

MINUTES

BILOELA CENTENARY ADVISORY COMMITTEE

Meeting Date: Tuesday 23 April 2024
Venue: BSC Admin Building Biloela
Time: Meeting Opened 4:05pm

1.0 Acknowledgement of Country

2.0 Attendees

Wayne Kirwan	Judy Pender	Graham Barnes
Marion Meissner	Jo Murphy	Julie Watson
Bronwyn Schultz	Casey Alsop	John Warner
Arthur Osborne	Jemma Smith	

Attendees – via Teams

Stephanie Wallace

BSC Officers

Venkata Peteti	Brooke McCrohon	Debbie Stephenson
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Apologies

Tom Upton	Kay Johnson	Ashley Jensen
Joe Wright	Tanya Belousoff	John Ramsey
Adam Burling		

Moved Marion Meissner, seconded Jemma Smith and carried: That the apologies be received.

3.0 Confirmation of Previous Minutes

Moved Judy Pender, seconded Graham Barnes and carried: That the minutes of the Biloela Centenary Advisory Committee Meeting held 21 March 2024 be taken as read and confirmed.

4.0 Business Arising from Previous Minutes

Nil

5.0 Agenda Items

5.1 **Sub Committee Budgets**

- Ball Committee (as attached)

- Family Picnic (as attached)
- Pioneers – Verbal update;
 1. Awaiting quotes from publishers
 2. Payment to Julie Watson of \$1,000 for consideration
- Time Capsule (as attached)

5.2 Finance Update – Venkata Peteti & BSC Staff

- Report attached.
- Wayne to follow up with Iberdrola and Power Link (sponsorship).

5.3 Corporate and Grant Liaison Report – Phil Casey

- No Report provided.

5.4 Business Liaison Report – Bronwyn Schultz

- No report provided.
- Refer to Street Drive & Float Parade Sub-Committee Report regarding Float Registration Template provided by Bronwyn Schultz.

5.5 Pioneers Liaison Report – Marion Meissner

- Report attached.
- Emailed Petrea Jensen from Redeemer Lutheran School in response to their email regarding the school's history and deadlines etc.
- Reply email to Jolie Stanley in relation to Anglican Hall display.
- Over the last two days there have been verbal donations to go towards the publication of a book for the Biloela Centenary. Funds have come in the form of 2 x \$8,000, 1 x \$1,000 (Callide Valley Lions Club) and \$500 donations. BSC Staff to update Sponsorship / Donation Form to suit Biloela Centenary Book. BSC staff to liaise with Marion Meissner regarding issuing of Sponsorship / Donation Form. Invoices will then be generated upon request.
- Put to the committee that the display of individual family histories that have been collected are collated into a book and be published for the centenary event (information would need to be ready by end of June). The book would be A4 in size with a colour cover, inside to be black and white (as most of the photos provided are black and white), font to be Times New Roman in 10 point. Publisher has recommended no more than 200 formatted pages.
- There is a team of eight proofreaders, and with the donations it may be possible to employ a final proof-reader, which would be on top of the established team.
- Best to pre-sell with extras to sell on the weekend. There could also be the possibility of e-copies sold at a lower cost.
- Does copyright need to be taken into consideration? Does anyone know about this process?
- Venkat: Suggested to find out cost of second print run.

Moved Marion Meissner, seconded Bronwyn Schultz and carried: That the material collected by Julie Watson be collated into a book to be published for the Centenary event if the deadlines can be met. That the Biloela Centenary logo be included in the cover design and that the words "The

People and Their Stories” be added.

5.6 Time Capsule Report – Arthur Osborne

- Draft sponsorship (letter attached) – Letter confirmed and to be sent from Biloela 100 email address.
- Jo Murphy mentioned that there are no dimensions in the letter, Arthur advised that the starting dimensions are 300mm diameter and 800mm in length. Length may vary depending on items that are to go into the capsule.
- Committee agreed that the time capsule would be buried on Saturday morning at 10.00am at Melton Park next to the current capsule.
- Arthur to take a photo of the current plaque and come back to the meeting with suggested wording to go on our plaque and suggested method of attaching (iconic rock etc)
- Arthur asked if Council had a piece of concrete pipe that the capsule could go into. Mayor Ferrier said that Council will be able to supply something.
- Ross Munroe has offered to provide drone footage of the event – does this require CASA approval?

