

# MINUTES

## BILOELA CENTENARY ADVISORY COMMITTEE

Meeting Date: Thursday 21 March 2024  
Venue: BSC Admin Building Biloela  
Time: Meeting Opened 4:12pm

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### 1.0 Acknowledgement of Country

### 2.0 Attendees

Marion Meissner	Judy Pender	John Ramsey
Bronwyn Schultz	Arthur Osborne	Jo Murphy
Julie Watson	Graham Barnes	John Warner
Jayne Centurion		

### Attendees – via Teams

Wayne Kirwan	Kay Johnson
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### BSC Officers

Joe Wright	Brooke McCrohon	Debbie Stephenson
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### Apologies

Nev Ferrier	Casey Alsop	Jemma Smith
Venkata Peteti	Stephanie Wallace	

*Moved John Ramsey, seconded Judy Pender and carried: That the apologies be received.*

### 3.0 Confirmation of Previous Minutes

*Moved Judy Pender, seconded John Ramsey and carried: That the minutes of the Biloela Centenary Advisory Committee Meeting held 22 February 2024 be taken as read and confirmed.*

### 4.0 Business Arising from Previous Minutes

Nil

## 5.0 Correspondence

### 5.1 Inwards:

- a) Email – Bronwyn Schultz – Retailers letter for sponsorship. Bilo100 sent out with Prospectus.
- b) Email – Bronwyn Schultz – Weekend Event Flyer BSC updated and distributed for circulation (shown on screen).
- c) Emails – Various events that we’ve added to the Event Guide.
- d) Other general enquiries – have been distributed to relevant sub committees/Wayne.
- e) Email – Lion’s Club Callide Valley – response to sponsorship request – John Ramsey.
- f) Email – Biloela Hotel – Funding request – to be discussed during meeting.

### 5.2 Outwards:

- a) Email to BSC Media Team – Updated Event Guide for April 2024 edition of Focus.
- b) Sponsorship request to Lion’s Club Callide Valley for book of local family stories.
- c) Email sponsorship letter to Bronwyn’s local business contact list.
- d) Email sponsorship letter to QNP – Doug Ferres.
- e) Various in & out correspondence in response to sponsorship letters i.e. Sponsorship Forms, confirming business details, request for Tax Invoices etc.

*Moved Julie Watson, seconded Arthur Osborne and carried: That the correspondence be accepted.*

## 6.0 Agenda Items

### 6.1 **Finance Update** – Venkata Peteti & BSC Staff

- Report attached.
- Marion Meissner: When are we setting ourselves the budget allocation? There are concerns that this has not been set. We need clear direction as to where the money is going to be allocated (aside from money received via grants). Marion proposes that at the next monthly meeting our main focus is on the committee setting a budget allocation.
- The Pioneer sub-committee has not put in a cost as our local politicians will cover printing costs along with Biloela Shoppingworld.
- Judy Pender: There could be some money coming in from Lee Crane Hire – letter and prospectus has been emailed to Dan Storey.
- John Ramsey: If we have surplus / additional money, could this go towards Julie’s book?

*Moved John Ramsey, seconded Judy Pender and carried: That if we can’t get a substantial amount from Lions Club, that any funds that haven’t been allocated, go towards Julie’s book.*

- Joe Wright – Banana Shire Council has offered the Biloela Centenary Advisory Committee \$20,000 towards the event. This money is from a Resilience Grant for Flood Education. Joe advised that the committee could spend the \$20,000 however we choose.
- The only criteria, we have a stall at the Family Fun Day promoting flood education

(handing out brochures etc).

**6.2 Biloela Hotel request for funding**

- Brooke McCrohon – in response to one of the sponsors that Jamie Matheson was querying, a grant application had to be completed and approved by the organisation. These funds must be spent on specific items and acquitted accordingly.
- After much discussion, the meeting resolved that we cannot support an individual request and that a letter will be written explaining the situation to the Biloela Hotel.

**6.3 Corporate and Grant Liaison Report – Phil Casey**

- No Report provided.

**6.4 Business Liaison Report – Bronwyn Schultz**

- No report provided.

