

**FURNEAUX ISLANDS FESTIVAL SPECIAL COMMITTEE OF COUNCIL
UNCONFIRMED MINUTES**

DATE: Wednesday 13 November 2019
VENUE: Flinders Council Office
COMMENCING: 3.45pm

PRESENT:

Sandro Donati	Furneaux Community Arts Representative
Sammi Gowthorp	Community Development Officer (Chair) (via phone)
Judy Jacques	Furneaux Museum Representative
Andrew Killengray	Community Representative (via phone)
Mick Rose	Flinders Island Business Inc. Representative
Vacant	Community Development Officer

APOLOGIES:

Nil

STAFF IN ATTENDANCE:

Vicki Warden Executive Officer (minute taker)

CONFIRMATION OF PREVIOUS MINUTES

Moved: S Donati Seconded: J Jacques
 That the minutes of the 30 October 2019 meeting be confirmed as a true and accurate record.
 CARRIED

AGENDA ITEMS

1. Chair of Meeting

Council appointed Sammi as chair at the 24 October 2019 council meeting.

2. Business arising - report on actions

Sandro to ask Maxine to put her comments in writing to Council re willing to be part of the Festival if the Community BBQ Day was held at FIAAI).

Sandro contacted Maxine and advised FIAAI to address her comments to Council.
 Sandro also let A/Mayor David Williams know the same information.

Heidi to confirm in writing approval to book musicians. done

Sandro to notify musicians.

Sammi to finalise contracts and booking.

Confirmation provided, musicians booked and contracts signed. The Band will arrive 11.30am Friday and Neil Murray arrives 3.00pm Friday. Band only needs one microphone, which they will bring with them, and no fold back required. Excess baggage for instruments will be costly.

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Action: Sandro and AK to source on-island instruments and equipment for the use of musicians in order to reduce excess baggage.

Sandro to promote Friends of the Furneaux Islands Festival and organise collection of donations.

Discussion on how to collect donations and pay them to Council. Sammi informed the Committee that at the 19 November council meeting the Terms of Reference for the Committee will be reviewed by Council. If approved, the Committee will no longer be able to fundraise, however the Committee will be able to seek sponsorship and donations. Sammi presented a draft sponsorship brochure which the Committee agreed to change to a supporter's brochure. Sponsorship and donations can be paid in person or over the phone at Council's front office. All financial support received will go toward the cost of the Festival in general – donations cannot be specifically allocated. Sandro notified the Committee that he had a sponsorship form from Bendigo Bank.

*Action: Sammi to finalise supporter's brochure and promote.
Sammi to let accounts and front office staff know to expect donations.
Sammi to complete Bendigo Bank sponsorship form and lodge.*

Sammi to contact the Emita Hall Committee for confirmation on whether they would be participating in the Festival.

Sammi confirmed that the Emita Hall Committee will be putting on the Emita Sports Day as part of the Festival.

Sammi to advertise for proposals (other events wanting council support) as soon as possible in Island News and on Facebook.

Sammi has created an ad for FIF Community Grants, closing on 2 December. The ad will be put in Island News, on website and Facebook. Applications for grants will come back to the Committee to decide what support will be given. Sandro reported that the Tavern is keen to hold verandah music on the Saturday night with the visiting artists. The Committee agreed the Tavern should submit a Community Grant application form for the musicians.

*Actions: Sammi to post FIF Community Grants ad.
All Committee Members to promote FIF Community Grant program and encourage applications.*

Sammi to bring options for banners to the Committee for discussion.

Ideas for banners were discussed and agreed that the banners should use the logo colours.

Action: Sammi to investigate banners.

3. Event Community Grant Process

Covered above.

Mick Rose joined the meeting.

4. Site Maps

AK has prepared preliminary site maps for the showgrounds and the museum. The museum will be set up as it was in 2013. Sammi is approaching Cate Hardman about being the chief for BBQ day.

Friday Twilight Market – planning to do food and craft start 6.00 -7.30pm, then the music. A section of the new Café in the North marque - 10m x 9m? – would be great to cover the band at the market. Sandro suggested they be approached about supplying it as sponsorship?

Action: Sandro to contact Café in the North re marque sponsorship.

5. Logo Design

Sammi presented a logo she had designed in several colourways for discussion. Committee agreed on a colourway and choice of font. Colour and B&W versions of the logo will be available for use. Colours will be used on banners.

6. Other Business

Action: Sammi to give AK the musicians' contact details and AK will contact them directly to discuss technical requirements.

As Cheryl missed the 16 October Committee meeting, she asked for an event calendar for the whole of January. Sammi detailed the events already booked in for January. Current draft event calendar will be attached to these minutes.

Next Meeting: Monday 4 December 1.00pm.

Meeting Closed 5.15pm

Action list:

<i>Sandro and AK to source on-island instruments and equipment for the use of musicians in order to reduce excess baggage.</i>
<i>Sammi to finalise supporter's brochure and promote.</i>
<i>Sammi to let accounts and front office staff know to expect donations.</i>
<i>Sammi to complete Bendigo Bank sponsorship form and lodge.</i>
<i>Sammi to post FIF Community Grants ad.</i>
<i>All Committee Members to promote FIF Community Grant program and encourage applications.</i>
<i>Sammi to investigate banners.</i>
<i>Sandro to contact Café in the North re marque sponsorship.</i>
<i>Sammi to give AK the musicians' contact details and AK will contact them directly to discuss technical requirements.</i>