



## RELAY FOR LIFE – GEELONG COMMITTEE

### MINUTES OF THE FOURTH MEETING

WEDNESDAY 15 NOVEMBER 2006  
DEAKIN UNIVERSITY WAURN PONDS CAMPUS  
UNION/ADMIN BUILDING

The meeting commenced at 6:10pm

#### **PRESENT**

Andrew Purdy (Chair), Nagesh Bellur, Leonie Barnett, Ian Collings, Amy Coopersmith, Laura Dillon, Belynda Grass, David Greenwood, Stephen Levy, Chris McAvaney, Jill Miller, Rob Quarrell, Sam Santospirito, Jan Turner.

#### **APOLOGIES**

Jim Anderson, Sarah Birch, Darren Cole, Lyn Fraser, Dale Hausler, Geoff McDonald, Kaz Squires, Rob Sutherland.

#### **WELCOME AND MATTERS FROM THE CHAIR**

##### Welcome

Andrew welcomed those present, and gave a particular welcome to both Amy Coopersmith and Belynda Grass. Amy is the new CCV coordinator for the Geelong relay, and Rod Ryan has agreed to work with Amy during the transition period. Belynda is a new committee member.

Welcome to Amy and Belynda.

##### Matters from the Chair

Andrew reported on the visit by Dale, Laura and himself to the Hobsons Bay Relay, a small event compared with Geelong, but which nonetheless received coverage on ABC TV. A feature of the event set-up was an excellent covered stage. A more professional stage for the Geelong event may need to be considered in the future. (See later in the minutes under Entertainment).

Special survivor shirts were available at the event. It was agreed that CCV be asked to consider the mass production of survivor shirts. The event name/location could be added later by local organizing committees if required. **Action: Amy**

Andrew further reported that, following discussions with Emma Ingles of the Event Management Company Geelong, the ANZ Bank sponsored "Family Day at the Waterfront" on 1 January 2007 (12:30 – 5:30pm) provides an opportunity to promote Relay '07. It was agreed that rather than participate in the Geelong Gala Day we participate in the New Years Day event by way of a Relay for Life stall etc provided a committee member takes on the coordination and there are sufficient volunteers to "man" the stall. Please contact Andrew if able to help. **Action: All**

#### **BUSINESS ARISING FROM THE MINUTES OF THE THIRD MEETING**

Updates on "action" items from the third 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

Waurm Ponds) capacity and feasibility re use of the web cam. **(Action: Chris)**. Chris reported it would cost \$1000 to relocate the web cam to a suitable position and is investigating suitable alternatives. **Action: Chris**.

- Peter Foley to be written to regarding the proposed Survivor Service at St Mary's the Sunday preceding Relay '07. **(Action: Andrew) Done**. A meeting to be held to agree upon a suitable format. **Action: Andrew**.
- Promotional package for distribution to potential sponsors is under control. Rod able to assist Laura with the package. **(Action: Laura) Waiting for feedback from Rod. Amy, can you check with Rod about this please?**
- Apparently Geelong Private Hospital has already raised in excess of \$10K but it is unclear as to whether the hospital has registered. **(Action: Andrew) Done**. To register at tonight's Team Captains meeting.
- 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) In progress**.
- 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**. Update by Sarah at December meeting.
- 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**.
- 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. To be followed up. **Action: Amy**.
- 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**. Quote obtained for \$8 per sash. Belynda to investigate alternatives. **Action: Belynda**.
- 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**. It was noted that Rod has stolen the sticker and Amy is to retrieve in order to obtain CCV approval. **Action: Amy**.
- Darren asked to contact Barwon Water re access to rehydration station. **(Action: Darren) Done**. Application has gone to Barwon Water.
- Interest by a celebrant in involvement in Relay '07 was expressed earlier this year to Jill with details forwarded to Jan. Jan to provide contact details to Andrew for action as appropriate. **Action: Jan/Andrew**.
- David to contact Laura and/or Marie to obtain details of entertainment activities and associated volunteers for Relay '06. **(Action: David) Done**.
- Service clubs to be contacted to provide supervision of children's activities. **(Action: Facilities – Volunteers Co-ord). Belmont Lions Club has been contacted**.
- Facilities to look at alternative locations and to check re current redevelopments at Landy Field. **(Action: Darren)**. Jill advised that Deakin may not allow access to its grounds for the Relay next year due to the water restrictions. Jill also reported that Landy Field will not be available until at least Easter. Alternatives need to be agreed asap. **Action: Andrew to Darren**.

## GENERAL BUSINESS

### Registration update

- Forty one teams have already registered and approx \$60K has been received to date.

### Committee reports

#### Recruitment (Laura)

- Laura outlined the agenda for the Team Captains meeting to be held following the committee meeting.
- Andrew discussed incentives for early banking eg fully set up tent site with dancing girls, for teams banking a minimum amount (\$2000) by a certain date. (He announced the incentive at the Team Captains meeting).

#### Facilities (Darren)

- No report.

#### Treasurer (Lyn)

- No report.

#### PR/Media (Email to Secretary from Sarah)

- Peter Loney and Roxanne Bennett are confirmed as ambassadors. Sarah met with Peter and Roxy on 3 November to discuss the ambassadors' breakfast scheduled to be held in March. Full report at next meeting.
- Geelong News very keen to run stories. Similarly the Geelong Advertiser via Dale Jennings. Any stories to Laura or Sarah. **Action: All.**

#### Ceremonies (Jan)

- Andrew Sears – town crier – has been invited to start Relay '07.

#### Entertainment (David)

- Two confirmed entertainers with others in the pipeline.
- As noted at the last meeting, the Ford truck has been booked. Andrew advised that Ford was outsourcing many activities and the availability of the truck may be problematic. To be discussed further at the next meeting.

#### Vendors (Jill)

- All vendors from the last Relay have been booked plus a healthy Thai tucker vendor.

#### Children's Entertainment (David)

- David has obtained details of activities and volunteers for Relay '06.
- Andrew has made an application for the services of a kids activities van "Go For Your Life".

## OTHER BUSINESS

- Chris sought approval from the Committee for \$130 to maintain the Geelong Relay web site for the next two years. Approved.
- Chris reported that green (shopping type) bags with CCV/Relay signage would cost \$700 for 500 bags printed one side-one colour.

- Andrew advised that it may be possible to obtain similar ANZ bags (ANZ on one side) with the option of printing CCV/Relay on the other side. Andrew to investigate further. **Action: Andrew.**
- Jan advised of a perfume party fundraising activity. More details at the Team Captains meeting.
- Andrew noted the importance of all legitimate attendees at Relay '07 wearing a security wristband and suggested that the wristbands should be provided by CCV. Amy to follow up. **Action: Amy.**

The meeting closed at 7:30pm and was followed by the Team Captains meeting.

### **Next meeting**

The next committee meeting is on Wednesday 6<sup>th</sup> December at 7:30pm in room D2.202 at the Waterfront Campus.

Please find attached an updated meeting schedule.

I have been unable to obtain a consistent meeting location for the Waurm Ponds campus committee meetings/Team Captains meetings dates due to bookings already in the Deakin system. The 14<sup>th</sup> February meeting will be held in the Peter Thwaites Lecture Theatre LT1. We can use the foyer for the committee meeting, and have access to the main lecture theatre for the Team Captains meeting. The 14<sup>th</sup> March meeting (previously booked by Jill) will be held in the KD Stewart Centre.