**6.5 Pioneers Liaison Report – Marion Meissner**

- Report attached.
- Three topics talk about in summary:
  1. Asked if anyone has up to date contact details for Jen Gourley as we believe some family histories have been sent to her in error. Jayne Centurion advised she had an email address and will send to the Bilo100 email address.
  2. Anglican Hall will be available for the displays, we will need to provide evidence of public liability insurance. Bronwyn to pass on the contact details of the Presbyterian Church (refer Family Fun Day Report). Meeting agreed that both churches could have a section of the halls to display the relevant churches histories.
  3. Communication and Advertising – there have been complaints that no one knows what is going on and that Facebook is not enough as a lot of these people don't go near Facebook or have email addresses. What else can we do besides Facebook and email?
    - Wayne Kirwan – Callide Valley Toyota has gifted us with \$2,000 of TV advertising which we are looking into. Wayne to get a quote within the next week or so for associated costs. Can we budget for \$5,000 for advertising?
    - Wayne suggested flyers into mailboxes. Brooke to send the Weekend Event Flyer (Publisher version) to Bronwyn Schultz

**6.6 Time Capsule Report – Arthur Osborne**

- Waiting on pricing – will keep within budget of \$500.

**6.7 Gala Ball Report – Jo Murphy, Casey Alsop, Jemma Smith**

- Fireworks – price has come back at around \$10,000. Would be a nice to have but only if we had spare money.
- Looking into wristbands and associated costs.
- Receiving quotes from different furniture places to set up lights, tables, chairs etc to provide more intimate settings around the room – for 100 centre / pods.

- Sourcing stubby holders and glasses locally.
- Ticket sales going out on 25 May.

**6.8 Family Fun Day Report – Bronwyn Schultz & Jemma Smith**

- Report attached.
- Bill's Amusements approximately \$27,500 for rides (this can be reduced).
- Books: Bronwyn Schultz: Do we want to go ahead with the print of books? It would be a minimum of 100 books, and would we underwrite the printing? Bronwyn to get quotes.
- Bronwyn hasn't had a chance to contact the Presbyterian Church – Marion to follow up on. Has it been confirmed that Rotary will help with the setting up? Judy Pender will confirm at the Rotary meeting (Thursday 21 March). Bronwyn has also spoken to Gail Rodda.

**6.9 Street Drive & Float Parade Report – John Ramsey & Wayne Kirwan**

- At this stage everything is under control. Nothing further can happen until closer to the time.
- Bronwyn: Have we let people (schools etc) know about the float parade?

**6.10 Merchandising Report – Judy Pender**

- Lillian is now doing towels, hand towels and caps.
- Bronwyn Schultz: Wayne did you look into the sublimated polo shirts?
- Wayne Kirwan: Biloela Bowls Club have just had a shirt made I don't believe that the make/style would be suitable for everyone.

**6.11 Lions Club Callide Valley – Book Proposal Update – John Ramsey**

- John Ramsey to phone Joy-Anne Kington of Lions Club Callide Valley to clarify sponsorship versus donation. Joy-Anne talks about both in her letter to Biloela Centenary Committee.
- Marion Meissner: We need to seek clarification on what the Lions Club are prepared to spend / donate.
- Marion to make contact with publishers to get a round figure, John to then follow up with Lions Club and reiterate associated costs.
- Julie Watson: We are looking at 300 plus pages.

**6.12 April Meeting Date Change**

- Marion mentioned date changed and everyone acknowledged.

**7.0 Review Action List**

- As per attached.

**8.0 General Business**

**8.1 Wayne Kirwan: Make the budget a definite for the next meeting – quotes to be provided and locked in.**

8.2 Jayne Centurion: Biloela Band, Local Vocals, to sing the national anthem and play for one hour. They are prepared to play at any time during the event, however would prefer to play at the beginning of the day. They anticipate that past members will be there on the day to play. Confirmation from Fiona Hayward that buses will be running between the two homesteads (Kilburnie and Greycliffe).

8.3 Sponsorship

1. Moura Mine grant not available until the end of the month.
2. Moore Accounting haven't made up their minds and we may not have a decision until after Beef Week.

