

MICHELAGO SPRING FAIR

COMMITTEE MEETING

DRAFT MINUTES

Date of Meeting: 16 July 2018

Minutes Prepared By: Libby Melton

1.1 Attendance at Meeting

Romney Kelly
Libby Melton
Kerry Rooney
Maureen Morgan
Brent Wallis

1.2 Apologies

Keith Howker
Brony Gattringer
Aleira Plath
Leanne Pattison

2. Previous minutes moved: Romney Kelly seconded: Libby Melton carried

Action Items	Responsibility	Status
Draft Volunteer Agreement	Kerry	Pending
Design Logo	All	Pending –Leanne to follow up with Jeremy Mears.
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

MICHELAGO SPRING FAIR

COMMITTEE MEETING

		system instead.
Organise Catafalque party	Romney	Pending
Update on milestones calendar and any gaps that require filling	Kerry	Ongoing – Kerry has drafted and will do overarching management, people will need to volunteer to fill gaps where needed. Kerry to bring calendar to next meeting.
Follow up with SES about traffic marshalling	Romney/Keith	Pending
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	Pending – Brent happy to lend Bruce his trailer. Leanne to advise Bruce.
Investigate donuts and fairy floss	Leanne/Aleira	Pending – Pony Club still unsure of availability of the fairy floss machine, Aleira to follow up. Leanne to confirm with Jane Tracy that she can provide donuts at her coffee van.
Follow up with Ora Catering	Leanne	Pending – Libby to send Ora a message on Facebook to follow up registration form and payment. Romney to provide contact details to Leanne.
Investigate option for stage	Brent	Pending
Approach Marion Kelly and Leanne Thurling for scones for Devonshire tea stall	Romney/Maureen	Pending
Look for volunteers to help staff activities on the day	All	Pending

3. Correspondence In/Out

MICHELAGO SPRING FAIR COMMITTEE MEETING

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

4. Treasurer's Report moved: Romney Kelly seconded: Libby Melton carried

- Around \$5,855 in the joint MRCA and RFS account, MMM generated around \$2,500, online ticket sales have come through as well as Council sponsorship money for MMM, agreed MMM money to remain in account and split of all funds be done after Spring Fair.

5. General Business

5.1 – Sponsorship	<ul style="list-style-type: none"> • Keith has no confirmed sponsors at this stage, All States Towing should come on board again but unsure at this stage for how much. • Kerry to approach ActewAGL and ask for \$1,000 to cover cost of music. • Council sponsorship application is in. • Kerry to approach Elders Insurance again and look to possibly get \$1,000 to cover getting a professional patting paddock in. • Brent has confirmed Asset Hire as a sponsor to provide temporary fencing for the event. • Libby to do a Facebook post in the Spring Fair event asking for sponsors. • Kerry will approach Brindabella Rural Supplies.
5.2 – Schedule/Project Plan	<ul style="list-style-type: none"> • Kerry has drafted a schedule/project plan outlining jobs and due dates. No changes at this stage, agreed that the project plan should be brought to each meeting.
5.3 – Power upgrade	<ul style="list-style-type: none"> • PK has won the tender for the installation of the rope playground and will excavate for the power at the same time, so should be in the next couple of weeks and will cost at most \$300. • Romney to draft a letter to Capital Commercial Switchboards asking for possible sponsorship in the form of a waterproof switchboard box. • Still looking into placement of underground cables, Brent to talk to Will Kelly, Dial before you Dig and Sprocketts to get a clearer idea of placement
5.4 – Marketing/Logo	<ul style="list-style-type: none"> • As per action items – Jeremy to provide, Leanne to follow up.
5.5 – Food Stalls	<ul style="list-style-type: none"> • RFS BBQ confirmed. • Good Food Van (Indonesian food from Braidwood) confirmed. • Coffee Van booked and happy to provide donuts/cupcakes. • Ice Dream Van confirmed.

MICHELAGO SPRING FAIR

COMMITTEE MEETING

	<ul style="list-style-type: none"> Ora Catering has asked to attend to serve Indian after attending MMM, Leanne and Libby to follow up. Leanne to ask about their other catering options as they appear to do things like caramel slices and tarts, they may do more than just curry. Discussed the committee providing a Devonshire tea stall Have been approached by a stall wanting to do wood fire pizzas, committee agreed this would be a good, quick and family friendly option to include and would allow the RFS to scale back on their options to allow them less stress and free up more volunteers to help elsewhere on the day. Suggested RFS just do sausages and steak sandwiches with egg and bacon rolls until 12pm. Brent to raise this suggestion at the next RFS meeting. Romney advised that a new bar option will need to be sought as Lucas has moved back to Newcastle. Can apply to get a liquor license to serve ourselves but would need to find people with RSAs to serve. Cate Spencer is a possibility, Romney to investigate.
5.6 – Stallholders	<ul style="list-style-type: none"> Facebook promotional posts for stallholders have generated a lot of interest. We have had numerous emails requesting information and permission to attend. Agreed that our limit for stallholders will be 60.
5.7 – Parking	<ul style="list-style-type: none"> Romney to follow up with SES about providing traffic marshalling

7. Any other business

- Nil

8. Next Meeting Date

Meeting Closed	6:30 PM	Next Meeting	27 August, 5:30PM
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Action Items – 16 July 2018

Item	Responsibility	Status
Follow up Ticketbo for MMM online sales	Romney	Pending
Draft volunteer agreement policy	Kerry	Pending
Underground electricity at oval	Brent	Pending
Logo for marketing – follow up with Jeremy	Leanne	Pending Contact with JM 4X. No result yet. LP

MICHELAGO SPRING FAIR COMMITTEE MEETING

Organise Catafalque party	Romney	Pending
Update on milestones calendar and any gaps that require filling	Kerry	Pending
Follow up with SES about traffic marshalling	Romney/Keith	Pending
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	Pending Done: BW will leave trailer my place; Bruce will collect, get sheep from Cooma. LP
Follow up with the Coffee Van about donuts/cupcakes	Leanne	Pending Done: Coffee and doughnuts LP
Follow up with Pony Club on fairy floss	Aleira	Pending
Investigate option for stage	Brent	Pending
Follow up with Ora Catering	Leanne/Libby	Pending Done: 2 curries, samosas, 1 sweet. LP
Approach Marion Kelly and Leanne Thurling for scones for Devonshire tea stall	Romney/Maureen	Pending – Is this included in 'Food'? LP
Look for volunteers to help staff activities on the day	All	Pending
Approach ActewAGL, Elders and Brindabella Rural Supplies for sponsorship	Kerry	Pending
Facebook post asking for sponsors	Libby	Pending
Draft a letter to Capital Commercial Switchboards	Romney	Pending
Discuss Bar service with Cate Spencer	Romney	Pending