

# MINUTES

## BILOELA CENTENARY ADVISORY COMMITTEE

Meeting Date: Thursday 18 January 2024  
Venue: BSC Admin Building Biloela  
Time: 5.20pm

### 1.0 Acknowledgement of Country

### 2.0 Attendees

Wayne Kirwan	Judy Pender	John Ramsey
Marion Meissner	Jemma Smith	Arthur Osborne
Bronwyn Schultz	Julie Watson	Graham Barnes
John Warner		

#### Attendees – via Teams

Kay Johnson

#### BSC Officers

Joe Wright	Debbie Stephenson	Brooke McCrohon
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#### Apologies

Nev Ferrier	Phil Casey	Venkata Peteti
Casey Alsop	Jo Murphy	

*Moved and carried: That the apologies be received.*

### 3.0 Confirmation of Previous Minutes

*Moved Marion Meissner, seconded John Ramsey and carried: That the minutes of the Biloela Centenary Advisory Committee Meeting held 23 November 2023 be taken as read and confirmed.*

### 4.0 Business Arising from Previous Minutes

Nil

### 5.0 Correspondence

#### 5.1 Inwards

- Wayne Kirwan emailed screenshot message from Debbie Reid re contacting celebrities that have come out of Biloela.

- b) Email from Bronwyn Schultz re New Year's Eve celebrations at the Biloela Hotel – requesting representation from Biloela 100 group.
- c) Email from Alison Cole (BSC Media) to proof the proposed events listing for the January issue of Focus.
- d) Phil Casey has forwarded correspondence from Matilda Fairley (EDF Renewables) re the successful sponsorship application for \$5000.00 (Platinum Sponsor).
- e) Wayne Kirwan has forwarded email from Annette Weier (Anglo American) re grant application to be submitted via their Community Grants program in March 2024. Forwarded to Phil Casey to action.
- f) Email received from Kellie Forster (Moore Australia) with questions regarding the Diamond Sponsorship. Forwarded to Wayne Kirwan. Joanne Murphy responded to Kellie's email.
- g) Email received from Linda Meredith regarding ideas for the Biloela Centenary. Email forwarded to Wayne Kirwan for discussion and distribution to relevant committee. (Wayne asked John Ramsey to look into list)
- h) Email received from Wayne Kirwan with Jo Jones's contact information and further information in relation to the May School Reunion.
- i) Email received from Joanne Murphy re commencing the monthly meetings at 4pm rather than 5.15pm. Forwarded to Wayne Kirwan for discussion at the next meeting.
- j) Email received from Melinda Smith (President of Biloela Community Pre-School and Kindergarten Assn Inc). They are closing at the end of 2023 and have many photos and record books etc that they thought may be of interest to those attending our 100-year celebrations. They also may have some leftover funds that they can donate to Community Groups however, they need to be a Not-for-Profit Association. Wayne responded to Melinda's email accepting the photos and record books and supplied Council's ABN for them to follow up. Melinda has advised verbally in January 2024 that their auditor has advised that as Banana Shire Council is not a Not-for-Profit Association, they are therefore unable to donate any leftover funds.
- k) Email received from Jo Jones, organiser of Class Reunion requesting use of Biloela 100 Logo for banner, cake, name tags etc. Are there any restrictions or rules around use? (Colours).

## 5.2 Outwards

- a) Forwarded 50<sup>th</sup> Celebrations Save the Date Flyer to Casey Alsop to share on FB. Debbie Stephenson to add to BSC Community Events Calendar.
- b) Forwarded Annette Weier's email to Phil Casey to action.
- c) Joanne Murphy responded to Kellie's (Moore Australia) email.
- d) Wayne responded to Melinda's email accepting the photos and record books and supplied Council's ABN for them to follow up. Melinda has advised verbally in January 2024 that their auditor has advised that as Banana Shire Council is not a Not-for-Profit Association, they are therefore unable to donate any leftover funds.

## 6.0 Action List

#### 5.1 Review Action List

- a) Traditional Owners – Ongoing
- b) Identify Expenses – Budget, maximum \$150 including plaque
- c) Cake cutting – Ongoing
- d) Fleet Collier “Bell” – Completed
- e) Qld Heritage Park – Family Fun Day Displays – Agreed that old church would be too small. To investigate alternative options – Ongoing
- f) Time Capsule – Guidelines – Sizing: 250-300mm
- g) Family Fun Day – Rides – Will discuss in report
- h) Correspondence – Reply from Redeemer School – Ongoing
- i) Parade – Will discuss in report
- j) Community Walk – Phone to be sent to Venkat. St Joseph costs – 200mm x 200mm approx. \$100 10 years ago.

#### 7.0 Agenda Items

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

- As at 18 January - \$14,000 in the bank plus \$5,000 committed from Council
- Agreed to put sponsorship on hold until February.

##### 7.2 **Corporate and Grant Liaison Report** – Phil Casey

- No Report – sponsorship on hold until February

##### 7.3 **Business Liaison Report** – Bronwyn Schultz

- Report incorporated with Family Fun Day

##### 7.4 **Pioneers Liaison Report** – Marion Meissner

- Still looking for a home for the displays on the Family Fun Day. Haven't meet with Cindy due to timing/availability.
- Julie Watson has completed 35 interviews and write ups and has three lever arch folders of Central Telegraphs that she is scanning.
- Next job is to contact the schools and see how many standing screens we can put together and work out how big the family reports can be to go on the screens.
- The clearest vision is that each cultural group would have a marquee with displays showcasing history, people in costume, artifacts and memorabilia that various families have collected over time and will bring on the day.
- Arthur has asked if the sub-committee can get back to him with the number of boards and marquees that will be needed on the day – he can then take to a meeting. Also work out what each cultural group wants in relation to space so they can have a clear vision of what is required. Suggested to go down to the Heritage Park and look at the logistics.
- Bronwyn to send a meeting request to the Pioneer sub-committee and Arthur.