5.7 Gala Ball Report – Jo Murphy, Casey Alsop, Jemma Smith

- Report attached.
- Coates Hire – Sub-Committee to meet with new Manager to discuss requirements as he was unaware of previous commitment/offer.
- Starting on flyers and posters for when tickets go on sale, this is expected by end of May.
- Peter Murphy to play old time tunes for \$700. Advised he can play 15-16 different dance tunes.
- Dance lessons to start in July with Barbara Wilson – at no charge with a maximum of 20 attendees per class. Barbara is going to write a short spiel on how dance has changed throughout the years (including a slideshow) and present at the ball.
- Working on floor plan, decorations, etc.
- Asked if anyone has festoon lights they can donate for the night?
- Have organised wine barrels, low lying, and high standing chairs, along with multiple table and chairs for nooks.
- Bronwyn Schultz – is there room to put the art auction into the ball? Jo and Casey said yes, the art auction can be taken into consideration. No time has been set.
- Ross Munroe has been organised to advertise (August to October) and auction the art pieces.
- Any money we make from the auction will go towards the cost of the art works. If there is any leftover money it will go into the Biloela Centenary general funds.

5.8 Family Fun Day Report – Bronwyn Schultz & Jemma Smith

- Report attached.
- Bronwyn – in relation to the photos that are appearing on Biloela Remember When Facebook site, would it be possible for someone to capture the photos so we could have a slideshow of old photos running during the Family Picnic Day? Julie Watson has confirmed that she is already doing this and they can also be made available to have a

slideshow at the Ball.

- Not a lot has happened in the last month – firmed up pricing on items (in the budget report).
- The main topic for discussion is the amusement rides, \$17,000 (approx.) for the 4 amusement rides (2 x children rides and 2 x teenage rides). Suggested to change to 3 x teenage rides and 1 x children rides (remove the teacup ride) for \$21,000 (approx). There is to be no charge for the rides.

Moved Jo Murphy, seconded Marion Meissner and carried: That we go ahead and secure the 3 teenage amusement rides and 1 amusement ride for the smaller children and be free of charge on the day to the public.

- Bronwyn and Wayne to meet with Queensland Heritage Park to make sure that they are okay with the amusement rides and to see if they fit on the grounds.
- Gold coin donation for parking – Interact will be looking after the gate, entry funds will go to them as a donation.
- Poets Breakfast – Poetry competition is no longer happening.
- Biloela Party Hire – to confirm name on invoice and to have the invoice detail items that we are hiring.
- Markets – the Biloela Community Arts House has advised that they would like the markets to be held at Melton Park.
- Books – Pricing to reprint 100 copies of The Big Valley Story and Two Valley's, One Destiny, from Record Printing:
 1. The Big Valley Storey – \$1,400
 2. Two Valley's, One Destiny – \$2,000

Moved Bronwyn Schultz, seconded Jemma Smith and carried: That we go ahead and re-order 100 copies of each of the Big Valley Storey and Two Valley's, One Destiny Books from Record Printing.

- Promotion – Have handed out 400 DL flyers around town and will organise for another 400 to be printed.
- Would like to see each day of the Centenary's weekend celebrations broken down and advertised individually. Bronwyn suggested that something be promoted each week including regular Facebook posts.
- Jemma advised she can approach Bryson Head's Office to print promotional posters.

5.9 Street Drive & Float Parade Report – John Ramsey & Wayne Kirwan

- No report provided.
- Wayne and John to marshal over the floats and parade to ensure everyone's safety.
- Bronwyn Schultz – Float Registration Form to be emailed back to Bronwyn for updating (checking with Heritage Park regarding indemnity disclaimer clause). Once updated and put onto letterhead, Bronwyn to email back to Biloela 100 and it will be sent out to relevant parties.
- Venkat Peteti – in the unlikely event that a float is deemed unsafe or unsightly, do we have the right to refuse entry (inappropriate behaviour)?

- Bronwyn to phone Moura Coal and Country Committee (Nicole Schulz) to find out what they do and how they manage this.
- Guidelines and clauses need to be created around float entries.