9.0 Date of Next Meeting – Tuesday April 23, 2024, at 4.00pm.

10.0 Meeting Close – The meeting closed at 6:04pm.



# FINANCE REPORT – MEETING HELD 21 MARCH 2024

## Sponsors Flyer

Flyer has been created thanking sponsors (to date) – sent to Casey for putting on Facebook. Please let us know if any sponsors have been missed.

## Financials as at 19 March 2024

Date	Type	Particulars	Amount
14/11/2023	Donation	Megan Perrett	1,000.00
6/12/2023	Grant	CS Energy	10,000.00
15/12/2023	Sponsorship	Callide Valley Toyota	3,000.00
18/01/2024	Grant	Banana Shire Council	5,000.00
23/01/2024	Sponsorship	EDF Renewables	5,000.00
16/02/2024	Sponsorship	Batchfire	7,500.00
28/02/2024	Sponsorship	1 Maintenance & Supply Bryson Head MP member for	1,000.00
7/03/2024	Donation	Callide	500.00
<b>Total</b>			<b>33,000.00</b>

## Upcoming Payments

28/02/2024	Sponsorship	Teys Australia Pty Ltd	10,000.00
		<i>Payment to be made in June as per advice from Teys</i>	
	Sponsorship	Ergon Energy Network	500
<b>Total Upcoming Payments</b>			<b>10,500.00</b>

**Grand Total** **43,500.00**

## In Kind Sponsorship

Biloela Plumbing Works

Coates Hire

Office of Bryson Head (photocopying)

Office of Colin Boyce (photocopying)

First National Real Estate (Advertising via Digital Display Board \$5000)

Dreamcakes and Supplies (Birthday Cake x 1)

Callide Valley Toyota (Advertising \$2000)



# PIONEER LIAISON REPORT – MEETING HELD 21 MARCH 2024

## Pioneer walk

It was decided at the February meeting that this will not go ahead because no one has volunteered to drive it.

## Family histories

- Julie has over 80 and is taking contributions to the end of March.
- She has begun to format some of the shorter ones and will do formatting in April/May.
- Marion is editing some long contributions and formatting them.
- A letter has been written to contributors to explain the proposed display.
  - 3 or 4 pages per entry.
  - In **point 16, bold** in a clear font so people can read as they walk around the display.
  - A few pictures may be included.
- 3 people have offered to proofread and it is planned to use June for that.
- During June/July Julie will sort photos (see also photo display Shopping World)
- It is expected that the politicians' offices will print the final copies in August. It is also expected that Julie have access to a suitable sum to compensate her for printing and ink used in the preparation.
- The display is to be in a central location for the week before the big event; waiting for Bronwyn to confirm her contact with the Presbyterian Church for the use of their hall.
- It would be set up the weekend before the event and volunteers have to be found.

## Pioneers' museum display

- This is to be with the histories.
- Those writing histories have been asked by letter (see below) to contribute to the museum and the supervision of it if they can.
  - How should we notify others? Discussion
- I have written to the Anglican Church to ask if their hall can be used for any overflow, including indigenous contributions.

## Historical Photo display in Biloela Shoppingworld

I have spoken with management at BiloelaShoppingworld

- They are willing to cover the cost of printing photos on ordinary paper, suitable size/s with labels for display.
- They do not have a number in mind so we can keep sending as far as I understand.
- Photos may be originals or digital copies which we email to them. The general public can contribute so we need to talk about how to publicise the process.
- If people (including Julie) take originals to the office in Shoppingworld they
  - Should be in a packet with name and phone number for contacting and the photos listed on the packet in case of a mix ups.
  - Be able to be left for a few days for processing.
  - Should be collected by the contributor after processing as arranged with the office staff.
- We could have some put up in, say, June, as a pre-ad for the event, then add some each month until Sep/Oct
- Once we supply the photos, they are willing to do the display and cover the basic printing costs.
- Removal would be collectively at a date we suggest eg end of October or end of December. We could have the copies but sorting them would be our job. Discussion





## PIONEER LIAISON REPORT – MEETING HELD 21 MARCH 2024

Letter to writers of family histories.

