



2013 Djerriwarrh Festival Advisory Committee

MEETING MINUTES

Date: Monday 2 September 2013

Time: 6.30pm

Venue: Civic Room 1 & 2, Melton Civic Centre, 232 High Street, Melton 3337

ITEM 1 – WELCOME

1.1 Open and welcome members

- Deputy Chairperson Barry Agg chaired the meeting at 6.30pm.
- Kristina McMennemin introduced Annetta Latham, Events & Culture Coordinator (Maternity Leave replacement). Kristina will be taking maternity leave from 20 September and thanked the committee for their ongoing support of the Djerriwarrh Festival.
- The committee introduced themselves and welcomed Annetta to the Meeting.

ITEM 2 – ATTENDEES / APOLOGIES

2.1 Attendees: Barry Agg, Phil Smith, Tracy Spiteri, Barry Leslie, Kelly Busuttil, Louise Robinson, Helen Fowler, Janet Stewart, Heidi Taylor (HT)

2.2 Apologies: Ian Stewart, Cr Ramsey, Karen Wright, Teresa McLeod

Non Attendees:

ITEM 4 – MINUTES FROM THE PREVIOUS MEETING

Amendment: Amendment to previous minutes to reflect Phil Smith, not Phil Stewart.

Moved: Barry Leslie

Seconded: Phil Smith

ITEM 5 – BUSINESS ARISING FROM PREVIOUS MEETING

- Discussion on Trophies to carry over to next meeting in the absence of Karen Wright.

5.1 Marketing Collateral Review

- HT presented the outcomes of the design submissions for Djerriwarrh Festival marketing.
- Discussion was held regarding colour options. View is that the submission is not colourful enough as discussed at previous meeting. HT to discuss with designer regarding greater colour contrast.

5.2 First Aid/Fireworks contractor

- Quotes received for First Aid. HT to lock in Event Aid for the provision of first aid for the event.
- Preferred fireworks contractor is the same as last year (provided their Risk Assessment and third party passes Council's revised Risk Strategy).

ITEM 6 – FESTIVAL THEME....*Celebrate*

6.1 Street Parade Entertainment

- HT advised that all Street Parade entertainment has been confirmed and locked in.

6.2 Street Parade (trophies)

- As per Item 5. Held over to next meeting. HT to follow up with Karen Wright.
- Judging discussed – Mayor, Committee Chairperson and Melton City Council Citizen of the Year 2013 (Danny Conlon). HT to follow up contacting Danny regarding judging.

6.3 Marketing Collateral

- Discussed at 5.1.

6.4 Entertainment and activities

- Car Show expecting up to 200 cars. HT continues to engage with organiser.

ITEM 6 – FESTIVAL THEME....*Celebrate*

- Showcase Ring programming completed.

ITEM 7 – GENERAL BUSINESS INCLUDING CORRESPONDENCE

7.1 Applications update.

- Applications closed for Street Parade. 30 received. Numbers are down however expecting late entries. Late applications have been received.
- 43 Food Vendor applications received for 16 sites. HT to email committee to review those recommended by Council for inclusion based on cost, variety, local etc.
- 36 Market Stall applications received. Still receiving late applications.

7.2 Djerri School visits

- Barry Leslie advised that Karen Wright has rostered 6 schools.
- Barry Leslie and Helen to assist with visits.

7.3 Contractor Quoting

- HT advised that all primary contractors are not locked in:
 - Toilets (currently out to quote)
 - Fireworks (pending confirmed revised Risk Assessment procedure)
 - First Aid (Event Aid now confirmed)

7.4 Site Layout (site maps)

- HT to undertake site layout inspection now that Market stall applications are closed.

7.5 Sponsorship update

- HT continues to sell sponsorship. Proving difficult given current economic climate. HT to update committee at each meeting.

7.6 Event Management Structure

- Event management structure emailed to all committee members and all members now allocated to positions on the day.

Other

Parade Marshals

- 21/40 marshals have been confirmed. HT to approach tertiary institutions seeking Event & Management students to participate.
- HT will approach Friends of Toolern Creek for volunteers.

Around the Table

- HT to discuss and review program order for the main stage with Mayor.
- Confirmed that all Committee members on site at the conclusion of the evening will be required to assist on oval during the fireworks.

ITEM 8 – NEXT MEETING

8.1 Monday 7 October 2013, Civic Room 2

ITEM 8 – MEETING CLOSE

Meeting closed at 7.40pm