

**Tumut's Falling Leaf Festival**  
**Annual General Meeting**  
**Tuesday 18<sup>th</sup> August 2020**  
**MINUTES**

Meeting held at Tumut River Brewing Co, Cnr Capper Street and Snowy Mountains Highway

**COMMENCING AT:** 1738hrs with Sam Phillips opening and welcoming all to the Falling Leaf Festival's AGM - also advising that Evan Saunders will Chair the AGM.

**PRESENT:** Sam Phillips, Margaret Hillier, Julie Camilleri, Peter Jones, Tracey Jones, Lyndal Cass, Roger Williams, Michelle Symons, Peter Nixon and Craig Palmer

*Council Representative:* Evan Saunders (Chair)

**APOLOGIES:** Sam Lucas, Alicia Welsh and Narissa Watts

**RESOLVED:** The apologies be received and accepted.

- Moved – Margaret Hillier, 2<sup>nd</sup> – Julie Camilleri

**DECLARATION OF PECUNIARY INTEREST:** Nil

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING:**

**RESOLVED:** The minutes of the previous Falling Leaf Festival's Committee meeting, held on Tuesday 10<sup>th</sup> March 2020 be accepted and confirmed as a true and accurate record.

- Moved – Margaret Hillier, 2<sup>nd</sup> – Roger Williams

**AGM - 2020/2021 COMMITTEE:**

- Chair explained each role and committee format.

**Committee Format** – POD System consisting of Executive Members, POD Leaders and Working Groups

**Withdrawing and Change of Roles from Committee for 2020/21**

- Julie Camilleri - stepping down as Secretary but offered services to help in other areas.
- Sam Lucas, Alicia Welsh and Narissa Watts - withdrawing from Committee.

**Positions Available and Candidates** names put forward

*1<sup>st</sup>/2<sup>nd</sup> or Elected*

- |   |                 |
|---|-----------------|
| - <i>Festival Manager/Chairperson</i> – <b>Sam Phillips</b> (Julie nominated and Sam accepted)                              | Margaret/Tracey |
| - <i>Secretary</i> – NIL (yet to be filled)   | n/a             |
| - <i>Treasurer</i> – <b>Margaret Hillier</b> (self-nominated)   | Sam/Julie       |
| - <i>Sponsorship Coordinator</i> – <b>Michelle Symons</b> (Lyndal nominated)  |                 |
| – There being no other nomination, the Chair declared....   | Elected         |
| - <i>Fundraising Coordinator</i> – <b>Lyndal Cass</b> (self-nominated)  |                 |
| – There being no other nomination, the Chair declared....   | Elected         |
| - <i>Gala Day Coordinator</i> – NIL (yet to be filled)  | n/a             |
| - <i>Publicity Officer</i> – NIL (yet to be filled)   | n/a             |
| - <i>Entertainment Coordinator</i> – <b>Sam Phillips</b> (self-nominated)   |                 |
| – There being no other nomination, the Chair declared....   | Elected         |
| - <i>Festival Street Parade</i> – <b>Peter Jones</b> (self-nominated)   |                 |
| – There being no other nomination, the Chair declared....   | Elected         |
| - <i>Fireworks &amp; Stallholders</i> – <b>Roger Williams</b> (self-nominated)  |                 |
| – There being no other nomination, the Chair declared....   | Elected         |
| - Advertising for the Secretary, Gala Day Coordinator and Publicity Officer to follow on social media, newspaper and radio. |                 |

**Falling Leaf Festival (FLF) Format and Theme**

- Festival Date – 24<sup>th</sup> April 2021 – The day before Anzac Day
- Bila Park – All day festivities and entertainment
- Street Parade – 12.30pm
- Food stalls before Fireworks – starts around 6pm
- Fireworks – Bull Paddock at 7.30pm
- Montreal Theatre – Fundraiser - Comedian at 8.30pm
- Window Display Competition

**RESOLVED:** Motion put forth and accepted the 2021 Falling Leaf Festival's theme is "World's Fastest Water".

- Moved – Tracey Jones, 2<sup>nd</sup> – Sam Phillips

**CORRESPONDENCE:**

- FRRR Grant – Further correspondence and details required to determine what is left over from the grant funds. Funds are apparently held in Chamber of Commerce Trust and were used to pay the consultant for direction on revamping the brand and website.
- Snowy Valleys Council Committee Health Check Workshop - Margaret and Sam to attend SVC Session on 2<sup>nd</sup> September 2020 between 1pm and 3pm
- Kate Howarth Digital quote received for website design and hosting services
  - **RESOLVED:** That Kate Howarth Digital's quoted amount of \$1,250.00 (incl. GST) for the Falling Leaf Festival website rebranded design and hosting services to be approved for payment.
    - o Moved – Sam Phillips, 2<sup>nd</sup> – Margaret Hillier
  - Margaret to initiate payment to Kate Howarth Digital for website design and hosting services
  - Furthermore, investigate new logo designs – through Wagga and Tumbarumba designers, as well Miriam from SVC for possible contacts. Sam to contact.

**FINANCIAL REPORT:**

**Treasurer's Report:** 2019-2020 Audit prepared by Adams Kenneally White (Wagga Wagga) – Carolyn Rosetta-Walsh (auditor) – *See Attached*

Year Ending 30 June 2020  
 Income \$58,4306  
 Expenditure \$ 2,3565  
 \$55,950 Profit

Total in Bank \$74,166

Margaret advised that the cancelled event due to Covid-19 was a bonus. The Service One Alliance Bank account balance was transferred to our main account. Grants were a major boost to the Festival's bank balance, with Sponsors and 12 Stallholder's rolling over to the next festival. Recommendations were made by AKW to initial invoices.

**RESOLVED:** That the audited Treasurer's Report be accepted for the Financial Year ending June 30<sup>th</sup> 2020.

- Moved – Sam Phillips, 2<sup>nd</sup> – Roger Williams

Margaret requested AKW's invoice for the 2019-2020 Independent Audit Report be approved for payment by the Committee.

**RESOLVED:** That AKW's invoiced amount of \$1,386.00 (incl. GST) for the 2019-2020 Independent Audit Report be approved for payment.

- Moved – Sam Phillips, 2<sup>nd</sup> – Julie Camilleri
- Margaret to initiate payment to AKW – with Sam Phillips added as a bank account authoriser with existing Committee Members, Lyndal Cass and Margaret Hillier. Julie Camilleri to be removed.

**GENERAL MEETING - BUSINESS ARISING****Grants**

- VISY Grant has been received
  - Need to look at either shipping containers or storage facilities – a sustainable approach.
- Apply for more grants
  - In particular, to cover graphic design costs.

**NEW BUSINESS:** Nil**REVIEW OF ACTION TO BE TAKEN:**

- Lyndal – Facebook, newspaper and radio advertising open positions and date of meetings. EOI parties to run stallholders.
- Sam and Margaret – SVC Committee Health Check Workshop attendance.
- Traffic Control Plan – no changes needed except dates.
- Media and Professional photography – possible FRRR grant use
- Include Circus information to next month's meeting agenda

**NEXT MEETING** - Next meeting scheduled for Tuesday 13<sup>th</sup> October 2020 at 1730hrs at Tumut River Brewing Co, Cnr Capper Street and Snowy Mountains Highway.

There being no further business to discuss, the meeting closed at 1902hrs.