



RELAY FOR LIFE – GEELONG COMMITTEE

MINUTES OF THE NINTH MEETING

WEDNESDAY 28TH FEBRUARY 2007
DEAKIN UNIVERSITY WATERFRONT CAMPUS
ROOM D2.202

The meeting commenced at 7:35pm

PRESENT

Andrew Purdy (Chair), Jim Anderson, Sarah Birch, Ian Collings, Amy Coopersmith, Laura Dillon, David Greenwood, Stephen Levy, Christopher McAvaney, Jill Miller, Rob Quarrell, Sam Santospirito.

APOLOGIES

Leonie Barnett, Nagesh Bellur, Darren Cole, Lyn Fraser, Belynda Grass, Kaz Squires, Rob Sutherland, Jan Turner.

WELCOME AND MATTERS FROM THE CHAIR

Andrew welcomed those present, wished Laura a happy birthday, and thanked everyone for their attendance.

CCV Working Party

Andrew, along with another seven ChairManagers, attended a CCV Working Party in Melbourne on Sunday 25th February. It was noted that considerable progress had been made on items previous raised with CCV, eg registration procedures, and that a task force is to be set up to develop a code of best practice and a set of standards for future Relay events.

Extreme weather policy

Andrew summarised an email from Anthony Keogh regarding issues associated with the operation of Relays subject to extreme weather conditions, particularly extreme heat. Andrew sought advice from Rob Sutherland on the matter and tabled a report from Rob which prescribed procedures in the case of extreme heat, wind and rain, and a policy in the case of extreme heat. (Please see below). It was agreed the procedures, policy and control actions be placed in the Event Safety Plan on the website and Team Captains be advised accordingly.

Extreme Weather Policy (extreme rain, extreme wind, extreme heat)

Prior to event

Actions - Safety Officer to review weather forecast (72 hours/48 hours/24 hours prior to event) and make recommendations to the Committee. Committee to decide on the event feasibility.

Guidelines - Predicted Maximum Air Temperature <30oC - OK, 30-35 oC Event to progress with monitoring of conditions on the day (be prepared to suspend event for several hours if temp > 35oC), >35oC Must monitor conditions on an hourly basis throughout the event (suspend activities when air temperature > 35oC). Wind > 25 knots, cancel event. Rainfall > 15 mm cancel event.

Potential Actions - Event Cancellation - notify team captains / volunteers / vendors OR Event to progress.

During the Event

Actions - Safety Officer to monitor conditions during the event. Safety Officer to call Committee meeting to discuss issues. Committee to decide on the event feasibility. Liaise with Event Medical Services.

Guidelines - Air Temperature < 35 oC OK , > 35oC suspend event. The event will recommence as soon as practicable after conditions cool below the threshold.

*Wind > 25 knots, suspend or cancel event. Rainfall > 15 mm suspend or cancel event.
Potential Actions: Event Cancellation - notify team captains / volunteers / vendors, Event Suspension - notify team captains / volunteers / vendors OR Event to Progress*

Control Actions for Extreme Heat

Cool water stations and fluid replacements will be available throughout the event. Participants will be reminded frequently of the need to adequately hydrate. It is recommended that participants drink 500ml within 2 hours of commencement and at least 150 ml every 15 minutes during participation. Whilst water is adequate for activities lasting up to an hour, carbohydrate based sports drinks are recommended for longer periods of participation. In extreme heat conditions (T > 35oC) participants should rest in shaded areas.

