

**Williamstown Literary Festival  
Annual General Meeting  
Monday 15<sup>th</sup> August 2016; 6.30pm  
Williamstown Town Hall,  
104 Ferguson Street, Williamstown**

Item	Notes and actions
Attendees	Angela Altair, Anna Brasier, Loraine Callow, Renee Caruana, Brian Christopher, Hazel Finnie, Lis Grove, Michelle Holloway, Barbara Hughes, Jackie Kerin, Sue Martin, Christopher Ringrose, Claire Saxby, John Webb, Carol Winfield,
Apologies	Rosemary Clark, Janet Dawes, Jodie Flood, Paula Kelly, Tracy Margieson, Wade Noonan, Alison Standish, Alison Whan, Tim Watts
1	<p><b>Opening</b></p> <p>The President declared the meeting open at 6.15pm</p>
2	<p><b>Apologies</b></p> <p>Apologies noted as above</p>
3 Motion	<p><b>Minutes of the previous AGM (17/08/15)</b></p> <p>That the minutes of the last AGM held on 17<sup>th</sup> August 2015 be received as a true and accurate record</p> <p>Moved: Carol Winfield Seconded: Chris Ringrose Carried</p>
4	<p><b>Business Arising</b></p> <p>Nil</p>
5	<p><b>Reports</b></p> <p><b>President's Report</b></p> <p>President, Angela Altair, presented her report to the meeting. Angela commented that 2016 was the biggest and best Festival yet. The Festival has truly come of age. She noted the recognition from the State Government by way of the Creative Victoria grant and thanked Alison Standish and Tracy Margieson for their work on the submission. Angela complimented Loraine Callow and the programming team on a job well done. She then thanked outgoing committee members Alison Standish and Lowen Clarke. Angela extended her thanks to Chris Ringrose, Lis Grove Rosemary Clark and Victoria University for all their work on the Adas. She thanked the remaining committee members and made special mention of Book and Paper for their ongoing support.</p> <p><b>Secretary's Report</b></p> <p>Secretary, Barbara Hughes, presented her report to the meeting. Barbara reported on the completion of several statutory requirements throughout the year and on membership.</p> <p><b>Treasurer's Report</b></p> <p>Treasurer, Brian Christopher, presented his report to the meeting. Brian spoke to his report and noted that we have shown a profit of \$6,522. Brian noted that sponsorship for 2016 remained the same as for 2015 and will need consideration for the future. Angela flagged possible restructuring of the management structure which may have financial implications.</p> <p><b>Program Director's Report</b></p>

<p>Motion</p>	<p>Program Director, Loraine Callow, presented her report to the meeting. Loraine thanked all who had helped to make the 2016 Festival such a great event. She appreciated the team approach to programming with the assistance of John Webb, Chris Ringrose and Sue Martin. Loraine noted that we had achieved our goal of increasing capacity which went from 52% in 2015 to 75% in 2016. She also noted that the aim of the 2016 Festival was to be inclusive and felt that we achieved that aim. We connected with the community and continue to be well supported by the community. The Festival is also a launching place for local talent such as Stereo Stories and Jackie Kerin.</p> <p><b>Marketing Coordinator’s Report.</b> Marketing Coordinator, Alison Standish submitted a report. Angela Altair presented the report to the meeting and noted the Key Messages highlighted by Alison. Angela commented on Alison’s expertise and professionalism and thanked her officially for her comprehensive report and her wonderful work. Angela also thanked Carol Winfield and Anna Brasier for their assistance with marketing.</p> <p><b>Executive Officer’s Report</b> Executive Officer, Barbara Hughes, presented her report to the meeting. Barbara noted that the introduction of webmail email for committee members had enhanced the professional look of communications and that the establishment of Sharepoint for key personnel had greatly improved access to shared documents, photos etc. Barbara thanked Marcus Cassidy-Anderson for his assistance with this.</p> <p><b>Creative Coordinator’s Report</b> Creative Coordinator, Tracy Margieson, submitted a report. Barbara Hughes presented the report to the meeting and noted Tracy’s invaluable contribution to the Festival. Angela noted that Tracy has produced a Wrap Document which is a professional and useful marketing tool for 2017. Tracy has indicated that she will continue as Creative Coordinator for 2017.</p> <p>That the Reports, as tabled, be accepted Moved: John Webb Seconded: Sue Martin Carried</p>
<p>6</p>	<p><b>Election of Office Bearers</b> The president stepped down, handing control of the meeting to Renee Caruana All committee positions were declared vacant</p> <p>Nominations were received for the following positions: President: Angela Altair Vice-President: John Webb Secretary: Barbara Hughes Treasurer: Brian Christopher</p> <p>There being no further nominations, the office bearers were duly elected. The President resumed the chair</p>
<p>7 Motion</p>	<p><b>Election of General Committee</b> That the number of General Committee positions for the coming committee year remains at eight. Moved: John Webb</p>

8	<p>Seconded: Lis Grove Carried</p> <p>Nominations for General Committee were received from: Loraine Callow Christopher Ringrose Carol Winfield Michelle Holloway Lis Grove Sue Martin</p> <p>There being fewer nominations than the available General Committee positions, these members were duly elected.</p> <p>The President called from nominations from the floor. Barbara Hughes nominated Anna Brasier for General Committee. Seconded by Chris Ringrose. Anna accepted the nomination</p>
9 <b>Motion</b>	<p><b>Agenda Business</b></p> <p>That the members ratify Life Membership bestowed on Angela Altair at the 2016 Festival Moved: Barbara Hughes Seconded: John Webb Carried with acclamation</p>
10	<p><b>General Business</b></p> <p>The Town Hall has been booked for Saturday June 17<sup>th</sup> and Sunday June 18<sup>th</sup> for the 2017 Festival.</p>
11	<p><b>Next Meeting</b></p> <p>The 2017 Annual General Meeting will be held as soon as practicable after the 2017 Festival but no later than 30 November 2017.</p>
12	<p><b>Close</b></p> <p>The President declared the meeting closed at 7.35pm</p>