



RELAY FOR LIFE – GEELONG COMMITTEE

AGENDA FOR THE NINTH MEETING

WEDNESDAY 28TH FEBRUARY 2007
DEAKIN UNIVERSITY WATERFRONT CAMPUS
ROOM D2.202
7:30PM

WELCOME

Welcome by the Chair

APOLOGIES

MATTERS FROM THE CHAIR

- Report on CCV Working Party held Sunday 25th February.
- **Extreme weather conditions plan/process and potential outcomes.**
- **Proposed pre-Relay social function at Beckley Park on Friday 9th March. (Refer to Andrew's Thursday evening's email. Please RSVP to Andrew as soon as possible and bring money next Wednesday evening if you plan to attend).**
- Beckley Park matters. Also see later the agenda.

BUSINESS ARISING FROM THE MINUTES OF THE LAST MEETING

Updates on all relevant "action" items from the minutes of the 14th February meeting.

- Safety plan presentation needs to be made to Victoria Police, Geelong Fire Brigade by mid February. Police presence required overnight. **Action: Andrew, Rob, Darren, Jim. In progress.**
- As discussed at the first meeting, a sash will 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. Quote obtained by Laura for \$8 per sash. Belynda has been unable to source sashes from PRC and will now obtain quotes from local sources for 1000 sashes. **Action: Belynda. In progress.**
- Service clubs to be contacted to provide supervision of children's activities. Belynda to advise Darren of any special requirements needed for the activities. **Action: Belynda and Darren (volunteer co-ord)**
- Meal vouchers to be provided to volunteers on the day to be used at the Rotary Club of Corio food van. **Action: Darren (volunteer co-ord)**
- Andrew to contact Father Dillon to confirm the format as agreed with Father Foley for the service at St Mary's the Sunday preceding Relay '07. **Action: Andrew**

- Team Recruitment sub-committee to do a ring around of last year's teams that haven't re-registered yet. **Action: Laura and Team Recruitment sub committee**
- Security – Darren getting a revised quote. **Action: Steve to email Amy with security details and levels.**
- Rob Sutherland is taking care of Risk Management
- Cancer Fast Facts – a localised Cancer fact sheet is being put together by TCCV and will be useful for future media coverage. **Action: Amy to send to Sarah once it's complete.**
- Request to be made to have access also to the kitchen at Beckley Park. **Action: Amy to request kitchen usage when she speaks with Lisa from Beckley Park.**
- Jill needs confirmation from Richard Oakley. **Action: Amy to send Jill Richard's details.**
- Need some trestle tables, chairs and marquees. **Action : Belynda to let Darren know quantities.**
- Program needs to be drafted. **Action: PR – Sarah and Laura.**
- Movies – **Action : Belynda to speak to Sam re marquee, Chris to source equipment, Belinda to speak to Father Dillon.**
- Candle tributes for team captains – needed for next TC meeting. **Action: Amy to bring for Jan at next TC meeting.**

GENERAL BUSINESS

Registration update.

Committee reports (if not already covered in previous items above).

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

OTHER BUSINESS

NEXT MEETING

The next committee meeting will be held at 6:00pm on Wednesday 14th March in the Dining Room at Beckley Park and will be followed by a Team Captain's meeting at 7:30pm.

Please note the **Survivor Service** at St Mary's on the evening of Sunday 11th March and the **Ambassadors' Breakfast** at 7:00 for 7:15 start on Friday 16th March at the Geelong Racing Club.