5.10 **Merchandising Report** – Judy Pender

- No report provided.
- Cassey Lloyd (Smiley Willow Designs) – requesting approval to use Biloela 100 logo on items to stock at Little Market Co with a white background instead of the current black background – Items provided for meeting. – Asking for our permission to use our logo on her items for sale – approved by committee.
- Caps are now available for order / purchase.
- Sublimated T-Shirts – Bronwyn to follow up with Aegir Apparel.

6.0 Review Action List

- As per attached.

7.0 Correspondence

7.1 Inwards:

- a) Email – Various in & out correspondence regarding events to be updated or details changed in the Event Guide.
- b) Other general enquiries – have been distributed to relevant sub committees/Wayne.
- c) Email – Jayne Centurion re Jen Gourley's contact info – forwarded to Pioneer subcommittee.
- d) Email – Bronwyn Schultz email calling for all committee members to vote on procurement of 3 art pieces for auction – forwarded to all committee members.
- e) Email – from committee members in relation to the above vote.
- f) Email – Bronwyn Schultz email to artists accepting quotes to commission art pieces for auction – forwarded to Sarah Larsen.
- g) Email – Bronwyn Schultz re BSC to sign the Copyright Declaration for Big Valley Story – signed by CEO and returned to Bronwyn.
- h) Email – Bronwyn Schultz re email to be sent out with weekend agenda flyer and Float Parade Registration form – have not had time to look over and amend the Float Parade Registration form – sent back to Bronwyn to update and put onto Biloela 100 letterhead.
- i) Email – Biloela Scouts (Naomi Pitfield) – accepting invitation to be a part of celebrating Biloela turning 100 – what ideas do we have on how they can be involved? What dates do we have in mind? We are not sure what email or correspondence this email is in response to – forwarded to Bronwyn Schultz to follow up with Biloela Scouts.
- j) Email – Kay Johnson asking what merchandising items are for sale and where are they available to buy? – Has already been sent to relevant subcommittee members to be addressed.

7.2 Outwards:

- a) Email – BSC Certificate of Currency for P/L Insurance to Marion Meissner for Anglican Hall display.

- b) Email – to Jo-an Jones attaching Biloela 100 Logo with Style Guide and advising no coverage under BSC's P/L insurance policy.
- c) Email – to all Committee members calling them to vote on procurement of 3 art pieces for auction, up to total of \$3800.00.
- d) Email – reply to Bronwyn Schultz with BSC signed Copyright Declaration for Big Valley Story.
- e) Email – to Sarah Larsen accepting quote to commission art piece for auction.
- f) Email – updated Weekend Event Flyer and distributed for circulation with changes from Bronwyn Schultz.
- g) Email – to Biloela Hotel (Jamie Matheson) in response to his funding request letter.
- h) Various in & out correspondence in response to sponsorship letters i.e. Sponsorship Forms, confirming business details, request for Tax Invoices, completing their vendor forms/due diligence risk assessments forms etc.

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

8.0 General Business

- 8.1 Callide Valley Lion's Club – Donation of \$1,000.00 for Julie Watson's compilation book of family stories – verbally confirmed by Col Nevell and Joy-Anne Kington.
- 8.2 Budgets for each sub-committee – Venkat has offered to help prepare a plan for every activity for each sub-committee (granular activities). Venkat will write to each subcommittee and arrange to have a quick workshop.

9.0 Date of Next Meeting – Tuesday 14 May 2024, at 4.00pm.

10.0 Meeting Close – The meeting closed at 6:02pm.

[illegible]

