

**Williamstown Literary Festival  
Annual General Meeting  
Monday 14<sup>th</sup> August 2017; 6.30pm  
Williamstown Town Hall,  
104 Ferguson Street, Williamstown**

Item	Notes and actions
Attendees	Angela Altair, John Webb, Lindy Wallace, Brian Christopher, Carol Winfield, Anna Brasier, Hazel Finnie, Hugh Jones, Jodie Flood, Sue Martin, Janet Dawes, Tracy Margieson, Loraine Callow, Barbara Hughes
Apologies	Tim Watts, Chris Ringrose, Kay Plymat, Alice McCormack, Natalie Zaibek, Ros Casey, Jackie Kerin, Jason Reddick, Lis Grove, Dmetri Kakmi, Renee Caruana
1	<p><b>Opening</b></p> <p>The President declared the meeting open at 6.40 pm. Angela welcomed guests Janet Dawes, Hazel Finnie and Jodie Flood</p>
2	<p><b>Apologies</b></p> <p>Apologies noted as above</p>
3	<p><b>Minutes of the previous AGM (15/08/16)</b></p> <p>Motion That the minutes of the last AGM held on 15<sup>th</sup> August 2016 be received as a true and accurate record</p> <p>Moved: Anna Brasier Seconded: Sue Martin Carried</p>
4	<p><b>Business Arising</b></p> <p>Nil</p>
5	<p><b>Reports</b></p> <p><b>President's Report</b> President, Angela Altair, presented her report to the meeting. Angela reported on the success of the 14<sup>th</sup> WLF. She commended Loraine Callow and the programming team on an engaging and highly creative program that delighted audiences of all ages. Angela thanked her fellow committee members for their hard work across the many elements that go into making the Festival such a success. She thanked Sue Martin for her valuable input. Sue standing down from the committee. Angela also thanked Tracy Margieson for four stellar years with WLF, first as Executive Officer and lately as Creative Manager. Angela made special mention of our sponsors, in particular HBCC, Hobsons Bay Libraries and Victoria University and all those who have supported the Festival over many years.</p> <p><b>Secretary's Report</b> 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> Treasurer, Brian Christopher, presented his report to the meeting. Brian reported that the 2017 Festival had returned a profit of \$9,250 (Note: This figure has been amended down to \$8,167 following receipt of two late invoices). Brian noted that, while sponsorship was down on 2016, ticket sales increased to cover shortfall. Brian also noted that this was the result of high sales for Stereo Stories and cautioned against relying on one event to fund the Festival. Expenditure was in line with 2016 with savings made in marketing, printing and distribution.</p>

<p>Motion</p>	<p><b>Program Director’s Report</b></p> <p>Program Director, Loraine Callow, presented her report.  Loraine commented that the audience had enjoyed deep conversation and the shared experience in a program of over 50 events and 80 authors that provided a rich feast of provocative ideas and covered a wide variety of topics including the nature of friendship, the craft of writing, indigenous culture, feminism, food, memoir, mental health, crime, history, death, disability, sport, art and much more.  Loraine thanked Marcus Cassidy-Anderson and Alison Standish for their assistance with our new website.  Loraine also thanked all who had contributed to programming including HBCC, VU and our community program advisers.</p> <p><b>Creative Manager’s Report.</b></p> <p>Creative Manager, Tracy Margieson presented her report.  Tracy thanked everyone who has worked with her over the past four years. Tracy presented an overview of her work in marketing and graphic design for the 2017 Festival. Tracy recommended that that the committee develop clear objectives in order to market more strategically.</p> <p><b>Executive Officer’s Report</b></p> <p>Executive Officer, Barbara Hughes, presented her report to the meeting.  Barbara thanked everyone who assisted her in her role as Executive Officer, particularly the hard-working committee. Barbara presented a list of tasks associated with the role of Executive Officer.</p> <p>Angela formally thanked Deb Winfield and Marcus Cassidy-Anderson for their assistance. Lindy Wallace and her wonderful volunteers were also thanked.</p> <p>That the Reports, as tabled, be accepted  Moved: Carol Winfield  Seconded: Lindy Wallace  Carried</p>
<p>6</p>	<p><b>Election of Office Bearers</b></p> <p>The president stepped down, handing control of the meeting to Janet Dawes.</p> <p>Janet took the opportunity to commend the Festival as the centrepiece of HBCC’s winter cultural calendar. She noted that Festival guest Richard Cornish had showcased Hobsons Bay attractions in his article ‘5 Reasons to Visit Williamstown’. Janet also noted the positive language of the Festival through social media and commended the reinforcement of the Festival’s connection with local traders.</p> <p>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><b>7</b> 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: Loraine Callow Seconded: Carol Winfield Carried</p> <p>Nominations for General Committee were received from: Loraine Callow Christopher Ringrose Carol Winfield Lindy Wallace Lis Grove Anna Brasier Hugh Jones</p> <p>There being fewer nominations than the available General Committee positions, these members were duly elected.</p>
<p><b>8</b></p>	<p><b>General Business</b> The Town Hall has been booked for Saturday June 16<sup>th</sup> and Sunday June 17<sup>th</sup> for the 2018 Festival.</p>
<p><b>9</b></p>	<p><b>Next Meeting</b> The 2018 Annual General Meeting will be held as soon as practicable after the 2018 Festival but no later than 30 November 2018.</p>
<p><b>10</b></p>	<p><b>Close</b> The President declared the meeting closed at 7.50 pm</p>