

Meeting
SHINJU MATSURI INC
Wednesday 15 February 2006
@ The Mangrove Hotel
Coco's Function Room

Meeting Opened: 6.03 pm

Chairman: Josie Sloane

PRESENT:

John Bassham, Lynne Bunney, Belinda Carrigan, Sue Langdon, Lorraine Lee, Pam Lee and Sabine Scherl

APOLOGIES:

Penny Arrow, Makiko Omae and Jillian Philp

MINUTES ACCEPTED:

Moved: John Bassham

Seconded: Lynne Bunney

BUSINESS ARISING:

Questioned if Belinda had a response form Rupert Myer

PRESIDENT'S REPORT:

Josie reported that the business plan was in place for 2006

In future a 2 year plan will be implemented

Josie touched upon Jillian's email re her resignation

It was decided that Jillian should report to the committee as to the current position on - Funding, Bookings, Sponsorships and Liaisons

Josie mentioned that Jillian had put in time & worked hard at putting together a submission for funding for the Marrugekku performance and that can now be used as a template for further submissions

Belinda arrived at 6.10 pm

Josie suggested that Jillian be employed as an advisor

Belinda mentioned that she would be an advisor as assistant to Sabine controlled by the committee

It was decided that she become a coordinator loosely

With discussion re payment, Lorraine Lee suggested that anyone who puts together successful submissions is entitled to 10% commission, answerable to Sabine

John suggested that we accept Jillian's resignation as a committee member

Approach Bob Eagle for assistance – for next meeting write up official proforma

John stressed that all information on Jillian's computer must be transferred Shinju Matsuri to sign off.

Accepted by Committee

Jillian, Makiko & Josie met with Paul Adair at Masto's re: the Japanese Food & Music Festival. He was most responsive to the event

Food Festival from 12.00 to 5.00 with Music after 5.00 pm

Met with Graeme Campbell

It was agreed that the Shire needs to take ownership of the Festival and it had been suggested the budget would be approximately \$390,000 for the 2006 Festival.

MYOB financial package had been transferred to Josie's computer.

CORRESPONDENCE:

Tabled

TREASURER'S REPORT:

Bank Statement at the 6 February 2006 \$14,363.73 DR

Outstanding accounts \$16,197.62

Outstanding income \$2,516.00

Amanda Pember supply MYOB

BAS to be done

Josie moved that signatories need to be changed

Seconded: Lynne

Debate ensued over Rotary still requesting sponsorship of \$3,300.00

Belinda spoke to this, reporting that she had spoken to Roy Payne

And it was agreed that this expense had occurred due to lack of honourship of sponsorship to Westrac from Rotary and require a re-look in 2006. It was therefore agreed to pay Rotary \$3,300.00

Mercure were overcharged and Josie had that under control

With regards to the overdraft: it was verbally agreed that a loan be applied for to pay out the overdraft and to service debt accrued from Festival. To approach Shire to be guarantor, suggested amount of loan is \$40 000.

Moved Josie Sloane, Seconded John Bassham.

Sue questioned amount of debt and what the Festival can afford, to budget tightly with 2006 Festival and committee to have full control and ownership.

Treasurer's report accepted

BUSINESS PLAN:

John tabled a plan based on the Pt Lincoln Tunarama Festival

He circulated copies and suggested that Belinda, Sabine, Josie and he get together and will present the Business plan at the next meeting

These 4 to meet at Josie's on Sat 18 February at 8.00 am

CONTRACTS:

Nothing to report

SHINJU MATSURI BUDGET FORECAST

	<u>2006</u>	<u>2007</u>	<u>2008</u>	
Revenue				
Sponsorship	\$120,000	\$135,000	\$150,000	
Funding & Grants	\$25,000	\$65,000	\$85,000	NOTE (Budgeted amount for 07/08 inc grant of \$40,000 for Arts Officer and \$25,000 from Shire for contractors/coordinators. Arts Officer will be employed full time for a contract of 2 years)
Donations	\$4,377	\$4,814	\$5,295	
Advertising Fees	\$6,000	\$6,600	\$7,260	
Ticket Sales	\$54,545	\$23,000	\$28,000	
Sales of Goods	\$15,825	\$17,400	\$19,140	
Bar	\$21,500	\$30,000	\$35,000	
In Kind	\$51,812	\$50,000	\$55,000	
Fundraising		\$15,000	\$25,000	
Other	\$6,010			
TOTAL	<u>\$305,069</u>	<u>\$346,814</u>	<u>\$409,695</u>	
Expenditure				
Depreciation	\$1,919	\$2,110	\$2,321	
Advertising	\$45,549	\$50,000	\$55,000	
Audit & Accounting Fees	\$700	\$770	\$847	
Awards & Prizes	\$17,100	\$17,100	\$17,100	
Bank Charges	\$700	\$770	\$847	
Catering & Beverages	\$21,500	\$25,000	\$30,000	
Contractors	\$38,770	\$35,000	\$37,000	
Equipment Hire	\$20,950	\$25,000	\$28,000	
Freight	\$8,000	\$10,000	\$12,000	
Insurance	\$2,600	\$4,000	\$4,800	
Interest & Loan Charges	\$427	\$8,080	\$12,695	
Legal Fees & Licenses	\$640	\$704	\$774	
Office Supplies	\$2,085	\$2,293	\$2,522	
Other Festival Expenses	\$4,750	\$5,225	\$5,747	
Performance & Artist Fees	\$35,834	\$40,000	\$55,000	
Production	\$18,970	\$23,000	\$30,000	
Rent	\$3,000	\$3,300	\$3,630	
Repairs & Maintenance	\$850	\$935	\$1,028	
Salaries & Wages	\$16,915	\$40,000	\$40,000	
Subscriptions & Memberships	\$110	\$121	\$133	
Telephone & Fax	\$2,500	\$2,768	\$3,044	
Travel & Accommodation	\$55,390	\$52,000	\$59,000	
Website Design & Maintenance		\$350	\$400	
TOTAL	<u>\$297,340</u>	<u>\$346,416</u>	<u>\$399,567</u>	
PROFIT/LOSS	<u>\$7,729</u>	<u>\$398</u>	<u>\$10,128</u>	