



RELAY FOR LIFE – GEELONG COMMITTEE

MINUTES OF THE THIRD MEETING

WEDNESDAY 18 OCTOBER 2006
DEAKIN UNIVERSITY WATERFRONT CAMPUS
ROOM D4.205

The meeting commenced at 7:40pm

PRESENT

Andrew Purdy (Chair), Jim Anderson, Leonie Barnett, Ian Collings, David Greenwood, Stephen Levy, Christopher McAvaney, Rob Quarrell, Kaz Squires.

APOLOGIES

Nagesh Bellur, Sarah Birch, Darren Cole, Laura Dillon, Lyn Fraser, Dale Hausler, Rod Ryan, Sam Santospirito, Jan Turner, Geoff McDonald, Jill Miller, Rob Sutherland.

WELCOME AND MATTERS FROM THE CHAIR

Andrew welcomed those present and thanked them for their attendance.

Launch

Andrew advised that feedback received via Jill indicated that the launch was well organised, the venue was excellent, and the start and end times do not need variation. The refreshments were generally agreed to be okay. However, the number attending was disappointing (70 to 80 including committee members), and it was agreed that more care needs to be given to the presentations in future years, with a big name keynote speaker being invited and being named on the invitation.

BUSINESS ARISING FROM THE MINUTES OF THE FIRST MEETING

Updates on “action” items from the second meeting

- Cheque to CCV for \$11K for the 2006 Geelong Private Hospital team and cheque account signatories to be actioned. **(Action: Andrew) Done.**
- 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 Waurnd Ponds) capacity and feasibility re use of the web cam. **(Action: Chris).**
- Kaz to contact a friend re possible story for media purposes and to liaise with Sarah as appropriate. **(Action: Kaz). Done.** Sam advised there is/are possible media story/ies involving the Geelong Blood Bank. **(Action: Sarah) Done.**
- 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.**
- Apparently Geelong Private Hospital have already raised \$10K but it is unclear as to whether they have 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 next meeting. **(Action: Andrew).**

- Relay '07 to be included in COGG calendar. **(Action: Sarah) Done.**
- 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.**
- Ambassadors' breakfast to be arranged **(Action: Sarah) Meeting organised for next week.**
- 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.**

GENERAL BUSINESS

Registration update

- Thirty four teams have already registered and approx \$36K has been received to date.

Committee reports

Recruitment (Kaz on behalf of Laura)

- Location of the team captain's November meeting still to be determined. Ian to contact Jill and advise accordingly. **(See note at end of minutes)**
- Issue of receipts for goods donated. May be able under certain circumstances to provide a receipt for the difference between the sale price and the donated value. Generally "no".

Facilities (Stephen on behalf of Darren)

- No report.
- Darren asked to contact Barwon Water re access to rehydration station.
(Action: Darren).

Treasurer (Lyn)

- No report.
- It was noted that the current account balance should be \$14370.19 less \$11000 paid to CCV for Geelong Private Hospital Relay '06 team.

PR/Media (Andrew on behalf of Sarah)

- Still a need for more promotional stories **(Action: All)**.
- Roxanne Bennett and Peter Loney are okay for the ambassadors' breakfast. (The breakfast last year was held at the Geelong Racecourse in the week leading up to the Relay).

Ceremonies (Andrew on behalf of Jan)

- 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)**.

Entertainment (David)

- David has approached several bands, a choir, Tim McCallum, the Lyric Theatre and the Police Rock Band. The Ford Truck has been booked.

Vendors

- No report. See note earlier in the minutes

Children's Entertainment (David)

- David to contact Laura and/or Marie to obtain details of activities and volunteers for Relay '06. **(Action: David)**.
- Service clubs to be contacted to provide supervision of children's activities.
(Action: Facilities – Volunteers Co-ord).

OTHER BUSINESS

- Andrew advised the committee on some of the possible implications of water restrictions for Relay '07. It was noted that Deakin had applied to Barwon Water without success for exemption from the current restrictions. Deakin is unable to water its grounds, and without significant future rain the grounds may be unsuitable, and if they become a dust bowl, unusable.
- Facilities to look at alternative locations and to check re current redevelopments at Landy Field. **(Action: Darren)**.
- An alternative location may require a change in duration of the Relay; e.g. 9:00am to 9:00pm or 9:00am to midnight. (No tents).
- Chris advised that the website had been updated and a target barometer inserted.

The meeting closed at 9:10pm.

The next committee meeting is on Wednesday 15th November at 6:00pm in the East Dining Room on Level 1 in the Union Admin Building at the Waurin Ponds Campus. The Team Captain's meeting will follow at 7:30pm in the same room. Campus map and legend attached. Enter the campus along Alfred Deakin Drive and park in car park 4 (CP4). (Free parking after 5:00pm). Walk along the north side of the KD Stewart Centre (da). The East Dining Room is about 50m west of the KD centre on ground level in the Union Admin Building (jb).