

1813 Committee (Partial)

Minutes of a meeting 2.30 Tuesday 26th June 2012

Attendees; Lyn Collins, Mike O’Kane, Ian Campbell, Susie Moodie, Joan Kent, Steve Ring, Wendy Hawkes, Ramsay Moodie, Duncan Wass till 3.30, Robbie Parks, Lynda Lovegrove from 3.00.

DW outlined nature of the day based on circulated first draft. SM tabled her take on the day building on DWs first draft. Emphasised brainstorming. Discussion of dinner v reception still needs discussion/resolution. SR emphasised need to make decision asap. Agreed will be settled by end next week after next meeting 7th July. SR emphasised need for tasks and timelines list. Confirmed tentative invites sent to governor, premier and M of E.

Overall draft time line reviewed

24/25th May Mt Vic Activities Great Train W/E

Wed 28th May at Mt York (the actual day) not sure. Plaque

Thurs 29th May BLW/ John Sullivan arrival in valley can he hold for arrival 1st??

Sat 1st June Fair/Gov arrive 3.00 visit Images/ BLW arrival?/ Tors dedication 4.00/Food/ braziers/ Light show 5.30?

Sun 2nd June pm Church service? Crossings Play? Light Show? Cafe open

Discussed need for design, layout, theme re Images exhibition or even whole range of activities MO’K might be able to help. DW advised BMCC created branding doc received and needs to be considered for adoption, will circulate.

MO’K suggested events passport through schools distributed by website. WH will pick up through inter council meeting.

IC raised issue of coordination with walk. Briefly discussed that Cox’s Rd walk independent event running in parallel. Need to brief Dick Austin re timing and project plan timelines etc, DW attending.

Possibility of light show outlined. Very expensive, early days, will require major sponsorship. All sounded good. RP outlined initial assessment made of south wall of courthouse. Observed that light show would provide powerful promotion of village and provide fulcrum to pull crowds. Agreed planning needs to proceed assuming no light show. If light show late bonus, can we backfill with bonfire and fireworks? SR No.

SR stated concern about need for timeline and job allocation. Tabled Back to Hartley Planning Timeline Tool as example. WH led meeting through a process of allocating tasks and agreeing timeline with SR concurrence.

Job	Person responsible	Committed Completion Date
PR/Media Plan	Kate Miller	Mid July
Facilities requirements – stages, table, seats, toilets, lights etc	Duncan Wass	Sept
Site Plan	Duncan Wass/ Steve Ring	Sept

Performers stalls etc	Susie Moodie	Sept
Sponsorship letters/funding	Ramsay Moodie	Grants 20 th July Sponsorship July
Official Program /Run sheet	Ramsay Moodie	Jan
Risk assessment	Steve Ring	End Jan
Images exhibition	Joan Kent/ Lynda Lovegrove	See separate timeline
Police /RMS/Parking	Ian Campbell	Sept
Lighting show decision plus Police/RMA issues determination	Robbie Park	December
Dinner/ reception resolution	Duncan Wass/ Ramsay Moodie	7 th July
Schools participation	Wendy Hawkes/Fran Leighton?	July

Above probably needs refinement/further development

LC and SR both emphasised need to identify compelling argument for attendance . On leaving the event, what have visitors learnt, what is their take away memory/learning.

Briefly reviewed inspiring material JK accessed from Alan Bardsley, prospectus for film on Coks Road. Great material, they will come and talk.

Reviewed space for Images exhibition Eastern Room , Annex Room and tearoom . Front room not available used as storage. SR will look at possibility of making front room available in two months. LC measured space for considered advice to follow.