 2 logos, MRCA and RFS. Action item is cancelled.</li> </ul>
5.5 – Food Stalls	<ul style="list-style-type: none"> <li>RFS BBQ is confirmed. They are scaling back.</li> <li>Good Food Van has pulled out.</li> <li>The Woodfired Pizza Trailer has booked and paid fee.</li> <li>Ora Catering has confirmed they will do 2 curries, 1 sweet and their samosas.</li> <li>Coffee Van will do donuts.</li> <li>Cool Penguin have confirmed they are available as the ice cream van as Ray was not able to attend.</li> <li>Devonshire Teas will be done by the 2 churches. Maureen Morgan is the contact for the Anglican Church and Janet Kelly the contact for the Catholic Church. It was agreed that they would not sell coffee only tea.</li> </ul>
5.6 – Stallholders	<ul style="list-style-type: none"> <li>So far we have 12 confirmed stallholders.</li> </ul>
5.7 – Parking	<ul style="list-style-type: none"> <li>Brent confirmed that he had spoken to the SES and we would give a \$200-300 donation for their assistance with traffic parking management.</li> </ul>
5.8 – Flower Show	<ul style="list-style-type: none"> <li>Maureen will approach Julie Guicci to see if she is happy to coordinate a floral arrangement display as a part of the fair.</li> </ul>

### 7. Any other business

- Nil

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8. Next Meeting Date			
Meeting Closed	6:30 PM	Next Meeting	29 September 5pm

Action Items – 27 August 2018		
Item	Responsibility	Status
Follow up Ticketbo for MMM online sales	Romney	Completed
Draft volunteer agreement policy	Kerry	Completed
Underground electricity at oval	Brent	Pending
Logo for marketing – follow up with Jeremy	Leanne	Cancelled
Organise Catafalque party	Romney	Pending
Update on milestones calendar and any gaps that require filling	Kerry	Completed
Follow up with SES about traffic marshalling	Brent	Completed
Obtain letter and insurance from Heli Surveys and confirm usage of Russell's paddock for helipad	Brent	Pending
Get quote for installation of entry posts and banner	Brent	Pending
Advise Bruce that he can use Brent's trailer for sheep dog display	Leanne	Completed
Follow up with the Coffee Van about donuts/cupcakes	Leanne	Completed
Follow up with Pony Club on fairy floss	Aleira	Pending
Investigate option for stage	Brent	Pending
Follow up with Ora Catering	Leanne	Completed
Approach Marion Kelly and Leanne Thurling for scones for Devonshire tea stall	Romney/Maureen	Completed
Look for volunteers to help staff activities on the day	All	Pending
Approach ActewAGL, Elders and Brindabella Rural Supplies for sponsorship	Kerry	Completed
Facebook post asking for sponsors	Libby	Completed
Discuss Bar service with Cate Spencer	Romney	Pending

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Approach Bendigo Bank for Sponsorship	Kerry	Pending
Confirm Queanbeyan Pipe Band	Romney	Pending
Council DA	Kerry/Romney	Pending
Order Bins through Council	Romney	Pending
Email Kerry last year's map for DA purposes	Romney	Pending
Organise a working bee for the Sept/Oct school holidays at the clubhouse	Romney	Pending
Contact Michelago Cricket Club	Romney	Pending
Contact Brony about using Marquee and tables and chairs	Romney	Pending
Send an email to committee about moving the meeting to Sat 29 Sept at 5pm	Romney	Pending
Actively look for raffle prizes	Everyone!	Pending