Dear fellow historians,

This message is to:

- 1 get you up to date with the display of local history for the Centenary celebrations in early October.
- 2 ask if you can provide any historical memorabilia to add to the display.
- 3 flag the fact that there will need to be someone with the display during opening hours.

It is wonderful that you have responded to the invitation to provide a family history, and the collection is proving to be both interesting and varied. In fact, the response has been so exciting that we are having to limit the amount we can display for each history.

The plan is to mount printed copies of the histories on standing screens, in a clear font large enough for people to read as they walk through the display.

Our aim is to have 3 pages, in 16 point, bold, across a display board, with 2 histories per board. This will allow for some photos as well as the text. Please choose a clear font. Each board will look approximately like this and some will have photos.

Anderson			
Binzer			

We propose to have each family name in larger font with the histories displayed alphabetically, and the plan is to set this up in a central location (such as a church hall) the weekend before the main event, and to include any pioneering memorabilia that people can provide. Do you have any?

If you do please send a description or better still a photo, as a reply to this email, so we can plan the use of the space. National costume of the country of your family's origin would be wonderful. Perhaps you have the tools that were used to build the first family dwelling? Or an Agricultural farm deed of ownership? Also, it is hoped that representatives of pioneering families will take turns on a roster to stay with the display while it is

open for viewing during the week and the long weekend. This will be a wonderful opportunity to interact with visitors.

Now, one more thing; some of the contributions are wonderfully interesting but too long for the space we are able to provide. We are offering you the opportunity to reduce your response to 900 words or less. Clearly it is best if you do this yourselves and have control of what is included.

Please respond to this by March 31 as April is our month for checking and editing.

We do hope you are enjoying reviewing your family histories as we are enjoying reading them.

Regards

Julie and Marion





# **FAMILY FUN DAY REPORT – MEETING HELD 21 MARCH 2024**

## **Picnic Report:**

- Registered vehicle parade from town to heritage park: Callide Valley Car club meeting: Confirmed at meeting 03/03. Suggestion made to include emergency services. Contact details provided.
- Gladstone Thistle Pipe Band – confirmed participation during parade.
- Poets Breakfast: Trevor Shaw confirmed arrangements in hand.
- Poetry competition: “A tale of Biloea” suggested to hold initial judging at Biloea show Saturday afternoon between crash derby and fireworks. Select three finalists to present at family picnic day.
- Amusement rides: Bills Amusements quote provided as tabled.
- Cake cutting, Possibles & Probable’s: Betty Perry; Rosemary Munroe; John Hooper; Joan Corfield; Richard Tan
- Rubbish collection: Col Neville Biloea Lions will take responsibility for rubbish management and recycling.

## **To be addressed:**

- Local club to take care of parking
- Finalisation of auction items
- Invitation to emergency services to join parade
- Follow up final quote from Biloea Party Hire – confirm name for quote.
- Dump cost – Council fee
- Arrangements and organisation of Poetry competition.

## **Friday night:**

Email sent to RSL; Settlers; Bowls Club; Biloea Hotel; Commercial Hotel inviting participation in Friday night: “Party all over Town”.

## **Saturday:**

Email sent to: Simmons Bakery; Rita’s Blue; Rabbit Hole; Biloea Café & Restaurant Shopping World. Invitation to participate in: “Market morning brunch”.

## **Books:**

Established Banana Shire council holds copyright for Big Valley Story. Digitised copy held by Phil Casey. Two Valley’s one Destiny copyright held by Banana Shire Council. (Author Betty Perry) Digitised copy may be ordered from QLD state library if we have copyright authority. Printers: Record Printing Rockhampton confirm they have digitised version Two Valley’s one Destiny. Indicative price to print: \$20 p/book.

## **Heritage Museum:**

Options: Presbyterian Church Hall: Andrew Purcell 4992 1441 [akpurcell2@bigpond.com](mailto:akpurcell2@bigpond.com)  
Anglican church hall: Beryl Anderson 0419 649 711 [beryl4702@gmail.com](mailto:beryl4702@gmail.com)

Expression of interest to be sought from both venues with a view to establishing which will best suit the needs.

Initial discussion with Rotary re: helping to set up.