

Report created October 23, 2009. RE: **Meeting of Janet De Boer and Glenys Mann**, Friday October 16, 2009 Forward planning for Geelong 2010

This report has been generated by Janet De Boer and is circulated to:

- Glenys Mann and the members of her staffing team for Fibres Geelong 2010, dates of September 26 – Oct 2, 2010: Deb McArdle, Belinda Gonsalves, Mags Nixon, Joss Farmar-Bower, Prue Barridge, Janice Appleton and Alicen Kaye
- To The TAFTA Board of Directors, currently comprising President, Leonie McNally; Vice-President Sue Mears; Hon Secretary Donna Toussaint; Directors Kay Faulkner; Sue Ford; Jude Skeers; Svenja; Martien van Zuilen; Sheila Virgo. TAFTA stands for *The Australian Forum for Textile Arts, Ltd.*
- To Paul Sugden, the Honorary Solicitor of TAFTA
- To Geelong Grammar School via Marina Oman; Matt Bouma and Steve Radojevic, Manager of Finance and Administration

Insurances were discussed including the nature of mandatory WorkCover Insurance for employees and contractors, versus insurance covering volunteers. As well the nature of potential insurance claims was discussed when hiring a facility for the purpose of operating an event. This is an area covered by Public Liability Insurance which most venues require the Hirer to carry, proved via a Certificate of Currency.

Janet De Boer said she would ask Paul Sugden if she had missed any significant points in the above, and asked Glenys Mann to report back what she found out in her own research. Both sets of information could prove very useful to those coordinating events for the first time since they ceased to be auspiced by TAFTA (*Wrapt in Rocky* in Rockhampton Qld, winter 2010; and *Fibres West 2011* in Western Australia).

The remainder of the one-hour meeting was used to discuss what material Janet De Boer had ready for Glenys Mann, to assist in the running of Fibres Geelong in 2010, and what additional information might be useful. Page two of this document is a record of that discussion.

Documents provided to Glenys Mann on 16th October:

1. Copy of TAFTA's 8-page, **Geelong FORUM 2009 Newsletter** (can be supplied by email if wanted)
2. Copy of **Gull Airport Service Timetable**.
3. Copy of **Staff Spreadsheets**. *Spreadsheet #1* tracks each staff member by name, for the whole week. *Spreadsheet #2* tracks staff responsibilities, day by day, in detail. **This information should be provided to Geelong Grammar's nominated Camp Personnel in advance of an event, or upon arrival** so GGS can be aware of what responsibilities are being undertaken and who can be found where & when.
4. Diagram of **Darling Hall** including the number of dining tables already in place, and an indication of placement of doors, and the Servery area. Diagram of placement of Traders for 2009. If again used for Traders, Darling Hall can be set up in advance of the camp, if precise instructions are provided. Others are NOT encouraged to move tables in case they slide or push them. Glenys Mann and staff should make sure all tables are LIFTED and returned to their original positions, on departure (Janet De Boer has tended to hire special help for heavy tasks, ahead of the FORUM, and when bumping out). Tables are to be **covered** before use by Traders, or anyone else.
5. **Photocopying:** Geelong Grammar School has always required that TAFTA hire its own photocopier(s) for use during the Geelong FORUM. **Ryrie Office Machines** has been used and the contact is Dean Jones, Sales Consultant, Ryrie Office Machines, 82 Pakington Street, Geelong West 3218. dean@ryrieoffice.com.au Phone 5229.3322. It has been TAFTA's practice to hire two photocopiers in case one fails for any reason, even for relatively short periods, until a repair crew arrives. Ryrie Office Machines will also provide photocopy paper at a good price. They charge a delivery fee.
6. **Department of Justice ruling on applying for a Limited Liquor License** plus sample letter of what TAFTA provides them including maps of the area as requested. Glenys Mann confirmed that she now gets a liquor license for Fibres Ballarat, and her daughter, Belinda Gonsalves has an RSA. Janet De Boer stressed that if Belinda is the only staff member with an RSA, she must be present at all times in the area where liquor is sold.

7. **Map of Geelong Inner City**, useful to hand out to people if a bus is to be hired on the free Wednesday afternoon, to transport people from GGS to the National Wool Museum, for example.
8. **Map of Hirschfield-Mack** indicating floor plan and hanging areas, for exhibition purposes.
9. **Map of European Languages building**, used by TAFTA as 'massage cottage' in the past.

Prior Communication: Some weeks in advance of the 2009 Geelong FORUM, Glenys Mann was offered a number of free doonas, purchased by TAFTA and stored by Jude Skeers (who can no longer provide storage). She had to decline the offer as she could not source anyone in Melbourne to store them for her. They were given to Chris, Matt Bouma's wife, as she recycles goods for a charity she is involved with.

The following was confirmed as wanted by Glenys Mann, and was provided by Janet De Boer by 23 Oct:

- a) Contact information on bands hired by TAFTA
- b) Contact information for Height's Sewing Centre, Geelong
- c) Contact information on the Spotless Site Services Manager
- d) Dean Clarke's contact details: A-V and possible DJ services (party)
- e) Media information, *Geelong Advertiser*
- f) Information on Liquorcorp through whom TAFTA has always ordered its initial consignment of alcohol for the TAFTA FORUM (Geelong Grammar must be informed of the date of delivery of alcohol and agree to its means of storage and sale, in advance of the FORUM, and must be posted a copy of the Victoria State Liquor License, once it has been obtained).
- g) Contact information on Scooters Australia
- h) Contact information on Handbury Wellbeing Centre (their current policy is to charge people \$2.20 for a swim when the pool is open, with lifeguard; and \$4.40 for gym use) – TAFTA paid the invoice for 2009 and did not collect from individuals. A means of collection would need to be decided, if this is not free to participants in future.

Janet De Boer indicated she had more sample documents to provide, in addition to the above, and would do so as soon as possible, as she was struggling to catch up with other office work.

Glenys Mann provided a sample of her **Fibres Geelong enrolment form** which confirmed that only members of TAFTA would qualify for the stated tuition fees, per the Board's request. She had a number of questions which were answered via the Transition Bulletin #3 (as she had been on the road, she had not received it by email, so it was given to her at the meeting of 16 October).