Family Picnic								
				Costing				
Venue hire	Heritage park			\$2,200.00	Confirmed			
Poets Breakfast	Trevor Shaw	0429 958 108			Confirmed			
Poetry Competition - "A little bit of Bilo in Verse"					Final 5 to be judged by popular acclaim.			
Breakfast	Heritage park	07 4992 2400	\$12 p/head		Confirmed			
Lunch	Heritage Park Picnic Pac's				Confirmed			
	Outside Vendors Picnic Pac's				To be confirmed			
Water & Soft Drink	St Josephs Community				Confirmed			
Morning Tea	St Josephs Community				Confirmed			
Coffee Van	Raelene Collins				Confirmed via Judy Pender			
Sound & Stage	Wayne Dunnett	0419 642 947	Sound \$2,000 Stage \$1500					
	Vivien Hoy			\$1,500.00	Confirmed			
Chairs & Tables	Biloela Party Hire		Chairs x 200 @ \$2.42	\$484.00	Quote accepted 24/02. Second email 25/03. requesting amended quote; Phone call 03/04 -Laurie to provide amended quote.			
			Stage 10 @ 1mx2m	\$726.00				
			Delivery & Processing	\$220.00				
	Heritage park		Chairs x 300 Tables x 30 round 30 x rectangle		Confirmed			
Set Up Shed	Heritage Park				Confirmed			
Marquees	Biloela Plumbing;Lee Crane Hire;Ray White; BSC;Rotary;Biloela Plant Hire				Biloela Plumbing confirmed X 2 delivery and set up.			
Rubbish Collection	Cleanaway Greg Moran	0403 020 940	<ul style="list-style-type: none"> •30 wheelie bins •\$250 delivery and removal fee •\$241.99 per hour truck hire •\$11.50 per bin service fee •\$314.22 per tonne disposal 					
	Col Nevell Lions Biloela colnevell@bigpond.com	0409 492 601	12 x 44gal drums		Lions recyclable glass and tins -Volunteer to clear and empty during event. - Confirmed			
	Skip Hire - Biloela Plumbing	4992 6782	Skip	\$280.00	Council disposal fee: \$280; Donated: Delivery & Pickup: \$187; Hire \$33 p/week.			
Parade & Floats	Callide Valley Auto Club				Emailed:Judy Wright judyted4@bigpond.com 29/01; Confirmed. Organisers to meet with Silo to confirm parade management.			
	Emergency Services				SES: Tim Best 0428 738 964 timothy.best@ses.qfes.qld.gov.au ; Firies: Gus David 0428 662 813 gus.david@batchfire.com.au;			
	Business's Clubs Schools				Heads up email 3/04/2024 - Bilo 100 admin to formulate entry and forward to all.			
Parking	Interact- Michaela Lawson	0488 093 969 biloelapostoffice@bigpond.com			Emailed: Michaela Lawson Rotary Interact 25/03.			
Rides	Bills Amusments	0438 587 936 info@billsamusements.com		\$17,270.00	Quote to be approved: \$17,270			

Rear Gate security	Callide Valley Auto Club				Andrew O'Connor (Gonzo)			
Garden Games	Redeemer Lutheran College:Petrea Jensen				Confirmed; Redeemer Yr12 group to assist with management of garden games			
	Additional garden games - discuss build of further garden games with Mens shed; Chess;				CRC; St Joseph's. To be confirmed			
	Dog & Bone; Hop scotch; Noughts and Crosses				Mens shed & Valley Cabs: make noughts & crosses			
Cake	Debbie Reid				Confirmed			
	Dignitary to cut cake				To be confirmed: Betty Perry;Rosemary Munroe;John Hooper;Joan Corfield;Richard Tan; Allan Rideout.			
Music	Biloela Band. John Rathjen	0407 130 080	15min set, between parade and formal opening. Play national anthem		To be confirmed. John to advise after speaking with band. Email: Jayne Centurion 19/02. Jayne confirmed 1hr program including National anthem. Also available Saturday - street or homestead.			
	Local Vocals. Leanne Whelan	0438 140 149	National anthem & 15min set.		Email to Leanne leawhel@gmail.com 29/01;			
	Gladstone Thistle Pipe band and returning Biloela members. Kane Hall	0459 135 177 hally11@live.com.au Mark Munroe 0438 112 189	Play for grand parade		Confirmed - email 24/02/24.			
	Ashley & Kimberley Cook	0439 558 382			Confirmed			
	Tony Fitzpatrick				Confimed to assist with walk-up management.			
Formalities & MC					To be confirmed			
Auction	Gwen Evetts - Cockatoo Painting	0428 182 062			Approval from committee to progress.			
	Norm Crouch - Street Scape Photo	0408 155 153			Approval from committee to progress.			
	Sarah Larsen - "Foo was Here"	0419 794 561			Approval from committee to progress.			
					\$3,680.00			
Budget to date					\$26,360.00			



TIME CAPSULE – BUDGET MEETING HELD 23 APRIL 2024

Quote for the Time Capsule

	Donated by	Cost
PVC Pipe	Bob Harriman	
PVC Glue		\$15
End Caps		\$150
Purging Gas		?
Outer Casing		To be discussed with a supplier
Plaque		\$100
Hole Dug		To be confirmed
Cement for burying		\$30
Rock to go on top of Capsule		
		\$500 (maximum)



FAMILY FUN DAY REPORT – MEETING HELD 23 APRIL 2024

Picnic Report:

Registered vehicle parade from town to heritage park: Callide Valley Car Club meeting: Confirmed at meeting 03/03/2024. Suggestion made to include emergency services.

