



RELAY FOR LIFE – GEELONG COMMITTEE

DEBRIEF MEETING MINUTES
MARCH 29TH 2006

DEAKIN UNIVERSITY

WELCOME

Present: Andrew Purdy, Glenda Arenson, Jim Anderson, Jill Miller, Jan Turner, Sam Santospirito, Maree Greenwood, Geoff McDonald

Apologies: Dale Hausler, Laura Dillon, David Greenwood, Stephen Levy, Robyn Hodge, Darren Cole, Kirsty Blaik, Rod Ryan, Sarah Birch, Christopher McAvaney

MATTERS FROM THE CHAIR

Date for 2007 event –

After much debate it was decided that the date for 2007 would be 17th/18th March. (Maybe a St Patrick's Day theme?). This date only clashes with the Highland Gathering as opposed to Head of the Schoolgirls and it is more convenient for the schools and the University.

After Party –

This has been moved to 12th April following the difficulties in obtaining a venue for the 5th. The venue is St Mary's Hall, Myers Street at 7.00pm; the Committee to arrive at 6.30 to assist in the setting up.

ACTIONS: Glenda to notify Team Captains and to send out the evaluation sheet, to obtain a drinks licence, **Jill** to organise catering through Steampacket. **Glenda, Rod and Jill** to organise the agenda

Thank you letters –

The spreadsheet has been completed and **Jill** will compose a letter (in the absence of any previous years' versions) and will send in the next week. It is really important, for future reference, that all Committee members fill in the spreadsheet and not send the information required in an email. **Jill** to send separate letter to the vendors

GENERAL BUSINESS

Fundraising update: \$264,000 banked.

Debrief reports: **ACTION: All Co-ordinators** to send their reports to **Jill** for collating and then to **Christopher** for the website

OTHER BUSINESS

Equipment Storage –

The Committee has been offered the use of a shed near the river in which to store our equipment. The Committee has accepted this kind offer.

National Conference –

The National Conference will take place on 10th/11th May in Melbourne at the Ramada Hotel. Any Committee member wishing to attend should contact Andrew.

Annual Schedule -

Jill is going to produce an annual schedule similar to the event schedule. **ACTION: All Co-ordinators** to send their planning schedules, important dates and work procedures_instructions to **Jill** by the end of April.

Committee dinner –

This has been postponed to after Easter. (This has now been arranged for 1st May at the George and Dragon 7pm **RSVP by 12th April to Jill**)

Ambassadors –

It was noted that the role of ambassadors should be revisited each year with a view to their relevance, duties and input

Committee for 2007 -

Resignations were received from Glenda Arenson (Recruitment), Maree Greenwood (Childrens' Activities) and Jill Miller (Secretary, On-Site Activities Co-ordinator and Deakin liaison). Jill offered to organise the vendors if a replacement could not be found. She will continue to be the liaison for Deakin but will only attend meetings if required.

DATE OF NEXT MEETING –TBA