



## RELAY FOR LIFE – GEELONG COMMITTEE

### AGENDA FOR THE TENTH MEETING

WEDNESDAY 14<sup>TH</sup> MARCH 2007  
DINING ROOM  
BECKLEY PARK  
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 28<sup>th</sup> February meeting.

- 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. Belynda emailed details of quotes obtained from a local source and the quotes were tabled. Laura advised she had also recently obtained quotes. It was agreed that Laura liaise with Belynda on the matter and together they make a decision which way to proceed. **Action: Laura and Belynda.**
- Program needs to be drafted. **Action: PR – Sarah and Laura. (The Secretary advised that the program was needed by Wednesday 14<sup>th</sup> for printing).**
- Laura reported that at the recent Colac Relay, a Team Captains meeting was held on the morning of the event in conjunction with the registration process. Laura sees merit in the idea and it was agreed she put a proposal to the next Committee meeting for consideration. **Action: Laura.**
- There was some discussion about the Spirit of Relay Award, which was introduced in 2006 in recognition of an outstanding contribution to the Geelong Relay for Life. Laura (via the next Newsletter) is to call for nominations from teams, with nominations to be submitted to Laura by Wednesday 14<sup>th</sup> March. The compiled list of nominations is to be discussed by the Committee at the event with the winner to be announced on the Sunday of the event. **Action: Laura.**
- The process to effect the Spirit of Relay Award in future years is to be written for consideration and adoption by the Committee. **Action: Laura.**
- It was proposed that vehicles requiring “high level” access to Beckley Park (eg committee members, vendors) be issued with a vehicle window sticker. The Committee approved the proposal and noted that sticker production had been determined. It was further agreed that Jim write the process for future years. **Action: Jim.**
- Andrew to request a balance sheet and treasurer’s report from Lyn. **Action: Andrew.**
- If Committee members wish to attend the breakfast on Friday 16<sup>th</sup> March (cost is \$50), please let Sarah know as soon as possible. **Action: All.**

- Jim reported that the tent site allocation is to be done by teams using the website. This information is to be communicated to team Captains accordingly. **Action: Laura.**

## **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**

Review meeting time and location to be determined.