Fire Service – confirmed

SES – confirmed

Ambulance – confirmed

Police – confirmed

Poets Breakfast:

Trevor Shaw confirmed arrangements in hand.

Poetry competition: “A Tale of Biloela” suggested to hold initial judging at Biloela Show Saturday afternoon between crash derby and fireworks. Select three finalists to present at family picnic day. This activity has not progressed and at the moment does not look like proceeding.

Amusement rides:

Revised quote \$17,270 received from Bills Amusements.

Cake cutting, Possibles & Probable's:

Betty Perry; Rosemary Munroe; John Hooper; Joan Corfield; Richard Tan

Rubbish collection:

Col Neville, Biloela Lions, will take responsibility for rubbish management and recycling.

Parking:

Local club to take care of parking – Interact have confirmed participation. To be finalised with their new committee after they have held their AGM. (June)

To be addressed:

- Follow up final quote from Biloela Party Hire – confirm name for quote.
- Dump cost – Council fee
- Arrangements and organisation of Poetry competition?
- Review of venue layout giving consideration for rides.

Saturday:

Biloela Ambulance advised intention to establish heritage display at Ambulance Centre and conduct sausage sizzle Saturday morning.

Report to be supplied from Arts house re: Market Day arrangements.

Books:

Quote to reprint: Big Valley \$14 p/book; Two Valley's One Destiny \$20 p/book. Minimum print run 100 books. Three weeks from request to delivery.

Printers: Record Printing Rockhampton confirm they have digitised version Two Valley's one Destiny.

Request for digitised version of Big Valley lodged with QLD State Library.

Heritage Museum:

Suggestion to capture photos being posted on Biloela Remembers When onto digital version, to be shown on screens while the museum is operating.



POINEER REPORT – MEETING HELD 23 APRIL 2024

Pioneer Committee Report April

I move that the material collected by Julie Watson be collated into a book to be published for the Centenary event if the deadlines can be met.

Quotes for the following have been sought from

City Printing, Rockhampton

MSP Photography, Rockhampton

Deadlines

Due date end of Sept

To the publisher:

If we do the artwork Aug 1

If we indicate with text boxes and leave the setting of artwork to publisher July 1.

Artwork in 300dpi

Pages need to be divisible by 4

Size A4

Colour cover

Black and white photos and text

300pp

Send files in Word saved as pdf.

Font *Times New Roman*

Size 10 point

- There will be a team of 8 proofreaders who will each check 2 sections of the text making corrections as they go;
 - a first reading to cover font, size, spelling, grammar and punctuation;
 - a second reading of a different section to cover the above and formatting;
 - this is subject to modification as the process is tested.
- The aim is to be ready for a hard copy printed by the PMs offices in mid-June, a final week of checking at the end of June.
 - Sending to the publisher for artwork to be placed July 1.
 - Or one month later if we do the artwork.
- It is currently suggested we have a coloured cover with the Cockatoo logo in the center on the front and a collage of photos surrounding it and on the back. Many of these photos, if we use truly historic ones, will be b/w. Can we use the logo?
- It is proposed that the \$8500.00 that has been donated specifically for the book be used as seed funding, and any extra publishing cost be charged to purchasers.
 - It will be best if the book can be sold during June and July online, so we can make an educated guess at how many copies to have printed, adding some for sale on the weekend.
 - e copies could be sold at a reduced cost to people who miss out. We don't want to be left with unsold copies if possible.



FINANCE REPORT – MEETING HELD 23 APRIL 2024

Financials as at 18 April 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	1,000.00
7/03/2024	Donation	Bryson Head MP member for Callide	500.00
8/04/2024	Sponsorship	Ergon Energy	500.00

Total 33,500.00

Confirmed Upcoming Payments *(received completed Sponsorship Form)*

28/02/2024	Sponsorship	Teys Australia Pty Ltd	10,000.00
		<i>Payment to be made in June as per advice from Teys</i>	
21/03/2024		Banana Shire Council - Flood Recovery Funding	20,000.00

Total Upcoming Payments 30,000.00

Grand Total 63,500.00

Potential Sponsorship / Payments *(Sponsorship Form not confirmed)*

Sponsorship	QLD Nitrate Plant	5,000.00
Sponsorship	Ray White Biloea	1,000.00
Sponsorship	Iberdrola (Callide Wind Farm)	5,000.00
Sponsorship	Power Link	??

