

**Wundowie Progress Association
Iron Festival Sub Committee
AGENDA & MINUTES**



DATE: Monday 27 August 2018

TIME: 6.30 pm

ATTENDEES: K Congdon, D Galloway, H Walling, H Begg, L Biglin, R Szlempo, D Coombs, K Towle

APOLOGIES: P Curtis, E Auld

CHAIR PERSON: Kerry Congdon / Helen Begg

SECRETARY: Kerry Congdon

MOVE TO CONFIRM LAST MINUTES AS A TRUE & CORRECT RECORD: Moved H Begg, 2nd L Biglin

ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION & TIMELINE
Update from Co-ordinators	Helen B	<u>Stallholders</u> 25 Confirmed Stallholders with additional 3 Entertainment, 7 Food Vendors, 2 Coffee vans, 2 Ice-cream trucks.	Avon Art & Mundaring Art to be contacted to see if they have artists that would be interested.
	Helen B	<u>Art</u> Exhibitors 5x Art and 1 x Iron Beast. Exhibitors 5x Art and 1 x Iron Beast.	
	Lisa B	<u>Entertainment</u> 5 Children activities – Camel rides, monster ball slide. Face painting, Old MacDonald's farm, Fun to you. The shire has been approached regarding the \$5000 that Terry advised had been put aside for the town. We are awaiting the response.	Follow up with Shire regarding funding for entertainment.
	Kerry C	<u>Advertising</u> It has been decided to go with Have A Go News and continue with the social media blasts. Posters will; be laminated for be displayed on all of the bus shelters in town and in the out skirting towns.	Posters to be bought to next meeting for members to collect and deposit at various places on their travels.
Insurance	Lisa B	We have had a few enquiries from various stallholders who simply can not afford a one of fee to cover their stall. Discussion was had surrounding this issue and it was decided that we would asses each stallholder who has not got Insurance on a one by one basis and decide whether the risk can be managed.	
Budget	Kerry C	Each Co-ordinator was asked to present the costings that they forsee for their area to be added to our budget and see where we are tracking.	
Band	Dave G	Discussion was had around hiring a band for the evening as a community celebration (4.30 – 9.30). This will require an MC for the day event. Vendors will be asked if they would like to stay for the evening and going on their response it will then be decided whether we hold a sausage sizzle or not.	Quotes to be obtained for band and MC
Site Plan	Dave G	To be decided at next meeting	
Program	Kerry C	To be decided at next meeting	
Vendors	Lisa B	An invitation for vendors to join us next year to be created and handed out on the day.	Kerry will make a magnet with 2019 date on it to go in a package for vendors.
Art Display Boards	Kerry C	It was decided to book the display boards through Perth Expo as discussed previously.	

NEXT MEETING: Monday 10 September 2018 MEETING CLOSED: 7.30 pm

SIGNED:

(CHAIRPERSON)

DATE: