



## RELAY FOR LIFE – GEELONG COMMITTEE

### MINUTES OF THE FIFTH MEETING

WEDNESDAY 6 DECEMBER 2006  
DEAKIN UNIVERSITY WATERFRONT CAMPUS  
ROOM D2.202

The meeting commenced at 7:30pm

#### **PRESENT**

Andrew Purdy (Chair), Jim Anderson, Sarah Birch, Ian Collings, Amy Coopersmith, Laura Dillon, Belynda Grass, David Greenwood, Stephen Levy, Sam Santospirito.

#### **APOLOGIES**

Leonie Barnett, Nagesh Bellur, Darren Cole, Lyn Fraser, Dale Hausler, Chris McAvaney, Geoff McDonald, Jan Turner, Jill Miller, Rob Quarrell, Kaz Squires, Rob Sutherland.

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

Andrew welcomed those present and thanked them for their attendance.

#### **CCV Forum held at Warrnambool on Saturday 2<sup>nd</sup> December**

Andrew, Laura and Ian attended the forum along with representatives from Ararat, Horsham and Warrnambool, plus CCV delegates including Amy.

The forum commenced with a SWOT analysis of the respective regional relays which provided new information for all regional representatives present. The main focus however was on the impact of the current drought, the impact on the Horsham region being extremely severe. Possible options for relays were discussed with an emphasis on how to maintain the integrity of the events if they are deferred until a (much) later date. It was clear from an analysis of NSW relays that there are considerable risks involved if the Geelong event is moved too far away from its scheduled March date.

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

Updates on “action” items from the fourth meeting

- It was agreed that CCV be asked to consider the mass production of survivor shirts. Amy reported that quotes had been obtained but were very expensive, and that more quotes would be obtained. **Action: Amy**
- It was agreed that rather than participate in the Geelong Gala Day we participate in the ANZ Bank sponsored New Years Day “Family Day at the Waterfront” 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. See later in minutes**
- Promotional DVD to be made using material collected/recorded during Relay ‘07. Possible camera issues. Chris reported it would cost \$1000 to relocate the web cam on the south-east corner of the Science building to a suitable position and is investigating suitable alternatives. **Action: Chris. Deferred until next meeting**

- Andrew and Jan have met with Father Peter Foley and have agreed upon a suitable format for the Survivor Service to be held at St Mary's the Sunday preceding Relay '07.
- Promotional package for distribution to potential sponsors . This item is ongoing with Andrew to talk further with Laura. **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). In progress**
- Potential storage space required for candle holders (5000 needed for Relay '07) has been arranged by Jim. Jim in conjunction with Stephen and Andrew to follow up further. **Action: Jim/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. Deb Stringer at CCV has contacted the America Cancer Society to determine interest. To be followed up. **Action: Amy. 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. Quote obtained by Laura for \$8 per sash. Belynda to clarify what is included in the \$8 quote. Belynda also to obtain a quote from another source for 1000 sashes. **Action: Belynda**
- Kaz suggested the bumper sticker (design) tabled by Laura at an earlier meeting could be used as a fund raising item. The sticker would need to be approved by CCV and be costed. Kaz able to obtain cost of set-up and production of (State generic) stickers once approved by CCV. Amy advised that Rod does not know the whereabouts of the sticker. **No further action possible**
- Interest by a celebrant in involvement in Relay '07 was expressed earlier this year to Jill with details forwarded to Jan. **Action: Jan/Andrew. In progress**
- Service clubs to be contacted to provide supervision of children's activities. **(Action: Facilities – Volunteers Co-ord). Belmont Lions Club has been contacted. (Secretary's note: Is follow up action required here?)**
- Jill had advised at a previous meeting that Deakin may not allow access to its grounds for the Relay next year due to the water restrictions. A meeting is to be held at Deakin on 7<sup>th</sup> December involving Deakin KD Stewart Centre staff, Kiwani (All Ford Day) representatives, and Andrew, Jim, Jill, Stephen and Ian plus Anthony Keogh (CCV), to explore options which would permit access to the grounds. See below in General Business for a report on this meeting.

Andrew reported that Rippleside Park, Eastern Gardens, the Showgrounds, the Geelong Racing Club and South Barwon Reserve (opposite Barwon Timber) while adequate in some aspects, all had deficiencies (eg no facilities, no lighting, security and/or parking issues) which may be problematic. Andrew was to look at the trotting and greyhound tracks as soon as possible.

Andrew has done this between the time of the meeting and the writing of these minutes and his report is as follows:

Jim, Steve and myself attended the Beckley Park venue on Saturday 9/12 to evaluate as potential sites to hold a RFL event. The following is a brief summary of findings:-

#### **Greyhound Track**

- good space inside track
- restricted access to inside of track
- potentially could put grass track inside dog track

- dog track very narrow for both running and walking tracks
- some toilet facilities, would need to add additional??
- lighting good
- parking not too bad

### **Trotting Track**

- good space inside track (surface looks good for tents and activities)
- length of track (too long??)
- better access to infield for set-up
- great surface for walking / running
- some toilet facilities (need access to rest of facility to assess), would need to add additional??
- great lighting
- parking, needs further investigation due to market complications on Saturday mornings

### **Conclusion**

Trotting track requires some further investigation of infrastructure when access is available but looks the most likely option.

## **GENERAL BUSINESS**

### Registration update

- Forty seven teams have already registered and approx \$63K has been received to date. Geelong Private Hospital has still not registered despite the indication from them they would do so at the recent Team Captain's meeting. **Action: Andrew**

### Committee reports

#### Facilities (Stephen on behalf of Darren)

- Portable toilets have been booked
- Still waiting for response from Barwon Water re application for the rehydration station

#### Treasurer (Lyn)

- No report.

#### PR/Media (Sarah)

- Still a need for more promotional stories. Sarah will arrange with particular local newspapers as appropriate. **Stories to Sarah. Action: All**
- Roxanne Bennett and Peter Loney are available for the ambassadors' breakfast. Roxanne has agreed to act as MC and Peter will obtain a keynote speaker. **The breakfast will be held on Friday 16<sup>th</sup> March 2007 at 7:00am for a 7:15am start.** Cost \$50 pp with door prizes (no auctions or raffles). Invitations, payment method, decorations etc under control.

#### Ceremonies (Jan)

- No report.

#### Entertainment (David)

- It was noted at a previous meeting that the Ford Truck has been booked. We assume it will be available unless we hear to the contrary.

Vendors (Jill)

- No report. All under control. See minutes of previous meeting.

Children's Entertainment (Belynda)

- Requests have been made to entertainment providers. Waiting for replies.

## **OTHER BUSINESS**

- ANZ New Years Day "Family Day" 12:30-5:30pm on the Steampacket Customs Lawn. We have been requested by Emma Ingles (event coordinator) to provide volunteers on the day. Laura will promote in the next Newsletter as the event provides fundraising opportunities for teams too in addition to Committee member involvement.

**Committee members please contact Andrew NOW to assist in:**

- **Committee members wearing RFL polos to man the 3 entry points along with ANZ team members and collect a gold coin donation for entry**
- **Committee members to man a stall to provide free sunscreen, hand out RFL brochures and balloons and take any registrations that might arise (marquee, table, chairs supplied)**
- Meeting at Deakin on Thursday 7<sup>th</sup> December with Deakin KD Stewart Centre staff and Kiwani representatives.
  - It was agreed there were serious implications for both Relay and the All Ford Day if these events were not held in 2007 as scheduled
  - Deakin's Property Services Division will be asked to urgently provide details of the minimum amount of water required to maintain the ground surface in a usable condition. It was noted that it is in Deakin's interests too to keep the ground surface in a state so that restoration in the future is not prohibitively expensive
  - Alternative water sources and approximate costs to supply/deliver were discussed
  - Once water requirements and accurate supply costs were known, it was agreed that the University Executive be approached to provide funding (possibly in conjunction with the Kiwanis and CCV) to enable the watering of the ground surface to permit the All Ford Day and Relay '07 to take place
  - CCV (Anthony Keogh) to write a submission in support of Mick Kramer's submission to the Deakin Executive to find a means around the immediate closure of the sports grounds at Waurn Ponds.

The meeting closed at 8.58pm.

**The next committee meeting is on Wednesday 17<sup>th</sup> January at 7:30pm in room D2.202 at the Waterfront Campus**