



RELAY FOR LIFE – GEELONG COMMITTEE

AGENDA FOR THE FOURTH MEETING

WEDNESDAY 15TH NOVEMBER 2006
DEAKIN UNIVERSITY WAURN PONDS CAMPUS
EAST DINING ROOM. LEVEL 1, UNION BUILDING
6:00PM

WELCOME

Welcome by the Chair

APOLOGIES

MATTERS FROM THE CHAIR

BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING

Updates on all relevant “action” items from the minutes of the 18th October meeting.

- Promotional DVD to be made using material collected/recorded during Relay '07. Possible camera issues. To be discussed further at next meeting. Chris to find out web cam (located on the south-east corner of the Science Building at Waurn Ponds) capacity and feasibility re use of the web cam. **(Action: Chris).**
- Peter Foley to be written to regarding the proposed Survivor Service at St Mary's the Sunday preceding Relay '07. **(Action: Andrew) In progress.**
- Promotional package for distribution to potential sponsors is under control. Rod able to assist Laura with the package. Laura to submit covering letter to Andrew for approval. **(Action: Andrew/Laura) Waiting for feedback from Rod. Amy, can you check with Rod about this please?**
- Apparently Geelong Private Hospital has already raised \$10K but it is unclear as to whether the hospital has registered. **Andrew and Rod** to check registration. Andrew reported they have not yet registered. Andrew has spoken with Glenda who will follow up with a contact at the hospital. Report from Andrew at November meeting. **(Action: Andrew).**
- Safety plan presentation needs to be made to Victoria Police, Geelong Fire Brigade etc sooner rather than later. Police presence required overnight. **(Action: Andrew, Rod, Darren, Jim) In progress.** Stephen to speak with Darren re COGG contact. **(Action: Stephen).**
- High profile people (eg Peter Loney, Wayne Carson – Victoria Police) to be secured to assist in raising public awareness of, and promoting interest in, Relay '07 **(Action: Andrew/Sarah) In progress.**
- Storage space required for candle holders. Need 5000 for Relay '07. Kaz able to assist. Andrew to speak with Jim. **(Action: Andrew/Jim) In progress.**
- Gala Day (Friday 1st December). There was not overwhelming support to enter a float this year. However, it was felt we should have a presence at Eastern Beach with balloons, handouts etc. Jan willing to be involved with Jim's assistance if he is available. Need to check options with Geelong Hospital. **(Action: Jan) Jan has contacted hospital and will apply for a stall.**

- Jill to be contacted by Jan to obtain details of vendors involved in Relay '06 and Jan to book for Relay '07 **(Action: Jan)** If Darren unable to provide list to Jan, then Andrew to follow up with Jan/Jill. **(Action: Andrew)**.
- Kaz proposed we explore the possibility of forming an alliance with a “sister” overseas relay organising committee with which we could exchange information and ideas on general organisation, fund raising etc. Andrew suggested that the city of Salinas in California might make a suitable “sister” partner. More information to be obtained about this. **(Action: Andrew)** Deb Stringer at CCV has contacted the America Cancer Society to determine interest. **In progress.**
- Jan asked for more information about the survivor sashes. As discussed at the first meeting, a sash would be provided free of charge to each survivor for them to retain and wear each time they participated in a relay. We would sell at cost a year badge to the survivors which could be attached to the sash each year. Costing of sashes to be done by Laura. **(Action: Laura) In progress.**
- Kaz suggested the bumper sticker (design) tabled by Laura earlier in the meeting could be used as a fund raising item. The sticker would need to be approved by CCV and be costed. **(Action: Andrew)** Kaz able to obtain cost of set-up and production of (State generic) stickers if approved by CCV. **In progress.**
- Darren asked to contact Barwon Water re access to rehydration station. **(Action: Darren).**
- Still a need for more promotional stories **(Action: All).**
- Interest by a celebrant in involvement in Relay '07 was expressed earlier this year to Jill with details forwarded to Jan. Andrew suggested that this request would need to be treated sensitively given Peter Foley’s “life membership” of Relay. **(Action: Andrew).**
- David to contact Laura and/or Marie to obtain details of entertainment activities and associated volunteers for Relay '06. **(Action: David).**
- Service clubs to be contacted to provide supervision of children’s activities. **(Action: Facilities – Volunteers Co-ord).**
- Facilities to look at alternative locations and to check re current redevelopments at Landy Field. **(Action: Darren).**

GENERAL BUSINESS

Registration update

Committee reports

- Recruitment (Laura)
- Facilities (Darren)
- Treasurer (Lyn)
- PR and media (Sarah/Laura)
- Ceremonies (Jan)
- Entertainment (David/Sam)
- Vendors (Jill)
- Children’s entertainment (David)

OTHER BUSINESS

NEXT MEETING

The next committee meeting is scheduled for Wednesday 6th December at 7:30pm in Room D2.202 at Deakin’s Waterfront Campus.