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)

Items for Discussion:

- Iberdrola – Information required from Committee Members for paperwork.
- Power Link – On-line form to be completed along with benefits.



BALL – REPORT MEETING HELD 23 APRIL 2024

Ball Report:

- Dancing lessons to start July 2024
- Old time music supplied for ballroom dancing
- Meeting with Coates Hire
- Floor plan designs being drafted

We are continuing with following up on quotes - meeting with and confirming suppliers - designing floor plans - arranging dancing lessons - designing tickets - organising food - researching decorations - collecting items to upcycle for decorations – eg. empty bottles for painting gold, to use for decorations - lots going on!

Cheers
Jo and Casey



FAMILY FUN DAY REPORT – MEETING HELD 23 APRIL 2024

Auction:

Quotes provided by all artists – Landscape painting; Cockatoo painting; Streetscape canvas.

First National Real Estate Biloea offered support to market and manage auction.

Anticipated budget: \$3,780 – Expenditure \$3,800 accepted by committee minute.

Artists advised and requested to have available 03/08/2024.

Option 1: Auction at Ball.

Option 2: Present art works to Council as lasting memorial of 100th Birthday.

Time Capsule:

Offer from First National Real Estate Biloea – provide drone footage of lowering of time capsule.

Promotion:

400 DL size flyers distributed around town of the weekend agenda

Update email to businesses; clubs & schools – Request to print and display weekend agenda;
float parade entry form.



TIME CAPSULE – REPORT MEETING HELD 23 APRIL 2024

Items for Discussion:

- Wording for the plaque
- to be attached to the ROCK?? Or whatever is going to go on top of the Capsule.
- Where and when and who will be putting the time capsule down?



Biloele Centenary Advisory Committee

Wayne Kirwan (Chairman)
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banana.qld.gov.au/homepage/229/biloele100

C/- Banana Shire Council
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PROPOSED DRAFT LETTER FOR THE BILOELA 100 YEARS SPONSORS FOR COMMITTEE APPROVAL.

Dear *Sponsor*

As a member of the Time Capsule Committee for the Biloele Centenary Advisory Committee, I am enquiring if you would like to provide a "Keepsake item" as a contribution to go into the Time Capsule in appreciation of your Sponsorship of the Gala Weekend Events.

Due to the limited size of the Time Capsule, we would prefer a small, non-digital item in a sandwich sized zip lock bag, labelled with your company details for identification purposes please. It would be greatly appreciated if your item could be delivered to the Banana Shire Council Administration Building, 62 Valentine Plains Road, Biloele no later than COB Friday 28 June 2024.

The Capsule is to be placed in the ground during a ceremony at Melton Park on *Saturday 5* October 2024.

If you would like any more information, please do not hesitate to contact me via email:
alowellosborne57@yahoo.com

Kind Regards

Arthur Osborne
Time Capsule Committee

ACTION LIST

Date	Item	Action	Responsible Person	Due Date	Open/ Closed
20/07/23	Advertising – QR Code	Investigate QR Code options for advertising and provide samples and costings to next meeting	Wayne Kirwan	17/08/23	CLOSED
20/07/23	Pioneer Walk – Traditional Owners	Traditional owners need to be acknowledged – to be investigated. 21/3/24 - CANCELLED	Marion Meissner	17/08/23	CLOSED
17/08/23	Big Valley Book	Email digital copy (Word version) to Elaine Klowss/Julie Watson?	Phil Casey	14/09/23	CLOSED
		22/3/24 – Supplied by Phil Casey To be emailed to Julie Watson 26/3/24 – File was too big to email, placed on USB stick for Julie to collect (advised via email)	Brooke/Deb	23/4/23	CLOSED
17/08/23	Cutting of Birthday Cake	Wayne to ask Mrs Banks if she would like to cut the celebration birthday cake. Due to the passing of Mrs Banks, looking at suggestions of who to cut the cake. 23/11/23 – Julie Watson suggested Gladys Carige or Allan Rideout. Committee to have a think about this and either email to Bilo100 or bring to the next meeting.	Wayne Kirwan	14/09/23	OPEN
		21/3/24 – Gladys Carige has passed away. Refer to Bronwyn's report list of people – John Hooper is not well. TBA	Committee	23/04/24	OPEN
28/10/23	Time Capsule – Guidelines	Guidelines to be created for what's to go into the capsule. 23/11/23 – Graham Barnes advised the last capsule is about 800mm long x 6 or 8 inches round. Arthur Osborne will make himself. 18/1/24 – Budget, maximum \$150 including plaque. Sizing: 250mm x 300mm. 21/3/24 – Arthur is still getting prices (approx. \$500.00).	Committee		OPEN
28/10/23	Time Capsule – Sponsors	Ask any sponsors if they would like to contribute something to the time capsule.	Committee		OPEN

		<p>23/11/23 – Postpone this until we get more sponsors onboard – Sponsorship push has been postponed till February 2024 due to Australia Day and Australia Day Rodeo out getting sponsorship currently.</p> <p>21/3/24 – Lion's Club – could one of their Youth of the Year speech's go into the capsule? Arthur Osborne to contact the sponsors. Email Arthur contact emails for sponsors so he can contact and ask about the above. Emailed 26/3/24 DS</p>	<p>John Ramsey</p> <p>Brooke/Deb</p>	<p>23/4/23</p> <p>23/4/23</p>	<p>POSTPONED TO FEB 2024</p> <p>OPEN</p> <p>CLOSED</p>
28/10/23	<p>Family Fun Day – Generator</p> <p>Ball – Generator/s for food vans</p>	<p>Wayne to investigate a generator for the day. 21/02/24 – Generator has been sourced for the day.</p> <p>21/3/24 What is this for? Jo Murphy could use a generator at the ball for the food vans and outdoor lighting. What size do we need?</p>	<p>Wayne Kirwan</p> <p>Jo Murphy / Wayne Kirwan</p>	<p>23/4/23</p>	<p>CLOSED</p> <p>OPEN</p>
23/11/23	Correspondence – Reply from Redeemer School	<p>School has questions in relation to email that Bronwyn (Biloela 100 email) sent out. Wayne to make contact with the school with a reply.</p> <p>21/3/24 – Wayne Kirwan has left messages with the school.</p> <p>26/3/24 – Forwarded Redeemer School response email to Bronwyn Schultz, Marion Meissner, Julie Watson & Wayne Kirwan for 1 of them to respond to Petrea Jensen. DS</p> <p>27/3/24 – Email response from Marion Meissner to Petrea Jensen at Redeemer Lutheran School re how the school can be involved re school historical side of things. DS</p>	Wayne Kirwan	<p>23/4/23</p> <p>23/04/24</p>	<p>CLOSED</p> <p>CLOSED</p>
23/11/23	Gala Ball – Security	<p>Liaise with BAMC to see if they can provide staff for security.</p> <p>21/3/24 – Met with Greg 5/12/23 – going back to Greg BAMC to get a quote for security.</p> <p>25/3/24 – BAMC don't do security – need to outsource and oncharge or we find ourselves.</p> <p>26/3/24 – Advised Jo and Casey via email of above.</p>	<p>Ball Committee</p> <p>Brooke McCrohon</p>	February 2024	<p>CLOSED</p> <p>CLOSED</p>

