



RELAY FOR LIFE – GEELONG COMMITTEE

MINUTES OF THE SEVENTH MEETING

WEDNESDAY 14TH FEBRUARY 2007
DEAKIN UNIVERSITY WAURN PONDS CAMPUS
PETER THWAITES LECTURE THEATRE (LT1)

The meeting commenced at 6:10pm

PRESENT

Jim Anderson (Acting Chair), Sarah Birch, Amy Coopersmith, Laura Dillon, Belynda Grass, Stephen Levy, Chris McAvaney, Jill Miller, Rob Quarrell, Sam Santospirito, Jan Turner, Leonie Barnett, Kaz Squires.

APOLOGIES

Andrew Purdy, Ian Collings, Nagesh Bellur, Darren Cole, Lyn Fraser, David Greenwood, Dale Hausler, Geoff McDonald, Rob Sutherland.

WELCOME AND MATTERS FROM THE CHAIR

Jim welcomed those present and thanked them for their attendance.

BUSINESS ARISING FROM THE MINUTES OF THE SEVENTH MEETING

Updates on “action” items from the seventh 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.**
- Potential storage space required for candle holders (5000 needed for Relay '07) has been arranged by Jim. More generally, storage space will be required at Beckley Park. **Action: Jim/Andrew. In progress – leave until 2008**
- 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)**
- Still waiting for response from Barwon Water re application for the rehydration station. Darren to contact Barwon Water. **Done and application approved. Just need to have water quality approval.**
- 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**

GENERAL BUSINESS

Registration update (Laura et al)

- 87 teams have already registered and approx \$116,795.58 has been received to date.
- Team registrations are down compared to this time last year however dollars raised is higher
- Hopefully after tonight's team captain's meeting more registrations will be received.
- Laura and Jim did interview
- 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**

Committee reports

Facilities (Stephen)

- Waiting on water test
- Caravan and clock are confirmed
- Power – We have confirmed 1 free generator and 1 for \$400 from Coates
- Toilets – facilities committee has decided that no toilets or showers need to be hired. This decision was supported by local Council. 28 toilets already onsite.
- Security – Darren getting a revised quote. **Action: Steve to email Amy with security details and levels.**
- Rob Sutherland is taking care of Risk Management

Treasurer (Lyn)

- No report.

PR/Media (Sarah)

- Ambassador's Breakfast is all organized – invitations to be given out tonight and the coming week. Speakers and MC all confirmed.
- Sarah did an interview on Bay FM last Friday.
- Sarah has secured coverage for the Relay weekend with Geelong Business News.
- Geelong Advertiser relationship with RFL is being cemented with a contract and looking to get more involved and further support Relay.
- Cancer Fast Facts – a localized 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.**

Ceremonies (Jan)

- Under control.
- Sub committee meeting Thursday 15th Feb.
- Request be made to have access also to the kitchen. **Action: Amy to request kitchen usage when she speaks with Lisa from Beckley**

Entertainment (David/Sam)

- Under control – all booked in.

Vendors (Jill)

- All under control.

- Jill needs confirmation from Richard Oakley **Action: Amy to send Jill Richard's details.**

Children's Entertainment (Belynda)

- Jumping castle, face painting, Go For Your Life, Jancee etc all booked.
- Trying for soccer and volleyball.
- Belynda spoke to a man from Kyneton who has a mobile farm – cost is \$1200 – committee recommendation was to not spend \$1200 on this service.
- Needs some trestle tables, chairs and marquees – **Action : Belynda to let Darren know quantities.**

OTHER BUSINESS

- Onsite fundraising – A team asked if they can sell Krispe Kremes at the Relay. Committee needs to make a ruling on onsite fundraising and communicate to teams. Suggestion was made for 1 central area as per last year.
- Program needs to be drafted – **Action: PR – Sarah & Laura**
- Movies – **Action – Belynda to speak to Sam re marquee, Chris to source equipment, Belinda to speak to Father Dillion**
- Candle tributes for team captains – needed for next TC meeting – **Action: Amy to bring for Jan at next TC meeting.**
- A map of Beckley Park was tabled for information and discussion – will be further discussed at following TC meeting.

The meeting closed at 7.10pm for the commencement of Team Captain's meeting.

The next committee meeting is on Wednesday 28th February, 7:30pm. Location TCB.