##### 7.5 **Time Capsule Report** – Arthur Osborne

- Will finalise by March meeting.

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

- Meeting with Anzac Club to finalise quote for Civic Centre costs
- Everything is on track
- Budget – \$35,000 (approx.)

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

- Bronwyn will be away from 8 August returning 30 September. She is requesting the assistance / formation of a sub-committee to keep the day on track in her absence, this committee will work with the Qld Heritage Park. Wayne said he will join. Bronwyn will talk to Ashley Cook about taking over the organisation of the stage etc.
- Recap of day:
  - Poet's Breakfast at 7.00am – Trevor Shaw is looking after the talent
  - Cindy will do a sit down breakfast for \$12/head – breakfasts will be pre-sold via a platform like Eventbrite for catering purposes.
  - Car parade will leave town from around 9.30am and meet with the float procession – this is when the day will officially start.
  - Formal part of the day will be around 11/11.30am – dignitaries on stage, cake cutting.
  - Will then go into a casual morning tea with an organised open mic. Hoping there will be a cakes and slices stall, a coffee van and Cindy can provide tea and coffee.
  - Then into lunch – Cindy will cater a pre-ordered picnic, 3 cafes have also said they will do pre-ordered, pick-up hampers.
  - Entertainment: Bronwyn's preference is to not have rides as they don't fit into the family fun day. There will be a selection of garden games (from Lutheran School) along with cornhole, shuffleboard, hop scotch etc. Prospect Creek School have a Giant Connect 4.
- Bronwyn to consider having cultural food vans – suggested to speak to Jo Murphy as they are having food vans at the ball.
- Parking attendants – Entrance will be via the main gate with a drop off area for eskies, chairs etc, but parking will be towards the TAFE. Suggested to ask a community group to help with parking and ask for a gold coin donation. Car Club could possibly keep an eye on the back gate to stop anyone from coming in.
- Rubbish collection – Heritage group have previously had a skip bin donated by Biloela Plumbing Work. They use a small vehicle to collect rubbish drums and empty into the skip – which saves approx. \$2,000.
- Budget for sound and stage was \$3,500, Vivan Hoy has generously donated her equipment to use for \$1,200 – however, we will still need to source a stage.
- Need to work with the Heritage Park and work out logistics etc for the day.
- Preference is to keep the event free of charge.
- Fundraising Suggestion: Hold an "Interesting Items Auction" eg. Ask Gwen Evetts to paint a cockatoo that we can auction.

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

- John has completed Council Form. Bronwyn advised that the vehicles will be coming via the back gate not off main road, so therefore does not require police as all vehicles

are registered. Unregistered floats/vehicles will already be in compound. Bronwyn suggested to talk to Car Club about the day to seek clarification.

**7.9 Merchandising Report – Judy Pender**

- Logo has been sent to Lillian Urquhart to start producing the tea towels.

**7.10 Change of Meeting Tim – Jo Murphy**

- Requested that the meeting times be moved from 5.15pm to 4.00pm. Everyone agreed with this request.

**8.0 General Business**

- 8.1 Kay Johnson: Enquiring about camping at the showgrounds over the gala weekend as grey nomads would like to camp there if possible – Wayne has left a message with Tanya Belousoff – waiting on a response.
- 8.2 Kay Johnson: In relation to the now disbanded Biloela Band, could we ask them to perform over the weekend? Bronwyn said we could ask if could perform as the vehicles and floats are parading. Kay to send Bronwyn Kane Halls contact / Facebook details.
- 8.3 Kay Johnson: Who do members of the public need to see to order picnic baskets? Bronwyn – details have not been confirmed, once confirmed they will be on Facebook and can go on the Biloela Remembers When page.
- 8.4 Graham Barnes: Cockatoos – Showed the meeting cockatoos that have been made by the Men's Shed. Costs are \$25.00 for small, \$35.00 for medium, \$45.00 for large and a stand for a shop display is \$25.00. Graham will have them on the Council stand on Australia Day and will take orders from there. Was asked if Leesa Hollingsworth, Biloela Shopping Centre, would display them at the Shopping Centre? Wayne will take photos and put on our Facebook page and Kay can put on Biloela Remember When.
- 8.5 Joe Wright: Informed meeting of a potential fundraising opportunity for the committee. Council is organising an event for later in the year – committee have been asked if they would like to consider selling food and drinks. A more definite date will be available at the next meeting.
- 8.6 Wayne Kirwan: The suggestion has been put forward that committee members have shirts and name badges promoting Biloela 100. Once members of the public see the shirts out and about, it will raise interest in merchandising and also become a talking point. Shirt could be like those that the Bowls Club wear. Arthur mentioned that the Qld Heritage Park are also getting shirts so it may be worthwhile asking Cindy as well as the Bowls Club for examples.
- 8.7 Wayne Kirwan: Banners on town entrances – quote on how much they cost, would require one for each entrance point to town.
- 8.8 Wayne Kirwan: Events List: Wayne explained that it has been asked of him to not focus on the list of events during meetings as this is not what our focus is on. Focus should be on the big picture which is the Gala Weekend. Bronwyn – we should only be asking them to theme their events around the centenary.

**9.0 Date of Next Meeting – February 22, 2024 at 4.00pm**

**10.0 Meeting Close – The meeting closed at 6.45pm.**