18/01/24	Correspondence from Jo-An Jones	Requesting use of Bilo100 Logo for their event. Email response to be sent (along with Style Guide for Logo) stating that their event will not be covered under Bilo100 Public Liability. 21/3/24 – Wayne Kirwan to talk to Brooke McCrohon tomorrow. 26/3/24 – Email Jo-An Jones Logo and Style Guide and advised accordingly (Pub Liability). BM	Wayne Kirwan Brooke/Deb Brooke	22/02/24	CLOSED CLOSED
22/02/24	Sponsorship	Follow up potential sponsorship with: <ul style="list-style-type: none"> • Moura Mine Grant (March) - late March opens. CLOSED 31 MARCH • Moore Australia – 21/3/24 - No decision yet. Their own event is in May so may not know about this till after then (Beef Week). • Powerlink (Tanya Fowler) • Local Banks. 	Phil Casey	21/03/24	OPEN
22/02/24	Sponsorship (In-Kind)	Lee Crane Hire	Judy Pender	21/03/24	OPEN
22/02/24	Business Liaison – email to businesses	Re-email business letter and business contact list to Biloela 100 email address. Distribute letter to business contact list	Bronwyn Brooke/Deb	21/03/24 21/03/24	CLOSED CLOSED
22/02/24	Street Treats	Contact Raelene Collins to find out if her van will be available for the Family Fun Day. 21/3/24 Locked in	Judy Pender	21/03/24	CLOSED
22/02/24	Engage Graphic Artist for Preliminary Summary	Turn the preliminary summary into a party invitation – source costings from graphic artists and provide costs to next meeting. 21/3/24 - Weekend Flyer – done by Brooke McCrohon. Email copy to Bronwyn Schultz in Publisher version. 26/3/24 – Emailed to Bronwyn. BM	Joe Wright Brooke/Deb	21/03/24	CLOSED CLOSED
22/02/24	T-Shirts and Hats for Committee	Approach Agar Apparel for pricing etc on T-Shirts and Hats. 21/3/24 – awaiting quotes	Wayne Kirwan	21/03/24	OPEN
22/02/24	Name Badges	Source quotes for name badges for committee members and Julie Watson.	Wayne Kirwan	21/03/24	OPEN

		21/3/24 awaiting graphics			
22/02/24	Video Greeting from ex-Biloites – consider options	Explore a Zoom meeting (or similar) for ex-Biloites around the world who cannot attend but would like to be a part of the celebration. Committee to consider options and bring back to a later meeting for consideration. 21/3/24 – everyone expressed no experience in this field. Kay Johnson emailed after the meeting suggesting that people could post video messages on the Biloela Remember When site and she could share to the Biloela100 facebook page.	ALL	23/04/24	OPEN
21/03/24	Setting of Gala Weekend Budget	This will be the main focus of the next meeting – All sub-committees to have a budget ready for presentation at meeting (to be submitted the Friday prior to the meeting)	ALL Sub-Committees	19/04/24	OPEN
21/03/24	Biloela Hotel request for funding	Meeting resolved that we cannot support an individual request and that a letter will be written explaining the situation to the Biloela Hotel 11/04/24 – Letter emailed to Biloela Hotel	Marion Meissner	ASAP	CLOSED
21/03/24	Anglican Church Hall – Public Liability Insurance	Requested that we provide evidence of public liability insurance for use of Anglican Church Hall. 26/3/24 – Emailed BSC's Current P/L Insurance Cert of Currency (expires 30 June 2024) to Marion Meissner. Will provide new Cert of Currency to Marion upon renewal in July 2024.	Debbie Stephenson	July 2024	OPEN
21/03/24	Reprints of Books: Big Valley Story and Two Valleys One Destiny	Bronwyn to look into quotes for reprints – minimum of 100 books. 4/4/24 – Bronwyn Schultz received email from State Library of QLD re Big Valley Story printing of copies - \$65.20 for a PDF version. 10/4/24 – Emailed Bronwyn Schultz signed Copyright Declaration for Big Valley Story. DS	Bronwyn Schultz	23/04/24	OPEN
21/03/24	Pioneer Book	Contact publishers and get a round figure for book production (300 plus pages)	Marion Meissner	23/04/24	OPEN
21/03/24	Lions Club – Donation or Sponsorship	Seek clarification on what Lions Club are prepared to donate / sponsor and reiterate associated costs.	John Ramsey	23/04/24	OPEN

		<p>25/3/24 – John Ramsey spoke with Joyanne Kington from Lions Club and advised that anything from \$5k upwards would be considered major sponsorship and would have their name on the front cover (maybe) and story about their club inside. Awaiting response from Lions Club meeting on 27/3/24.</p> <p>19/04/24 – Wayne Kirwan has received verbal confirmation of \$1,000.00 donation towards the publication of this book from Col Nevell.</p>			
22/03/24	Town Entrance Point Banners	<p>To get quotes on promotional banners for entrance points into Biloela</p> <p>21/2/24 – Wayne provided sample and quotes</p>	Wayne Kirwan	23/04/24	OPEN
22/03/24	Coates Hire – In Kind Assistance	Email from Coates Hire wanting to know what sort of items we are wanting for In Kind Assistance?	Committee	23/04/24	OPEN