

**Williamstown Literary Festival  
Annual General Meeting  
Monday 27<sup>th</sup> August 2018; 6.30pm  
Williamstown Town Hall,  
104 Ferguson Street, Williamstown**

Item	Notes and actions
Attendees	John Webb, Barbara Hughes, Brian Christopher, Loraine Callow, Hugh Jones, Melissa Longo, Christopher Ringrose, Dmetri Kakmi, Elisabeth Grove, Hazel Finnie, Anna Brasier, Stella Kinsella
Apologies	Angela Altair, Rosemary Clark, Wayne Elly, Jackie Kerin, Andy Griffiths, Wade Noonan, Lindy Wallace, Janet Dawes, Jodie Flood, Paula Kelly Paull, Tracy Margieson, Carol Winfield
Proxy	Barbara Hughes for Angela Altair
<b>1</b>	<b>Opening</b> The Vice-President declared the meeting open at 6.35 pm.
<b>2</b>	<b>Apologies</b> Apologies noted as above
<b>3</b> Motion	<b>Minutes of the previous AGM (14/08/17)</b> That the minutes of the last AGM held on 14 <sup>th</sup> August 2017 be received as a true and accurate record Moved: Anna Brasier Seconded: Hugh Jones Carried
<b>4</b>	<b>Business Arising</b> Nil
<b>5</b>	<p><b>Reports</b></p> <p><b>President's Report</b> Vice President, John Webb, presented Angela Altair's report to the meeting. Angela reported on the success of the 15<sup>th</sup> WLF – a milestone. Angela extended her thanks to John Webb for his invaluable assistance and to the extended Lit Fest family of Vin Maskell, Dmetri Kakmi, Lucia Nardo, Leigh Hobbs, Andy Griffiths, Alison Standish, Marcus Cassidy-Anderson and Deb Winfield. She gave special mention to Carol Winfield for her marvelous display to mark the 15<sup>th</sup> Anniversary. Angela commended Program Director Loraine Callow on the strength and diversity of the program and gave special mention to Andy Griffiths, Leigh Hobbs and Stereo Stories. Angela thanked her fellow committee members for their wonderful work and support throughout the year and made special mention of the wonderful job done by Lindy Wallace and Carol Winfield who are leaving the committee.</p> <p>Angela thanked our official booksellers, Book and Paper, and 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.</p>

	<p>Brian reported that the 2018 Festival had returned a loss of \$2,482 but noted that the Association has a strong Balance Sheet and are able to meet all our financial obligations. An increase in sponsorship was offset by a fall in ticket revenue while overheads increased for the year.          Brian noted that the ongoing success of the Festival rests with the certainty of secured sponsorship funding as ticket sales alone will never fully fund our operations.</p> <p><b>Program Director's Report</b>          Program Director, Loraine Callow, presented her report to the meeting.</p> <p>Loraine presented a comprehensive report on the more than 50 events and 80 authors who contributed to the success of the 2018 Festival. The Festival content included Australian crime writing, women and work, memoir, comedy, award winning fiction, football, cartooning, adventure writing, history, YA writing, science and the graphic novel, two book launches, poetry and performance and much more.          Loraine also thanked all who had contributed to programming including the Programming Sub-committee, the Festival committee, HBCC, VU and our community program advisers.</p> <p><b>Volunteer Coordinator's Report.</b>          Loraine Callow presented Lindy Wallace's report.          Lindy reported that we had a total of 39 volunteers working at the Festival this year, with another 4 people who offered to work if needed. There were 16 new volunteers, those who worked for the first last year and those who've been associated with the Festival for many years. Every volunteer has offered to help again next year.          Lindy thanked the committee and the volunteers who have been generous in their support and advice.</p> <p><b>Executive Officer's Report</b>          Executive Officer, Barbara Hughes, presented her report to the meeting.          Barbara thanked everyone who assisted her in her role as Executive Officer, particularly Loraine Callow and the hard-working committee. Barbara briefly outlined the various areas of responsibility covered by the Executive Officer position.</p> <p>Motion That the Reports, as tabled, be accepted          Moved: John Webb          Seconded: Anna Brasier          Carried</p>
6	<p><b>Election of Office Bearers</b>          The Vice-President stepped down, handing control of the meeting to Hazel Finnie.</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 Vice-President resumed the chair</p>
<p><b>7</b> Motion</p>	<p><b>Determination of number of ordinary members</b> That the number of General Committee positions for the coming committee year remains at eight. Moved: Loraine Callow Seconded: Hugh Jones Carried</p>
<p><b>8</b></p>	<p><b>Election of General Committee</b> Nominations for General Committee were received from: Loraine Callow Christopher Ringrose Lis Grove Anna Brasier Hugh Jones Melissa Longo</p> <p>There being fewer nominations than the available General Committee positions, these members were duly elected.</p> <p>The Vice-President formally thanked Carol Winfield and Lindy Wallace for their service to the committee and welcomed Melissa Longo.</p>
<p><b>9</b></p>	<p><b>General Business</b> The Town Hall has been booked for Saturday June 15<sup>th</sup> and Sunday June 16<sup>th</sup> for the 2019 Festival.</p>
<p><b>10</b></p>	<p><b>Next Meeting</b> The 2019 Annual General Meeting will be held as soon as practicable after the 2019 Festival but no later than 30 November 2019.</p>
<p><b>11</b></p>	<p><b>Close</b> The Vice-President declared the meeting closed at 7.40 pm</p>