BUSINESS ARISING FROM THE MINUTES OF THE EIGHTH MEETING

Updates on all relevant “action” items from the minutes of the 14th February 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 hand.**
- 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.**
- Service clubs to be contacted to provide supervision of children’s activities. Belynda to advise Darren of any special requirements needed for the activities. **Done.**
- 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). In hand.**
- Andrew reported he had attempted 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 but had received no response. It was agreed that the service be cancelled unless advice to the contrary is given by Andrew.
- 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. In progress.**
- Security – Darren getting a revised quote. Stephen has emailed Amy with proposed security details and staffing levels. **Proposed security approved by CCV subject to guaranteed male staffing by the security firm. Stephen to obtain such guarantee. Action: Stephen.**
- Cancer Fast Facts Sheet – a localised Cancer fact sheet is being put together by CCV and will be useful for future media coverage. **Action: Amy to send to Sarah once it’s complete. Done.**
- Request to be made to have access also to the kitchen at Beckley Park. **Action: Amy to request kitchen usage when she speaks with Lisa from Beckley Park. Done and approved.**

- Need some trestle tables, chairs and marquees. **Action : Belynda to let Darren know quantities. Done.**
- Program needs to be drafted. **Action: PR – Sarah and Laura.** Andrew to email relevant committee members asking what they want to have included in the program. **Action: Andrew. (The Secretary advised that the program was needed by Wednesday 14th for printing).**
- Candle tributes for team captains – needed for next TC meeting. **Action: Amy to bring for Jan at next TC meeting. Done.**

GENERAL BUSINESS

Registration update (Laura)

- One hundred and four teams have already registered and approx \$146K has been received to date.

Committee reports

Recruitment (Laura)

- 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 14th 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.**

Facilities (Stephen)

- Water testing at Beckley Park has been carried out with results to be known within days.
- 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.**

Treasurer (Lyn)

- No report.
- Andrew to request a balance sheet and treasurer’s report from Lyn. **Action: Andrew.**

PR/Media (Sarah)

- Still a need for more promotional stories. Sarah will arrange with particular local newspapers as appropriate. **Stories to Sarah. Action: All.**
- Promotion of the Ambassadors’ Breakfast is under control and a flyer is to be added to the website.
- If Committee members wish to attend the breakfast on Friday 16th March (cost is \$50), please let Sarah know as soon as possible. **Action: All.**

- A request was made by the Marketing Manager at the GA as to how the GA “could be involved”. It was agreed (at least) that Relay coverage after the event in the GA include recognition of all teams plus appropriate photos, and that the coverage be as soon as possible after the event. Sarah to follow up with the GA. **Action: Sarah. Done.**
- Bay FM presentations and Geelong News and Echo promotions are continuing.

Ceremonies (Jan)

- No report.

Entertainment (David/Sam)

- David tabled the Entertainment Program for both days of the event. It was agreed that the proposed program was excellent.

Vendors (Jill)

- All under control.
- Map is still required in order to provide access and location information to the vendors. Jill to meet with Jim and Sam after the meeting.

Children’s Entertainment (Belynda)

- Entertainers now locked in.
- Belynda had emailed details of the proposed children’s program which are copied below:

Bunnings DIY Clinics

The Plaster People

Jancee

Jumping Castle

Soccer Clinic/Workshops TBC

Personal Trainer – Health and Fitness Clinic/s TBC

Volleyball Competition – TBC (Jim mentioned last week he may have an updated contact for the volleyball as the contacts I have tried to call have so far been unresponsive)

Karate/Self Defence - TBC

Secretary’s note: If you are unable to attend a meeting and have “action” item/s on the agenda against your name, it would be really useful if you could email a short note about the item/s to the secretary prior to the meeting.

OTHER BUSINESS

- Andrew reported that at the CCV Working Party it was noted that in the USA some Committees have Youth sub-committees. This could be considered by the Geelong Committee for future years.
- 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.

The meeting closed at 9.05pm.

The next committee meeting is on Wednesday 14th March at 6:00pm in the Dining Room at Beckley Park and will be followed by a TCs meeting at 7:30pm.

Please note the **Social Function** at Beckley Park on the evening of Friday 9th March (let Andrew know asap if you want to attend – cost is \$20 per head), and the **Ambassadors’ Breakfast** at 7:00 for 7:15 start on Friday 16th March at the Geelong Racing Club. \$50 per head. Let Sarah know if you are attending.